

# 🖺 ಬೃಹತ್ ಬೆಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಿಕೆ

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pummin Jar layon, of by ADD method were now, -01-ಕಡತದ ಸಂಖ್ಯೆ <u>EE/UFC /PR / 1972 / 19-20</u> o M/ No Ormfol Jost pvt dfg

ಪಂಕ್ತಿಯ ಟಿಪ್ಪಣಿಗಳು ಮತ್ತು ಆಜ್ಞೆಗಳು ಸಂಖ್ಯೆ 1972

ಸಲ್ಲಸಿದೆ,

ವಿಷಯ:– ಓ.ಎಫ್.ಸಿ ಕೇಬಲ್ನ್ನು ಹೆಚ್.ಡಿ.ಡಿ ಮೂಲಕ ಅಳವಡಿಸಲು ಅನುಮತಿ ನೀಡುವ ಬಗ್ಗೆ

ಉಲ್ಲೇಖ:– ಮಾನ್ಯ ಆಯುಕ್ತರವರ ಆದೇಶ ಸಂಖ್ಯೇ ಮು.ಅ(ಓ.ಎಫ್.ಸಿ ಕೋಶ) ಪಿಆರ್/255/2018-19, ದಿನಾಂಕ: 28-11-2018.

M/s. JIO Digital Fiber Pvt Ltd, ಸಂಸ್ಥೆಯು ಅರ್ಜಸಂಖ್ಯೆ 05-2019**-1972**ರಲ್ಲ ಬೃಹತ್ರ್ ಬೆಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಕೆಯ ದಾಸರಹಳ್ಳ ವಲಯ, ವಾರ್ಡ್ ಸಂಖ್ಯೆ: 14ರ ವ್ಯಾಪ್ತಿಯಲ್ಲ ಓ.ಎಫ್.ಸಿ ಅಳವಡಿಕೆಗಾಗಿ ಅನುಮತಿ ಕೋರಿ Online ಮೂಲಕ ಈ ಕಛೇರಿಗೆ ಮನವಿ ಸಲ್ಲಸಿರುತ್ತದೆ. ಅದರಂತೆ Online ವಿವರಗಳನ್ನು ಈ ಕಛೇರಿಯಿಂದ ಸರಿಶೀಅಸಿ ಸಂಬಂಧಿತ ವಲಯದ ಅಭಿಯಂತರರ ಪಲಿವೀಕ್ಷಣೆ ಹಾಗೂ ಅಭಿಪ್ರಾಯಕ್ಕಾಗಿ ಕಳುಹಿಸಲಾಗಿದ್ದು, ಕಾರ್ಯಪಾಲಕ ಅಭಿಯಂತರರು, ದಾಸರಹಳ್ಳ ವಲಯ ರವರು Online ನಲ್ಲ 22-07-2019 ರಂದು ದಿನಾಂಕ: ನೀಡಿರುವ ವರಥ್ರಿಯಂತೆ ಅಭಿಯಂತರರು (ಓ.ಎಫ್.ಸಿ) ರವರ ದಿನಾಂಕ: 05-08-2019 ರಂದು Online ಮೂಲಕ ಅನುಮತಿಯನ್ನು ನೀಡಿರುತ್ತಾರೆ.

M/s. JIO Digital Fiber Pvt Ltd ಸಂಸ್ಥೆಯವರ ಓ.ಎಫ್.ಸಿ ಅಳವಡಿಕೆಯ ಇಂಜನೀಯರ್ ಅನುಮೋದನೆ ಜುಲಿಸ್ಡಿಕ್ಟನಲ್ ರವರು ಮನವಿಗೆ ನೀಡಿರುವುದರಿಂದ ಆನ್ಲ್ಯಾನ್ ನಲ್ಲ ಪಡೆದ ಡಿಮ್ಯಾಂಡ್ ನೋಟ್ ನಂತೆ ಡಿಡಿ ಮೂಲಕ ಜಿ.ಎಸ್.ಣ ಸೇಲಿದಂತೆ, ಮೊತ್ತ ಪಾವತಿಸಬೇಕಾಗಿತ್ತು. ಆದರೆ, ಉಲ್ಲೇಖತ ಪತ್ರದಂತೆ ಕೇಂದ್ರ ಸರ್ಕಾರದ ಅಧಿಸೂಚನೆ 03/2018 Central Tax (Rate) ದಿನಾಂಕ: 25–01–2018 ರಂತೆ ಸಂಸ್ಥೆಯವರು Reverse Charges Mechanismಮೂಲಕ GST ತೆರಿಗೆಯನ್ನು ಸಂಸ್ಥೆಯವರೆ ಖುದ್ದಾಗಿ ಪಾವತಿಸಲು ಅವಕಾಶ ಕಲ್ಪಸಲಾಗಿದೆ. ಈ ಹಿನ್ನಲೆಯಲ್ಲ ಸಂಸ್ಥೆಯವರು GST ಹೊರತುಪಡಿಸಿ ಒ<u>ಟ</u>್ಟು ಉದ್ದ **198.09** ಪಾವತಿಸಬೇಕಾದ ಮೊತ್ತ ಪಾಲಕೆಗೆ ్ ఓట్బ ಉದ್ದಕ್ಕ ರೂ. 1,68,377=00 ಆಗಿರುತ್ತದೆ. ಶುಲ್ಕದ ವಿವರಗಳು ಈ ಕೆಳಕಂಡಂತೆ ಲೆಕ್ಕಾಚಾರ ಮಾಡಲಾಗಿದೆ.

Length of OFC proposed 198.09 Mtr

1.	Laying Charges: (198.09) Mtrs@ Rs 600/-Mtr		Rs.	1,18,854=00
2.	Supervision Charges: (198.09) Mtrs@ Rs 100/Mtr	Total	Rs. Rs.	<u>19,809=00</u> 1,38,663=00
3.	Refundable Security Deposit: (198.09) Mtrs @ Rs 150/Mt		Rs.	29,714=00
		Grand Total	Rs.	1,68,377=00

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			ರೂ. <b>1,68,377=00</b> ಗಳ ೩. ಮುಖಾಂತರ ಈ ಕಛೇಟ				
	ಕ್ರ. ಸಂ	ಶುಲ್ಕಗಳು	ಪಾವತಿಸಿರುವ ಮೊತ್ತ	ಡಿಡಿ ಸಂಖ್ಯೆ ಮತ್ತು ಬಿನಾಂಕ	ಪಾವತಿಸಿರುವ ಬ್ಯಾಂಕಿನ ಹೆಸರು		
4>	1.	ಅಳವಡಿಕೆ ಶುಲ್ಕ & ಮೇಲ್ವಚಾರಣೆ ಶುಲ್ಕ	ರೂ. 1,38,663=00 🎽	ಡಿ.ಡಿಸಂಖ್ಯೇ 627196 🎝 ದಿ: 13-08-2019	HDFC		
	2.	ಭದ್ರಶಾಠೇವಣಿ	ರೂ. <b>29,714=00</b>	ಡಿ.ಡಿಸಂಖ್ಯೆ: 627157 / ದಿ: 13-08-2019 🗸	Bank Ltd With (SBI)		
		ಒಟ್ಟು ಮೊತ್ತ	ත₀. 1,68,377=00 ∕		(22.)		
-	ಬಿನಾ ನಲ್ಲ	ಂಕ: <sup>*</sup> 21–08–2018 ರಸ್ತೆ ಕತ್ತಲಿಸುವ ಪರ	ೆ ಪತ್ರದ ಸಂಖ್ಯೆ: ಆ/ಪಿ.ಎನ ರಲ್ಲ ಓ.ಎಫ್.ಸಿ ಅಳವಡಿ ವಾನಗಿ ನೀಡುವ ವ್ಯವಸ್ಥೇ	ಕೆಗೆ ಏಕಗವಾಕ್ಷಿ ಆನ್ಲೈ ಯನ್ನು ಸುನರ್ ಸ್ಥಾಪಿಸೕ	ರ್ ಬ		
6	ಆದೇ ಮೀಟ	ಶಿಸಿದ್ದು, ಅದರಂತೆ M/	s. JIO Digital Fiber i ಶಿ ಕೇಬಲ್ ಅಳವಡಿಕೆಗೆ ಾಗಿ ಮಂಡಿಸಿದೆ. ಸಹಾಯಕ ಕಾಯ	Pvt Ltd ರವಲಿಗೆ <b>198.0</b>	)9		
7>	ಕಾಯ	೧೯ಪಾಲಕ ಅಭಿಯಂತರ ಓ.ಎಫ್.ಸಿ		or.			
	ಕಳು೩	ಯಾಡಿದೆ. ಅನುಮತಿ ಪತ್ರಹೊರಕಿ ಎಸುವುದು ಮತ್ತು ಕ ುವುದು.	ತಿಸಿ ಸಂಬಂಧಪಟ್ಟ ಜುಲೀ ಶಾಲಕೆ ಜಾಲತಾಣಕ್ಕೆ ಸ ಕಾಂ	ಕ್ಕ್ಯಾನ್ ಪ್ರತಿಅಪ್-ಲೋಡ ರ್ಯಪಾಲಕ <b>್ಷಾ</b> ಯಂತರರು	<b>8</b> €		
87	ಸಹಾಂ	ಯಕ ಕಾರ್ಯಪಾಲಕ ಆ ಓ.ಎಫ್.ಸಿ.	<b>ಿ</b> ಭಯಂತರರು	డు.ఎభా.ల.			



## BRUHAT BENGALURU MAHANAGARA PALIKE

Office of the Chief Engineer (OFC-Cell), 3<sup>rd</sup>Floor, Annexe II Building, N.R. Square, Bangalore -560002

No: EE/OFC/PR/1972/2019-20

**Date:** 07-09-2019

661

# Permission for laying of Optical Fiber Cable

To,

M/s.Jio Digital Fibre Private Limited, RMZ ICON, No-51, Palace Road Cross, Vasanth Nagar, Bengaluru-52.

Sir,

**Sub:-** Permission for laying of O F C by HDD Method-regarding

Ref:- 1) MOU of M/s.Jio Digital Fibre Private Limited, Dated:19-02-2014.

- 2) M/s. Jio Digital Fibre Private Limited request letter Dated: 06-07-2019.
- 3) Opinion obtained in **Online**from Assistant Executive Engineer-T.Dasarahalli Sub Division, **DasarahalliZone** on Dated: 22-07-2019.
- 4) Approved by Chief Engineer (OFC) on Dated: 05-08-2019(Online).
- 5) Fee Demand Note Lt No: 05-2019-1972, Date: 05-08-2019.
- 6) Fee Paid by M/s. Jio Digital Fibre Private Limited vide letter received Dated: 22-08-2019.
- 7) Commissioner order No-ಆ/ಪಿ.ಎನ್/ಆರ್(ಜಿ)1080/16-17, Dated: 17-05-2017.
- 8) Commissioner order No-ఆ/పి.ఎన్/ఆర్(జ)2028/18-19, Dated: 21-08-2018.
- 9) Commissioner order No-ఆ/పి.ఎన్/ఆర్(జ)2971/18-19, Dated: 28-09-2018.

S1 No	Name of the Road and Route	Length in Mtr
01	Permission for laying of OFC by HDD Method fromjunction of 8th 'B' Cross Road along 11th Cross Road, 6th Main Road for a length of 198.09Mtr, No of <b>Pits 03,</b> No of <b>Manhole 03</b> and No of <b>Ducts 3</b> , in Ward No-14, Dasarahalli	198.09M
	Zone.  Ref: As per drawing enclosed.  Total	198.09M

The work shall be strictly taken up and completed between <u>07-09-2019</u> to <u>06-12-2019</u> and in line with conditions enclosed.

# Conditions for HDD Method OFC laying

1. This Permission is to be read along with the MOU signed with BBMP and as per the Conditions in the letter cited under rei (2) c

No: EE/OFC/PR/1972/2019-20, Dt: 07-09-2019

Executive Engineer (OFC), BBMP

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- 2. The concerned ward engineer shall supervise the work and ensure that the conditions imposed are complied with.
- 3. Before commencement of the work, the Agency must give prior written intimation to the jurisdictional Zonal, Road Infrastructure Engineers of BBMP and also keep the BBMP Engineers informed during Execution of work.
- 4. Laying of OFC in Newly asphalted Roads is strictly prohibited for a period of one year as per the Commissioner Circular No: ಆ/ඩපර්/සී-5012/2015-16, ධිබා0ේ: 29-07-2015.
- 5. Permission is valid only for the above sanctioned period. In case of expiry of the sanctioned period fresh requisition shall be submitted for Time Extension. which will be considered based on the reasons given and which will attract extra fees as applicable. Such requisition for extension of time should be submitted at least 15 days before the expiry of sanctioned period.
- 6. All HDD Pits must be restored on the same day itself. Any delay is liable for penalty as per Government order.
- 7. Excavation must be as per the instructions of the concerned BBMP Zonal/Road Infrastructure Engineers.
- 8. Any over burden debris/earth should be removed immediately and conveyed to the designated dumping yards failing which, a penalty of Rs: 10,000/- per day will be levied by the concerned ward engineer.
- 9. Strictly follow the procedure laid down in road opening and restoration protocol. Barricading sign boards and other precautionary signage, name and telephone numbers of the executing Agency, opening and closing dates should be displayed, also warning lights should be displayed for the road users and for easy flow of traffic during execution of work, failing which it would attract heavy penalty and cancellation of permission, etc and also entail blacklisting of the executing Agency.
- 10. During execution of work, care must be taken not to cause any damages to BBMP property like drains, Name boards, etc. In case of such damage, commensurate penalty to be paid.
- 11. Absolutely no deviations from the permitted route is allowed. If deviation is found, not only penalty would be levied, the cable on the deviation portion would be confiscated /destroyed.
- 12. After the completion of the rectified portion of the subject road, the same should be maintained for 2 (two) years.
- 13. After completion of the work, as per specification given by BBMP, the Agency must get a Satisfactory Work done Certificate from the jurisdictional BBMP Engineers along with 3<sup>rd</sup> party inspection reports. After the DLP (Defect Liability Period) of 2 years, a satisfactory completion and maintenance Report/Certificate by the jurisdictional BBMP Engineers should be furnished to this office to enable release of the Security Deposit.

Executive Engineer (OFC), BBMP

No: EE/OFC/PR/1972/2019-20, Dt: 07-09-2019

- 14. During execution, any damage caused to the limb or life of public, damage caused to any Government / BESCOM / BSNL / BWSSB / KPTCL / Gail India Limited etc, property, the responsibility lies solely with the executing Agency and any claims/compensation should be borne by the executing Agency alone.
- 15. Redoing of Road cut portion to be carried out as per the MORTH Specification, procedure for Redoing of Road cut portion, specification details and sketch enclosed.
- 16. If the restoration of pits is not done as per MORTH Specification, the cost of same will be recovered by forfeiting the Security Deposit.
- 17.If any HTUG/GAS PIPELINE by HDD/OPEN TRENCH Method work is executed on newly asphalted roads, the cost of the resurfacing of the entire length and width of the road will be recovered from the executing agency.
- 18. During Rainy season, extra care should be taken to ensure that the pits are properly barricaded keeping in mind the safety of pedestrian and vehicular traffic.
- 19. The Agency should not cause any inconvenience to public while executing the work.
- 20. The OFC Cable shall be laid along the berm or shoulder where ever possible in consultation with the jurisdictional Engineer.
- 21. If preinstalled OFC Utility ducts are available in any stretch OFC shall be installed in only those ducts and related additional permission fee shall be paid to BBMP.

#### Copy to:-

- 1. Copy to the Zonal Additional/Joint Commissioner (**DasarahalliZone**) for information.
- 2. Copy to Zonal Chief Engineer (**DasarahalliZone**) and to instruct the concerned EEs, AEEs and AEs to supervise the work.
- 3. Copy to the Chief Engineer (Road Infrastructure) for information.
- 4. Copy to the Concerned Executive Engineer of (DasarahalliDivision) for information.
- S. Copy to the Concerned Assistant Executive Engineer of (T.DasarahalliSub Division) for information.
- 6. Copy to Additional Commissioner of Police Traffic Cell, Office of the Commissioner of Police, Infantry Road Bangalore-560001.
- 7. Office Copy.

Executive Eng

No: EE/OFC/PR/1972/2019-20, Dt: 07-09-2019

### JIO DIGITAL FIBRE PRIVATE LIMITED

CIN: U64200GJ2018PTC105652

No.51, RMZ Icon, Palace Cross Road, Vasanthanagar, Bangalore 560052

No. BBMP/OFC/

05-2019-1972

/DD

Date:

14-08-19

The Chief Engineer (OFC cell)
Bruhat Bengaluru Mahanagar Palike
4<sup>th</sup> floor Annex Building, N R Square
Bengaluru – 560 002

Dear Sir,

Sub: Permission to lay the OFC by HDD method.

**Ref:** Demand Note

No.CE(OFC)PR/05-2019-1972

With reference to your Demand Note bearing

No.CE(OFC)PR/05-2019-1972

,Please find

mentioned below the details of Demand Draft drawn on HDFC Bank, payable at Bangalore

towards payment to get permission to lay OFC on

05-2019-1972 by HDD method:

Application No.	Length in Mtr.	No. of Ducts	Laying & Supervision Charges (Rs.)	DD No. for Laying & Supervision charges	Security Deposit (Rs.)	DD No. for Security Deposit	GST (through RCM) Rs.
05-2019-1972	198.09	3	138663	627196 Dated 13-08-19	29714	627157 Dated : 13-08-19	24959

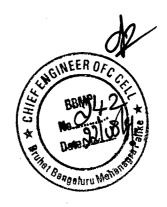
Request you to kindly issue permission letter for the same.

Thanking you,

Yours faithfully,

for JIO DIGITAL FIBRE PRIVATE LIMITED

Authorized Signatory.



# 1972-4

# **Cash Management Services - Payments**

- MAIL TO -

COMMISSIONER, BBMP, BANGALORE

Bank Ref No: FT908133293680

BY ORDER OF -

JIO DIGITAL FIBRE PRIVATE LIMITED

WS,269,A WING 5TH FLR TC 22RCP GHANSOLI NAVI MUMBAI -400701.

Instrument Date: 13/08/2019

Instrument No.: 627196

Amount Rs. \*\*\*\*1,38,663.00

**BANGALORE** 

4200003214

HDFC BANK



Issued in arrangement with SBI, Mumbai Main Branch

	VALUE:	(38) 11		ONTHS	FROM	THE O	MEOF	ISSUE
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State Bank of India XV. (No.: 35291432461)

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COMMISSIONER, BBMP, BANGALORE

BY ORDER OF -

JIO DIGITAL FIBRE PRIVATE LIMITED WS,269,A WING 5TH FLR TC 22RCP GHANSOLI NAVI MUMBAI -400701.

Instrument Date: 13/08/2019

Instrument No.: 627157

Amount Rs. \*\*\*\*\*29,714.00

Bank Ref No: FT908133293563

BANGALORE

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Issued in arrangement with SBI, Mumbai Main Branch

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COMMISSIONER, BBMP, BANGALORE

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JIO DIGITAL FIBRE PRIVATE LIMITED

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BY ORDER OF —

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WS,269,A WING 5TH FLR TC 22RCP GHANSOLI NAVI MUMBAI -400701.

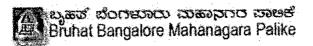
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Bank Ref No: FT908133293563

BANGALORE

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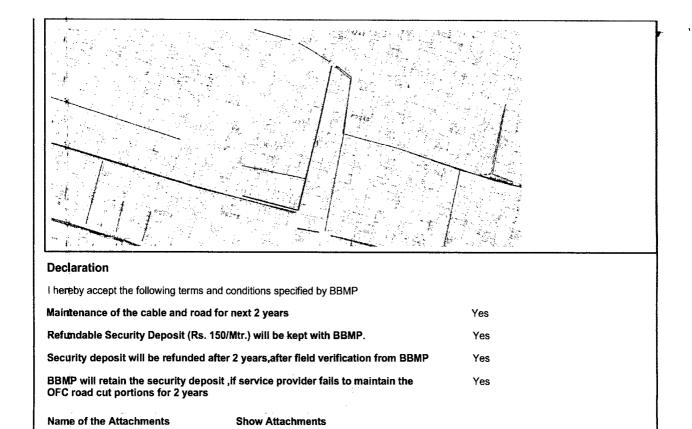
# BBMP ENGINEERING DEPARTMENT

#### **OFC Form**

Application No. 05-2019-1	972 <b>PR Num</b>	nber(To be Assigned by A	E/JE-OFC, BBMP)	CE/OFC/PR/19-20/00	
General Information					
Segment ID	Street ID		Street Name		
14/C-I1023/030719/012520	11023, W07	776	NA		
Zone	Ward No.	_3 5:	Ward Name		
DASARAHALLI	<b>14</b>		Bagalakunte		
Service Provider Category Organization			Year of Incorporation		
elecom Jio Digital Fibre Pvt			0		
Registered Office Address	Ltd		Pin Code	Official Phone No	
No. 8, Nitesh Time Square, 2	nd Floor Beside Trinity M	letro Railway Station, M.G.	560001	0804922602	
Road, Bangalore	ing ricor, bodge		000001	0001022032	
Previous Relevant Exp.			Fax	Website	
			08025588030		
Penalized Details			Vat Reg No	Tin	
			560001		
Turnover for Last 3 Years			Tan	Application Submission Date	
Name of the Authorized Pe	rson Designatio	on	Email ID		
S Narasimhan	Circle Hea	d	babu.veerabhadre@rit.com		
Local Address			Purpose		
No. 8, Nitesh Time Square, 2 Road, Bangalore	2nd Floor, Besige Trinity N	Metro Railway Station, M G	OFC		
Pin Code	Phone No.	Mobile No	Authorization Letter	MOU with BBMF	
560001	0804922602	9845117017			
OFC/Cable Related Information	Laying		Total No.of Pits (Points	s marked on map)	
·	OFC		3		
Likely Date of Commence	ment Total Lengt	h (m)	No. of Cables		
2019-08-15	198.09		2		
Laying Method	No.of Ducts	<b>i</b>	No. of Manhole		
	3		3		

### **Segment Details**

Sr No.	Length (m)	FromLandmar k	To Landmark	Start X Coordinate	Start Y Coordinate	End X Coordinate	End Y Coordinate	Passing Through
1 1	198.09		NAME OF ACT OF STREET OF THE PARTY OF THE PA	77.51183174	13.0506077	77.5110002	13.04949866	CSS LINK-
	1	•		18	989	222	61	1620,SITE ID-
	1	}	7 7				Y 4.	2555

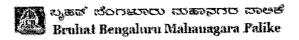


Status of My Application							
Approver Name	Designation	Date					
ceofc01 ceofc01	CE-OFC	11/07/2019					
AE	AE	21/07/2019					
aeed02 aeed02	AEE	22/07/2019					
ceofc01 ceofc01	CE-OFC	05/08/2019					

attachment

Authorized Signatory Letter

Date: 13/08/2019 Time: 22:10:19 20190813221019



Office of the Chief Engineer (OFC), 2nd Floor, Annex II Building, N.R.

Square, Bangalore-560002

No: CE(OFC)/PR/05-2019-1972

Date:

05/08/2019

#### **DEMAND NOTE**

GST No.:29AAALB1608F1ZK

To,

Circle Head

Jio Digital Fibre Pvt Ltd

No. 8, Nitesh Time Square, 2nd Floor, Besige Trinity Metro Railway Station, M G Road, Bangalore 560001

Sir,

<u>Sub:-</u>

Permission to lay OFC by HDD Method regarding

Ref:-

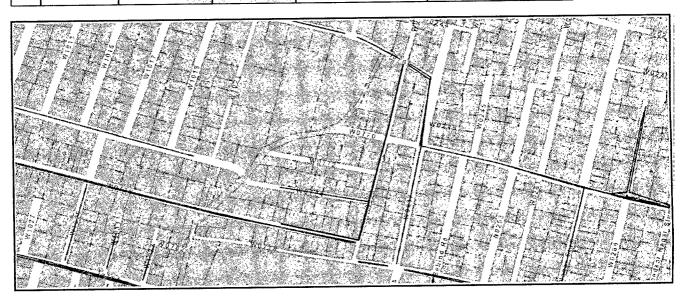
- 1) MOU of M/S Jio Digital Fibre Pvt Ltd, Dated 16/02/2014.
- 2) Your Request letter No., Dated 06/07/2019.

As, per the requisition shown in the below table for laying of OFC by HDD method to a length of 198.09 Mtr has been approved by the commissioner.

Details of Segments drawn on BBMP GIS Map

(Segment ld :-14/C-l1023/030719/012520)

Sr No	Segment Length (mts)	From Landmark		End Coordinates
1	198.09		77.511832,13.050608	77.511000,13.049499



In view of the above you are hereby informed to pay the necessary fees as stipulated below, in the form of DD in favour of "Commissioner BBMP Bangalore" within seven(07) days. Then only your request can be processed further.

4

#### Length of OFC proposed 198.09 Mtrs.

- 1. Laying Charges Rs. 140,247.72/- (@600.00/Mtr)
- 2. Supervision Charges Rs. 23,374.62 /- (@100.00/Mtr)
- 3.Total No's of Junction Box is 0 charge Rs.0.00/- (@3000.00/Junction Box)
- 4.Total No's of Junction Box is 0 charge Rs.0.00/- (@1500.00/Pole)
- 5.Refundable Rs.: Security Deposit 29,713.50 / ( It include 25% of junction box,Pole fee if any and installation fee which is mentioned below, as security deposit)
- (i)0.25 \* (Rate Per Minimum Ducts + (No. Of Additional Ducts \* Rate Per Additional Ducts))

Installation Fee= Length Of Road in meter \* (i)

\*18% GST(9% CGST+ 9%SGST=18% GST) is included in the charges (Not Applicable for Security deposit.) Effective from 23 Sep 2017

The excavated road cut portion should be brought to its original condition by you as per the MORTH

Specification and directions of the BBMP Engineer within 15 days from the date of excavation.

Total Amount Payable (1+2+3+4+5)Rs: 193,335.84 In words (Rupees One Lakh Ninety Three Thousand Three Hundred Thirty Five Only)

Permission will be accorded with all applicable, only conditions after submission of the Demand Draft drawn from Nationalized Banks, for the above mentioned amount to this office.

Yours faithfully,

CEOFC

Bruhat Bangalore Mahanagara Palike

#### Copy to

- 1. Copy submitted to Commissioner for kind information.
- 2. Copy submitted to Special Commissioner (Project) for kind information.
- 3. Copy submitted to CAO for information.
- 4. Copy to Office file.

