

Form # 113 Document verification Booking Form

Please send us the duly filled below confirmation form:

Bidder/ Applicant Contact Details

Bidder/ Applicant Name			
Bidder/ Applicant Contact Person	Name		
	E-mail		
	Phone		
	Mobile		
Bidder/ Applicant contact address	Address	Door	
		Street	
	Landmark		
	City		
	State / Province		
	Country		

Verification Details

Buyer/ Authority Name <small>(Requiring document verification)</small>	
Purpose of Verification	
Tender No./ Reference doc. no.	
Tender Closure Date	
Verification Report/ documents Required date	
Documents specifying verification requirements (Pls attach copy)	
Inspection certificate requirement	<input type="checkbox"/> Inspection Report (IR) only <input type="checkbox"/> Inspection Certificate (IC) only <input type="checkbox"/> Both (Inspection Report+ Inspection Certificate)
Document submission date to RSJ	

Note:

- 1) If working with RSJ for first time, please furnish the below **"New Client Information Form Annexure I."**
- 2) If you have any special instruction on which Email ID's, should be or should not be copied, please inform us through mail.

I/ We have read/understood all document verification requirements/instructions/notes mentioned, [Terms & Conditions](#) and I/We do agree to adhere with the same.

Name:

Designation:

Annexure I: New Client Information Form

Please provide the following details to create a new client in our webQBMS.com online portal.

Bidder/ Applicant Details

Bidder/ Applicant name					
Website					
Address	Address	Door No			
		Street			
	Landmark				
	City				
	State/ Province				
	Country			Postal Code	
Contact Person 1			Contact Person 2		
Name			Name		
Email			Email		
Phone			Phone		
Mobile			mobile		
Inspection charges (paid in currency)					
Client Domain					

Report/ Invoice Mailing Details

Team 1	
Report -To (Email ID)	
Report - CC (Email ID)	
Invoice -To (Email ID)	
Invoice- CC (Email ID)	
Billing Company Name & Address with GSTIN Number (If different from above)	

Attention: In case billing company is different, please furnish company name & address with GSTIN Number (for Indian clients/suppliers)

Team 2	
Report -To (Email ID)	
Report - CC (Email ID)	
Invoice -To (Email ID)	
Invoice- CC (Email ID)	

Verification booking requirements & notes:

- 1 Booking:** All Document verification confirmation E-mail form need to be sent minimum 2(two) working days in advance by bidder/ applicant to RSJ Inspection Service Limited.
- 2. Requirement:** Bidder/ Applicant's are liable for submitting all the required information / documents as per the criteria's / requirements specified by Buyers/ Authorities (Requiring document verification) prior or at the time of document verification.
- 3. True Copy:** 2 sets of True copy needed to be submitted. One copy will be returned with RSJ attestation and another copy will be kept by RSJ. True copy to be self-attested with wordings of 'Certified True copy' with company seal by Proprietor / Company Director / Company secretary / authorized signatory with power of attorney.
- 4. Confidentiality:** We, hereby declare that the observation made during document verification, and the results of document verification will be kept confidential by verifier or everyone who has involved during the course of Document verification through RSJ.
- 5. Service Agreement:** i) RSJ recommend bidders/ applicants to read thoroughly the [Terms & Conditions](#) documents. Once we receive the document verification submission details, RSJ assumes bidders/ applicants had read and agree to all the terms and condition mentioned in [Terms & Conditions](#).
- ii) Submitting merely the documents does not mean documents will be certified and/ or report, certificate, TPIA undertaking will be issued. In case submitted documents and/ or information/ data available in these documents do not meet the criteria's / requirements specified by Buyers/ Authorities (Requiring document verification). RSJ shall neither be liable for issuing the certified documents, report, certificate and/ or TPIA undertaking nor refund of service charges/ fees.
- iii) Additional fees shall be charged for service that are not included in the proposal and for work required. Also Additional charges applicable for any request for revising the report due to omissions/ additions from buyer/ authorities (requiring document verification) side after 60 days from the report release date. Minimum Report revision charge is INR. 5000/- and it may be charged higher depending upon nature of additions / workload etc...
- 6. Service condition:** We at RSJ Inspection Service Ltd. believe in Honesty, Fair Dealing, Confidentiality, Integrity & consider that gift and hospitality are not necessary in business relationship. We do not allow our staff to ask or accept any benefit offered by the customer like money, gift, favor, entertainment, merchandise, ticket, accommodations, free meals, free transportation, gift Vouchers or reimbursement of any part.
If you have any complaint or comments, please contact on below Direct line: +91-120-4559205, Email: inspection@rsjq.com