

**Office of the Board of Administrator of the Ghatal Municipality**  
**Ghatal :: Paschim Medinipur**  
**TENDER DOCUMENTS**

Ref. :- Tender Reference No. WBMAD/GHATAL/NIT-2e/2021-22, Dated 17.11.2021

Invited by the Chairperson of Ghatal Municipality

Tender Accepting Authority : The Chairperson of Ghatal Municipality on recommendation of the Board of Councillors, Ghatal Municipality.

**LIST OF WORKS**

Sl. No.	Name of the Work	Amount put to Tender (Rs.)	Earnest Money (Rs.)	Period of Completion
1.	Repairing of Ghatal Basanta kumari Girls high School infrastructure for the purpose of reopening of school and Construction of a water Tank , floor etc. at Mouza-Konnagar, in plot No-227,236, holding no-92,92/2, in ward no-16 within Ghatal Municipality	621986.00	12440.00	30 Days
2.	Repairing of Ghatal Vidyasagar high School infrastructure for the purpose of reopening of school at Mouza-Konnagar, in plot No-428,2319, Khatian No-1355 in ward no-16 within Ghatal Municipality	424857.00	8497.00	30 Days
3.	Repairing & Renovation Work for Ghatal gurudas High School , Mouza-Srirampur, JL No-029, Plot No-2388, Khatian No-687 in Ward No-9 within Ghatal Municipality	617706.00	12354.00	30 Days



Chairperson  
Ghatal Municipality  
*Chairperson*  
Ghatal Municipality

# OFFICE OF THE ADMINISTRATOR OF THE GHATAL MUNICIPALITY

GHATAL : PASCHIM MEDINIPUR

## NOTICE INVITING e-TENDER

Memo No. - 596/PW/GM/2021-22

Dated – 17.11.2021

**Tender Notice No. -WBMAD/GHATAL/NIT-2e/2021-22**

The Administrator on and invites sealed tender on Percentage (above/below) rate from the reliable and resourceful Companies/Firms/Contractors having experience and acumen in construction work as noted below and the eligibility is depicted hereunder for participating in the Tender.

Details of Tender with necessary requirement towards submission of tender papers will available online as per particular given below :

1. Name of Work :
  - i) Repairing of Ghatal Basanta kumari Girls high School infrastructure for the purpose of reopening of school and Construction of a water Tank , floor etc. at Mouza-Konnagar in plot No-227,236, holding no-92,92/2, in ward no-16 within Ghatal Municipality,
  - ii) Repairing of Ghatal Vidyasagar high School infrastructure for the purpose of reopening of school at Mouza-Konnagar, in plot No-428,2319, Khatian No-1355 in ward no-16 within Ghatal Municipality within Ghatal Municipality.
  - iii) Repairing & Renovation Work for Ghatal gurudas High School , Mouza-Srirampur, JL No-029, Plot No-2388, Khatian No-687 in Ward No-9 within Ghatal Municipality as mentioned detail in the 1<sup>st</sup> Page of this NIT.
2. Estimated Cost : Mentioned in the List of Work.
3. Location of Work : Within Ghatal Municipal area, Ghatal, Paschim Medinipur, West Bengal
4. Eligibility to participate : Having experience and technical acumen in execution & completion of similar nature of works having credential with the value of **40%** and above of the estimated amount put to tender in a single tender during current financial year or in any financial year during the last five years in Govt. Deptt./Board/ Semi-Govt./Corporation/ Statutory Authority/  
In the Tender

5. Bidders Choice : Undertaking etc. for this work and having valid PAN, P.T. ,GSTIN & Current IT Return etc.  
One or more than one work of this NIT
6. Documents to be Produced in support of Credential for Tender : A successful performance and completion certificate supplemented with work order along with payment certificate issued by the competent authority shall have to be uploaded in support of credibility in terms of eligibility criteria depicted in this notice (Ref. Sl. No. 4). Beside this, following documents shall have to be uploaded :
- \* Particulars of ownership/ partnership of Board of Directors pertaining to the Organization/ Company/ Firm.
  - \* Copies of valid PAN Card, GSTIN, P.F. & E.S.I Registration Certificate, Professional Tax clearance Certificate, Current IT Return.  
List of Technical personnel employed under the organisation in details with names, qualification, experience and address with contact number
  - \* Corresponding Address, Fax & Telephone Nos. contact Mobile No. & Email No. of the Organization.
7. Earnest Money : 2% of estimated cost for the work in this NIT.
8. Mode of Payment : Make payment of Earnest money (EMD) by net-banking or by RTGS/NEFT through ICICI Bank Payment Gateway.
9. Date and Time Schedule :
- 9a. Publishing Date : 17.11.2021 at 6.00 P.M.
- 9b. Documents download/ Sell start Date (Online) : 18.11.2021 at 10.00 A.M.
- 9c. Tender submission Start Date (Online) : 18.11.2021 at 2.00 P.M.
- 9d. Tender submission Closing Date (Online) : 26.11.2021 upto 2.00 P.M.

- 9e. Tender opening date for Technical proposals (Online) : 30.11.2021 at 2.00 P.M.
- 9f. Scrutiny of credential and Other papers : 02.12.2021 at 3.00 P.M.
- 9g. Date of uploading list for Technically qualified Tenderer (Online) : To be intimated
- 9h. Date and place for Opening of Financial Proposal (Online) : To be intimated
- 9i. Date of uploading of list Of Tenderer along with The offer rates through (Online) : Within 48 (Forty Eight) hours after opening of financial proposal
- 9j. Further negotiation Through offline for final Rate ( if required) : The same will be notified within 48 (forty eight) hours after uploading the offered rates of tenderers.
10. Time of Completion : 30 days from the date of execution of Agreement.
11. Site inspection & general information : Intending tenderer is required to inspect the works site with particular reference to location and infrastructure facilities. They are to make a careful study with regard to all relevant factors as might affect their rates and prices. They are also acquainted with relevant specifications, Clauses & Sub Clauses of the Tender documents and to have fully acquainted with all details of work front, communications, underground utility services, seasonal weather and its variation, labours, water supply, existing & proposed site levels, position and diversion to transportation and barricading etc.
12. Tender documents : A full set of tender documents consist of two part.

**Part – I** - Containing all documents in relation to the name of the firm applied for and credentials possessed by them along with all documents as depicted in Sl. No. – 6

**Part – II** – Containing following documents :-

Bid Price / Price Schedule. (.xls sheet)

13. Validity of Tender : A tender submitted shall remain valid for a period of 120 calendar days from the date of opening of tender.
14. Withdrawal of Tender : A tender once submitted shall not be withdrawn within the validity period. If any tenderer/ tenderers withdraw his/her/their tender(s) within the validity period then Earnest Money as deposited by him/her/them will be forfeited.
15. Acceptance of tender : The Chairperson, Ghatal Municipality will accept the tender. He does not bind himself to accept otherwise the lowest tender and reserves the right to reject any or all of the tenders received without assigning any reason thereof.
16. Intimation : The successful tenderer will be notified in writing of the acceptance of his tender. The tenderer then becomes the Contractor and he shall forthwith take steps to execute Formal Contract Agreement in duplicate in appropriate Form with the Chairperson, Ghatal Municipality and fulfill all his obligations as required by the contract.
17. Escalation of Cost : There will be no escalation in cost for materials or labour and the contract price mentioned in the contract stands valid till completion of the contract.
18. Name & address of EIC of the work : Contact, PWD Section of Ghatal Municipality after getting the work order.
19. Execution of Work : The contractor is liable to execute the whole work as per direction and instruction of the concerned S.A.E. of Ghatal Municipality

20. Departmental materials : No materials will be supplied to the contractor.
21. Payment : Payment will be made to the contractor by the Chairperson, Ghatal Municipality after completion of the work on recommendation of technical personnel and SD, IT, GST & Cess will be deducted as per Govt. Rules since amended. If the agency or his/her workmen cause damage to the work while in progress for any reasons whatever or any imperfections become apparent in it within three years of its completion, he/she will have to make the same good at his/her expense or in default, the undersigned shall make the same good and deduct the expense from any sums at any time thereafter become due to contractor
22. Influence : Any attempt to exercise undue influence in the matter of acceptance of Tender is strictly prohibited and any tenderer who resorts to this will render his tender liable to rejection.

**Following clauses are to be adhered to by the concerned tenderer during the process of tendering.**

23. In case office faces sudden closure owing to reason beyond the scope and control of the Chairperson, Ghatal Municipality, any of last date/dates as schedule in Sl. No. 9 may be extended upto/to next and following working day without issuing further and separate notice should the Administrator feel it to be necessary and exigent.
24. Persons having authenticated and having registered power of Attorney may be considered lawfully becoming to be acting on and for behalf of the tenderer.
25. Imposition of any duty/tax/rule etc. owing to change/application in legislations/enactment shall be considered as a part of the contract and to be adhering to by the tenderer strictly.
26. Tender acceptance authority is the Chairperson, Ghatal Municipality.
27. **In case of any dispute arising from any clauses of similar nature between tender documents and Municipal tender form, the decision of the Administrator, Ghatal Municipality will be final and binding.**
28. **All usual deductions for taxes, cess etc. as applicable will be made from the bills from time to time.**
29. No conditional/ incomplete tender shall be entertained.

30. In the event of e-Filling intending tenderer may download the quotation document from the website <https://wbtenders.gov.in> directly by the help of Digital Signature Certificate. Financial tender will be submitted duly digitally signed in the website <https://wbtenders.gov.in> tender document may be downloaded from website & submission of Financial part as per tender schedule.

Intending bidders desiring to make payment of earnest money (EMD) online should beforehand read the instructions carefully, particularly in the challan generated by the system of e-tender/e-procurement, if opted for EMD payment through RTGS/NEFT.

**A. Login by bidder :**

- a. A bidder desirous of taking part in a e-tender invited by Ghatal Municipality shall login to the e-procurement portal of the Government of West Bengal using his/her login ID and password using valid DSC.
- b. He/she will select the e-tender to bid and initiate payment of pre-defined EMD for that e-tender by selecting from either of the following payments modes.
  - i) Net-banking (any of the banks listed in the ICICI Bank payment Gateway) in case of payment through ICICI Bank Payment Gateway.
  - ii) RTGS/NEFT through bank accounts in any Bank approved by RBI in India.

**B. EMD payment procedure :**

**a. Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway :**

- i. On selection of net-banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he/she will select the Bank through which he/she wants to do the EMD on-line transaction.
- ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii. Bidder will receive a confirmation message regarding success/ failure of the transaction.
- iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the Ghatal Municipality maintained with the Focal Point Branch of ICICI Bank for collection of EMD against unique codes for identification of the tendering authority.

**b. Payment through RTGS/NEFT :**

- i. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his/her own Bank account.
- iii. Once payment is made, the bank would provide an “**UTR remittance number**” for successful transaction with which the bidder will come back to the e-procurement portal after expiry of 2 to 3 bank working days to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue with his/her bidding process.
- iv. If verification is successful, the fund get credited to the respective pooling account of the Ghatal Municipality maintained with the Focal Point Branch of ICICI Bank for collection of EMD.
- v. Thereafter, the bidder will go to e-procurement portal for final e-submission of his/her bid within pre assigned last date of submission of e-tender.
- vi. If the payment verification is unsuccessful, the amount will be returned automatically by the system to the bidder’s account.

**Note : EMD payment made through RTGS/NEFT would require additional 2 to 3 bank working days after date of transaction in the bank before the procedure is completed for enabling the bidder to continue with the bidding process in the on-line e-tender final bid submission. Thus, the bidder is to take precaution in case of RTGS/NEFT transfers so that the entire process of submission of e-tender is completed with last date of online submission of his/her tender. However, net-banking transaction through ICICI bank payment Gateway would be on real time basis.**

- vii. Approved documents for availing exemption of EMD should be uploaded as per scheduled time.

**c. Refund/ Settlement process for EMD :**

- i. After opening of his/her bids and technical evaluation of the same by the Tender Inviting Authority through electronic processing in the e-procurement portal of the State Government, the tender inviting authority will declare the status of the bid as successful or unsuccessful which will be made available along with the details of the unsuccessful bidders to ICICI Bank by the e-procurement portal through web services.
- ii. On receipt of the information from the e-procurement portal, the bank will refund through an automated process the EMD of the bidders disqualified at the technical evaluation to the respective bidders’ bank accounts from which they made the on-line EMD transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on rejection of bid is uploaded to the e-procurement portal by the Tender Inviting Authority.

- iii. Once the financial bid evaluation is electronically processed in the e-procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on rejection of financial bid is uploaded to the e-procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.
  - iv. If the L1 bidder accepts the LOI and the same is processed electronically in the e-procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his/her bank account from which he/she had made the payment transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the Tender Inviting Authority.
  - v. As soon as the L1 bidder is awarded the contract (AOC) the same is processed electronically in the e-Procurement portal for transfer credit to Ghatal Municipality receipt under Public Accounts through GRIPS where under the security deposit to be collected would also be deposited in connection with the work.
  - vi. If the e-tender is cancelled, then the EMD would be reverted to the original bidders account automatically after such cancellation order is affected online by the Tender Inviting Authority.
31. The tenderer, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the tender and entering into a contract for the work as mentioned in the NIT. The costs of visiting the site shall be at the tenderer's own expense. Traffic management and execution shall be the responsibility of the Supplier at his/her/ their risk and cost.
  32. The Chairperson, Ghatal Municipality reserves the right to accept or reject any or all the offered tender without assigning any reason whatsoever and is not liable for any cost that might have incurred by any tenderer at any stage of tender.
  33. **Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in Instructions to tenderer before tender.**
  34. During scrutiny, if it comes to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/ fabricated, that tenderer will not be allowed to participate in the quotation and that application will be out rightly rejected without any prejudice.
  35. On the date of scrutiny, the bidder himself or his/her authorized representative shall remain present with originals of credentials and other papers at this office, and in

presence of him/her scrutiny shall be made. If the bidder or his/her authorized representative shall remain absent during scrutiny it will be presumed that the bidder is unable to make his/her credential and other papers scrutiny and the bidder will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

36. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act 1970 (b) Apprentice Act 1961 and (c) minimum wages Act 1948 of the notification thereof or any other laws relating there to and the rules made and order issued there under from time to time.
37. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading the tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to upload the tender. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908 since amended.

Memo No. 596/9/PW/GM

Dated – 17.11.2021

Copy forwarded for wide circulation through :

- 1) The District Magistrate , Paschim Medinipur.
- 2) The District Inspector of schools (S.E), Paschim Medinipur.
- 3) The Commissioner School Education, Directorate of School Education, West Bengal, Bikash Bhavan , 7<sup>th</sup> Floor, Salt lake City, Kolkata-700091
- 4) The Sub-Divisional Officer, Ghatal, Paschim Medinipur.
- 5) The Head Master/Mistress of School, Ghatal , Paschim Medinipur
- 6) The Executive Officer, Ghatal Municipality.
- 7) The Finance Officer, Ghatal Municipality.
- 8) All the member of Tender Committee, Ghatal Municipality
- 9) Office Notice Board



  
Chairperson  
Ghatal Municipality  
Chairperson  
Ghatal Municipality

## **INSTRUCTION TO TENDERERS**

### SECTION – A

Instructions/Guidelines for tenderer for electronic submission of the tenders have been annexed for assisting them to participate in e-tendering.

#### **1. Registration of Tenderer**

Any tenderer willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-procurement system, through logging on to <https://wbtenders.gov.in> The tenderer is to click on the link for e-tendering site as given on the web portal.

#### **2. Digital Signature Certificate (DSC)**

Each tenderer is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) submission of tenders, from the service provider of the National Information's Centre (NIC) or any other bonafied service provider on payment of requisite amount. Details are available at the website stated in Clause 2 of Guideline to Tenderer. DSC is given as a USB e-Token.

#### **3. Collection of Tender Documents**

The contractor can search and download NIT and Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

#### **4. Participation in more than one work**

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as partner of a firm if found to have applied severally in a single job all his application will be rejected.

#### **5. Submission of Tenders**

General process of submission of tenders are to be submitted through online to the website stated above in two folder at a time for each work, one in **Technical Proposal** & the other is **Financial Proposal** in view of the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded via virus-free scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

## **A. Technical Proposal**

### **A-1. Statutory Cover Containing**

- i) Prequalification Application (Section – B, Form – I)
- ii) Financial Statement (Section – B, Form II)
- iii) Tender Form No. 2911
- iv) Affidavits (Ref. :- format for general affidavit shown in Y Part B)
- v) Printed Tender Form and NIT (Sl. No. 12 Part I) with all agenda and corrigendum (Download and upload the same Digitally signed, quoting rate will only encrypted in the Price Schedule under Financial Tender. In case quoting any rate in Printed Tender Form the tender will be summarily rejected).
- vi) Certificate of Bank Guarantee by any Nationalised Bank (if required)
- vii) Bank Solvency Certificate (if required)

### **A-2. Non statutory cover containing**

1. Professional Tax (PT) Clearance Certificates and IT & PAN valid up to the date of opening of the tenders. Application for such clearance addressed to the competent authority may also be considered

2. GSTN Registration Certificate.

#### **i) Company Details**

- a) Registered Deed for Partnership Firm/ Joint Ventures from Registrar of Assurances having office at Todi Mansion, Kolkata. Mere application for registration will not be considered.
- b) Trade License for Proprietorship Firms.
- c) Memorandum of Articles for Limited Companies.
- d) Society Registration and Bye-Laws for Co-operative Societies.

#### **ii) Credential**

- a) Completion Certificate of completed (100%) work(s) supported by Bill of Quantities (BoQ's) as detailed in Form-3 executed during the current financial year and the last five years. Also refer to Clause 4.
- b) Audited Balance Sheet of last five financial years or of such period, if the company was set up less than five years ago, with auditor's certificate regarding annual turnover from contracting business in each year.

#### **iii) Equipment and manpower (if required, to be sought for in a separate standardized format)**

#### **iii) Other**

Note :-Failure of submission of any of the above mentioned documents will render the tender liable to be summarily rejected for both statutory and non statutory cover.

## **B. Financial proposal**

The financial proposal should contain the following documents in one cover (folder) i.e Bill of quantities (BOQ) the contractor is to quote the rate (percentage Above/Below/At par) online through computer in the space marked for quoting rate in the BOQ.

Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

## **6. Opening & Evaluation of Tender**

- i) Opening and evaluation of tender :- If any tenderer is exempted from payment of EMD, copy of relevant Government order needs to be furnished.
- ii) Cover (folder) of statutory documents should be opened first and if found in order, cover (folder) for non statutory documents will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- iii) Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded and handed over to the Tender Evaluation Committee. Scrutiny of technical proposal and recommendation thereafter and processing of comparative statement for acceptance etc. will be made by the Chairperson, Ghatal Municipality.
- iv) Uploading of summary list of technically qualified tenderers.
- v) Pursuant to scrutiny and decision of the screening committee the summary list of eligible tenderer and for which their proposal will be considered and uploaded in the web portals.
- vi) While evaluation, the committee may summon the tenderers and seek clarification information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

### **Opening and evaluation of Financial Proposal :**

- i. Financial proposals of tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically form the web portal on the prescribed date and time.

- ii. The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.

## **7. Acceptance of Tender**

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/ Letter of Acceptance. The Letter of Acceptance will constitute the formation of the contract. The Agreement in W.B.F. No. 2911 will incorporate all necessary documents e.g. N.I.T. all corrigendum, special terms & condition, specification of work, different filled up forms, B.O.Q. and the same will be constituted between the Accepting Authority and the successful Bidder.

8. Financial capacity of a tenderer will be judged on the basis of working capital and available tender capacity as mentioned in the N.I.T. to be derived from the information furnished in FORM – 1 and II (Section B) i.e. application for pre-qualification and financial statement. If an applicant feels that his/their working capital beyond own resource may be insufficient, he/they may include with the application a letter of guarantee issued by a first class Bank to supplement the applicant. This letter of guarantee should be addressed to the Tender Inviting/Accepting Authority and should guarantee duly specifying the name of the project that incase of contract is awarded to the tenderer, the tenderer will be provided with a revolving line of credit. Such revolving line of credit should be maintained until the works are taken over by the Authority. The audited Balance Sheet for the last five years, net worth tender capacity etc. are to be submitted which must demonstrate the soundness of tenderer's financial position, showing long term profitability including an estimated financial projection of the next two years.

## **9. Penalty for suppression/distortion of facts**

Submission of false document by tenderer is strictly prohibited and in case of such act by the tenderer the same may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

## **10. Rejection of Tender**

The Employer (Tender Accepting Authority) reserves the right to accept or reject any tender and to cancel the tendering processes and reject all tenders at any time prior to the award of contract without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the ground for Employer's (Tender Accepting Authority) action.



**Chairperson**  
**Ghatal Municipality**  
*Chairperson*  
**Ghatal Municipality**

SECTION – B  
FORM – I  
**PRE-QUALIFICATION APPLICATION**

**To**  
**The Chairperson**  
**Ghatal Municipality, Ghatal ,**  
**Paschim Medinipur.**

Ref. :- N.I.T. No. :- WBMAD/GHATAL/NIT-2e/2021-22, Dated – 16.11.2021

For

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Name of the Work)

Dear Sir,

Having examined the Statutory, Non Statutory and NIT documents, I/we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me/we on behalf of \_\_\_\_\_ in the capacity \_\_\_\_\_ duly authorised to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith. We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that :

- a) Tender Inviting and Accepting Authority can amend the scope and value of the contract bid under this project.
- b) Tender Inviting and Accepting Authority reserves the right to reject any application without assigning and reason.

Enclosed :- e-filling :-

1. Statutory Documents
2. Non Statutory Documents

**Signature of applicant including title  
and capacity in which application is made**

SECTION – B  
FORM – II  
**FINANCIAL STATEMENT**

B. 1 Name of the Applicant :-

B. 2 Summary of assets and liabilities on the basis of the audited financial statement of the last five financial years.

(Attach copies of the audited financial statement of the last five financial years)

Description	1 <sup>st</sup> . Year	2 <sup>nd</sup> . Year	3 <sup>rd</sup> . Year	4 <sup>th</sup> . year	5 <sup>th</sup> . year
a) Current Assets: (It should not include investment in any other firm)					
b) Current liabilities : ( It should include bank over draft)					
c) Working capital : (a) – (b)					
d) Net Worth : (Proprietors Capital or Partners Capital or paid up Capital + Reserve and surplus)					
e) Bank loan/ Guarantee : (As per clause G.2. with all sub clauses)					

Work in hand i.e. Work order issued	As on 31.03.2021	As on 31.03.2020	As on 31.03.2019	As on 31.03.2018	As on 31.03.2017

Signature by an authorised office of the firm

\_\_\_\_\_

Title of the Officer

\_\_\_\_\_

Name of the Firm with Seal

Date :-

**AFFIDAVIT "Y"**

**Declaration of the Tenderer**

(Affidavit to be affirmed on a Non Judicial Stamp Paper of Appropriate Value and Duly Notarized)

I, ..... Son of  
..... aged about  
..... years by occupation ..... do hereby  
solemnly affirm and confirm as follow :

1. That, I am the ..... of .....  
have duly authorised by and competent to affirm this affidavit on behalf of the said  
tenderer.
2. That, I have inspected the site of work covered under NIT ( NIT No. ....)  
circulated through Office memo bearing no. .... dated .....  
and have made myself fully acquainted with the site conditions existing level/proposed  
level and local conditions in and around the site of work. I have also carefully and  
meticulously gone through the tender documents. Tender of the above named tenderer  
is offered and submitted upon due consideration of all factors and if the same is  
accepted, I on and for behalf of the aforesaid tenderer, being lawfully and duly  
authorised, promise to abide by all the covenants, conditions and stipulations of the  
contractual documents and to carry out, complete the works to the satisfaction of the  
tender accepting authority of the work and abide by all instructions as may given by  
the Engineer in Charge of the work time to time. I also hereby undertake to abide by  
the provisions of law including the provisions of contract Labour (Regulation &  
Abolition) Act. Apprentice Act 1961. West Bengal Sales Tax Act, GST Act, Income  
Tax Act as would be applicable to the consultant upon entering into formal contract/  
agreement with the tender Inviting / Accepting Authority.
3. That I declare that, no relevant information as required to be furnished by the tender  
has been suppressed in the tender documents.
4. That the statement above made by me is true to my knowledge.

Deponent  
Solemnly affirmed by the said  
.....

Before me.  
.....  
(1<sup>st</sup> class Judicial Magistrate/ Notary Public)