

# PURBA BARDHAMAN ZILLA PARISHAD

ENGINEERING WING  
COURT COMPOUND, P.O.-BARDHAMAN  
DIST.-PURBA BARDHAMAN, PIN- 713101.

Phone : 0342-2665684/ Fax : 0342-2663327  
e-mail-bzp.dist.engg@gmail.com

Memo. No:- DE/e-NITO/1517

Date:-20/10/2022

## ELECTRONIC NOTICE INVITING TENDER OFFERED OF THE DISTRICT ENGINEER, PURBA BARDHAMAN ZILLA PARISHAD

The District Engineer Purba Bardhaman Zilla Parishad invites e-Tender in percentage basis on behalf of Purba Bardhaman Zilla Parishad for the works in the table below from reputed & resourceful Civil Engineering Consultant/ Consultancy Firms' for preparation of Detailed Project Report (DPR) consisting of Plan , Drawing, estimate etc for the following schemes, working under ZP, P.W.D.,C.P.W.D., Railway, Corporation, Municipality or any other Govt./semi-Govt. Deptt. having experience and requisite credential in execution of similar type of work.

(Submission of Bid through online).

### 1. List of Work:-

Sl No	Name of works	Cost of Tender Documents (Non -Refundable) (Rs.)	Amount of Earnest Money (Rs.)	Time of submission of DPR
<b>Fresh-Tender</b>				
1	Preparation of DPR for Repair and Renovation of "Angikar" meeting hall within ZP office building at Court compound, Burdwan, Purba Bardhaman.	Rs. 250/-	Rs. 3,000/-	10 days

2. In the event of e-filing intending bidder may download the document from the web-site directly by the help of digital signature certificate/e-Token.

### Earnest Money Deposit of e-Procurement

Online receipt and refund of Earnest Money Deposit of e-Procurement through State Government e-Procurement portal. The following procedure to be adopted for deposit of EMD/Bid Security/Tender Fees related to e-Procurement.

#### A) Login By bidder :-

- A bidder desirous of taking part in a tender shall logging to the e-Procurement portal of the Government of West Bengal :- <https://wbtennders.gov.in> using his login ID and password.
- He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes :-
  - Net Banking (any of the Banks listed in the ICICI Bank Payment-gateway) in case of payment through ICICI BankPayment Gateway.
  - RTGS/NEFT in case of offline payment through bank account in any Bank .

#### B) Payment Procedure:-

- Payment by NetBanking (any listed Bank) through ICICI Bank PaymentGateway
  - 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 will select the Bank through he wants to do the transaction in **Account No 026401013669, IFSC Code : ICIC0000264.**
  - Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
  - Bidder will receive a confirmation message regarding success/ failure of the transaction.
  - If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling Account maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD / Tender Fees .
  - If the transaction is failure the bidder will again try for payment by going back to the first step.
- Payment through RTGS/NEFT:-
  - 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.**
  - The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his bank account.
  - Once payment is made, bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
  - If verification is successful, the fund will get credited to the respective Pooling account of the maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD / Tender Fees.
  - Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
  - But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

#### C) Refund/ Settlement Process:-

- After opening of the 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 bids as successful/ 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 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 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 bank account from which he 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) All refunds will be made mandatorily to the any account from which the payment of EMD / (if any) were initiated.

**3. Eligibility criteria for participation in tender:**

- i) The prospective bidders shall have satisfactorily completed as prime agency at least one similar nature of work for which bid is invited during the last 5(five) years prior to the date of issue of this notice, under ZillaParishad, P.W.D., C.P.W.D., & similar other Govt. Deptt. /Semi Govt. Dept. Copy of completion certificate (for executed work) obtained from not below the rank of the Work Order issuing authority should be produced with the technical bid.(N.B.-Date of completion of work and detailed communicational address of the client must be indicated in the credential certificate).
  - ii) Copy of a)Valid PAN Card issued by Income Tax Department b) Current Professional Tax Receipt Challans) Valid 15-digit Goods & Services Taxpayer Identification Number (GSTIN) under GST Act,2017.d) Trade License. [Statutory Documents].
  - iii) Neither prospective bidders nor any of constituent partner had been debarred to participate in tender by any Govt. Deptt. during the last 5 (five) years prior to the date of this e-NIT. Such debar will be considered as disqualification towards eligibility.
  - iv) Registered Unemployed Engineers' co-operative Societies/ Unemployed Labour Co-Operative Societies are required to furnish Valid Bye Law, Valid Register Certificate issued by the Co-operative Department, Current Audit Report, Annual General Meeting along with other relevant supporting papers. [ Non Statutory Documents].
  - v) A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applicants will be rejected for that job only.
  - vi) A prospective bidder (including his participation in partnership) shall be allowed to participate all works as mentioned in the list of schemes.
  - vii) The Partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum. [Non Statutory Documents].
  - viii) Where there is a discrepancy between the rate in figures & words, the rate in words will govern.
  - ix) Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by quantity, the unit rate quoted shall govern.
  - x) Any change of BOQ will not be accepted under any circumstances.
  - xi) Tax invoice(s) needs to be issued by the supplier /agency for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act,2017.
4. GST, Royalty & all other Statutory levy/ Cess will have to be borne by the contractor. Necessary deduction will be made from the contractor's bills as per prevailing Govt. orders and rules towards deposit & other taxes & charges etc.
5. **The Agency shall quote their rate in percentage basis(Both in figures as well as in words) in the given space of Financial Bid Documents only and upload the same in PDF format.**
6. a) No Mobilization Advance and Secured Advance will be allowed.  
b) No Price Variation will be allowed.
  7. Agency shall have to arrange land for creation of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility.
  8. Bids shall remain valid for period not less than 120 (one hundred twenty) days from the date of opening of Financial Bid. "Bid valid for a shorter period shall be rejected by the 'Purba Bardhaman Zilla Parishad' as non response".
  9. Payment is subject to available of necessary fund and deduction of GST, TDS, Income Tax, Security Deposit & Labour welfare Cess, or any other deductions as applicable.

**10. Date & Time Schedule :-**

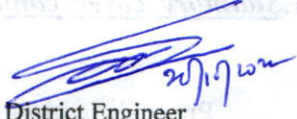
Sl. No.	Particulars	Date & Time
1	Date of Uploading of NIT, Tender Documents (online)	21.10.2022 at 14.00 IST
2	Date of start of downloading the documents etc.	21.10.2022 at 14.00 IST
3	Date of start of submission of Technical Bid & Financial Bid.	21.10.2022 at 14.00 IST
4	Date of closing of submission of Technical bid & Financial Bid.	31.10.2022 at 11.00 IST
5	Date of opening of Technical Bid	02.11.2022 at 12.00 IST
6	Date of opening of Financial Bid	To be intimated later through on line and office notice board.

12. There shall be no provision of Arbitration.

13. Cost of Earnest Money: Documents (Scanned copies of originals) of depositing EMD to be submitted along with the tender documents.



13. Cost of Earnest Money: Documents (Scanned copies of originals) of depositing EMD to be submitted along with the tender documents.
14. The Bidder, at the Bidder's 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 Bid and entering into a contract for the work as mentioned in the e-Notice Inviting Tender, the cost of visiting the site shall be at the Bidder's own expense.
15. The intending Bidders shall clearly understand that whatever may be outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. PurbaBardhamanZillaParishad reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of bidding.
16. Prospective applications are advised to note carefully the minimum qualification criteria as mentioned in "Instructions to Bidders" before bidding.
17. In case of Ascertaining Authority at any stage of application or execution of work necessary registered power of attorney is to be produced.
18. **No CONDITIONAL/INCOMPLETE TENDER** will be accepted under any circumstances.
19. In case of quoting rates, no multiple lowest rate will be entertained by the Department.
20. The District Engineer, PurbaBardhamanZillaParishad reserves the right to cancel the e-N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
21. During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenders will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
22. Before issuance of the work order, the tender inviting authority may verify the credential & other documents of the lowest tenderer, if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer, is either manufactured or false, in that case work order will not be issued in favour of the tenderer under any circumstances.
23. Bid from Joint Venture are not allowed.
24. In case of any change of date, corrigenda, addenda, due intimation will be given in web site/ Notice Board
26. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence:-
  - i) Z.P. Form No. 4
  - ii) e-NIT
  - iii) Technical Bid
  - iv) Financial Bid
27. No Departmental materials will be issued for the works from PurbaBardhamanZillaParishad.
28. Payment will be made subject to availability of fund.

  
District Engineer

PurbaBardhamanZillaParishad

Memo. No:- DE/e-NITO/1517/70

Date:-20/10/2022

Copy of Notice Inviting Tender Offer forwarded for favour of information with request to kindly display in his Notice Board for giving wide publicity to the:-

1-2)	Sabhadhipati/Sahakari-Sabbhadhipati ,PurbaBardhamanZillaParishad .
3)	District Magistrate ,PurbaBardhaman& Executive Officer , Purba Bardhaman Zilla Parishad.
4-6)	Additional Executive Officer /Secretary /Financial Controller& Chief Accounts Officer, PurbaBardhamanZillaParishad.
7)	Additional Secretary ,Govt. of W. B.,Panchayats& Rural Development Department, Joint Administrative Building ,HC-7, Sector-III, Salt Lake,Kolkata-106.
8-18)	Adhyaksha, District Council/ Karmadhakshya (All), PurbaBardhamanZillaParishad.
19-22)	Superintending Engineer , P.W. Directorate , Western Circle-I , PurbaBardhaman / Superintending Engineer , Western Highway Circle No-I, P.W. (Roads) Directorate, PurbaBardhaman, /Superintending Engineer , Damodar , Irrigation Circle, I & W.D. Kanainatsal, PurbaBardhaman / Superintending Engineer ,P.H.E. , Central Circle , PurbaBardhaman, PurbaBardhaman.
23-26)	Sub-Divisional Officer(All),PurbaBardhaman
27-32)	Executive Engineer, WBSRDA, Bardhaman Division, Bardhaman / Executive Engineer, WBSRDA, Bardhaman -2 Division, Kanksa / Executive Engineer-I, Bardhaman Division , P.W.D./ Executive Engineer-II, Bardhaman Division , P.W.D.,BurdwanSouthHighwayDivision,P.W.(Roads) Directt./ Executive Engineer,Burdwan North Highway Division, P.W.(Roads) Directt./ Executive Engineer (PHE) Burdwan .
33-55)	Sabhapati/ Executive Officer, PanchayetSamity (All), PurbaBardhaman
56)	D.I.O. & T.D., NIC, PurbaBardhaman is requested to arrange publication in Web Site <a href="http://www.bardhaman.nic.in">http://www.bardhaman.nic.in</a>
57-58)	District Coordinator, MNB/Sanitation Cell, PBZP/Dy. Secretary/D.I.A., PurbaBardhamanZillaParishad is requested to arrange publication in Web Site <a href="http://www.burdwanzp.org">http://www.burdwanzp.org</a>
59-60)	Assistant Engineer (All)/ Assistant Engineer(Estimate Section),PurbaBardhamanZillaParishad.
62-70)	Sub-Assistant Engineer (All)/Sub-Assistant Engineer, Estimate Section/ H.C./ Acctt., PurbaBardhamanZillaParishad
	Notice Board, Engineering Wing, PurbaBardhamanZillaParishad./One Extra Copy to District Engineer, PurbaBardhamanZillaParishad.

  
District Engineer

PurbaBardhamanZillaParishad



# INSTRUCTION TO BIDDERS

## SECTION – A

### 1. **General guidance for e-Tendering**

Instructions / Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

### 2. **Registration of Contractor**

Any contractor willing to take part in the process of e-tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>. (the web portal of P & R.D. Department) the contractor is to click on the link for e-Tendering site as given on the web portal.

### 3. **Digital Signature certificate (DSC)/e-Token**

Each contractor is required to obtain a Digital Signature Certificate (DSC)/ e-Token for submission of tenders from the approved service provider of the National Information Centre (NIC) on payment of requisite amount, details are available at the Web Site.

### 4. **The Contractor can search & download e-NIT & Tender Documents electronically from computer once he logs on to the website mentioned in clause 2 using the Digital Signature Certificate/ e-Token. This is the only mode of collection of Tender Documents.**

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

A prospective bidder shall be allowed to participate all works in e-NIT either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job only.

### 6. **Submission of Tenders.**

General process of submission: - Tenders are to be submitted online through online the website in two folders at a time for each work, one is Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally signed. The documents will get encrypted (transformed into non readable formats)

## **A. Technical Bid**

The Technical Bid should contain scanned copies of the following further in two covers (folders) .

### **A-1. Statutory cover containing documents**

- i. Prequalification Application (Section-B, Form-I) / Structure and Organisation (Section-B, Form-II) / Experience of Firm (Section-C) / Affidavit (Section-D).
- ii. Photo copy of EMD as prescribed in the e-NIT, against each of the serial of work in favour of Purba Bardhaman Zilla Parishad.
- iii. Copy of PAN Card & Copy of Valid 15-digit Goods & Services Taxpayer Identification Number (GSTIN) under GST Act, 2017
- iv. STRUCTURE AND ORGANISATION (Section-B, Form-II). **Valid e-mail & mobile no to be mentioned.**
- v. Tender Form – No. 4 & e-NIT ( *properly filled in & upload the same Digitally signed except quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 2D, the tender is liable to summarily rejected.*)

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

- i. a) Current Professional Tax Receipt Challan b) Current Income Tax acknowledgement Receipt. c) Trade Licence.
- ii. Registration Certificate under Company Act (if any)
- iii. Registered Deed to Partnership Firm / Article of Association & Memorandum (if applicable)
- iv. Power of Attorney (For Partnership Firm / Private Limited Company) (if any)
- v. Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co-operative Societies are required to furnish Valid Bye Law, valid Register Certificate issued by the Co-operative Department, Current Audit Report, Annual General Meeting along with relevant supporting papers.

Sl No	Category Name	Sub- Category Description	Details
A	CERTIFICATES	CERTIFICATES	1. Valid 15-digit Goods & Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 2. Valid Pan issued by IT Department Govt. of India. 3. Current Professional Tax Receipt Challan 4. Latest ITR Return Acknowledgement .
B	Company Details	Company Details	1. Proprietorship firm ( <b>Trade License</b> ) 2. Partnership firm (Partnership deed, Trade license)



			<p>3. LTD. Company (Incorporation certificate , Trade license )</p> <p>4. Society (Trade License)</p> <p>5. Power of Attorney</p> <p>6. Valid Bye Law</p> <p>7. Valid Registration Certificate issued by the Co-operative Department.</p> <p>8. Current Audit Report</p> <p>9. Annual General Meeting.</p>
C	Credential	Credential	<p>1.The prospective bidders shall have satisfactorily completed as prime agency at least one similar nature of consultancy services for which bid is invited during the last 5(five) years prior to the date of issue of this notice, under ZillaParishad, P.W.D., C.P.W.D., &amp; similar other Govt. Deptt./Semi Govt. Dept. Copy of completion certificate (for executed work) obtained from not below the rank of the Work Order issuing Authority should be produced with the technical bid.</p>

### B. Tender Evaluation Committee (TEC)

- i) Opening & Evaluation of Tender :-
- ii) Opening of Technical proposal :  
Technical proposals will be opened by the District Engineer, Purba Bardhaman Zilla Parishad or his authorized representative electronically from the web site.
- iii) Decrypted (transformed in to readable formats) documents of the statutory/ non statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
- iv) Pursuant to scrutiny & decision of the Tender Evaluation Committee, the summary list of eligible tenders will be uploaded in the web portals/ Notice Board before opening of financial bid.
- v) While evaluation the Committee may summon of the bidders & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- vi) Intending tenderers may remain present, if they so desire.

### C. Financial Bid

- i. The financial proposal should contain the following documents in one cover (folder). **The Bidder is to quote the rate on Percentage basis in the space marked for quoting rate .**
- ii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor/consultant/Firm.
- iii. Intending tenderer may remain present, if they so desire.

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

Submission of false document by tenderer is strictly prohibited and if found action may be referred to the appropriate authority for prosecution as per relevant IT Act in vogue.

#### 8. **Rejection of Bid**

The Purba Bardhaman Zilla Parishad reserves the right to accept or reject any bid and to cancel the bid process and reject all bids at any time prior to the award of contract without there by incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for Zilla Parishad's action.

#### 9. **Award of Contract**

The Bidder whose bid has been accepted will be notified by Purba Bardhaman Zilla Parishad through (LOI).

The Letter of Intent will be constitute the formation of the Contract.

The Agreement in Form No.-4 will incorporate all agreements between Purba Bardhaman Zilla Parishad and the successful Bidder. All the tender documents including e-NIT & BOQ will be the part of the contract document.

### 10. **TERMS OF REFERENCE (TOR)**

#### A. **SCOPE OF WORK FOR DPR PREPARATION**

The consultant engaged for DPR Preparation shall be rendered the following services.

- i) Carrying out preliminary survey, physical verification of site, planning, preliminary architectural design, drawing, estimate etc.
- ii) Submission of detail Project Report including Plan, design, drawing, specification of works, detail estimate for all necessary items for both Civil works , structural works , acoustic interior works , Stage craft works, Auditorium furnitures , seating arrangements sanitary plumbing, electrification works, Air conditioning system, sound system , stage lighting, fire fighting system, drainage system etc.



- iii) Submission for further detailed working drawing, specification before actual execution of the work.
- iv) Submission of as built drawing and work done estimate.
- v) The Consultant shall prepare the DPR as per latest relevant IS Code and submit the DPR in 4(four) sets along with 1(one) soft copy of the same.
- vi) Plan , Drawing, Design, Specification of details estimate of all necessary items as per relevant IS code to be submitted as applicable.
- vii) **Vetting:-**The consultant shall obtain technical vetting of the DPR from the P& RD Deptt./KMDA/PWD or any other Appropriate Authority. The Consultant required to incorporate all the observations raised by the vetting authority against the DPR submitted for approval. The cost for vetting charges to be borne by the consultant.
- viii) The Consultant shall prepare and submit the final detail drawing of all components after incorporating the observations raised by the department.
- ix) The Consultant shall prepare check list as prescribed by the department to be followed and included in the DPR.
- x) **Preparation of Tender Documents :**

The Consultant shall be responsible for preparation of the tender document for onlinetendering. The Consultant shall be responsible to prepare the technical bid comprising of

- i) **Standard Bidding Document.**
- ii) **Schedule of Quantity.**

The Consultant shall be bound to prepare the Standard Bidding Document Comprises of the following

- a) Notice Inviting tender.
- b) Selection Criteria for the Bidders as directed by the Department
- c) Special Instruction to the bidders related to the works.
- d) Specifications of the works as per Schedule of items.
- e) Condition of Contract as directed by the Department.
- f) Format of Bank Solvency, if required.

The Schedule of Quantity shall be prepared on the basis of approved estimate. The financial bid i.e. BOQ should be prepared on the basis of Schedule of Quantities in specified template as furnished by the Department.

- 1) The Consultant will be responsible for periodic supervision during construction period and required to provide the final certificate from an Expert on completion of work.
- 2) Payment will be made as per following schedule

**PAYMENT TERMS:-**

Sl no.	Schedule of service	Consultancy Fee
1.	Carrying out survey, physical verification of site, Submission of detail Project Report including Plan, design, drawing, specification of works, detail estimate for all necessary items for both Civil works , structural works , acoustic interior works , Stage craft works, Auditorium furnitures , seating arrangements sanitary plumbing, electrification works, Air conditioning system, sound system , stage lighting, fire fighting system, drainage system etc.	30% of offered rate
2.	On obtaining technical vetting of the projects from department concerned , preparation of bill of quantities sufficient for tender purpose .	30% of offered rate
3.	Submission for further detailed working drawing, specification before actual execution of the work.	20% of offered rate
4.	Rendering periodical supervision to site during execution of work as and when required ,quantitative certification of bills, as built drawings, work done estimate for works until the project is completed and handed over.	20% of offered rate

District Engineer  
Purba Bardhaman Zilla Parishad

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

To  
The District Engineer,  
Purba Bardhaman Zilla Parishad

Tender for (Name of Work )-----



Referenc :-

e-NITO.MemoNo-...DE/e-NITO/937dt.13/08/2022,(Work SI No-----.)

Dear Sir,

Having examined the Statutory, Non statutory & e-NIT documents, I/we hereby submit all necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of ..... in the capacity ..... duly authorized 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 & Accepting Authority/Engineering-in-Charge can amend the scope & value of the contract bid under this project.
- (b) Tender Inviting & Accepting Authority/Engineering-in-Charge reserve the right to reject any application without assigning any reason.

Enco : e-Filing :-

- 1. Statutory Documents
  - 2. Non Statutory Documents
- Date :-.....

\_\_\_\_\_  
Signature of applicant including title  
and capacity in which application is made.

**SECTION -B**  
**FORM-II**  
**STRUCTURE AND ORGANISATION**

A.1 Name of Applicant : \_\_\_\_\_

A.2 i) Office Address (Mandatory) : \_\_\_\_\_

ii) E-Mail : \_\_\_\_\_

iii) Telephone No.(Land) (if any) : \_\_\_\_\_

iv) Mobile No. : \_\_\_\_\_

V) whether the firm is an Individual,  
Proprietary concern, Registered  
partnership firm or a Ltd. Company

Vi)

A.3.i) Name of Bank : \_\_\_\_\_

ii) Address of Bank : \_\_\_\_\_

iii) Account No : \_\_\_\_\_

iv) IFSC Code : \_\_\_\_\_

v) PAN : \_\_\_\_\_

A.4 Attach one organization chart showing  
the structure of the company with  
names of Key personnel and technical  
staff with Bio-data. : \_\_\_\_\_

*Handwritten signatures and initials*

*Handwritten signature*

Note :- Application covers Proprietary Firm, Partnership, Limited Company or Corporation,

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

### SECTION -C

(Documentary proof to be closed wherever required)

Format for Experience of Firm in Preparing DPR Details of work done during last five years

Sl. No.	Name of Work	W/o No. & Date.	Nature and brief scope of consultancy services	Name of Client	Cost of consultancy contract (Rs. in Lakh)	Remarks

### SECTION -D

A. The consultant would furnish an affidavit in following manner in non-judicial stamp paper :-

#### PROFORMA FOR AFFIDAVIT

(To be furnished in Non Judicial stamp paper of appropriate value duly notarized)

I, Sri ....., S/o ..... aged, ..... Years, Residing at, ..... Proprietor/ Partner/Director of ..... do here by solemnly affirm and declare in connection with e-NITO – memo no. DE/e-NITO/1517 dt.20/10/2022 ( Work sl.no.....) as follows.

1. That I, the undersigned, do certify that all the information furnished and statements made in the bid documents are true and correct to the best of my knowledge and belief.
2. That the undersigned also hereby certify that neither any near relations of DE /AE/SAE of the Department nor any retired gazetted officers are in our employment.
3. The undersigned understands and agrees that the bid shall remain open for Acceptance 120 days from the date of opening of financial bid.
4. Any departure what so ever in any form will be considered as breach of contract. In such situation the department at his liberty may with hold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, departmental decision will be final and binding.
5. The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.
6. All applicable duties, GST, taxes, royalties, cess, toll and other statutory levies payable to State/Central Government will be borne by the undersigned.

**PURBA BARDHAMAN ZILLA PARISHAD**

Bidding Document

(Memo. No. DE/e- DE/e-NITO/1517 Dated-20/10/2022)

END OF  
TECHNICAL BID