

পশ্চিমবঙ্গ সরকার
নির্বাহী বাস্তুকার
কলকাতা উত্তর-১ ভুক্তি, আবাসন অধিকার
ব্লক নং ডি, ফ্ল্যাট নং ১ ও ২ (একতলা), আর. এইচ. ই.
৮২, বেলগাছিয়া রোড, কলকাতা - ৭০০০৩৭
দূরভাষ নম্বরঃ ০৩৩ ২৫৫৬ ০০৮৭,
ই মেলঃ hedivision4@gmail.com



GOVERNMENT OF WEST BENGAL
OFFICE OF THE EXECUTIVE ENGINEER
KOLKATA NORTH-I DIVISION/HOUSING DTE,
BLCK NO D, FLAT NO 1 & 2 (Gr FLOOR), R.H.E.
82, BELGACHIA ROAD, KOLKATA - 700 037
Dial : (০)033 2556 0087
e-mail id: hedivision4@gmail.com

Memo No 1088/eNIT

Dated: 23.06.2025

e-NOTICE INVITING TENDER
e-NIT No. 02 OF 2025-26 OF THE EXECUTIVE ENGINEER,
KOLKATA NORTH-I DIVISION, HOUSING DIRECTORATE.
Tender Reference. WBHOUSING/EE/KN-I DIVN/e-NIT 02 OF 2025-26

The Executive Engineer, Kolkata North-I Division, Housing Directorate, invites e-tender for the works detailed in the table below. (Submission of Bid through *online*)

Sl. No.	Name of work	Estimated Amount	Earnest Money	Cost of Documents including W.B.F. 2911(ii)	Period of completion	Name of concerned Sub-Division	Eligibility of Bidder
		(in Rs.)	(in Rs.)	(in Rs.)			
1	Renovation and Repairing works for seating arrangement of kids play and Gym area of Swayambhara building (G+10) for Senior Group - A Office (RHE) at Salt Lake under Kolkata North - I Division, H.D.	Rs. 11,34,832.00	Rs. 22,697.00 (Through Net Banking/ NEFT/ RTGS).	1005.00/ per set. (as per G.O)	60 Days	Assistant Engineer, Sub Kolkata North- Division -I, H.D.	As per clause 6 of this eNIT

1. In the event of e-filling, intending bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
2. . The Earnest Money will be deposited by the bidder electronically: online through his net banking enabled bank account, maintained at any bank or: offline through any bank by generating NEFT/ RTGS Challan from the e_tendering portal. Intending Bidder will get the Beneficiary details from e tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name(ICICI Bank) & IFSC Code and e Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD.
3. Both Technical document and Financial Bid are to be submitted in technical (Statutory & Non- Statutory) and financial folder concurrently duly digitally signed in the website wbtenders.gov.in.
4. The Technical document and Financial Bid submitted online (As per time schedule mentioned herewith).
5. The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL Document** of the tenderer found qualified by the Executive Engineer, Kolkata North-I Division, under Housing Directorate. The decision of the Executive Engineer, Kolkata North-I Division, under Housing Directorate will be final and absolute in this respect. The both list of Qualified Bidders will be displayed in the website and also in the Notice Board of the office of the Executive Engineer, Kolkata North-I Division under Housing directorate, on the scheduled date

6. Eligibility criteria for participation in the tender.

- i) **Bonafied and resourceful & financially sound agencies having credential (minimum 40% of work value in single work) of similar nature of Civil jobs & ~~also Electrical works~~ within last five years.**
- ii) The prospective bidders shall have satisfactorily completed as a **prime agency** during the last 4 (four) years from the date of issue of this e-NIT at least one work of similar nature of P.W.D/PWD(Roads)/Construction Board/Housing Department, Government of West Bengal : [Non statutory Documents]
N.B. :- Completion certificate should contain a) Name of work , (b) Name of Client,(c) Amount put to tender, (d) Schedule month and year of commencement and completion as per work order (e) actual month and year of completion.
- iii) The prospective bidders shall have in their full time engagement experienced technical personnel, the minimum being one Civil Engineering Diploma holder (Authenticated documents in respect of qualification and engagement shall be furnished for Technical Evaluation.) [Non statutory Documents].
- iv) Valid updating status Pan card of Income Tax, copy of last 3 years I.T. Return, Trade License, Professional Tax clearance certificate and **GST registration certificate** which should be valid upto the date of opening of tender and credentials document (along with postal address, present phone number, fax no., email ID of authority concerned who has issued such credentials) should be documented through e-filing [Non statutory Documents].
- v) Declaration regarding Structure and Organization duly digitally signed by the applicant to be submitted along with application.
- vi) In case of Registered Unemployed Engineers' Co-operative Societies and Registered Labour Co-operative Societies, documents of credentials showing satisfactory completion of a single work in P.W.D/PWD(Roads)/Construction Board/Housing Department of Government of West Bengal of value not less than 40% of the Estimated Cost of the work applied for should be documented through e-filing. Audited balance Sheet showing accounts up to previous year and 'Certificate of Registration' and 'Certificate for Validity of Registration' from the respective Assistant Registrar of Co-operative Societies, Bye Law, Professional Tax Deposit Challan, PAN Card and **GST registration certificate** must be documented through e-filing. Also in case of Registered Unemployed Engineers' Co-operative Societies, documents in satisfying the following criteria are required to be documented through e-filing:-
- vii) A prospective bidder participating in a single job either individually or as partner of a firm shall not be allowed to participate in the same job in any other form.
- viii) Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.
- ix) Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.
- x) The evaluation committee will have sole discretion to decide eligibility of the contractor on the basis of e-filing documents and reserves the right to refuse any explanation to contractors found ineligible after scrutiny.
- xi) The intending bidder must be a authorized applicator of recognized APP manufacturer company. Document in support must be uploaded.

7. No mobilization /secured advance will be allowed.

8. Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility.
9. All materials such as cement, APP (minimum 3.00 mm thick- Sika make or equivalent) membrane are to be **procured at his own cost.** Quality of material should be maintained as per reliable B.I.S. Code with necessary test report. The agency is liable to obey the preference of Engineer in Charge regarding **quality and brand of material** in all the times.

10. Recovery of as constructional Labour welfare cess @ 01 (one) % of construction cost (Regulation of Employment & conditions of service Act. 1996) will be implemented in this Tender and will be recovered from every bill of the selected agency. GST, Royalties and other statutory taxes will have to borne as per prevailing govt. rule by the contractor and the rate in the schedule of rates is inclusive of all such taxes and cess as stated above.
11. In connection with the work, Arbitration will not be allowed. The Clause No. 25 of 2911(ii) is to be considered as deleted clause vide gazette notification no 558/SPW-13th December, 2011.
12. Bids shall remain valid for a period not less than 120 (One hundred twenty) days after the dead line date for Financial Bid submission. Bid valid for a shorter period shall be rejected by the Executive Engineer, Kolkata North-I Division, under Housing Directorate as non-responsive. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
13. **Important information:-**
Date & Time schedule

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. Documents (online)	23.06.2025 at 5:30 pm
2	Documents download/sell start date (Online).	23.06.2025, from 06:30 pm
3	Documents download/sell end date (Online).	11.07.2025 up to 11.00 am
4.	Date & Place of Pre-Bid meeting with intending tenderers.	25.06.2025 at 1.30 pm.
5.	Bid submission start date (Online).	26.06.2025 after 12.05 pm
6.	Bid Submission closing (Online).	11.07.2025 up to 04.00 pm
7.	Last Date of submission of original copies of Tender Documents and receipt of Earnest Money Deposit –through (NEFT/ RTGS - Offline.).	Will be intimated online in due course.
8.	Opening date for Technical bid/ proposals (Online).	14.07.2025 after 12.30 pm

14. LOCATION OF CRITICAL EVENT

Place of Pre-Bid meeting ►

Office of The Executive Engineer
Kolkata North-I Division /Housing Dte,
82, Belgachia Road, Kolkata –37.

Bid Opening ►

Office of The Executive Engineer
Kolkata North-I Division /Housing Dte,
82, Belgachia Road, Kolkata –37.

15. The Agency will be liable to maintain the work at working portion at the appropriate service level to the satisfaction of the Engineer-in-Charge at his own cost for a period as per prevailing Govt. rule from the date of completion of the work. If any defect/damage is found during the period as mentioned above contractor shall make the same good at his own cost expense to the specification at par with instant project work. Failure to do so, penal action against the Agency will be imposed by the Department as deem fit. The Agency will have to quote his rate considering the above aspect.

16. All Bidders are requested to present in the 'Office of the of Executive Engineer, Kolkata North-I Division /Housing Dte, during opening the financial bid. The Executive Engineer, Kolkata North-I Division /Housing Dte, may call **Open Bid/Sealed Bid** after opening of the said bid to obtain the suitable rate further, if it is required. No objections in this respect will be entertained raised by any Bidder who will present during opening of bid, or from any Bidder who will absent at the time of opening of Financial Bid. No informal tenderer will be entertained in the Bid further.

17. Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regards will be entertained.
18. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information's that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.
19. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department The Executive Engineer, K N-I divn. reserves the right to reject any application for purchasing Bid Documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Tenderer at the stage of Bidding.
20. **Refund of EMD:** The Earnest Money of all the unsuccessful Tenderers deposited in favour of the concerned Executive Engineer along with the Tenders will be refunded by the said Executive Engineer electronically through e-Portal.
21. **Refund of Security Deposit :** Prospective Bidder shall have to execute the work in such a manner so that appropriate service level of the construction under improvement is to be maintained during progress of the work and during Defect Liability Period of 03 (three) years for Building in case of Original Works, 01(one) year in case of Repair & Renovation works as per notification no. 5784-PW/L & A/2M-175/2017 dated. 12.09.2017. For 08 (Eight) years in case of Roof treatment works (by APP membranes) from the date of successful completion of the work up to the entire satisfaction of the Engineer-in Charge. If any defect / damage is detected during this period as mentioned above, the contractor shall make the same good at his own expense to the satisfaction of the of the Engineer-in-Charge or in default the Engineer-in-Charge may cause the same to be made good by other agency and deduct the cost (of which the certificate of the Engineer-in-Charge shall be final) from his security deposit or any sums that may be then, or at any time thereafter become due to the contractor. Security Deposit shall become payable only after expiry of the Defect Liability Period after making necessary deduction if applicable. However, the Engineer-in Charge may on his satisfaction and his discretion refund construction for roof treatment works, one- third of the total security deposit after expiry of 1st year from the date of completion of the work, another one-third of the total security deposit after expiry of 2nd year from the date of completion of the work and remaining part of the total Security deposit after expiry of 3rd year from the date of completion of the work. Hence, condition of refund of Security Deposit as stated in Para 2 & 3 of Clause No. 17 of WBF 2911(ii) is here by superseded as per Notification No- 177 CRC/2M-57/2008 Dated 12.07.2012 by the Principal Secretary to the Govt. of West Bengal PWD. A retention towards Performance Security amounting to 10 (ten) percent (including 2% Earnest money) of the billed amount shall be made by the concerned Executive Engineer from 1st R.A. bill to Final bill. Refund of Security Deposit will only be made on the pro-rata basis i.e. release of such security deposit to the tune of 30% on expiry of 1st year (from date of completion of the original work), another 30% on expiry of 2nd year and rest 40% on expiry of defect liability period. Hence, Clause No. 17 of 2911(ii) is here by superseded.
For APP work the security deposit may be releases only after expiry of defect liability period (service guarantee) of eight years (For exposed) surface (as per order no.1239(4/41B/66, dated 11.05.2015 of SE/PC-PWD) . Service Guarantee Certificate to be submitted by the executing agency w.e.f. date of completion of the job along with the final bill. The security deposit may be refunded to the satisfaction of the Engineer in-Chief against submission of Bank Guarantee by the contractor for the completed works as per the notification No. 52-CRC/2M06/2014 dated 27.10.2014 of PWD, CRC Branch.
22. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before tendering the bids.
23. Conditional/ Incomplete tender will not be accepted.
24. The intending Tenderers are required to quote the rate *on line*.
25. 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 thereto and the rules made and order issued there under from time to time.
26. **Guiding schedule of rates:** P.W.D. schedule of rates Govt. of West Bengal effect from 01.11.2017 both for building & S&P work.
27. During the scrutiny, if it come to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice. The Executive Engineer, Kolkata North-I Division, under Housing Directorate reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
28. In case if there be any objection regarding prequalifying the Agency that should be lodged to the The Executive Engineer, Kolkata North-I Division, under Housing Directorate within 2 days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the The Executive Engineer, Kolkata North-I Division, under Housing Directorate .
29. Before issuance of the **WORK ORDER**, the e-tender inviting authority may verify the credential and other documents of the lowest tenderer if necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.

30. If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence.
- Form No. 2911(ii).
 - e-NIT
 - Special terms & conditions.
 - Technical Bid.
 - Financial Bid
31. The prospective renderers or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 3 (three) years. Such abandonment or rescission will be considered as disqualification towards eligibility.
32. The prospective tenderer should own/ lease/ arrange the required plant and machinery if required. Conclusive proof of machinery in working condition if required shall have to be submitted. (Non-Statutory documents)
33. **Qualification criteria.**

The tender inviting & Accepting Authority will determine the eligibility of each bidder, the bidders shall have to meet all the minimum regarding.

- Financial Capacity.**
- Technical Capability comprising of personnel & equipment capability.**
- Experience/Credential**

The eligibility of a bidder will be ascertained on the basis of the digitally signed documents in support of the minimum criteria as mentioned in a, b, c above. If any document submitted by bidder is either manufacture or false, in such cases the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice.

K. Clunder
Executive Engineer
Kolkata North-I Division,
Housing Directorate.
23/6/25

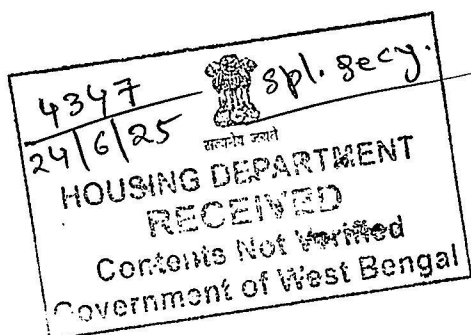
Memo No. 1088 / 2(15)/NIT

Copy forwarded for favour of kind information to :-

Dated: 23.06.2025

- The Chief Engineer, Housing Directorate (In duplicate).
- ✓ The Special Secretary, Housing Department for his information and requested to display this eNIT on the Website of Housing Department.
- The Superintending Engineer, South Circle No.(In duplicate) /west Circle-H. Dte.
- The Executive Engineer- Kolkata North II Divn., Kolkata South-I/ II Divn, New Town Construction Division II
- The Assistant Engineer, Kolkata North Sub-Division I / II for information.
- The P.A.O.-I, Old Khadya Bhavan, 11A, Mirza Ghalib Street, Kolkata – 700 087 for information pl.
- The Commercial Tax Commissioner for information please.
- The Divisional Accounts officer-(P) for information.
- Notice Board of this Office.
- Estimating Branch of this office for information.

K. Clunder
Executive Engineer
Kolkata North-I Division,
Housing Directorate.
23/6/25



SECTION A
INSTRUCTION TO BIDDERS

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.

1. 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 public works department) the contractor is to click on the link for e-Tendering site as given on the web portal.

2. Digital Signature certificate (DSC)

Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause-2 of Guideline to Bidder DSC is given as a USB e-Token.

3. The contractor can search & download NIT & 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 a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

A prospective bidder (including his participation in partnership) shall be allowed to participate in single road /building work as mentioned in the list of schemes.

5. Submission of Tenders.

General process of submission, Tenders are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one in 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 proposal

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

A-1. Statutory Cover/ Technical file Containing

- i. RTGS/ NEFT towards cost of tender documents as prescribed in the NIT, against each serial of work in favour of Executive Engineer concerned with the work at the time of formal agreement for lowest tenderer only.
- ii. RTGS/ NEFT towards earnest money (EMD) as prescribed in the NIT against each of the serial of work in favour of the The Executive Engineer, Kolkata North-I Division, Housing Directorate.
- iii. Tender form No. 2911(ii) & NIT (Properly upload the same Digitally Signed). In case quoting any rate in 2911(ii) the tender liable to summarily rejected).
- iv. Declaration by the Tenderer at the Technical Document Folder.

A-2. Non statutory / Technical Documents

- i) Professional Tax (PT) deposit receipt challan, Pan Card of IT, latest IT return, GST Registration Certificate, Sales Tax return-up to date / latest, Trade License.
- ii) Registration Certificate under Company Act. (if any).
- iii) Registered Deed of partnership Firm/ Article of Association & Memorandum.
- iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any).

- v. Certificate Of validation of registration issued by the Assistant Register of Co-Op(S) (ARCS) & Valid bye laws are to be submitted by the Registered labour Co-Op(S), Engineers' Co.- Opt.(S).
- vi. List of Technical staffs along with structure & organization.
- vii. Credential for completion of at least one similar nature of work of P.W.D., Govt. of West Bengal during the last 5(five) years prior to the date of issue of this NIT is to be furnished. Scanned copy of Original Credential Certificate as stated in 5(ii) of this NIT.
- viii. Copy of plumbing license from the competent authority.
- ix. Copy of document showing to have level instrument in position of the bidder.

Financial Proposal (in cover folder)

- B. The rate will be quoted in the BOQ. Quoted rate will be encrypted in the B.O.Q. under Financial Bid.

Note:-Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the tender liable to summarily rejected for both statutory & non statutory cover.

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGE IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab " Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder. Next Click the tab " Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub Category Description	Details
A	CERTIFICATES	CERTIFICATES	1. GST Registration certificate. 2. PAN 3. P. Tax (Challan) 4. IT Return of last 3 years. 5. Latest Sale Tax Challan/Return. 6. E.S.I. and E.P.F. Registration certificate with current challan
B	Company Details	. Company Details – I	1. Society (Society Registration copy), 2. Trade License, 3. Power of attorney
C	Credential	Credential 1	1. Similar nature of work done & 2. completion certificate which is applicable for eligibility in this tender.
D	Man Power	Technical Personnel	List Of Technical Staffs along with Structures & Organization (As per NIT)

A. Tender evaluation by the Evaluation Committee.

- i) Opening of Technical proposal :- Technical proposals will be opened by the Executive Engineer, Kolkata North-I Division, under Housing Directorate, and his authorized representative electronically from the web site stated using their Digital Signature Certificate.
- ii) Intending tenderers may remain present if they so desire.
- iii) Cover (folder) statutory documents (vide Cl. No. 5.A-1) should be open first & if found in order, cover(Folder) for non-statutory documents (vide Cl. No. – 5.A-2) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- iv) Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded & handed over to the Executive Engineer, Kolkata North-I Division, under Housing Directorate.
- v) Uploading of summary list of technically qualified tenderers.
- vi) Pursuant to scrutiny & decision of the Executive Engineer, Kolkata North-I Division, under Housing Directorate

the summary list of eligible tenders & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

- vii) While evaluation the Executive Engineer, Kolkata North-I Division, under Housing Directorate may summon of the tenderers & 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.

B. Financial proposal

- i) 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 (Presenting Above/below/At par) online through computer in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

6. **Penalty for suppression / distortion of facts**

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of Executive Engineer, Kolkata North-I Division, under Housing Directorate within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform for a 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the P.W. Directorate may take appropriate legal action against such defaulting tenderer.

The Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

7. **AWARD OF CONTRACT**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter. The notification of award will constitute the formation of the Contract.

The Agreement in W.B.F.No.-2911(ii) will incorporate all agreements between the Tender Accepting Authority and the successful Bidder.

**Executive Engineer
Kolkata North-I Division,
Housing Directorate**

SECTION - B
FORM -III
STRUCTURE AND ORGANISATION

1. Name of Firm : _____
2. Name of Applicant : _____
3. Office Address : _____

4. Address for correspondence : _____

5. Telephone No. and Cell Phone No. : _____
6. E mail : _____
7. Details of Bank Accounts
- i) Name of Bank : _____
- ii) Name of Branch and : _____
 Address with Phone No. _____

- iii) Bank Account No. : _____
- iv) IFSC Code : _____
- v) MICR No. : _____
- vi) PAN : _____
- vii) GSTN : _____
9. Attach an organization chart : _____
 showing the structure of the
 company with names of
 Key personnel and
 technical staff. _____

10. Attach Proof of Photo ID : _____
 and Technical Qualification. _____

 Signed by an authorized officer of the firm
 Title of the officer
 Name of the Firm with Seal
 Date_____

Note: ***THIS APPLICATION SHALL PREFERABLY BE MADE IN THE LETTER HEADED PAD OF THE FIRM IN WHICH APPLICATION IS MADE CLEARLY MENTIONING THE ADDRESS AND CONTACT NUMBER & email ID OF THE FIRM.***

SECTION-B

FORM-VIII

DECLARATION BY THE TENDERER

Ref: - Tender for _____

(Name of work) _____

e-N.I.T. No.: 02 of 2025-26 of The Executive Engineer, Kolkata North I Division, H. Dte.

I/We have inspected the site of work and have made myself/ourselves fully acquainted with local conditions in and around the site of work. I /We have carefully gone through the Notice Inviting Tender and other tender documents mentioned therein. I/We have also carefully gone through the 'Priced schedule of Probable Items and Quantities'.

My/Our tender is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting Tender to complete the proposed construction in all respects.

I/We promise to abide by all the stipulations of the contract documents and carry out and complete the work to the satisfaction of the department.

I/We also agree to procure tools and plants, at my/our cost required for the work.

I/We have applied in the tender in the capacity of individual / as a partner of a firm.

Signature of Tenderer

Postal address of the Tenderer

Sd/- LAKSHMAN KUNDU
Executive Engineer
Kolkata North I Division
Housing Directorate