

**OFFICE OF THE EXECUTIVE ENGINEER  
WEST CENTRAL DIVISION, WATER AND SANITATION SECTOR, KMDA  
3<sup>RD</sup> FLOOR, BLOCK-C, UNNAYAN BHAVAN  
SECTOR-II, SALT LAKE, KOL-700 091**

**Detailed e-TENDERING NIT NO : 01/EE/WCD/W&S/KMDA of 2023-2024 Dated 17/05/2023**

Notice inviting e-Tender is invited by the **EXECUTIVE ENGINEER, WEST CENTRAL DIVISION, W&S SECTOR, KMDA** on behalf of the Kolkata Metropolitan Development Authority for the works mentioned in the list given below, through electronic tendering (e-tendering) from eligible and resourceful contactors with financial capability having credentials per Eligibility Criteria Stated below.

Sl No	Name of Work	Estimated Amount Rs.	Earnest Money Rs.	Time of Completion	Security Period
1	2	3	4	5	6
1.	Dismantling of old dilapidated RCC overhead Reservoir along with allied works near Menial's quarter at Ward No.12 within Naihati Municipality.  (Project Code : O & M – 131)	10,49,309/-	20,986/-	3 (Three) Months	3 (Three) Months

**If the bid value is 80% or less of the estimated amount, the L1 bidder will have to submit additional performance security @10% of tendered amount before issuance of Work Order, failing which EMD will be forfeited and the tender will be terminated.**

**Eligibility Criteria:**

- i) Intending tenderers should produce Credentials of similar nature of work in single tender of the minimum value of 40% of the estimated amount put to tender during last 5(five) years prior to the date of issue of this tender notice in any Govt./Semi-Govt. / Undertaking /Autonomous Bodies / Statutory Bodies and Local Bodies; or,
- ii) Intending tenderers should produce credentials of similar nature of work in two(2) tenders, each of the minimum value of 30% of the estimated amount put to tender during last 5(five) years prior to the date of issue of the tender notice in any Govt./Semi-Govt. / Undertaking /Autonomous Bodies / Statutory Bodies and Local Bodies; or,
- iii) Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at i) above. In case of running works in any Govt./Semi-Govt. / Undertaking /Autonomous Bodies / Statutory Bodies and Local Bodies, only those tenderers who will submit the certificate of satisfactory running work from the concerned executive Engineer, or equivalent competent authority with required credentials will be eligible for the tender in the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.

Intending bidders desirous of participating in the tender are to log on to the website [www.kmda.wb.gov.in](http://www.kmda.wb.gov.in) (the web portal of the KMDA) and click on to the "e-procurement" link provided. They may also visit the website <https://wbtenders.gov.in> for the tender. The tender can be searched by typing KMDA in the search engine provided in the website.

Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCa, Govt. of India (viz. NIC, nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT) DSC is given as a USB e-Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

Tenders are to be submitted online and intending bidders are to download the tender documents from the website stated above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below under "General terms and conditions and information".

**Last date & time of submission of bids online is 07/06/2023 at 16:30 Hrs**

The intending bidder must read the terms and conditions of the NIT carefully. He should particularly go through the eligibility criteria required and satisfy himself of the requirements for eligibility. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.

All information posted on the website consisting of NIT and related documents, Form No I, BOQ, Corrigendum etc. and Drawings if any, shall form part of the tender document.

**General Terms and Conditions and Information**

**1. Eligibility for participation:**

Bonafide Contractors, Registered Engineers Co-operative Societies, Consortiums and Partnership firms registered with the State Government are eligible to participate, depending on the criteria as detailed below.

## 2. Submission of Tenders

### 2.1 General process of submission

Tenders are to be submitted online through the website stated. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. He needs to fill up the rates of items / percentage in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specifically take note of all the addendum / corrigendum related to the tender and upload the latest documents as part of the tender.

### 2.2 Technical Proposal

The Technical Proposal should contain scanned copies and / or declarations in the following standardized formats in two covers (folders).

#### A **Technical File (Statutory Cover) containing:**

- i. Application for Tender (Vide Form-1) (to be submitted in 'Forms' folder)
- ii. Notice Inviting Tender (NIT) (to be submitted in 'NIT' folder)
- iii. Earnest Money Deposit (EMD) – 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 and Account No., Amount, Beneficiary Bank Name (ICICI ) and IFSC Code and also e-procurement Ref. No.

**If the L1 bidder does not agree to execute the job after opening of Bid, the Earnest Money will be forfeited without any further intimation and may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including debarment upto 3(three) years of the Bidder.**

- iv. Scanned Copy of One affidavit before Notary will have to be submitted for each serial mentioning the correctness of the documents and a declaration of penalty debarment etc. faced by him under any Govt. /Semi-Govt./Autonomous body/Institution online at desired location. (as per Format Attached)

**Note: Tenders will be summarily rejected if any item in the statutory cover is not uploaded.**

#### B. **Tenderer should upload following Documents in "All Other Important Documents" Folder in Statutory Cover**

##### i. **Certificates:**

- 1) Professional Tax (PT) submission Challan and PAN Card details. Application for such addressed to the competent authority may also be considered.
- 2) GST Registration Certificate (updated).
- 3) Bank Solvency Certificate @10% of estimated amount from any Scheduled Bank issued not before 1 year from the date of last date of bid submission and has to be valid on the last date of bid submission.
- 4) The average annual turnover of last three years, of the intending bidder, shall have to be at least 40% of the estimated amount put to tender.

##### ii. **Company Details**

1. Registered Deed for Partnership Firm from Registrar of Assurances having office at Todi Mansion, Kolkata. More application for registration will not be considered. However in cases where the applicant is yet to receive registration certificate from Todi Mansion, the application is to submit an affidavit in non judicial stamp paper along with the application pledging that "*the registration certificate of the Partnership firm would be submitted to the Tender Inviting Authority before making agreement with the Tender Accepting Authority in case he is found lowest*". In case of in-ordinate delay in submitting the document his bid is liable to be rejected and his EMD deposited will stand forfeited to Government. Any change in the constituents of the consortium / partnership firm should also be registered from the Office at Todi Mansion, Kolkata, prior to the date of application of tender otherwise his application will be rejected.

*Note: An affidavit regarding authorized user of DSC for consortiums and a declaration regarding such authorization for Limited companies or others is to be submitted.*

2. Trade License for Proprietorship Firms.
3. **Memorandum of Articles for Limited Companies**
4. Society Registration and Bye-Laws for Cooperative Societies.

##### iii. **Credential:**

Credential Certificate issued by an officer not below the rank of Executive Engineer / Divisional Engineer / District Engineer / Project Manager of the other State / Central

Government Departments / Organizations along with Work Order and Payment Certificate to be submitted in '*Credential*' folder. The scanned copy of the Certificate should be uploaded with the non statutory cover.

iv. **Balance Sheet:**

Audited Balance Sheets and I.T. Return (Sara) of last three financial years regarding annual turnover from contracting business in each year.

*(If the company was set up less than three years ago, balance sheet for the no of years since inception is to be submitted)*

v. **Addenda / Corrigendum: if published.**

**Note:** Contractors are to keep track of all the Addendum / Corrigendum issued with a particular tender and upload the same digitally signed along with the NIT Tenders submitted without the Addendum / Corrigendum will be informal and liable to be rejected.

vi. **Others: Any other documents found necessary**

**Note: Failure of submission of any one of the above mentioned documents will render the tender liable to summary rejection. This above mentioned documents should be upload in "All Other Important Documents" folder in Technical Cover.**

vii. The bidder should not have record of poor performance or they should not have been blacklisted by any employer during the last five years prior to the date of the NIT. Such abandonment or punishment will be considered as disqualification towards eligibility. A declaration in this respect through affidavit has to be furnished by the prospective bidders as per Format IV **without which the Technical Bid shall be treated as non responsive.** The scanned copy of the affidavit should be uploaded with the non statutory cover and the hard copy should **preferably be submitted** along with the non statutory documents.

**2.2.1 Financial Proposal**

The financial proposal should contain the following documents in one cover (folder).

- i) Bill of Quantities (BOQ): The contractor is to quote the rate (percentage above or below) 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 and digitally signed by the contractor).*

**3. Completion Certificate:**

- i. Completion Certificates for fully completed works during the current year and last five financial years will only be accepted. Certificates issued for partly completed works will not be considered.
- ii. Completion Certificate of work executed in KMDA will be considered. Completion Certificate of works executed in other Departments of State Government or organizations, like Public Works & Public Works (Roads) Department, Irrigation & Waterways Department, Public Health Engineering Department, Sundarban Affairs Department and various other State Government Departments, ZillaParishads, West Bengal Housing Infrastructure Development Corporation Limited (WBHIDCO), West Bengal State Electricity Distribution Company Limited (WBSEDCL), Kolkata Metropolitan Development Authority (KMDA), Kolkata Metropolitan Water Sanitation Authority (KMW&SA), Kolkata Municipal Corporation (KMC), Other Municipalities, Hooghly River Bridge Commissioner (HRBC), Engineering Departments of Central Government and Organizations like Farakka Barrage Project (FBP) Authority, Railways, Kolkata Port Trust (KoPT), and companies owned or managed by the State Government, i.e. Mackintosh Burn Ltd., Westinghouse Saxby Farmer Limited & Britannia Engineering Ltd. may also be considered. Such Completion Certificates are to be issued by an officer not below the rank of Executive Engineer / Divisional Engineer / District Engineer / Project Manager of the other State / Central Government Departments / Organizations.

**3.1 Penalty for suppression / distortion of facts**

If any tender fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is the hard copies from the uploaded soft copies of if there is any suppression, the Tender Evaluation Committee upon suggesting suitable punitive measures will bring the matter to the notice of the Chief Engineer concerned immediately and the tenderer may be suspended from participating in the tenders on e-Tender platform of Water Supply Sector, KMDA as per approval of the Chief Engineer for a maximum period 3 (three) years. In addition, his Earnest Money Deposit will stand forfeited to KMDA. The Chief Engineer concerned will issue the necessary orders under intimation to the other Chief Engineers, e-Tendering Cell and also the Department, copy of such order should also invariably to be communicated to the Nodal Officer, e-Governance of this Department with a request to upload the same in the Departmental website.

**3.3 Taxes & duties to be borne by the Contractor**

Income Tax, GST and Other Taxes as per GOVT. Rule to be borne by the contractor and the rate should be quoted accordingly after consideration of all these charges.

### 3.4 **Site inspection before submission of tender**

Before submitting any tender, the intending tenderers should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection of the site and taking into consideration all factors and difficulties like to be involved in the execution of work in all respect including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local labour and market rate prevailing in the locality etc. and no claim, whatsoever, will be entertained on these account afterwards. In this connection intending tenderers may contact the office of the Executive Engineer, concerned with the work between 11.30 hours to 16.30 hours on any working day prior to date of submission of tenders.

### 3.5 **Conditional and incomplete tender**

Conditional and incomplete tenders are liable to summary rejection.

## 4. **Opening and evaluation of tender**

### 4.1 **Opening of Technical Proposal**

- a) Technical proposals will be opened by the Tender inviting authority or his authorized representative electronically from the website stated above, using their Digital Signature Certificate.
- b) Intending tenderers may remain present at the time of opening if they so desire.
- c) Cover (Folder) for Statutory Documents (vide Clause 3.2A) will be opened first and if found in order, Cover (Folder) for Non-statutory Documents (vide Clause 3.2.B) will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
- d) Decrypted (transformed into readable formats) documents of the Non-statutory Cover will be evaluated to finalize eligible tenderers.

### 4.2 **Tender Evaluation Committee (TEC)**

Committee already constituted for issuance of tender papers for high value tenders, vide CEO, KMDA's order will continue to function as Tender Evaluation Committee (TEC), for evaluation of Technical Proposals of the tenders, until further order.

### 4.3 **Uploading so summary list of technically qualified renderers (1<sup>st</sup> round)**

- i. Pursuant to scrutiny and decision of the Technical Evaluation Committee (TEC), the summary list of eligible tenderers for a particular serial of work whose Financial Proposals will be considered will be uploaded in the web portals.
- ii. 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 cannot be produced within the stipulated timeframe, their proposals will be liable for rejection.

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

- i. Financial proposals of the tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically by the Tender Inviting Authority from the web portal stated above on the prescribed date.
- ii. The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.
- iii. After opening of the financial proposal the preliminary summary result containing inter-alia, name of contractors and the rates quoted by them will be uploaded
- iv. If the Tender Accepting Authority is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate, he may after having the comparative statement checked, upload the final summary result containing the name of contractors and the rates quoted by them against each work after acceptance of the rate.
- v. The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.

5. **Bid Validity:** The Bid will be valid for **120 days** from the date of opening of the financial bid.

## 6. **Acceptance of Tender**

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons.

### 6.1 **Tender Accepting Authority**

As per prevalent orders of I&WD Tender Accepting Authority for different tenders is as follows:

- a) For tenders upto 1.0 crore: *Executive Engineer*,
- b) For tenders above 1.0 crore upto 2.5crores: *Superintending Engineer*
- c) For tenders above 2.5 crore upto 5.0crores: *Chief Engineer*
- d) For tenders of value 5.0 crores or more : With approval of Govt. appointed Tender Committee of KMDA

**6.2 Execution of Formal tender after acceptance of tender**

The tenderers, whose tender is approved for acceptance, shall within 20 days of the receipt of Letter of Acceptance (LOA) to him, will have to execute 'Formal Agreement' with the Tender Accepting Authority in seven/ten copies and one original copy of KMDA Form No. I which may be purchased on Cash Payment/Demand Draft from the office of the Executive Engineer concerned with the work.

6.3 The NIT shall form a part of the contract agreement. On acceptance of the bid, the successful bidder shall have to sign the contract consisting of NIT, instruction to bidders, special terms and conditions, specification, BoQ, Drawing, Rate quoted, LoA and Tender Form I.

**7. Payment**

The payment of RA as well as final bill for any work will be made according to the availability of fund and no claim to delay in payment will be entertained.

**Security Deposit**

Security Deposit towards Performance Security amounting to 10% (or as per prevailing order of Finance, GoWB at the time of contract) of the work value shall be deducted from each R/A Bill as per prevailing order. No interest will be paid on Security Deposit. Earnest Money @ 2% of the estimated value put to tender would be converted to Security Deposit in case of the successful bidder.

8. If any discrepancy arises between two similar clauses on different notification, the clauses as stated in later notification will supersede former on following sequence :

- a) Tender Form No. I of KMDA
- b) N.I.T.

**9. Withdrawal of Tender**

As per NIC Rules.

**10. Schedule of Dates for e-Tendering**

Sl. No	Activity	Date & Time
1.	Publishing Date	23/05/2023 at 15.00 Hrs
2.	Document Download start date	23/05/2023 at 15.10 Hrs
3.	Bid submission start date	23/05/2023 at 15.15 Hrs
4.	Document Download end date	07/06/2023 at 16:30 Hrs
5.	Bid submission end date	07/06/2023 at 16:30 Hrs
6.	Technical Bid opening date	09/06/2023 at 17:00 Hrs
7.	Uploading of preliminary list of Technically qualified bidders.	To be notified later
8.	Uploading of final list of Technically qualified bidders	Do
9.	Financial Bid opening date	Do
10.	Uploading of Financial Bid evaluation sheet	Do

**Additional Terms & Conditions**

- 1. The Executive Engineer of the Division concerned will be the Engineer-in-Charge in respect of the contract and all correspondence concerning rates, claims, change in specification and/or design and similar important matters will be valid only if made by the Engineer-in-Charge. If any correspondence of above tender is made with Officers other than the Engineer-in-charge for speedy execution of works, the same will not be valid unless copies are sent to the Engineer-in-Charge and approved by him. The instruction given by the Assistant Engineer and the Technical Assistant on behalf of the Engineer-in-Charge shall also be valid (who have been authorized to carry out the work on behalf of the Engineer-in-Charge) regarding specification, supervision, approval of materials and workmanship. In case of dispute, the decision of Engineer-in-Charge shall be final and binding.
- 2. The acceptance of the tender will rest with the Tender Accepting Authority without assigning reason thereof. The accepting authority reserves right to reject any or all tenders without assigning any reason thereof.
- 3. There shall be no provision for arbitration
- 4. The Bidder shall have to comply with the provisions of (a) Contract labour (Regulation & abolition) Rules, 1970(b) Minimum Wages Act 1948 or the modification thereof or any other laws relating thereto as will be in force from time to time.
- 5. Department shall not entertain any claim whatsoever from the contractor for payment of compensation on account of idle labour on any ground including non-possession of land.

6. The Government shall not be held liable for any compensation due to machines becoming idle for any circumstances including untimely rains, other natural calamities, strike etc.
7. Imposition of any duty / tax / royalty etc. whatsoever of its nature (after work order / Commencement and completion of the work) is to be borne by the bidder. Original challans of those materials, which are procured by the bidder, may be asked to be submitted for verification.
8. No mobilization / secured advance will be allowed unless specified otherwise.
9. Income Tax, GST and other Taxes if any are to be paid by the contractor. No extra payment will be made for these. The rates of supply and finished work items are inclusive of these.
10. All working tools and plants, scaffolding, construction of vats & platforms will have to be arranged by the contractor at his own cost.
11. The contractor shall supply mazdoors, bamboos, ropes, pegs, flags etc. for laying out the work and for taking and checking measurements for which no extra payment will be made.
12. The contractor should see the site of works and tender documents, drawings etc. before submitting tender and satisfy himself regarding the condition and nature of works and ascertain difficulties that might be encountered in executing the work, carrying materials to the site work, availability of drinking water and other human requirements and security etc. The Engineer-in-Charge may order the contractor to suspend any work that may be subjected to damage by climate conditions. No claim will be entertained on this account. The contractor will not be entitled to any claim or extra rate on any accounts.
13. A machine page numbered Site Order book (with triplicate copy) will have to be maintained at site by the contractor and the same has got to be issued from the Engineer-in-Charge before commencement of the work. Instructions given by inspecting officers will be recorded in this book and the contractor must note down the action taken by him in this connection as quickly as possible.
14. The work will have to be completed within the time mentioned in the tender notice. A suitable work program is to be submitted by the contractor within 7(seven) days from the date of receipt of work order which should satisfy the time limit of completion. The contractor should inform in writing the name of his authorized representative at site within 7 (seven) days from the date of receipt of work order who will receive instruction of the work, sign measurement book, bills and other Govt. papers etc.
15. No compensation for idle labour, establishment charge or on other reasons such as variation of price index etc. will be entertained.
16. All possible precautions should be taken for the safety of the people and work force deployed at worksite as per safety rule in force Contractor will remain responsible for his labour in respect of his liabilities under the Workmen's Compensation Act etc. He must deal with such cases as promptly as possible. Proper road signs as per P.W.D. practice will have to be made by the contractor at his own costs while operating a republic thoroughfare.
17. The contractor will have to maintain qualified technical employees and/or Apprentices at site as per prevailing Apprentice Act or other Department Rules & Orders circulated from time to time.
18. The contractor will have to accept the work program and priority of work fixed by the Engineer-in-Charge so that most vulnerable reach and / or vulnerable items be completed before the date needed by the Department due to impending monsoon or rise of water level or for other reasons.
19. The quantities of different items of work mentioned in the tender schedule or in work order are only tentative. In actual work, these may vary considerably. Payment will be made on the basis of works actually done in different items and no claim will be entertained for reduction of quantities in some items or for omission of some items. For execution of quantitative excess of any item beyond 10% or supplementary works, approval of the Executive Engineer/ Superintending Engineer / Chief Engineer would be required depending on whoever be the Tender Accepting Authority, before making payment.
20. Any materials brought to site by contractor must be subject to approval of the Engineer-in-Charge. The rejected materials must be removed by the contractor from the site at his own cost within 24 hrs. of issue of the order to that effect. The rates in the schedule are inclusive of cost and carriage of all materials to worksite. The materials will have to be supplied in phase with due intimation to the Sub-Divisional Officer concerned in conformity with the progress of the work. For special type of materials, relevant Data Sheet containing the name of the Manufacturers. Test Report etc. will also be submitted in each occasion.

Engineer-in-Charge may conduct independent test on the samples drawn randomly before according approval for using the materials at site. In this regard decision of Engineer-in-Charge is final and binding.

*A. Hanota*  
*17/5/23*

**EXECUTIVE ENGINEER**  
**WEST CENTRAL DIVISION, W&S SECTOR, KMDA**

No- 42/1(9)/EE/WCD/W&S/KMDA

Dated :17/05/2023

Copy forwarded for information to:

1. The Chairman, Naihati Municipality
2. The DG, W&S Sector, KMDA.
3. The Chief Engineer, W&S Sector, KMDA
4. The Dy. Secretary, Public Relation Cell, KMDA along with four copies of this NIT for publication in three leading dailies of which one must be in English and for display this NIT in website of KMDA and Govt. of West Bengal as per CEO's order No. 192(2)(18)N-316/KMDA/FA000/05 Dated 10.01.2008..
5. The Director of Finance, KMDA.
6. The Superintending Engineer, Planning Circle, W&S Sector, KMDA
7. The Accounts Officer, W&S Sector, KMDA
8. The Estimator, WCD, W&S Sector, KMDA
9. Office copy.

*A. Hanota*  
*17/5/23*

**EXECUTIVE ENGINEER**  
**WEST CENTRAL DIVISION, W&S SECTOR, KMDA**

**FORM 1**  
**APPLICATION FOR TENDER**

**To**  
**The Executive Engineer**  
**WEST CENTRAL DIISION, W&S SECTOR, KMDA**

**Tender No. ....**

**Serial No. of Work applied for : .....**

**Amount put to tender: .....**

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/We hereby like to state that I/we willfully accept all your conditions and offer to execute the works as per Tender no and Serial no. stand above. I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_

Full name of applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of : \_\_\_\_\_

Duly authorized to sign bids  
For & on behalf of (Name of Firm): \_\_\_\_\_  
(In block capitals or typed)

Office address:

Telephone no(s) (office): \_\_\_\_\_

Mobile No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-mail ID : \_\_\_\_\_

### Affidavit Format

One Affidavit before Notary will have to be submitted mentioning the correctness of the documents and Declaration of penalty, debarment etc. faced by the declarant under any Govt. / Semi- Govt. / Autonomous body / Institution / local body in hard copy along with serial no (d ) above within stipulated date & time.

#### **Points/Declaration to be furnished in the AFFIDAVIT**

- i) I (Name), Son of (Father's Name), residing at (Residential Address) having office at (Business Address) do hereby solemnly affirm and declare as follows :
- ii) Partnership Details:
- iii) Reference NIT No, Sl. No.
- iv) All Documents submitted by me are genuine, authentic, true and valid.
- v) All information furnished are true to the best of my knowledge & behalf. Department has got full right to cancel the same with penal measure, if any, in case any of the statements is proved to be false.
- vi) Neither any penalty or debarment was made against me nor against the firm in any way at any Govt./Autonomous Body/Institution.
- vii) That I am a citizen of India.

All above statements are true to the best of my Knowledge and belief.