



**NOTICE INVITING e-OFFER**  
**THE KOLKATA MUNICIPAL CORPORATION**  
**Project Management Unit**  
**Kolkata Environmenta Improvement Investment Program (KEIIP)**  
**206, A. J. C. Bose Road, Kolkata – 700 017**

**Notice Inviting e-Offer No.KMC-KEIIP/626/2014-15**  
**Of KEIIP, Kolkata Municipal Corporation**  
**TENDER REF. as above.**

The KEIIP, Kolkata Municipal Corporation, invites Item Rate e-quotation for the work detailed in the table below. (Submission of Offer through **online**)  
Detail of Scheme(s)/ Work(s) :

Name of the work	Estimated cost	Earnest Money	Time of completion (Days)	Price of NIQ documents (per set)
<b>Annual contract for House Keeping Management Service at KEIIP-KMC office (2nd to 5th Floor) from 01.03.2015 to 29.02.2016.</b>	<b>OPEN</b>	<b>Rs.13,000/-</b>	<b>365 days</b>	<b>Rs.200/-</b>

**OPEN**

- 1) In the event of e-filling, intending offerer may download the NIQ documents from the website <http://etender.wb.nic.in> directly with the help of Digital Signature Certificate. Necessary cost of NIQ documents and Earnest Money may be remitted through Demand Draft / Pay Order issued from any nationalized bank/scheduled bank in favour of the “**Kolkata Municipal Corporation, A/c. KEIIP, Tr.1**” payable at **Kolkata** and also to be documented through e-filling. The original Demand Draft / Pay Order against NIQ fees, Earnest Money Deposit (EMD) to be deposited to the Office of The Project Director, KEIIP, 206, A.J.C.Bose Road, Kolkata-700017.
- 2) Both **Technical Offer** and **Financial Offer** are to be submitted concurrently duly digitally signed in the website <https://etender.wb.nic.in>
- 3) NIQ documents may be downloaded from website and submission of Technical and Financial Offer will be done as per Time Schedule stated.
- 4) The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL OFFER** of the Quotationer is found qualified by the DEPARTMENT. The list of Qualified Quotationers will be displayed in the website.
- 5) **Eligibility criteria for participation in the tender.**  
The prospective offerer having credentials of 3 (three) years in executing similar nature of services. Execution Certificate is to be attached.

[Non-statutory documents/My Space]



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Notice Inviting e-Offer No.

N.I.Q. NO. KMC-KEIIP/ 626 /2014-15 DATED: 03.02.2015

**Offer Reference No :**

N.I.Q. NO. KMC-KEIIP/ 626 /2014-15 DATED: 03.02.2015

The Project Director, KEIIP, Kolkata Municipal Corporation, invites e-offer for House Keeping Management Services at KEIIP-KMC office, detailed in the table below. (**Submission of Bid through online**)

**Detail of Scheme(s)/ Work(s) :**

**Annual contract for House Keeping Management Service at KEIIP-KMC office (2nd to 5th Floor) from 01.03.2015 to 29.02.2016. The detailed Scope of work is as follows :**

**SCOPE OF WORK**  
**For**  
**House Keeping Services of KEIIP-KMC office**

Sl.No.	<b>“SCOPE OF WORK”</b>
<b>A.1</b>	<b>Cleaning of</b> Floor, passage, working area, side wall (PVC and glass partition) by using dry and wet method. <p style="text-align: right;"><b>on all working days</b></p>
<b>A.2</b>	<b>Cleaning of</b> (a) Computers (including CPU, Monitor, UPS, and Server), Photo Copiers, Fax, Telephone instruments, (b) Electrical fittings and fixtures, (c) Steel, brass, aluminum channels accessories, venation blind, (d) Cleaning of carpet by vacuum cleaner <p style="text-align: right;"><b>- thrice a week</b></p>
<b>A.3</b>	<b>Cleaning of</b> Toilet area, wash basins, commode, sink by detergent, acid, harpic etc. <b>Supplying of</b> Naphthalene, Odonil, hand washing liquid in toilets, cleaning of table, chair, furniture like steel almirah, steel rack, file cabinet etc. <b>cleaning of</b> , waste paper baskets and <b>spraying of</b> room freshener - <p style="text-align: right;"><b>- on all working days.</b></p>
<b>A4</b>	To attend and/or maintain the toilets and/or plumbing facilities (24 toilets) by deploying one trained and experienced <b>part-time plumber</b> (to attend once in a week and as and when required).

**Terms and conditions**

<ul style="list-style-type: none"><li>▶ Rate should be quoted following the Minimum Wages Act framed by the Government of West Bengal.</li><li>▶ Work will have to be carried out by dedicated and professionally trained staff.</li><li>▶ Staff should be always in uniform duly embossed with LOGO while on duty.</li></ul>
<ul style="list-style-type: none"><li>▶ An attendance register is to be maintained under the supervision of an officer of the department.</li><li>▶ The Supervisor of the agency shall collect the monthly Performance Certificate from each Unit of KEIIP and shall submit the same to the concerned officer within 7<sup>th</sup> of each month. The Supervisor will always be in touch with the other staff of the agency and shall take initiative to restore if any problem arises.</li></ul>



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- ▶ In any event, if any complaint is received from any unit of KEIIP regarding poor performance or negligence in duty in that case, the proportionate deduction will be made by the department from the monthly bill without any intimation to the agency.
- ▶ Negligence and/or disobedience on the part of the staff deployed by the agency will be strictly dealt with.
- ▶ In case of any of the staff found absent on any day, the agency will have to provide substitute within an hour of such reporting, otherwise, proportionate deduction of wages will be effected without prior intimation.
- ▶ Availability of toilet items and necessary cleaning of toilets to be checked and done on every two hours interval and be noted in the Service Chart pasted on the toilet doors.
- ▶ All toilet items to be supplied within 3<sup>rd</sup> working day of each month as per list (in full). No excuse will be entertained in this regard. In case of failure to supply the items in full, the monthly bill will not be processed until the materials are supplied in full.
- ▶ Toilet Brush, Mops, Cloths etc. shall be provided by the supplier as and when required at their cost.

Name of work		Estimate Amount (Rs.)	Earnest Money (Rs.)	Time of Completion	Price of Offer (Rs.)
	Deployment of Sweepers.		13,000/-	1 YEAR	Rs.200.00
	Part Time	4			
	Full Time	2			
	Supervisor	1			
	Plumber (Part-Time) once in a week and on emergent situation.	1 / 4			
Cost of toilet items.(as per list) – as given below.	***				

**\*\*\* List of toilet materials and tentative cost to be supplied by the agency for the period from 01.03.2015 to 29.02.2016 (for 24 toilet units)**

Sl.No.	List of items	Quantity per month
1	Lifebuoy soap (Small) (35 gm)	48 pcs
2	Odonil (Small)	24 pcs
3	Wheel Surf	4 Kgs
4	Scrap Pad	12 pcs
5	Napthalene Ball	2 kgs
6	Phenol (Bengal Chemical)	10 Ltr.
7	Acid (Muretic)	8 Ltr.
8	Hand Wash (liquid soap)	8 Ltr.
9	Harpic Large (500 ml)	8 pcs
10	Colins	4 Pcs
11	Room Freshner	12 Pcs
12	Duster	24 pcs
13	Jharu	4 pcs



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- 1) In the event of e-filling, intending bidder may download the offer documents from the website <https://etender.wb.nic.in> directly with the help of Digital Signature Certificate. Necessary cost of offer documents (**Rs.200/-**) and Earnest Money (Rs.13,000/-) may be remitted through Demand Draft / Pay Order issued from any nationalized/schedule bank in favour of the "**Kolkata Municipal Corporation, A/c. KEIIP, Tr1**" payable at **Kolkata** and also to be documented through e-filling. The original Demand Draft / Pay Order against offer fees, Earnest Money Deposit (EMD) should be submitted physically to the Office of The Project Director, KEIIP, K.M.C., 206, A.J.C.Bose Road, Kolkata – 700017.
  
- 2) Both the bids are to be submitted duly digitally signed in the website <https://etender.wb.nic.in>
  
- 3) Offer documents may be downloaded from website and submission of Bids will be done as per Time Schedule stated below.
  
- 4) The **FINANCIAL OFFER** of the prospective Offerer will be considered only if the Offerer is found qualified by the 'Evaluation Committee'. The decision of the said Committee will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
  
- 5) **Eligibility criteria for participation in the offer.**
  - i. The prospective offerer having credential during the last 3 (three) years from the date of issue of this Notice of having executed similar nature of service. Execution certificate to be attached.

[Non-statutory documents/My Space]
  
  - ii. Income Tax Acknowledgement Receipt for the latest Assessment year, Professional Tax Deposit Challan for the last financial year, PAN Card, VAT Registration Certificate are to be accompanied with the **Bid Documents**.

[Non-statutory documents/My Space]
  
  - iii. The prospective offerers or any of their constituent partner shall neither have abandoned any work nor any of their contracts have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. A declaration in this respect through **affidavit** has to be furnished by the prospective offerers without which the Technical Bid shall be treated as non-responsive.

[Non-statutory documents/My Space]
  
  - iv. Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted along with the application. In case of public/private limited company, the Article of Association and Memorandum to be submitted.

[Non-statutory documents/My Space]
  
- 6) **Earnest money : Rs. 13,000/-** to be deposited at the time of submission of offer in the shape of Bank Draft / Pay Order of any nationalised / schedule bank drawn in favour of the "**Kolkata Municipal Corporation, A/c. KEIIP, Tr.1**" payable at **Kolkata** Earnest money would be returned back to the unsuccessful bidders after issue of Work Order in favour of L1 Bidder.
  
- 7) **Security Deposit : @ 5% of the accepted value of the offer** will have to be deposited by the agency. However, the EMD money will be converted to SD money and the rest amount after adjustment of E.M. will have to be deposited either by Pay Order/Bank Draft from any nationalized/schedule bank and the same will be released upon satisfactory completion of the contract without any interest.
  
- 8) There shall be no provision of Arbitration.
  
- 9) Bid shall remain valid for a period not less than 90 (ninty) days from the last date of submission of Sealed Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.



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10) **Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.Q. & other Documents (online)	03.02.2015
2	Documents download/sell start date (Online)	03.02.2015 4:00 P.M.
3	Documents download/sell end date (Online)	14.02.2015 2:00 P.M.
4	Bid submission start date (On line)	03.02.2015 5:00 P.M.
5	Date of submission of original Pay order/Bank Draft for the cost of Offer Documents and Earnest Money Deposit (Offline) to the office of Project Director, KEIIP, The Kolkata Municipal Corporation, 206, A J C Bose Road, Kolkata – 700017.	16.02.2015 (from 11:00 A.M - 3.00 P.M)
6	Bid Submission closing (On line)	14.02.2015 2:00 P.M.
7	Bid opening date (Online)	17.02.2015 2.00 P.M.
8	Date of uploading list for Qualified Bidder(online)	Will be declared later
9	Date for opening of Financial Proposal (Online)	Will be declared later

- 11) The Prospective offerer shall have to confirm that appropriate service level of the work is maintained during progress of work and a period of 01 (*one*) year from the date of taking up the work, to the entire satisfaction of the Authority. On failure to do so, penal action against the Supplier will be imposed i.e. the SD Money will be forfeited. The Agency may quote his/their rate considering the above aspect.

Refund of Security Deposit will only be made after successful maintaining of appropriate service level of the work as mentioned above i.e. for 1 (*one*) year from the date of commencement of such work.

- 12) The interested Bidder, at his own responsibility. Risk & cost is to inspect and examine the site and obtain all information that may be necessary for preparing the Bid for the work as mentioned in the Notice Inviting Quotation, before submitting offer with full satisfaction.
- 13) The intending Bidders should 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 KEIIP/KMC authority reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any quotationer at the stage of Bidding.
- 14) Prospective agencies are advised to note carefully the minimum qualification criteria as mentioned in '**Instructions to Bidders**' stated in before offering the bids.
- 15) Conditional/Incomplete offer will not be accepted under any circumstances.
- 16) The intending Offerers are required to quote the rate *online*.
- 17) During scrutiny, if it comes to the notice of the quotation inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the offer and that application will be rejected without any prejudice.



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- 18) The Project Director, KEIIP, **Kolkata Municipal Corporation**, reserves the right to cancel the N.I.Q. due to unavoidable circumstances and no claim in this respect will be entertained.
- 19) Before issuance of the WORK ORDER, the KEIIP authority may verify the credential and other documents of the lowest offerer if found necessary. After verification if it is found that the documents submitted by the lowest offerer is either manufactured or false in that case work order will not be issued in favour of the said Offerer under any circumstances.
- 20) Qualification criteria:  
The Quotation inviting and Accepting Authority through "Evaluation Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:
- 1) Experience / Credential
  - 2) Other Non Statutory Documents
- 21) The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in 1&2 above
- 22) Escalation of Price on any ground and consequent cost over run shall not be entertained under any circumstances. Rates should be quoted accordingly.
- 23) No price preference and other concession will be allowed.
- 24) If the submission & the opening dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working days.

Project Director, KEIIP



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**INSTRUCTION TO BIDDERS**

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**General guidance for e-Offering:**

Instructions / Guidelines for electronic submission of the offers have been given for assisting the bidders to participate in e-Offering as follows :

- i. Registration of vendor:  
  
Any bidder willing to take part in the process of e-Offering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://etender.wb.nic.in> ,the bidder is to click on the link for e-tendering site as given on the web portal.
- ii. Digital Signature certificate (DSC):  
Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of offers from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.After the receipt of the digital signature, if the bidder/vendor feels for any assistance they can contact IT Department of KMC for assistance.
- iii. The bidder can search & download N.I.Q. & Offer Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of N.I.Q Documents.
- iv. Submission of Offers:  
Offers are to be submitted through online to the website 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).



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**Technical Proposal:**

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

**(a). Statutory Cover/Technical Cover Containing the following documents:**

**1) Prequalification Document**

- i) Prequalification Application
- ii) Demand Draft / Bankers Cheque towards cost of N.I.Q documents as prescribed in the N.I.Q. against the work in favour of **“Kolkata Municipal Corporation, A/c. KEIIP, Tr.1”**.
- iii) Demand Draft / Bankers Cheque towards EMD (Earnest Money Deposit) as prescribed in the N.I.Q. against each of the serial of work in favour of **“Kolkata Municipal Corporation, A/c. KEIIP, Tr.1”** concerned with the work.

**2) N.I.Q. & BOQ (download properly and upload the same Digitally Signed). The rate will be quoted in the B.O.Q.** Quoted rate will be encrypted in the B.O.Q. under Financial Bid. **In case quoting any rate in NIQ Form, the NIQ is liable to be summarily rejected.**

**(b). Non-statutory Cover/My Space Containing the following documents:**

- i. Professional Tax (PT) deposit receipt challan for the last financial year, PAN Card, IT Ack. Receipt of current year, ESI, PF & VAT Registration Certificates.
- ii. Registration Certificate under Company Act. ROC (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. Any other documents the bidder feels to submit as credential.

**N.B.:** Failure of submission of any of the above mentioned documents will render the offerer liable to be rejected for both statutory & non statutory cover





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**THE ABOVE STATED STATUTORY/ NON-STATUTORY DOCUMENTS  
SHOULD BE ARRANGED 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	Detail(s)
A.	Certificate(s)	Certificate(s)	<ul style="list-style-type: none"><li>• VAT Registration Certificate &amp; or Acknowledgement.</li><li>• PAN.</li><li>• P Tax (Challan) (of current year).</li><li>• IT Ack. Receipt for Assessment of current year.</li><li>• ESI</li><li>• Provident Fund etc.</li></ul>
B.	Company Detail(s)	Company Detail	<ul style="list-style-type: none"><li>• Proprietorship Firm (<i>Trade License</i>)</li><li>• Partnership Firm (<i>Partnership Deed, Trade License, Power of Attorney</i>)</li><li>• Ltd. Company (<i>Incorporation Certificate, Trade License, Power of Attorney</i>)</li><li>• Valid Trade Licence</li></ul>
C.	Credential	Credential – 1	<ul style="list-style-type: none"><li>• Referred in NIT Serial No. 5 (Eligibility criteria for participation in the offer)</li></ul>
D.	DECLARATION	Affidavit	<ul style="list-style-type: none"><li>• Referred in NIT Serial No. 5 (Eligibility criteria for participation in the offer)</li></ul>

**1. Tender Evaluation Committee (TEC):**

1. Evaluation Committee constituted as per Order of the Project Director, KEIIP, Kolkata Municipal Corporation will function as Evaluation Committee for selection of technically qualified bidders.
2. Opening & evaluation of offer: Mentioned in Table .
3. Opening of Technical Proposal:  
Technical proposals will be opened by the authorized member of the Evaluation Committee, **Kolkata Municipal Corporation, KEIIP** electronically from the website using their Digital Signature Certificate (DSC).
4. Intending offerers may remain present if they so desire.
5. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the offer will summarily be rejected.
6. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Procurement Committee.
7. Summary list of technically qualified offerers will be uploaded online.



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8. Pursuant to scrutiny & decision of the Committee the summary list of eligible offerers & the work for which their proposal will be considered will be uploaded in the web portals.
9. During evaluation, the committee may summon of the participant/(s) & 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.

**2. Financial Proposal**

1. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The bidder is to quote the specific rate for each of the item mentioned in BOQ.
2. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the vendor/bidder.

**3. Penalty for suppression / distortion of facts:**

If any offerer fails to produce the original hard copies of the documents like credential certificates and any other documents on demand of the Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the offerer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

a. Rejection of Bid:

Project Authority reserves the right to accept or reject any Bid and to cancel the Bidding process 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 Authority's action.

b. Award of Contract:

The Offerer whose offer has been accepted will be notified by the Quotation Inviting & Accepting Authority through Letter of Acceptance.

The Agreement on NJ stamp paper of Rs.10/-, as per KMC standard form incorporating the NIQ & BOQ as part of contract documents, will have to be executed by the L1 vendor within 15 (fifteen) days from the issue of Letter of Acceptance.

Project Director-KEIIP  
Kolkata Municipal Corporation

**PRE-QUALIFICATION APPLICATION**

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**To**  
**The Project Director,**  
**KEIIP,**  
**The Kolkata Municipal Corporation,**  
**206, A. J. C. Bose Road**  
**Kolkata-700017.**

Ref : Offer for \_\_\_\_\_ House Keeping Management Service at KEIIP-KMC  
(Name of work) **Annual contract for House Keeping Management Service**  
**at KEIIP-KMC office (2nd to 5th Floor) from 01.03.2015 to 29.02.2016.**  
e-N.I.Q. No.: KMC-KEIIP/626/2014-15..... dated : 03.02.2015 of the Project Director, KEIIP,  
**Kolkata Municipal Corporation.**

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.Q. documents, I /we hereby submit all the 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:

- 1) Quotation Inviting & Accepting Authority reserves the right to reject any application without assigning any reason.

**Enclosure(s): e-Filling:-**

- 2) Statutory Documents.
- 3) Non Statutory Documents.
- 4) Schedule A & B.

Date: .....

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

**Schedule: A**

**A) Organization Information:**

<b>Sl. No.</b>	<b>Description</b>	
1.	Name of the offerer	
	Address	
	Telephone No.	
	Mobile No.	
	Fax No.	
	E-mail I.D	
	Year of establishment (copy of memorandum of articles & association shall be enclosed)	
2.	Registration with KMC or any other Government organization in India, if any (Supporting documents shall be enclosed).	
3.	Details of Bankers	
	a) Name & Address of the Bank	
	b) Bank Account No.	
	c) Nature of Bank Account	
4.	Number of years of experience of the Offering Company / Bidder within the country.	
5.	Name and address of the Proprietor / Directors	
6.	Organization chart showing the structure of the company / bidder including name and position of key personal & Directors	
7.	Profile of the company	

Date

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

**Schedule: B**

**B) Experience Profile:**

Name of the Firm: .....

List of works in similar nature executed during the last 3 (*three*) years.

Name of Employer	Name, Location & nature of work	Name of supervisor	Contract price in Indian Rs.	Percentage of Participation of company	Original Date of start of work	Original Date of completion of work	Actual Date of starting the work	Actual Date of completion of work	Reasons for delay in completion (if any)

**Note:**

- 1) Execution Certificate from the Employers to be attached
- 2) Non-disclosure of any information in the Schedule will result in disqualification of the firm.

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