



West Bengal Tourism Development Corporation Limited  
(A Government of West Bengal Undertaking)  
DG Block, Sector- II, Salt Lake City, Kolkata-700091

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Memo. No.1288/Computer No:

Dated: 01-10-2024

## NOTICE INVITING e-QUOTATION

### Notice Inviting e-Quotation No.26/WBTDCL OF 2024-25(Technical)

e-Quotation is invited by Executive Engineer, West Bengal Tourism Development Corporation Limited from the reputed bonafide financially sound supplier having sufficient experience for execution of the following works.

List of Schemes:

| Sl. No | Name of the work   | Earnest Money (Rs.).    | Cost of documents for Tender agreement per set (Rs.) | Period of Completion. | Eligibility of Tenderer  |
|--------|--|-------------------------|--|-----------------------|--|
| 1.     | Supply of Photograph at ALO, BISHNUPUR and SHANTOBITAN Tourism Property of WBTDCL during the financial year 2024-2025. | 2% of the quoted amount | Rs.1000.00   | 45 days.              | Bonafide Contractors having credential as stated in Clause No-5 of this NIQ. |

- 1) In the event of e-filling, intending bidder may download the quotation documents from the website <http://wbquotations.gov.in> directly with the help of Digital Signature Certificate. Necessary Earnest Money has to be deposited by the bidder through the following payment mode as per Memorandum of Finance Department vide No. 3975- F (Y) dated 28<sup>th</sup> July, 2016.
  - i. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.
  - ii. RTGS/ NEFT in case of offline payment through bank account in any bank.
- 2) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://wbquotations.gov.in>
- 3) Quotation documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in clause No.15
- 4) The **FINANCIAL OFFER** of the prospective quotationer will be considered only if the **TECHNICAL BID** of the quotationer is found qualified by the 'Quotation Evaluation Committee' formed by the Managing Director, WBTDCL Ltd. The decision of the 'Quotation Evaluation Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

Seal and Signature of the Quotationer.

**5) Eligibility criteria for participation in the quotation.**

- i) The prospective bidders shall have satisfactorily completed **as a prime agency** during the last 5 (*Five*) years from the date of issue of this Notice at least one work of similar nature under authority of State / Central Government, State / Central Government undertaking / Statutory Bodies Constituted under the Statute of the Central / State Government at least in the magnitude of 40% (*Forty percent*) of the amount put to quotation and as per the respective G.O.
- ii) Intending quotations should produce credentials of 2 (two) similar nature of work, each of the minimum value of 30% of the estimated amount put to quotation during last 5 (*Five*) years prior to the date of issue of the quotation notice.
- iii) Intending quotations 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 (a) above; In case of running works, only those quotations who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the quotation. In the required certificate it should be clearly stated that the work in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the quotation.

*[Non-statutory documents]*

**N.B.:- Estimated amount, Date of Completion of project and detail communicational address of client must be indicated in the Credential Certificate.**

- i. Income Tax Acknowledgement Receipt for the latest Assessment year, P.T. Deposit Challan, Pan Card, GST No, are to be accompanied with the Technical Bid Documents.
- ii. The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract 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 bidders without which the Technical Bid shall be treated as non-responsive.)
- iii. In case of Proprietorship, Partnership Firms and Company, Tax Audit Report in 3CD Form are to be furnished along with the Balance Sheet and Profit and Loss Account, and all the documents along with schedules forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant. No other name along with applicant's name in such enclosure will be terminated  
*[Non-statutory documents]*
- iv. Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted. The company shall furnish the Article of Association and Memorandum.  
*[Non-statutory documents]*
- v. Registered Labour Co-operative Societies and unemployed Co-Operative societies are required to furnish valid Bye Law, last three years statutory Audit Report authenticated by A.R.C.S., Minutes of last A.G.M., valid certificate from A.R.C.S. along with other relevant supporting papers.  
*[Non-statutory documents]*

Seal and Signature of the

vi. **Joint Ventures will be not allowed.**

vii. A prospective bidder shall be allowed to participate in a particular 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, without assigning any reason thereof.

6) Running payment for work may be made to the executing agency as per availability of fund. The executing agency may not get a running payment unless the gross amount of running bill is 20% of the quotation amount

**7) No mobilization advance and secured advance will be allowed.**

**8) Security Deposit:**

Retention money towards performance Security amounting to 3% (*three percent*) of the value of the work shall be deducted from the running account bill of the quotationer as per prevailing order. No interest will be paid on Security Deposit.

9) Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility.

10) Constructional Labour Welfare CESS @ 1% (*one percent*) of cost of construction will be deducted from every Bill of the selected agency.

**11) There shall be no provision of Arbitration.**

12) Bid shall remain valid for a period not less than 120 (*one hundred twenty*) days from the last date of submission of Financial Bid / 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.

13) Date and Time Schedule:

| Sl. No. | Particulars  | Date & Time             |
|---------|--|-------------------------|
| 1       | Date of uploading of N.I.Q. Documents (online) (Publishing Date) | 03.10.2024 -10.30 Hrs.  |
| 2       | Documents download/sell start date (Online)                      | 03.10.2024 -11.00 Hrs.  |
| 3       | Documents download/sell end date (Online)                        | 22.10.2024 - 15:00 Hrs. |
| 4       | Bid submission start date (On line)                              | 03.10.2024 -11.00 Hrs.  |
| 5       | Bid Submission closing (On line)                                 | 22.10.2024 - 15:00 Hrs. |
| 6       | Bid opening date for Technical Proposals (Online)                | 24.10.2024 -15:00 Hrs.  |

14) The Prospective Bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during progress of work and a period of 3 (*three*) years to be made from the date of successful completion of the work to the entire satisfaction of the Engineer-in-Charge. If any defect / damage is found during the period as mentioned above, the contractor shall make the same good at his own cost to the specification at par with instant project work. On failure to do so, penal action against the contractor will be imposed by the Corporation as deem fit. The contractor may quote his rates 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 3 (*three*) years from the date of completion of

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the work. The word 'work' means and includes road work, bridge work, building work, sanitary and plumbing work, electrical work and/ or any other work contemplated within the scope and ambit of this contract. The work may be of original or special repair in nature or a combination thereof, or of original or special repair in nature in combination with the work (s) or repair and /or maintenance in nature; Provided that in respect of the work of repair or maintenance in nature or a combination thereof, the words three years wherever appearing in this clause shall be deemed to in which case the security deposit of the contractor held with the Government under the provision of Clause 1 hereof shall be refundable to the contractor on expiry of one year after the issuance of certificate of completion of work by the Engineer-in-Charge.

- 15) The Security deposit of the contractor shall not be refunded before the expiry of **three years** after the issuance of the certificate, final or otherwise, or completion of work by the Engineer-in-Charge;

Provided that the work shall not be deemed to have been completed unless the "**Final Bill**" in respect thereof shall have been passed and certified for payment by the Engineer-in-Charge.

Provided further that the Engineering-in-charge shall pass the "**Final Bill**" and certify thereon, within a period of **forty-five** days with effect from the date of submission thereof by the contractor, the amount payable to the contractor under this contract and shall also issue a separate certificate of completion of work to the contractor within the said period of **forty-five** days. The certificate of Engineer-in-charge whether in respect of the amount payable to the contractor against the "Final Bill" or in respect of completion of work shall be final and conclusive against the contractor. However, the security deposit of the contractor held with the Corporation under the provision of **Clause-1** hereof shall be refundable to the contractor in the manner provided hereunder:-

- (i) **30%** of the security deposit shall be refunded to the contractor on expiry of one year after issuance of certificate of completion of work.
- (ii) Further **30%** of the security deposit shall be refundable to the contractor on expiry of **two years**.
- (iii) The balance **40%** of the security deposit shall be refunded to the contractor on expiry of **three years**.

**No interest would be paid on the Performance Security Deposit.**

- 16) The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of supply 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 Notice Inviting Quotation, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.
- 17) 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 WBTDCL. The Managing Director, WBTDCL Ltd. 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.
- 18) Refund of EMD: The Earnest Money of all the unsuccessful quotationers deposited in favour of the WBTDCL will be refunded on receipt of application from quotationers.
- 19) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in '**Instructions to Bidders**' stated in Section - 'A' before quotationing the bids.

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- 20) Conditional / Incomplete quotation will not be accepted under any circumstances.**
- 21) The intending quotationers are required to quote the rate *online*.**
- 22) Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition)Act.1970(b)ApprenticeAct.1961and(c)minimumwagesAct.1948ofthe notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
- 23) 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 quotation and that application will be rejected without any prejudice.
- 24) The Managing Director Of W.B.T.D.C Ltd. reserves the right to cancel the N.I.Q. at any stage before issuance of latter of acceptance due to unavoidable circumstances and no claim in this respect will be terminated
- 25) If there be any objection regarding pre-qualifying the Agency that should be lodged to the Chairman of Quotation Evaluation Committee within 2 (*two*) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Quotation Evaluation Committee. Before issuance of the WORK ORDER, the quotation inviting authority may verify the credential and other documents of the lowest quotationer found necessary. After verification if it is found that the documents submitted by the lowest quotationer is either manufactured or false in that case work order will not be issued in favour of the said Quotationer under any circumstances.
- 26) 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:
- 1) N.I.Q.
  - 2) Special Terms & Conditions
  - 3) Technical Bid
  - 4) Financial Bid
  - 5) Qualification criteria
  - 6) Quotation Form.
32. The quotation inviting and Accepting Authority through a "Quotation Evaluation Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:
- 1) Financial Capacity
  - 2) Technical Capability
  - 3) Experience /Credential
- The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder / quotationer will be rejected at any stage without any prejudice
33. Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.

**34. No price preference and other concession will be allowed.**

35. "Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any quotation for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to upload such quotation.

The power of attorney shall have to be registered in accordance with the provisions of the **Registration Act, 1908."**

Sd/-

Executive Engineer

West Bengal Tourism Development Corporation Limited

Copy forwarded for information to:-

The Director of Tourism,  
West Bengal Tourism, Govt. of West Bengal.

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**SECTION - A****INSTRUCTION TO BIDDERS**

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**General guidance for e-Quotationing:**

Instructions / Guidelines for electronic submission of the quotations have been annexed for assisting the contractors to participate in e-Quotationing.

i. Registration of Contractor:

Any contractor willing to take part in the process of e-Quotationing will have to be enrolled & registered with the Government e-Procurement System, through logging on to <http://wbtender.gov.in> The contractor is to click on the link for e-Quotationing site as given on the web portal.

ii. Digital Signature certificate(DSC):

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of quotations 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.

iii. The contractor can search & download N.I.Q. & Quotation 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 Quotation Documents.

iv. 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.

v. Submission of Quotations:

Quotations are to be submitted through online to the website stated in Clause A.1. 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).

**Technical Proposal:**

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

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

- i. Prequalification Application (Sec-B, Form -I)
  - 1) Quotation Form & N.I.Q. (*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 Quotation Form, the quotation is liable to be summarily rejected.**
  - 2) NIQ with Special terms & conditions and specification of works.

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

- i. Latest Professional Tax (P.T.) deposit receipt challan Pan Card, IT Return, GST No.
- 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. Statutory audit report or Tax Audited Report in 3 CD/ 3 CA form along with Balance Sheet & Profit & Loss A/c. for the last 1 (*ONE*) year (year just preceding the current Financial Year will be considered as year -I)
- vi. Clearance Certificate for the Current Year issued by the Assistant Register of Co-Operative Society (ARCS), bye laws are to be submitted by the Registered Labour Co-Operative Society / Engineers' Co-Operative Society.



- vii. List of machineries possessed by own / arranged through lease hold agreement along with authenticated copy of invoice, challan & waybill [Ref.: - Sl. No. 5(viii) of this N.I.Q. and (Section –B, Form IV)]
- viii. List of Technical staffs along with structure & organization (Section – B, Form –III).
- ix. Audited Financial Statement (Section – B, Form –II) for the last three years.

The prospective bidders shall have satisfactorily completed **as a prime agency** during the last 7 (*Seven*) years from the date of issue of this Notice at least one work of similar in the magnitude of 40% (*Forty percent*) of the amount put to quotation.

- x. Affidavits (Ref: - format for general affidavit shown in "X" & "Y", Section -B)
- xi. Certificate of revolving line of credit by the Bank (*if required*).

N.B.: Failure of submission of any of the above-mentioned documents as stated in Sl. No. A.5.(a). and Sl. No. A.5.(b). May render the quotationer liable to be rejected for both statutory & non statutory cover.

**THE ABOVE STATED NON-STATUTORY/TECHNICAL 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)           | <p><b><u>Statutory Documents:</u></b></p> <p>i. NIT should be properly uploaded and Digitally Signed after duly filling up all the documents/Annexure as stated in the NIT.</p> <p>ii. The amount of Earnest Money is to be submitted through e-procurement system as per F.D G.O. No. 3975-F(Y) Dt.- 28, July, 2016</p> <p>iii. Tender form No. 2911 digitally Signed.</p> <p><b><u>Non-Statutory Documents:</u></b></p> <p>iv. PAN Card, ITR at least for last 3(Three) years.</p> <p>v. GST Registration certificate &amp; up to date return.</p> <p>vi. Valid Trade License from respective Municipality / Panchayet etc.(For the F.Y- 2024-25)</p> <p>vii. Either P.Tax Challan (For the F.Y- 2024-25)</p> <p>viii. Registered Partnership Deed and Registered Power of attorney (in case of partnership firms per PWD Notification No.90-W(c)/1M-286/15 Dt.- 23-09-2015).</p> <p>ix. Credential as stated in Cl.- 5 of this NIQ.</p> |
| B.     | Company Detail(s) | Company Detail           | <p>Proprietorship Firm (Latest <i>Trade License</i>)<br/>Partnership Firm<br/>(<i>Partnership Deed, Latest Trade License</i>) Ltd.<br/>Company (<i>Incorporation Certificate, Latest Trade License</i>)Society (<i>Society Registration Copy, Latest Trade License</i>)Power of Attorney.</p>  |
| C.     | Credential        | Credential               | Prescribed type (similar nature) of work done & completion certificate from competent authority which is applicable for eligibility in this quotation.   |
| F.     | Man Power         | Technical Personnel      | List of Technical Staffs along with Structures & Organization ( <i>as per N.I.Q.</i> )   |

i. Quotation Evaluation Committee(TEC)

1. Opening of Technical Proposal:

Technical proposals will be opened by The Executive Engineer, WBTDCL. and his authorized representative electronically from the website using their Digital Signature Certificate(DSC).

2. Intending quotationers may remain present if they so desire.

Seal and Signature of the

3. 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 quotation will summarily be rejected.
4. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Quotation Evaluation Committee.
5. Summary list of technically qualified quotationers will be uploaded online.
6. Pursuant to scrutiny & decision of the Quotation Evaluation Committee the summary list of eligible quotationers & the serial number of works for which their proposal will be considered will be uploaded in the web portals.
7. During evaluation the committee may summon of the quotationers & 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.

**ii. 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.
- II. Financial capacity of a bidder will be judged on the basis of working capital and available bid capacity as mentioned in the N.I.Q. to be derived from the information furnished in **FORM-I&II** (Section-B) i.e., Application for Prequalification & Financial Statement. If an applicant feels that this/their Working Capital beyond down resource may be insufficient, he / they may include with the application a letter of guarantee issued by a nationalized bank / authorize bank of **RBI** to supplement the applicant. This letter of guarantee should be addressed to the Quotation Inviting/Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Bidder, the Bidder will be provided with a revolving line of credit. Such revolving line of credit should be maintained until the works are taken over by the Engineer-in-Charge/Employer.  
The Audited balance sheet for the last three years, net worth, bid capacity, etc. are to be submitted which must demonstrate the soundness of Bidder's financial position, showing long term profitability including an estimated financial projection of the next two years.
- III. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.
- IV. Penalty for suppression / distortion of facts:
  - a. If any quotationer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Quotation Evaluation 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 quotationer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.
- V. Rejection of Bid:
  - a. 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.

VI. Award of Contract:

- a. The Bidder whose Bid has been accepted will be notified by the Quotation Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.
- b. The notification of award will constitute the formation of the Contract.
- c. The Agreement in Quotation Form will incorporate all agreements between the Quotation Accepting Authority and the successful bidder. All the quotation documents including N.I.Q. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents duly purchased from the office of the WBTDCL as stated in concerned.
- d. The successful Tenderer will have to submit 03(Three) sets of all the Tender Documents along with BOQ in connection with this Tender in hard copy within 7 (Seven) days from the date of receipt of Letter of Acceptance of the Tender (through e-Tendering System or otherwise). Failure to do so will be liable to termination/rejection of Tender with forfeiture of Earnest Money without any reference to the Contractor. Tender Documents are to be collected from the concerned Division on payment of cost for the same.

SECTION – B

FORM – I

PRE-QUALIFICATION APPLICATION

**To**

The Executive Engineer  
West Bengal Tourism Development Corporation Limited

Ref : Quotation for  
(Name of work):-

e-N.I.Q. No.:

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 / Engineer-in-Charge can amend the scope & value of the contract bid under this project.
- 2) Quotation Inviting & Accepting Authority / Engineer-in-Charge reserve the right to reject any application without assigning any reason.

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

- 1) Statutory Documents.
- 2) Non-Statutory Documents.

Date:

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

SECTION – B

AFFIDAVIT – “X”

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

| Work in progress |                                     |                  |                    | Work order issued but work not started |                                     |                    |
|------------------|-------------------------------------|------------------|--------------------|--|-------------------------------------|--------------------|
| Sl. No.          | Name of the work with Quotation No. | Estimated Amount | % of work executed | Sl. No.                                | Name of the work with Quotation No. | Quotationed Amount |
|                  |                                     |                  |                    |  |                                     |                    |
|                  |                                     |                  |                    |  |                                     |                    |
|                  |                                     |                  |                    |  |                                     |                    |
|                  |                                     |                  |                    |  |                                     |                    |
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|                  |                                     |                  |                    |  |                                     |                    |
|                  |                                     |                  |                    |  |                                     |                    |
|                  |                                     |                  |                    |  |                                     |                    |

.....  
Signed by an authorized officer of the firm.

.....  
Title of the officer

.....  
Name of the Firm with Seal

Date: .....

SECTION – B

AFFIDAVIT – “Y”

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

- 1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
- 2) The under-signed also hereby certifies that neither our firm M/S..... nor any of constituent partner had been debarred to participate in quotation by the, West Bengal Tourism Development Corporation Limited Department during the last 5 (*five*) years prior to the date of this N.I.Q.
- 3) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the WBTDCL to verify this statement.
- 4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the WBTDCL.
- 5) Certified that I have applied in the quotation in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

.....  
Signed by an authorized officer of the firm.

.....  
Title of the officer

.....  
Name of the Firm with Seal

.....  
Date: .....

SECTION – B

FORM – III

STRUCTURE AND ORGANISATION

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- 1) Name of Applicant : \_\_\_\_\_
- 2) Office Address : \_\_\_\_\_
- 3) Name and Address of Bankers : \_\_\_\_\_
- 4) Telephone No. : \_\_\_\_\_
- 5) Fax No : \_\_\_\_\_
- 6) Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data. :  
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.....  
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.....  
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.....  
.....  
.....  
.....

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

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