

WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED
“PROTITI”, 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017

TENDER DOCUMENT

FOR

**ANNUAL MAINTENANCE CONTRACT FOR FIRE FIGHTING SYSTEM,
EQUIPMENT AND FIRE PUMPS (including refilling charge for fire
extinguishers) AT “PROTITI”, 23, Abanindranath Tagore Sarani (Camac
Street), Kolkata-700 017**

2018 - 2019

NOTICE INVITING TENDER

No. WBIDC/Per/159/05/VII/Part-1(2)

09/03/2018

- 1) WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED invites sealed tender in Two Bid system for “**Annual Maintenance Contract for Fire Fighting System, Equipment and Fire Pumps (including refilling charge for fire extinguishers)**” at “Protiti” 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017 from interested, experienced, reputed and capable Original Equipment Manufacturers / authorized dealers who fulfills the eligibility criteria.
- 2) The offers should be submitted in two-bid system i.e. Technical Bid and Commercial Bid in two separate sealed envelopes super-scribing “**Annual Maintenance Contract for Fire Fighting System, Equipment and Fire Pumps (including refilling charge for fire extinguishers)**” at “Protiti” 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017 in the respective envelopes duly addressed to The Managing Director, WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED, Kolkata.
- 3) The tender document can be downloaded from WBIDC website www.wbidc.com. The interested bidders can download the tender document from website and shall submit along with the tender a DD/Pay Order for Rs.500/- (Rupees Five Hundred Only non- refundable) drawn in favour of WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED, payable at Kolkata. The Tender Document can also be available in person from WBIDC, “Protiti” 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017, on any working day between 9.00 hrs to 16.00 hrs from 09/03/2018 to 19/03/2018 on payment in cash Rs.500/- (Rupees Five Hundred Only non-refundable) towards cost of the tender document, for which Cash Receipt will be issued and the Bidder should attach a copy of the Cash Receipt while submitting the tender.
- 4) The Tender Documents should be submitted in a sealed cover either in person or by post without any overwriting tampering with any of the folios thereof & duly filled in and duly signed at the bottom of each folio, by the Bidder or his / their authorized representative and it shall reach at “Protiti” 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017 on or before 19/03/2018 on or before 15.00 hrs.

- 5) The Bidder should deposit a DD / Pay order for Rs.10,000.00 (Rs. Ten Thousand only) towards the earnest money (EMD) drawn in favour of WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED, payable at Kolkata. EMD of successful bidder will be converted to Security Deposit which will be returned after successful completion of the contract period or extension period as the case may be. Security Deposit will be refunded after successful completion of the AMC period. In case of unsatisfactory performance by the contractor, Security Deposit will be forfeited. EMD of all unsuccessful Bidders will be returned after finalization of tender. No interest will be payable on the Earnest Money Deposit.
- 6) WBIDC reserves the right to award contract for the above work either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions contained in the tender document before accepting the tender or to reject any or all the tenders without giving any notice or assigning any reason. The decision of WBIDC in this regard shall be final and binding on all.

Schedule of Tendering Process:

Issue of tender forms	From 09/03/2018 To 19/03/2018
Pre-bid Meeting	15/03/2018 @ 15.00 hrs
Last date for Tender Submission	19/03/2018 @ 15.00 hrs
Opening of Technical Bid	19/03/2018 @ 16.00 hrs
Opening of Commercial Bid	19/03/2018 @ 16.00 hrs

For query contact at: 033-22553857/033-22553726

Managing Director
WBIDC LTD.

WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED
“PROTITI”, 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017

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WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED
“PROTITI”, 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017

No. WBIDC/Per/159/05/VII/Part-1(2)

05/03/2018

A ELIGIBILITY CRITERIA:

(Please attached self- attested documents as per check list)

1. The bidder should attach Tender Cost in the form of Cash receipt or DD of Rs.500/- (Rs. Five Hundred only).
2. The Technical Bid should accompany a DD / Pay Order Rs.10,000/- (Rs. Ten Thousand only) drawn on any nationalized bank in the name of WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED, payable at Kolkata towards Earnest Money Deposit (EMD). Tender received without prescribed EMD will be summarily rejected. No exemption will be granted.
3. The bidders should have office in Kolkata area.
4. The bidder should have valid license.
5. The bidder must submit a self-attested copy (copies) of Recent work order (s) (details filled with attached format Annexure-IV) of which the work (s) has (have) been completed within last 5 (Five) years as on 31/03/2017 as a proof of similar work done in a PSU, Central /State Government Organization or subsidiary / joint venture / Regulated company thereof, or a reputed private company etc.

The tenders of those Bidders who do not fulfill above eligibility criteria are liable for rejection.

B. GENERAL CONDITIONS:

1. The contracting party whether it be a Proprietor / Individual, Partnership firm, Company / Corporation, Society, they shall be, for the purpose of this contract, be known as “the Bidder” and the WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED shall be known as “WBIDC”.
2. The Bidder should submit Technical Bid & Commercial Bid in separate sealed Envelopes super scribing “Technical Bid” and “Commercial Bid” as the case may be as mentioned in the Tender Notice.

3. Bidder should ensure that the documents are attached with Technical Bid as per Check list and all pages of Tender and documents are signed and stamped. Failure to do so shall lead to the rejection of bids.
4. The Bidder will give a declaration as per attached format **Annexure- I** that he has read and understood the above conditions and the same shall remain binding upon him in case the work is entrusted to him.
5. The bidder must visit/examine the site and its surrounding on any working day by prior appointment with the Officer/Representative of WBIDC for the proper assessment of prospective assignment (scope of works) before submitting their offer. No claims later on shall be entertained. Bidder should submit a Certificate for the Site Inspection as per attached format **Annexure-II**.
6. Bidder should submit their details as per attached format **Annexure-III** with self-attested documents.
7. The successful Bidder whose tender is accepted shall, within seven days from issuing / receiving the Letter of Acceptance, be required to execute the Contract Agreement with WBIDC as per the General Conditions / Special conditions enumerated in the tender documents, on a Non-Judicial Stamp Paper of Rs.100/- (Rupees One Hundred only). If he / she / they decline/s or fail/s to execute the contract agreement within the stipulated time, the EMD shall stand forfeited, without prejudice to WBIDC's right to rescind the contract and other rights and remedies warranted by the law.
8. Bidder/s shall keep his / their offer valid for a period of at least 3 months (90 days) from the date of opening of the Financial Bid/Price Bid. If any Bidder withdraws or amends impairs or derogates from the tender in any respect within the period of validity of his offer, the EMD is liable to be forfeited.
9. The Bidder must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of tendering and for entering into a contract and must visit and inspect the site of work and acquaint himself with all local conditions means of access to the work, nature of work and all related matters appertaining thereto.
10. Immediately, on receipt of intimation from the WBIDC, the successful Bidder will execute the work and the written acceptance of the tender will constitute a binding contract between WBIDC and the Bidder so tendering. It will be the responsibility of the Bidder to thoroughly examine the site in all respects.
11. In the event of refusal to carry out work by the successful Bidder on any grounds, its earnest money shall be forfeited.
12. It shall be the responsibility of the Bidder to meet transportation, food, medical and any

other requirements in respect of the workers engaged by it (Bidder) at WBIDC, Kolkata and WBIDC shall have no liabilities in this regard.

13. The WBIDC will not be responsible for any damages, losses, theft, claims, financial or other injury to any workers deployed by service providing Bidder in the course of their performing the functions / duties, or for payment towards any compensation.
14. The quality of work at all stages should be as per the standards laid down and explained to the Bidder by WBIDC. It is made clear that there cannot be any compromise in the material quality and workmanship of work. It shall be the responsibility of the Bidder to ensure that the standards laid down from time to time are strictly maintained.

C. STATUTORY COMPLIANCE BY THE BIDDER:

15. The Bidder should obtain the requisite license from authorities such as Municipality, Local Authority, State / Central etc., at its' own cost. The WBIDC shall not be responsible in any way for any breach of these rules and regulations by the Bidder.
16. The Bidder shall obtain and keep it in force throughout the term of the agreement, necessary / valid license from the Licensing authority and the rules framed there under and produce the same to WBIDC before commencement of the services under the contract.
17. The Bidder shall not deploy any person below the age of 18 years.

D. DUTIES AND RESPONSIBILITIES OF THE BIDDER:

18. The Bidder shall carry out all work with utmost care, giving due consideration to safety which shall not be compromised under any circumstance.
19. The Bidder shall be responsible for taking good care of all specialized equipment, tools and tackles used for its works. It should bring to the notice of WBIDC the works that are required to be undertaken in time. In case any damage is caused to the equipment due to the gross negligence of any of the employees of the Bidder, Bidder undertakes to compensate WBIDC for such damages. The amount of damages quantified at the discretion of the representative/Officer of WBIDC shall be final & binding on the Bidder. The WBIDC shall be at liberty to deduct such amount of damages from any dues payable to the Bidder.
20. The Bidder shall not assign the contract or sublet any portion of the contract. In case of breach of this condition, WBIDC will serve a notice in writing on the Bidder rescinding the contract where upon the security deposit shall stand forfeited to WBIDC without

prejudice to other remedies against the Bidder.

21. The Bidder itself must be a qualified Fire Engineer (BE / Diploma) and should have working experience in handling of such jobs. The Bidder should furnish the monthly maintenance schedule. All personnel employed by the Bidder shall be medically fit and having good health.

E. SCOPE OF THE WORK:

Maintenance of fire extinguishers equipment/systems as described in the scope of the work such as portable fire extinguishers and fire hydrant system etc. job includes servicing of equipment/systems, testing of firefighting pumps sets, batteries etc. Following is the **list of the equipment** required to be operated and maintained by bidder for their smooth working and performance.

Sl.No.	Type of System/Equipment	Capacity	Qty Nos.
A	Fire Extinguishers		(52 Nos.)
1	DRY POWDER	5 Kg	08
2	WATER TYPE	9 Ltrs.	13
3	MECHANICAL FOAM	9 Kg	04
4	CO2	2 Kg	13
5	CO2	9 Kg	04
6	AFFF	50 Ltrs	02
7	AUTOMATIC MODULAR	5 Kg	08

Sl. No.	Type of Pumps	Capacity	Qty Nos.
B	Fire pumps		
1	SPRINKLER PUMP	Automatically start:4.2 Kgs/cm ² and manually off	1 No.
2	JOCKEY PUMP	5 Kgs/cm ² Automatically start and 7.5 Kgs/cm ² automatically off	1 No.
3	HYDRANT PUMP	Automatically start:4.2 Kgs/cm ² and manually off	1 No.
4	DG PUMP	Automatically start:2.8 Kgs/cm ² and manually off	1 No.
5	HOSE PIPE		17 Nos.

In order to ensure 100% serviceability for efficient working of the equipment under contract the scope of work will include the following:

Fire Extinguishers:

- Maintenance for 52 nos. (approx.) of various types of Fire Extinguishers owned by the WBIDC installed at various locations likes floors, terrace, basement, drive way etc. in WBIDC. The number may increase/ decrease from time to time.
- Maintenance of fire pumps.

3. The contract shall include minimum one general service initially and subsequent monthly checking & submission of report to the Officer/Representative of WBIDC. Bidder must attend to emergency call and visit site as and when required.
4. Routine Services (Monthly): It include general cleaning of fire extinguishers, Checking & replacement of pressure gauges, positioning of fire extinguishers, refilling, and the like. and any other work to maintain the serviceability of the fire extinguishers and submit report accordingly.
5. The AMC shall include repair or replacement of hose clips, hose nozzles, Box glass etc. and including painting of the fire extinguishers, chassis repair, minor welding of pumps etc. All Extinguishers shall be numbered. All extinguishers, signage boards and boxes shall be cleaned on every visit.
6. All extinguishers shall be pressure tested as per standard norms of extinguisher and water type extinguishers shall be refilled with potable water (tube well water shall not be allowed). The Cartridge of extinguishers shall be weighed and refilled if required.
7. All extinguishers shall be replaced / refilled within 7 days. The cost of replacement shall be borne by WBIDC.
8. Annual Maintenance Contract shall cover cost of consumables if require for preventive maintenance or repairing of the system or any part of the system. All replaced items will be submitted to WBIDC.
9. Rules of preventive maintenance services shall follow the guideline either of ISI or NFPA, as the case may be.
10. Mock fire practice and evacuation drill shall be organized periodically.

Fire pumps:

11. Each Pump should be tested for at least 60 second every visit. Discharge of water should be from Hydrant or through a test line. Unnecessary sound and vibration should be noted and corrected.
12. Pump automation should be checked. Greasing of pumps and motors to be carried out as per manufacturers recommendation or whenever necessary.
13. Hydrant externally and terrace shall be tested with hose and branch pipe. The jet shall be operated for at least 2 minutes. Hose shall be dried before rolling. Each Hose shall be tested. There shall be no leakage from MS piping or from clips holding rubber or even from rubber pipe. Hose pipe shall be rolled back uniformly, line by line. Hose Reel shall be extended to full length and water discharged for 120 seconds. The pipe shall be rolled back uniformly, line by line.
14. Internal Hose Cabinet shutters (including glass) shall be cleaned every visit. Dust and dirt within cabinet shall be removed in every visit.
15. Hydrant on each floor shall be tested with hose and branch. The Agency shall make all arrangements for disposal of water in the premises so that there is no damage.

16. Any line rupture affecting hydrants should be repaired within 12 hours. Others repairs should be carried out within 24 hours. In case of any delay in carrying out of such works, a fine shall be imposed.
17. Replacing of gland packing/seals in various pumps and valves on as and when required to ensure that there is no leakage.
18. Checking of electrical terminals, contact points of the starters/contractors, and relays installed in various control panels.
19. The contractor shall not dismantle and remove any items without the knowledge of the Officer/Representatives of WBIDC. Dismantled items shall be the property of the WBIDC.
20. Contractor will visit the site as and when called by the Officer/Representative of WBIDC. On his visit he should meet the Officer/Representative of WBIDC and will report about satisfactory working of all equipment's.
21. The contractor will be responsible not only for his own men and material but also for the security of the equipment/ materials of the WBIDC. The cost of repair/replacement of equipment damage due to mishandling by the worker of the contractor will be deducted from the contractor bill after loss assessment by the Officer/Representative of WBIDC. The assessment of the Officer/Representative of WBIDC will be final and binding on the contractors.
22. Arranging all major components requiring repair/replacement/refill with prior consent and approval of the representative of WBIDC. *(Only cost of the components shall be reimbursed. The effort involved in procurement and replacement charges shall be deemed to have been included in the contracted amount of this contract).*
23. The contracting Bidder shall guarantee prompt repairs/replacement/refill of components to minimize interruption. In all probability the Bidder will be required to arrange repair and/ replacement/refill of such damaged components the same day or reasonable time as per situation.
24. **Tools & Tackles:** The bidder should provide all tools and tackles required for the safe and satisfactory maintenance of the related equipment.

SPECIAL CONDITIONS OF CONTRACT:

25. The rates quoted by firm should be inclusive of all duties and tax (GST) as applicable. In case prices are not inclusive of duties, Taxes etc., then the rates at which duties, taxes etc., is required to be paid should be mentioned and if it is not mentioned then it will be presumed that the rates are inclusive of all duties, taxes (GST) as applicable and no payment shall be made by WBIDC on this account on a later stage.
26. Last three years Income Tax Certificate, Company incorporation certificate, Service Tax Registration, Sales Tax Clearance Certificate dispensed with Sales Tax Registration no. (If any)

and Valid Trade License Certificate should be submitted along with tender.

G DURATION OF WORK:

27. The contract will be awarded to successful bidder for period of the 1 (One) year i.e. 365 days from the date of accepting the work order and signing of the agreement.

F MAINTENANCE SCHEDULE:

28. The Bidder has to carry out a monthly maintenance and submit detail report for all the equipment / installations mentioned above in the scope of work. It may please be noted that any major repairs or replacement of the equipment will be carried out separately according to necessity and the expenditure will be borne by WBIDC.

29. In case of failure of contractor to attend any maintenance, WBIDC reserves the right to get the work done departmentally or through any other agency (on urgent basis for sustaining safety) and cost so incurred will be deducted from the contractor's quarterly bill/s.

30. If any of the equipment is out of service for more than seven days except major work, a penalty will be levied till the equipment will take in service.

31. If any damage to any equipment and allied accessories occurred due to improper maintenance or negligence in workmanship, the parts/spares will be replaced by the contractor immediately free of cost.

H PAYMENTS:

1. Advance payments will not be made against work order. Payment will be made after rendering satisfactory services for every half year and receipt of Invoice with related service reports and making all necessary deductions of dues & penalties as contemplated under the contract.

2. Payments will be made through RTGS / NEFT. Bidders should provide their bank details duly signed by authorized signatories along with the copy of cancelled Cheque.

3. Service tax will be reimbursed after receipt of payment made to the concern authorities.

4. TDS will be deducted as per Prevailing Rules.

I. TERMINATION OF THE AGREEMENT:

5. During the currency of this agreement, the WBIDC shall have the right to terminate this agreement if it is not satisfied with the performance of the Bidder by giving it minimum 90 days' notice in writing. For this purpose, the WBIDC shall be the sole Judge to decide whether the performance of the Bidder is satisfactory or not and such decision of the WBIDC shall be final, conclusive and binding on the Bidder and the Bidder shall not be entitled to any compensation in that regard. Furthermore if on account of non-renewal of the contract and/or termination of this contract, the Bidder has no right to claim for a renewal whatsoever.

Signature and seal of the Bidder

Date:

Address:

ENCLOSURES

ANNEXURE – I

To,
The Managing Director
WBIDC
“PROTITI”,
23, Abanindranath Tagore Sarani (Camac Street),
Kolkata-700 017

Subject: Annual Maintenance Contract for fire-fighting system and equipment and Fire pumps
(including refilling charge for fire extinguishers) at “PROTITI”, 23, Abanindranath Tagore Sarani
(Camac Street), kolkata-700 017

Dear Sir,

With respect to the tender enquiry, I / We hereby submit my / our tender in a required format.

I / We have adhered to the requirements prescribed by WBIDC. I / We have carefully gone through the
guidelines / terms and conditions and prescribed format and I / We accept the same without any
alternations / modifications.

Thanking you,

Yours faithfully,

Signature and seal of bidder

Date:

Address:

ANNEXURE-II

CERTIFICATE FOR THE SITE INSPECTION

I / We (M/s. _____) have certified that we have visited the site on _____ and assessed the nature and amount of work involved before submitting our offer.

We will be able to complete the works within the stipulated time and also that we will be able to execute the work suit to the site conditions.

Bidder Signature and seal/stamp with date

**WBIDC LTD.
Officer/Representative**

ANNEXURE III

BIDDER DETAILS

1. Earnest Money Deposit (EMD) (To be enclosed with Technical Bid)		Demand Draft _____ dated _____ No. _____ for ` _____ drawn on (Name of the Bank) _____ in favour of WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED, payable at Kolkata		
No.	Required Information			
1	Name and registered address of the Individual/firm/company			
2	Legal status (Individual / proprietor, partnership firm, limited company, corporation, cooperative society, etc.			
3	Name of the contact person, Designation, Telephone No., Fax No., E-mail id			
4	Month and Year of commencement of service business.			
5	Statutory details (Photocopies to be attached)			
5.1	Registration number of the firm. (<i>As per Shop and Establishment act.</i>)			
5.2	Registration number under West Bengal Fire Department			
5.3	GST – Registration number			
5.4	GST – Registration number			
5.5	PAN No.			
5.6	E.S.I No.			
5.7	P.F. No.			
6	Financial Capabilities Attach last 3 years income tax returns, audited statement of accounts, balance sheet and profit loss statement certified by CA.			
	Details	FY 2014-15	FY 2015-16	FY 2016-17
i.	Annual Turnover			
ii.	Net Profit			
iii.	Loss if any			

Signature and seal of Bidder

Date: _____ Address: _____

ANNEXURE IV

Description of similar work of Maintenance for Fire Fighting Equipment and Fire pump (including refilling charge for fire extinguishers) executed during the last Seven years.
 (Please furnish copies of completion certificate from the Government Department / Organization etc.)

Description of the work /order executed	Actual value of work/order executed	Name of the Govt. Dept./ Organization etc./Others	Work Period			Name and Contact number of the Officer to whom reference may be made
			Start Date	Finish Date	Stipulated date	

Signature and seal of Bidder

Date:

Address:

ANNEXURE- V

AGREEMENT

This Agreement is made on the ___ day of _____ 2018

Between **WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED**, Kolkata and having its office at “PROTITI”, 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017 (Hereinafter referred to as “WBIDC”) PARTY OF THE OF THE FIRST PART, and

{Name of Agency with address}, (Hereinafter referred to as “Agency”) PARTY OF THE OF THE SECOND PART.

WHEREAS the WBIDC invited bids vide Ref. No. WBIDC/Per/159/05/VII/Part-1(2) dt. ___ /___ /_____ for Annual Maintenance Contract for **ANNUAL MAINTENANCE CONTRACT FOR FIRE FIGHTING SYSTEM, EQUIPMENT AND FIRE PUMPS (including refilling charge for fire extinguishers)** at WBIDC, Kolkata and has accepted a Bid by the Agency having its registered office at _____

And whereas the contractor in pursuant to that advertisement has made an application vide Bid Ref. No WBIDC/Per/159/05/VII/Part-1(2) dt. ___ /___ /_____ for providing Annual Maintenance Contract for **ANNUAL MAINTENANCE CONTRACT FOR FIRE FIGHTING SYSTEM, EQUIPMENT AND FIRE PUMPS (including refilling charge for fire extinguishers)** at WBIDC for a tenure of 1 (One) year w.e.f. ___/___/____, upon signing of this agreement by both the parties.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between WBIDC and the Agency, and each shall be read and construed as an integral part of the Contract:
 - (1) This Contract Agreement
 - (2) General Conditions
 - (3) Special Conditions of Contract
 - (4) Technical Requirements (including Schedule of Requirements, Scope of the Work and Technical Specifications)
 - (5) The Agency’s Bid and original Price Schedules
 - (6) Work order
 - (7) {Add if any other documents.}

3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
4. Any dispute arising under this Agreement shall be determined by WBIDC and WBIDC's decision will be final and binding and shall subject to Kolkata jurisdiction only.
5. That all parts of this contract have been read by the contractor and fully understood.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed accordingly on the day, month and year indicated above.

For and on behalf of the WBIDC, Kolkata

For and on behalf of the Agency

Signed:

Signed:

Designation:

Designation:

In the presence of Witness

In the presence of Witness

Name:

Name:

Sign:

Sign:

Address

Address

CHECK LIST POINTS

Tick mark () as for which complied with

- | | | |
|----|--|-----|
| | | ✓ |
| 1 | Two separate bids i.e. Technical and Commercial submitted in single envelope dully sealed. | () |
| 2 | Tender cost (Cash receipt or DD) | () |
| 3 | Earnest Money Deposit (EMD) | () |
| 4 | Copy of Registration certificate of firm | () |
| 5 | Copy of Registration Certificate from Directorate of West Bengal Fire Service | () |
| 6 | Copy of Service Tax Registration. | () |
| 7 | Copy of PAN card with copies of last three years IT returns. | () |
| 8 | Copies of similar supporting work orders for last seven years. | () |
| 9 | Draft of Letter -Annexure I | () |
| 10 | Certificate for site Inspection- Annexure II | () |
| 11 | Bidder Details- Annexure III | () |
| 12 | Form of similar work carried out by bidder -Annexure IV | () |
| 13 | Agreement format -Annexure V | () |

Signature and seal of Bidder

Date:

Address: