



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority under Government of West Bengal)

Plot No.DG/13, Premises No. 04-3333, Action Area-ID,

New Town, Kolkata -700156

Ph. No. 033-3505-0000 (ext 109) Email Id: seme@nkda.in

Memo No.4738/NKDA-14099/05/2024-IT SEC(NKDA)-NKDA

Date.22/07/2026

NOTICE INVITING ONLINE ITEM RATE TENDER NO.: WBNKDA/05/EE-E/IT-SEC/NKDA OF 2026-27

Name of Work: Supply of one Manpower for SWS-OBPAS Helpdesk at New Town Kolkata under NKDA.

➤ SCHEDULE OF IMPORTANT DATES OF BIDS:

Sl No.	Particulars	Date & Time
I	Date of uploading of NleT and other documents	22/07/2026
II	Documents download start date (Online)	23/07/2026 from 11:00 A.M.
III	Documents download end date (Online)	30/07/2026 upto 11:00 A.M.
IV	Pre-bid meeting in the Conference Board Room of New Town Kolkata Development Authority (NKDA)	27/07/2026 from 15:00 P.M
V	Bid submission start date (Online)	23/07/2026 from 11:00 A.M.
VI	Bid Submission closing	30/07/2026 upto 11:00 A.M.
VII	Bid opening date for Technical Proposals (Online)	01/08/2026 at 11:00 A.M.
VIII	Last date of uploading list for Technically qualified Bidder(online)	Will be intimated in due course
IX	Date of opening of Financial Proposal(online)	Will be intimated in due course
X	Last date of intimation to the successful bidder	Will be intimated in due course
XI	Validity of bid.	<u>180 days</u> w.e.f the date of opening of financial bid.
XII	Maintenance Period	1 Year
XIII	Detailed Tender Documents can be downloaded from	NKDA website/ wbtenders.gov.in .

NOTICE INVITING ONLINE ITEM RATE TENDER NO.: WBNKDA/05/EE-E/NKDA OF 2026-27 FOR

The Executive Engineer Electrical NKDA invites Online item rate tenders in TWO BID SYSTEM from reliable, resourceful, Bonafide, and experienced firms/companies / individual bidders having requisite financial capability and sufficient technical credentials on the execution of similar nature of work. The details are given below:

Sl. No.	Name of the work	Estimated Amount (Rs.)	Initial Earnest Money (Rs.)	Cost of Bid Documents (Rs.)	Period of Completion
1.	Supply of one Manpower for SWS-OBPAS Helpdesk at New Town Kolkata under NKDA.	The bidder has to quote	Rs. 15,000.00 (<i>Rupees fifteen thousand only</i>)	NA	1 Year

1.	Eligibility Criteria for "Pre-Qualification"	• Entity Profile: The bidder must be a registered Indian Company under The Company Act 1956/2013 or Partnership firm or Proprietorship firm or LLP. • Geographical Baseline: The bidder must have a registered office in Kolkata. • Technical Credentials: The bidder shall have proven experience in, manpower supply service in Government or Semi Government or Undertakings or Autonomous or Statutory bodies or Local bodies Completion certificate or work completion certificate must be enclosed. • Statutory Registrations: Bidders must possess a valid Trade License, PAN Card, and TAN. • Financial Standing: The bidders shall have to submit their audited financial statement or audited annual report for last three Financial Years (2022-23,2023-24,2024-25) Documents to be submitted in technical bid: a. Work Completion Certificate as Credential. b. Filled up Annexure-I c. Copies of registration details of the Name, address, etc of the Firm. d. Copy of pan card e. Latest Income Tax return f. GST Registration No. with relevant document. g. Audited Balance Sheet of last 3 Financial years. (2022-23,2023-24,2024-25) h. Relevant document in support of annual turnover. i. Bank Solvency Certificate of value Rs. 1,00,000.00 only. Respectively amount to be submitted by the bidder. Bank Solvency Certificate not older than 6
----	--	---

		months from the date of publication of this NIT shall be furnished for Technical Evaluation j. Valid Trade License showing office in Kolkata.
2.	Earnest Money Deposit	<u>Rs. 15,000.00</u> <u>THE EARNEST MONEY SHALL BE DEPOSITED BY THE BIDDER ELECTRONICALLY:</u> The Earnest Money shall be deposited by the bidder online through his net banking-enabled bank account, maintained at any bank or through any bank by generating NEFT /RTGS challan from the e-tender portal. Intending Bidder will get the Beneficiary details from the e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank to the Beneficiary Bank Account No. The name of Beneficiary bank (at present ICICI Bank), Account No. & IFSC Code are given in the e-tender portal. The details of deposition of EMD can be obtained from the following link, “wbtenders.gov.in → Home Page → Bidders Manual Kit → Help for on-line receipt and refund of EMD” Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD and Bid can be submitted only after receipt of EMD. NOTE: Earnest money through offline instruments like Bank Draft, Pay Order etc. will not be accepted for e-tender procurement of this office.
3.	Bid document Requisition	Bid Document is available in the NKDA's official website www.nkdamar.org and www.wbtenders.gov.in. Bidders who have registered with National Informatics Centre (NIC) can participate in the tender. Interested bidders shall register with NIC in advance. Necessary assistance can also be obtained from the Office of the EE (E), NKDA. Document requisition shall be done as per instruction given in ITB.
4.	Document download start date	23/07/2026 from 11:00 A.M.
5.	Document download end date & time	30/07/2026 upto 11:00 A.M.
6.	Date of Pre-Bid meeting	27/07/2026 from 13:00 P.M

7.	Bid submission start date	On 23/07/2026 From 11:00 AM through E-portal. It may be reiterated that the bidders shall submit the technical and financial bid only through online by following online bid submission procedure.
8.	Last date of Online submission of Technical Bid and Financial Bid.	On 30/07/2026 From 11:00 AM through E-portal. It may be reiterated that the bidders shall submit the technical and financial bid only through online by following online bid submission procedure.
9.	Opening of technical bid	<u>On 01/08/2026 at 11:00 AM</u> at the Office of the Executive Engineer Electrical, New Town Kolkata Development Authority, Administrative building Plot No - DG/13, Premises No - 04-3333, Action Area-ID, New Town, Kolkata - 700156
10.	Technical Bid Evaluation	The technical bid will be evaluated by the respective evaluation committee of NKDA.
11.	Date and time of opening of Financial Bid submitted online of only the technically qualified bidders	<u>To be intimated after evaluation of Technical Bid,</u>
12.	Financial Bid	The rate shall be quoted in Item Rate against the tender value
13.	Validity of Bid	180 days from the date of declaration of L1
14.	E-Tender registration and bidding	<u>ONLINE BIDS:</u> The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below: • Online Tenders can be submitted by logging in www.wbtenders.gov.in • <u>ONLINE BID SUBMISSION:</u> The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.
15.	Important Instructions	• Names of the technically qualified bidders as per the bid criteria after verification & evaluation will be displayed in the e-portal, this office notice board and official website. • The financial bid documents of the technically qualified bidders will only be opened.

Executive Engineer Electrical
New Town Kolkata Development Authority

Copy forwarded for information to:

1. The Chief Executive Officer, NKDA
2. The Chief Engineer, NKDA
3. The Administrative Officer I&II, NKDA
4. The Superintending Engineer, NKDA
5. The Finance Advisor, NKDA
6. The Finance Officer, NKDA
7. Office Notice Board
8. Official website of NKDA.

Executive Engineer Electrical
New Town Kolkata Development Authority

INFORMATION TO THE BIDDERS (ITB)

1. Request for Tender

Request for tender paper is to be placed online only through the NKDA Website/
www.wbtenders.gov.in

2. Submission of Tender

The tender will be submitted in two bid systems i.e. technical bid & Financial bid.

3. Online Bid submission procedure

- i. **Registration of bidder: Agencies/Bidders who are interested in participating NKDA's e-tenders** will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>. They are requested to contact to the toll-free **Help-line No. 1800 3070 2232 of National Informatics Centre** for registration, computer setting and other clarification on e-tendering.
- ii. *Digital Signature certificate (DSC):* Each bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount.
- iii. The bidder can search & download NIT & Tender Documents electronically from computer once he logs on to the website www.wbtenders.gov.in using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- iv. **Submission of Tenders:** General process of submission, Tenders are to be submitted through online to the stipulated website in two folders at a time for each work, one in Technical Bid & the other is Financial Bid before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly Digitally Signed. The documents will get encrypted (transformed into non-readable formats).

4. Technical Bid:

The Technical bid should contain scanned copies of the following documents **(all in PDF files)** and uploaded under "Other Important Document (OID)" of the e-tender portal.

1. NIT (Properly upload the same Digitally Signed).
2. Condition of Contract
3. Scanned EMD traction statement documents towards Earnest Money Deposit (EMD) as prescribed in the NIT.
4. Duly Filled in **FORM-I** (Details of bidder)
5. Duly Filled in Affidavit as given under Annexure-I
6. Declaration for not Sub-let the work under any circumstances.

AND

All the documents as given under **TECHNICAL BID (Clause 3.1.1 Mandatory Documents)**

Note: - Failure of submission of any of the above-mentioned documents (as applicable) will render the tender is liable to be rejected.

B. Financial Bid:

The financial proposal should contain the following documents in **one cover** (folder) i.e. **Bill of quantities (BOQ)**:

The bidder is to quote the rate online through Computer only in the space marked for quoting rate in the **BOQ**. Only downloaded copies of the above documents are to be uploaded in **(Excel file)** Digitally Signed by the bidder.

TECHNICAL BID

4.1 Mandatory Documents

Relevant documents must be uploaded online for participating in this tender. If the relevant documents are not submitted online within the stipulated date & time, then bid of the applicant shall summarily be rejected and the bid offer shall not be opened. The Details of Mandatory Documents are given below:

- i) The bidder should be a registered Indian Company under “The Company Act, 1956/2013” or Partnership firm or Proprietorship firm or LLP bidder license.
- ii) Completion certificate along with details of similar type of project or job under any Government or Semi Government or Undertakings or Autonomous or Statutory bodies or Local bodies, with requisite single tender value (in accordance with **Clause 3.1.5.1**).
- iii) GST registration No with relevant document
- iv) Audited Balance Sheet of last three Financial Years (2022-23,2023-24,2024-25)
- v) PAN Card (Xerox Copy)

Note: The tender will be summarily rejected if any of these documents are not submitted online.

4.1.1 Additional Documents for the Bid (to be submitted in Non-Statutory Cover, A-2)

- i) Registration details with any Government or Semi-Government or other organization.
- ii) All the disputes arising from the provisions of the said agreement come under the jurisdiction of Calcutta High Court or any other competent court as the case may be.
- iii) Documents of proof of ownership or hire of the machineries/equipments.
- iv) Any other information to indicate technical management competence.

4.4.1 THE EARNEST MONEY SHALL BE DEPOSITED BY THE BIDDER ELECTRONICALLY:

The Earnest Money shall be deposited by the bidder online-through his net banking enabled bank account, maintained at any bank or through any bank by generating NEFT /RTGS Challan from the e-tender 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 to the Beneficiary Bank Account No. The name of Beneficiary bank (at present ICICI Bank), Account No. & IFSC Code are given in the e-tender portal. The details of deposition of EMD can be obtained from the following link, **“wbenders.gov.in → Home Page → Bidders Manual Kit → Help for on-line receipt and refund of EMD”**

Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site.

4.4.2 Average Annual Turnover

Average Annual Turnover during last 3 (three) years should be more than **Rs. 25,00,000.00**

4.4.3 CREDENTIAL

4.4.3.1 Technical:

The bidder should have successfully completed Supply manpower having **single** tender value of at least **Rs. 3,00,000.00** in last 5 financial year.

OR

The bidder should have successfully completed **2(two) Nos.** Supply manpower having **single** tender value of at least **Rs. 2,50,000.00** in last 5 financial year.

OR

The bidder should produce credential of one single running work of SMS gateway service which has been completed of the value of which is not less than the **Rs. 3,00,000.00 only**. (In case of running works, only those tenderers who will certificate of satisfactory running work from the concerned Executive Engineer Electrical, equivalent competent authority 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 executing bidder /tenderer), in the **last 5 (five) financial years** from the date of NIT in any Government / Semi Government / Undertakings / Autonomous / Statutory bodies / Local bodies. Credential/completion certificate/ payment certificate of any sub-bidder work shall not be accepted.

The completion certificate to be uploaded shall necessarily mention the Work Order reference and date, date of commencement and date of completion of work, major items executed under the said work and final completed value of work in the technical bid for verification of the credential. Only Work Order or only Payment certificate shall not be treated as credential. After opening the technical bid, the Tender Inviting Authority may request the bidders to submit any additional documents for any clarification (if necessary) before the opening of the financial bid. The same shall be communicated through email. The Technical Bid may be declared non-responsive if the requisite documents are not furnished by the bidder for ascertaining the Technical Credential.

4.4.3.2 Form – I for fully (100 %) completed works during the last 1 (one) years from the date of NIT will only be accepted. The tenderer should attach the said certificate under their signature along with the tender documents. The similar nature of work is mentioned in the Form-I, therefore agencies who have completion certificate against any of the works mentioned in Form-I shall be eligible for this tender.

4.4.3.3 The Completion Certificate should be pertaining to the work specified in the NIT. The completion certificate should not be misleading the authority. If the completion certificate has mention on multiple nature of works executed by the bidder in a single tender including the work specified in this NIT, then the value of the work as specified in this NIT will only be considered for evaluating the eligibility of the bidder. The decision of the authority in this respect is final and binding.

4.4.3.4 Financial

The average Annual Turn Over from contracting business for the past three financial years of the firm should be more than **Rs. 25,00,000.00** of the aggregate cost of works in which the bidder intends to participate. Annual Turnover statement shall be submitted in the Form-II in addition to the Audited Balance Sheet of the last three financial years authenticated by Chartered Accountant.

4.4.4 If the applicant is an authorized signatory, he should submit document of authorization (Power of Attorney) in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.

4.4.5 Penalty for suppression / distortion of facts:

If any tenderer fails to produce the hard copies of the documents (especially Completion Certificates, audited balance sheets or any document which is vital for his eligibility), or any other documents within the specified time frame stated above or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of fact during any time of the tendering process or even after the issuance of work order, the tenderer will be suspended from participating in the tenders on e-Tender platform for a 2 (two) years. Additionally, the EMD submitted by the bidder shall be forfeited by the Tender Inviting Authority without assigning any reasons to the bidder.

4.5 FINANCIAL BID:

1. Item rate shall be quoted in the financial bid.
2. The rate quoted by tenderer shall be inclusive of all elements of taxes (including GST) and duties, demands, etc. The tenderer shall include income tax as applicable, octroi if any, toll, ferry charges, local charges, royalties, turn over tax and all other charges as applicable while quoting the rate.
3. All other charges like insurance charges, freight etc as would be required for completion of the work shall also be included in the rate quoted. No claim whatsoever in this account shall be entertained.

4. Tax Invoice(s) needs to be issued by the selected bidder for raising claim for the bill under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017.
5. The Quoted price is firm, inclusive of all applicable taxes and no escalation will be admissible during the pendency of the contract in the event of any increase of prices of materials or as a result of Government Notification.

4.6 Taxes & duties to be borne by the bidder:

It may again be reiterated that Tax and other applicable statutory deductions will have to be borne by the bidder while executing the work.

4.7 Conditional and incomplete tender:

Conditional and incomplete tenders shall be summarily rejected.

5. Acceptance of Tender:

Lowest valid rate may be accepted; however, the undersigned does not bind himself to do so and reserves the right to reject any or all the tenders, without assigning any reason. The unit rate for different items are to be quoted separately. There rate will be valid for entire period of contract.

6. Execution of Agreement:

The selected bidder shall execute a formal agreement in the form of **WBF-2911(ii)**, and NDA within 7 days from the date of issue of the LOI (Letter of Intent). Failure to execute the agreement within the stipulated time shall result in cancellation of the tender, and the EMD will be forfeited.

7. Contract Period: 01(one) Year from the date of issue of Work Order.

8. Payment Terms : The payment will be made quarterly on the raising of the invoice by the selected bidder as per the work executed subject to the satisfaction of EIC.Payment will be made monthly basis on submission of bill along with copy of signed Call Register bill along-with work undertaken on that month counter signed by Building Section of NKDA.

9. Security Deposit:

- 9.1 10% of quoted price less EMD Amount. The SD will be deducted from RA Bills. It will be returned after successful maintenance of the proper handing over of the asset to NKDA.
- 9.2 An application along with a prescribed format of this office to be submitted for release of S.D. for which the contractor should apply to the authority at least 2 (two) months prior to the last date of defect liability period.
- 9.3 Security deposit shall be refunded after 30 days from the date of completion.

10. Withdrawal of tender:

A tender once submitted shall not be withdrawn within a period of 180 days from the opening of the financial bid of the tender. If a Bidderr withdraws his tender within this period without any valid reason, the EMD shall be forfeited and the bidders will not be allowed to participate in next tender, if any on the same subject.

11. Other Terms & Conditions:

11.1 E-Tendering:

ONLINE BIDS:

The bidders interested to submit the bid Online shall get registered and obtain a digital signature as per the procedure prescribed below:

Agencies/Bidders who are interested in participating in NKDA's e-tenders will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>. They are requested to contact to the toll-free Help-line No. 1800 3070 2232 of National Informatics Centre for registration, computer setting and other clarification on e-tendering.

Online Tenders can be submitted by logging in www.wbtenders.gov.in.

• **ONLINE BID SUBMISSION:**

The Bidders are required to submit the Technical and Financial Bid documents ONLINE by following the Online Bid submission procedure.

- 11.2 Bidders /Authorized Representatives are requested to be present in person during the opening of technical and financial bids.
- 11.3 The tender accepting authority may ask any bidder to submit analysis to justify the rate quoted by the tenderer.
- 11.4 The selected bidders shall abide by all the labour welfare laws and their modifications from time to time, if any, within the contract period. Minimum labour wages act, labour facilities, E.S.I, P.F, Bonus facilities etc. should be provided as per latest Govt. order/Circulars. In no case, NKDA shall be held responsible for any eventualities in this regard including payment of wages to personnel deployed by the bidder
- 11.5 Tenderer can approach only the Tender Inviting Authority, NKDA for any clarification with respect to the tender.
- 11.6 The decision of authority with respect to the tender is final and binding.
- 11.7 All corrections in the tender should be signed with date by the Tenderer. Each of the Tender document and drawings must be signed by the Tenderer.
- 11.8 The bidder, whose tender is accepted shall within 15 (fifteen) days of issue of LOI has to submit formal agreement. If the bidder fails to perform the formalities as mentioned within the specified period, acceptance of the tender will be liable to be cancelled and the earnest money will be forfeited.
- 11.9 Tenderers who will sign on Tender on behalf of a company or Firm must submit the relevant documents in respect of their competency to do so, failing which their tender will not be considered.
- 11.10 Sub-letting of the job is not permissible, and the Tenderer must submit one undertaking that he will not sub-let the job under any circumstances. If the authority comes to know that the bidder has sub-let the work, then action shall be taken to terminate the contract and the SD money will be forfeited.
- 11.11 No advance will be paid to the bidder.
- 11.12 No escalation of cost is permissible.

11.13 In case of any modification/addition/deletion of any item of the works as well as correction in drawings (if any) which has been pointed out during pre-bid meeting will be published by Tender Inviting Authority through publication of corrigendum in the web portal.

11.14 The scope of work may be modified as per the discretion of the Authority and the bidder has to accept that modification within the sanctioned amount of the work.

11.15 Provision of blacklisting:

- i) Submission of false/ misleading credential or documents during the tender process.
- ii) Inability to maintain the specification as mentioned in the tender document.
- iii) Poor performance in execution of the work.
- iv) Misconduct or noncompliance of the instruction of the authority.
- v) Negligence /failure to maintain the work within the stipulated time frame during the defect liability period.

11.16 Termination of Contract/ Work Order: The authority may terminate the contract/work order due to the following reasons.

- i) Poor Progress of work.
- ii) Poor Quality of manpower supplied by the selected bidder.
- iii) Adoption of any unfair means during execution of work.
- iv) Violation/Non-compliance of any instructions of the authority.

For termination of the contract/work, the authority will issue a 15 days' notice to the bidder to make up the discrepancy/shortfall of the work as instructed by the authority, failing which the contract/work order will be terminated with forfeiture of E.M.D.

11.17 Discretion of the authority inviting tender - The tender inviting authority reserves the right to accept or to reject any or all applications/tenders without assigning any reason whatsoever. On matters of dispute the decision of the Chief Executive Officer, NKDA with the approval of Chairman NKDA will be final and will be binding upon both the parties (i.e TIA and the bidder)

12. Scope of work:

The Helpdesk will provide technical support to NKDA and Citizens & Technical Person (appointed by Owner / Applicant) on existing OBPAS application of NKDA running under Building Section of NKDA.

11.1 Centralized Helpdesk Architecture

11.1.1. The helpdesk framework establishes a single point of contact (SPOC) to handle queries, system related issues, and administrative requests generated inside the ecosystem:

11.1.2. Provide centralized management across dedicated telephone helpdesk support, email communication, and web platform portals.

11.1.3. Every logged problem or verification exception must automatically generate a running docket/proposal submission acknowledgment number. The helpdesk must record a full audit log detailing the timestamp, user identity, nature of the issue, and progressive resolution remarks.

11.2. Citizen Support Services (External Facing)

11.2.1. The service fabric provides technical assistance, verification tracking, and resolution processes for citizens and empaneled professionals:

- 11.2.2. Assisting end-users with the single setup interface, handling baseline credentials, resolving identity validation blocks, and troubleshooting OTP-based multi-factor authentication or login tracking bugs.
- 11.2.3. Guiding applicants through the dynamic Common Application Form (CAF) parameters, ensuring mandatory field capture, and assisting with electronic file attachment uploads.
- 11.2.4. Troubleshooting file exceptions when architects submit architectural drawings (.dwg format) through the automated rules engine of OBPAS application of NKDA. Helpdesk resources identify failed entities, decode automated rule failure metrics, and guide users on using the pre-check engine layout utilities.

11.3 Report Mechanism :

- 11.3.1 The helpdesk support person will report the Building Plan Sanction of NKDA for day to activity, report updating and other related tasks as assigned time to time.
- 11.3.2. Co-ordination with OPBAS implementing agency for technical issues related to OBPAS application of NKDA and different issues related to drawing preparation and any technical issue faced by NKDA User and Citizen & Technical Personnel (appointed by Owner/ applicant).

11.4. Resource details :

- 11.4.1. A centralized helpdesk for Building Plan Approval System with 1 no full-time resource shall be deployed at NKDA Office in all office days and holidays (if required) to help the officials with the following qualifications catering to the mentioned scope as below –
- 11.4.2. Selected bidder will provide (One) 01 no. CAD Draftsman with ITI/Diploma in Civil/Architectural Drafting with minimum 1 year of experience in building drawings and knowledge of CAD software and Auto Scrutiny drawing preparation in the OBPAS platform.
- 11.4.3. Provide application training and handholding to new users or refresher training to old users to make onsite changes required at server and application level
- 11.4.4. Onsite testing of patches or new versions received from off-site before their deployment, database maintenance and back up management
- 11.4.5. Issues tracking and MIS Report generation

FORM-I
DETAILS OF THE BIDDER

Sl. No.	Particulars	Details
1	Name of Tendering Company/ Firm/ bidder (Attach certificates of registration)	
2	Name of Proprietor / Director of Company/ Firm / bidder	
3	Full Address of Registered Office, if any	
(i)	Telephone No./ FAX	
(ii)	Mobile No.	
4	Full Address of operating/ Branch Office	
(i)	Telephone No./ FAX	
(ii)	Mobile No.	
5	E-mail Id	
6	Banker of Company/Firm/ bidder with full address (Attach evidence)	
7	PAN No. (Attach self attested copy)	
8	GST Registration No.	
9	E.P.F. Registration No. (Attach self-attested copy) if any	
10	E.S.I. Registration No. (Attach self-attested copy) if any	

(Signature of the Bidder with date and Seal)

ANNEXURE-I

SAMPLE FORMAT FOR AFFIDAVIT

I, Sri.....,S/o Sri....., aged.....Years, Residing at....., Proprietor/Partner/Director of....., do hereby solemnly affirm and declare in connection with “_____(Name of Work)” NIT No.- _____of NKDA dated _____ as follows:

- 9.3.1 That I, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
- 9.3.2 Any departure whatsoever in any form will be considered as breach of contract. In such situation the Department at his liberty may with hold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, authority’s decision will be final and binding.
- 9.3.3 The undersigned also certifies that neither we have been backlisted for any work awarded to us, nor any penal action was taken against us by any department of Central Government/State Government/Corporations/Municipal Bodies/ Development Authorities/Panchayats, etc. within the last three years. The undersigned also declares that we do not have any running litigation with any department.

Place:

Date: