



**Office of the**  
**BERHAMPORE MUNICIPALITY**

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MEMO NO.- 145/E-TEN/PWD/20/BM

DATE: 19/6/20

**NOTICE INVITING e-TENDER**

**NO: -10/BM/2020-21**

On behalf of the Administrator, The Executive Officer, Berhampore Municipality, invites e-Tender (electronic Tender) from bona fide, resourceful Contractors for the work of -

Sl. No.	Name of the Work	Estimated Amount including GST & cess (Rs.)	Earnest Money (Rs.)	Period of Completion
01	Construction of retaining wall at Saidabad dumping ground under Berhampore Municipality. Length- 195M (approx) with 20M +3M opening.	38,05,387.58	76,108.00	90 days

**Other details:**

1.	Location of Work:	Berhampore Municipality area.
2.	Eligibility to participate in the Bid	<p>i) Having experience and technical acumen in similar nature at single contract having quantity not less than the 40 % of estimated amount put to Tender during last five financial years prior to the date of issue of this Notice in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc.</p> <p>Or</p> <p>ii) Having quantity not less than the 30 % of estimated amount put to Tender in each 2(two) similar nature of completed work during last five financial years prior to the date of issue of this Notice in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc.</p> <p>Or</p> <p>iii) Having quantity not less than the 80 % of physical progress and value of which is not less than the desired value as mention 2(i) above in single running work during last five financial years prior to the date of issue of this Notice in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc.</p> <p>AND</p> <p>Having sufficient qualified technical personnel with sound knowledge and experience in execution of similar nature of works.</p> <p>AND</p> <p>Having sufficient annual turnover in any one year of last three Financial years.</p> <p>AND</p> <p>Up to date Trade License, GST Registration Certificate with up to date return, Up to date P. Tax clearance Certificates, PAN Card, Income Tax Return receipts and audited balance sheet of last five years.</p>
		<p><b>Note:</b></p> <p>a) Only works of nature depicted above completed successfully will be treated as credential.</p>

			b) The bidder have no adverse report, on any account, against their organization for any project worked during last 5 (five) years or working at present. This clause will lead for rejection of application, even after fulfilment of other eligibility criteria. In this connection a declaration may be given as affidavit in non-judicial stamp paper. However the tender inviting authority reserves the right to relax the eligibility criteria if felt necessary for the interest of fair competition.																														
3.	Documents to be produced in support of Credential for Bid Part I (Prequalification Documents)		A successful performance and completion certificate supplemented with work order along with payment certificate issued by the competent authority shall have to be furnished in support of credibility in terms with eligibility criteria depicted in this Notice. Besides this, following documents shall have to be furnished:																														
		a.	Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm																														
		b.	Bank solvency Certificate.																														
		c.	Valid documents in support of annual Turnover.																														
		d.	P.F& E.S.I Registration Certificate																														
		f.	Audit report and Balance sheet authenticated by an auditor in last five years.																														
		g.	Experience and address, fax & telephone nos. , mobile no., & E-mail ID nos. of the firm.																														
			<b><u>All documents in original to be produced in due course of time as &amp; when asked by the bid inviting authority.</u></b>																														
4.	Earnest Money		2% of the Quoted Bid price as given above shall have to be deposited after acceptance of Bid Proposal. Earnest Money Deposit shall accompany with Bid Proposal via e-procurement portal of the Government of West Bengal <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a> using bidders 'login ID and password by selecting either of the following payment modes: 1) Net Banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway. 2) RTGS/NEFT in case of offline payment through bank account in any bank as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Deptt., Govt. Of West Bengal . Every such Transfer shall be done on or after the date of publish of NIEB. Any Bid without such Transfer of EM (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as Statutory document																														
5.	<b>Date and Time Schedule :-</b>		<table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Particulars</th> <th>Date and Time</th> </tr> </thead> <tbody> <tr> <td>a)</td> <td>Date of uploading of NIEB. and Bid Documents (Online) (Publishing Date)</td> <td>22-06-2020 at 9.00 A.M.</td> </tr> <tr> <td>b)</td> <td>Documents download/sell start date (Online)</td> <td>22-06-2020 at 9.00 A.M.</td> </tr> <tr> <td>c)</td> <td>Bid submission start date (On line)</td> <td>22-06-2020 at 9.00 A.M.</td> </tr> <tr> <td>d)</td> <td>Bid Submission closing (On line)</td> <td>10-07-2020 at 5.00 P.M.</td> </tr> <tr> <td>e)</td> <td>Bid opening date for Technical Proposals (Online)</td> <td>13-07-2020 at 11.00 A.M.</td> </tr> <tr> <td>f)</td> <td>Date of uploading list of Technically Qualified Bidders (online)</td> <td>To be notified later</td> </tr> <tr> <td>g)</td> <td>Date and Place for opening of Financial Proposal (Online)</td> <td>To be notified during uploading of Technical Evaluation Sheet of Bidders</td> </tr> <tr> <td>h)</td> <td>Date of uploading of list of qualified bidders along with the offer rates (online)</td> <td>To be notified later.</td> </tr> <tr> <td>i)</td> <td>Also if necessary for further negotiation (offline) for final rate.</td> <td>To be notified later.</td> </tr> </tbody> </table>	Sl. No.	Particulars	Date and Time	a)	Date of uploading of NIEB. and Bid Documents (Online) (Publishing Date)	22-06-2020 at 9.00 A.M.	b)	Documents download/sell start date (Online)	22-06-2020 at 9.00 A.M.	c)	Bid submission start date (On line)	22-06-2020 at 9.00 A.M.	d)	Bid Submission closing (On line)	10-07-2020 at 5.00 P.M.	e)	Bid opening date for Technical Proposals (Online)	13-07-2020 at 11.00 A.M.	f)	Date of uploading list of Technically Qualified Bidders (online)	To be notified later	g)	Date and Place for opening of Financial Proposal (Online)	To be notified during uploading of Technical Evaluation Sheet of Bidders	h)	Date of uploading of list of qualified bidders along with the offer rates (online)	To be notified later.	i)	Also if necessary for further negotiation (offline) for final rate.	To be notified later.
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6.	Withdrawal of Bid	A Bid once submitted shall not be withdrawn within the validity period. If any Bidder/Bidders withdraw his/their Bid(s) within the validity period then Earnest Money as deposited by him/them will be forfeited.
7.	Acceptance of Bid	The "Executive officer, Berhampore Municipality" will accept the Bid. He /She does not bind himself/herself to accept otherwise the lowest Bid and reserves to himself/herself the right to reject any or all of the Bids received without assigning any reason thereof.
8.	Intimation	The successful Bidder will be notified in writing of the acceptance of his Bid. The Bidder then becomes the "Contractor" and he shall forthwith take steps to execute Formal Contract Agreement in appropriate "Form 2911(ii)" with the "The Executive Officer, Berhampore Municipality, "and fulfil all his obligations as required by the Contract.
9.	Name & address of Engineer-In-Charge (EIC) of the Work	Executive Engineer, Murshidabad Division, Municipal Engineering Directorate, Department Of Municipal Affairs, 5 Babulbona Road, Madhupur, Berhampore, Dist :- Murshidabad, WEST BENGAL, PIN- 742101 . Phone & Fax: (03482) 250679. E-mail ID:- ee.bhp.med@gmail.com
10.	Execution of Work	The Contractor is liable to execute the whole work as per direction and instruction of the Sub-Assistant Engineer, Berhampore Municipality and strict supervision of Municipal Engineering Directorate, Murshidabad Division.
11.	Payment	Payment will be made to the successful Bidder by the "Executive officer, Berhampore Municipality" periodically after verification of the same from the Executive Engineer, Murshidabad Division of Municipal Engineering Directorate.
12.	Influence	Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly prohibited and any Bidder who resorts to this will render his Bid liable to rejection.
13.	Payment will be made phase wise against each item of work as per BOQ of the bid document. Additional Security Deposit @ 8% (eight percent) will be deducted from each and every running bill. The entire amount of such 10% (ten percent) of Security Deposit (Initial 2% + additional 8%) will be refunded without any interest only after successful completion of the whole work in all respect and full satisfaction of E.I.C.	

Refund of Security Deposit will only be made on the pro-rata basis i.e. release of such security deposit to the tune of 30% on expiry of 2nd year (from date of completion of the work), another 70% on expiry of 3rd. Concerned agency will have to take care of defect liabilities, if any, during this security deposit period of three years.

Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in> Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in the NIT. The FINANCIAL BID of the prospective tenderer will be considered only if the TECHNICAL BID of the tenderer is found qualified by the 'Tender Evaluation Committee' formed by the Executive Engineer, Murshidabad Division, Municipal Engineering Directorate, Municipal Affairs Department, Government of West Bengal. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

**N.B.:- 1. Payment Certificate will not be treated as Credential.**

2. Credential certificate with work order issued by the Executive Engineer or equivalent or competent authority of a State/ Central Government, State /Central Government undertaking, Statutory/ Autonomous bodies constituted under the Central/State statute, on the executed value of completed work will be taken as credential.

3. The credential certificate for completed works should contain (a) Name of work (b) the name of client, (c) Estimated amount put to tender, (d) Scheduled month and year of commencement and completion as per work order, (e) Actual Date of Completion of work, (f) Gross bill amount of the completed work/ executed value of running work and detail communicational address of client must be indicated in the Credential Certificate. In Completed Works detail

communication address of the Client must be indicated in the Credential Certificate.

i) 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.)

ii) The prospective bidders shall have in their full time engagement experienced technical personnel, the minimum being one civil engineering degree holder and one civil engineering diploma holder for civil works for execution of works (Authenticated document shall be furnished).

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 entertained.

iv). The prospective bidders should own or arrange through lease hold registered agreement, the required plant and machineries. Conclusive proof of ownership in favour of owner or leaser of plant and machineries in working condition shall have to be submitted.

v). Registered Partnership Deed for Partnership Firm only along with Power of Attorney duly registered is to be submitted. The company shall furnish the Article of Association and Memorandum.

vi). 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. along with Tax Audit Report in 3CD Form are to be furnished along with the Balance Sheet and Profit and Loss Account, Minutes of last A.G.M. , valid certificate from A.R.C.S. along with other relevant supporting papers. ix. Joint Ventures will not be 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.

viii). Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.

ix). Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.

x) **Bid shall remain valid** for a period not less than 120 days from the date of issuance of work order. If the bidder withdraws the bid during the validity period of bidding, the deposited earnest money will be forfeited for without assigning any reason thereof.

**Executive officer,  
Berhampore Municipality**

Memo No.: 145 /1(9)/E-TEN/PWD/20/BM

Dated: 19/06/20

Copy forwarded for information and favour of wide circulation to:-

1. The Sabhadhipati, Murshidabad Zilla Parisad, Murshidabad.
2. The Additional District Magistrate(Dev.), Murshidabad,
3. Sub-Divisional Officer (Sadar), Berhampore, Murshidabad
4. The District Informatics Officer, National Informatics Centre (NIC), Berhampore, Murshidabad.
5. The Executive Engineer, Murshidabad Division, MEDte, Babulbona Road, Berhampore
6. Executive Engineer, I&WD / PWD-I & II / PW(Roads)-I & II / P.W. Construction Board / CPWD-I, B.B.Zone, Murshidabad Divn.-I.
7. IT, Berhampore Municipality with a request to publish the notice in the Berhampore Municipality Website.
8. The Account Section of this establishment with a request to preserve the earnest money and tender documents
9. Office Notice Board

**Executive officer  
Berhampore Municipality**

## SECTION - A

### INSTRUCTION TO BIDDERS

#### General guidance for e-Tendering:

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

i. Registration of Contractor:

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <http://wbtenders.gov.in> the contractor is to click on the link for e-Tendering 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 tenders 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.T. & Tender 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 Tender Documents.

iv. Submission of Tenders:

Tenders are to be submitted through online to the website stated in notice 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).  
NIT with Special terms & conditions and specification of works.

(a) **statutory Cover Containing the following documents**

- 1) prequalification application form (Sec-B, form-I)
- 2) Earnest Money (EMD) as prescribed in the N.I.T. against each of the serial of work in favour of the Executive Engineer concerned with the work.
- 3) Tender Form No. 2911(ii) & N.I.T. (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 Tender Form No. 2911(ii), the tender is liable to be summarily rejected.

4) NIT with Special terms & conditions and specification of works.

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

- 1) Professional Tax (PT) deposit receipt challan for the financial year 2015-16, Pan Card, IT, income tax return for the last Assessment year, GSTIN
- 2) Registration Certificate under Company Act. (if any).
- 3) Registered Deed of partnership Firm / Article of Association & Memorandum.

- 4) Power of Attorney (For Partnership Firm / Private Limited Company, if any) duly registered.
- 5) Statutory audit report or Tax Audited Report in 3 CD/ 3 CA form along with Balance Sheet & Profit & Loss A/c. for the last 5 (*five*) years (year just preceding the current Financial Year will be considered as year – I)
- 6) 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.

List of machineries possessed by own / arranged through not a ry lease hold agreement along with authenticated copy of invoice, challan & waybill.

7) List of Technical staffs along with structure & organization .

8) Financial Statement

Necessary affidavit may be done against the same have to be submitted along with the tender.

. Scanned copy of Original Credential Certificate as stated of N.I.T. shall have to submit (on line).

9) Affidavits (Ref:- format for general affidavit shown in “X” & “Y”, Section - B)

10) Certificate of revolving line of credit by the Bank (*if required*).

- i. N.B.: Failure of submission of any of the above mentioned documents as stated in N I T. may render the tenderer 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 N	Category Name	Sub- Category	Detail(s)
A.	Certificate(s)	Certificate(s)	. PAN. P Tax (Challan) GSTIN Latest IT return receipt

**Section A**

B.	Company Detail(s)	Company Detail	Proprietorship Firm ( <i>Trade License</i> ) Partnership Firm ( <i>Partnership Deed, Trade License</i> ) Ltd. Company( <i>Incorporation Certificate, Trade License</i> )Society ( <i>Society Registration Copy, Trade License.</i> )
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C.	Credential	Credential	Completion certificate or Credential certificate for executed amount of completed work from competent authority which is applicable for eligibility in this tender.
D.	Equipment	Machineries	Declaration of equipments as per document
E.	Financial (Information)	Work in hand	Financial Statement (Section – ‘B’, FORM-II) Affidavits – X and Affidavits - Y. Certificate of revolving line of credit by the Bank.
		Profit & Loss A/c. and Balance Sheet for the financial year 2014- 2015.	Profit & Loss A/c. and Balance Sheet <i>(with Annexure and 3 CD form in case of Tax Audit)</i>
		Profit & Loss A/c. and Balance Sheet for the 2016- 2017	Profit & Loss A/c. and Balance Sheet <i>(with Annexure and 3 CD form in case of Tax Audit)</i>
		Profit & Loss A/c. and Balance Sheet for the financial year 2017- 2018.	Profit & Loss A/c. and Balance Sheet <i>(with Annexure and 3 CD form in case of Tax Audit)</i>
		Profit & Loss A/c. and Balance Sheet for the	Profit & Loss A/c. and Balance Sheet <i>(with Annexure and 3 CD form in case of Tax Audit)</i>
		Profit & Loss A/c. and Balance Sheet for the financial year 2018- 2019.	Profit & Loss A/c. and Balance Sheet <i>(with Annexure and 3 CD form in case of Tax Audit)</i>
F.	Man Power	Technical Personnel	List of Technical Staffs along with Structures enclosed this NIT

**Tender Evaluation Committee (TEC)**

**Opening & evaluation of tender:**

If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

**Opening of Technical Proposal:**

Technical proposals will be opened by the Executive officer, Murshidabad Municipality and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).and verified by the Executive Engineer ,MED, Murshidabad.

Intending tenderers may remain present if they so desire.

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 tender will summarily be rejected.

encrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

summary list of technically qualified tenderers will be uploaded online.

Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

During evaluation the committee may summon of the tenderers & 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.

### **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 (Presenting Above / Below / At per) online through computer in the space marked for quoting rate in the BOQ.
- J. Financial capacity of a bidder will be judged on the basis of working capital and available bid capacity as mentioned

in the N.I.T. to be derived from the information furnished in (Section - B) i.e., Application for Pre-qualification & Financial Statement. If an applicant feels that his / their Working Capital beyond own 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 Tender 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 3(*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 tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender 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

### **Section A**

of false documents by the tenderer 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 Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.
  - b. The notification of award will constitute the formation of the Contract.



SECTION – A

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 Tender No.	Estimated Amount	% of work executed	Sl. No.	Name of the work with Tender No.	Tendered Amount

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

\_\_\_\_\_  
Title of the officer

\_\_\_\_\_  
Name of the Firm with Seal

Date-----

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 tender by the ANY GOVT Department during the last 5 (five) years prior to the date of this N.I.T.
- 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 Department 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 Department.
- 5) Certified that I have applied in the tender 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

**SECTION – B  
FORM – III**

**STRUCTURE AND ORGANISATION**

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

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

**Telephone No. and \*eMail id must be filled up.**

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

**SECTION – B**  
**FORM – V**

**Experience Profile**

Name of the Firm: ..... List  
of projects completed that are similar in nature to the works having more than 40%  
(*forty percent*) of the project cost executed during the last 5 (*five*) years.

Name of Employer	Name, Location & nature of work	Name of Consulting Engineer responsible for pervisn	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) Certificate from the Employers to be attached
- 2) Non-disclosure of any information in the Schedule will result in disqualification of the firm

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

**SECTION –B**

**FORM-VI ( FORMAT FOR BANK GUARENTEE FOR RELEASE OF SECURITY DEPOSIT)**

**To** The Executive officer ,Murshidabad Municipality  
Murshidabad. (WB)

WHAREAS \_\_\_\_\_(name and address of Contractor) (hereafter called “the Contractor”) has undertaken, in pursuance of Contract No. \_\_\_\_\_  
Dated \_\_\_\_\_ to execute \_\_\_\_\_ [name of Contract and brief description of Works] (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a Scheduled commercial bank for the sum specified therein for release of security deposit for compliance with his obligation in accordance with the contract.

AND WHEREAS we .....(Indicate the name of the bank & branch) **have agreed to give the Contractor such a Bank Guarantee:**

NOW THEREFORE we .....(Indicate the name of the bank & branch) hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, up to a total of Rs. [amount of guarantee] \_\_\_\_\_(in words). We undertake to pay you, upon your first written demand and without cavil or argument, a sum within the limits of \_\_\_\_\_[amount of guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We .....(Indicate the name of the bank & branch ) hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand.

We.....(Indicate the name of the bank & branch ) further agree to pay to you any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.

We ..... (Indicate the name of the bank & branch) further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

We ..... (Indicate the name of the bank & branch) lastly undertake not to revoke this guarantee except with the previous consent of you in writing.

This Guarantee shall be valid upto ----- . It come into force with immediate effect and shall remain in force and valid for a period of the Defects Liability Period/Security Period plus claim period of Six months for the Bank Guarantee. Notwithstanding, anything mentioned above, our liability against this guarantee is restricted to Rs. \_\_\_\_\_(Rs. \_\_\_\_\_) and unless a claim in writing is lodged with us within the validity period, i.e. upto \_\_\_\_\_of this guarantee all our liabilities under this guarantee shall cease to exist.

Signed and sealed this ..... day of ..... 20  
..... at .....

**SIGNED, SEALED AND DELIVERED**

For and on behalf of the  
BANK by:  
(Signature)  
(Name) (Designation)  
(Code Number) (Address)

**NOTES:**

- (i) The bank guarantee should contain the name, designation and code number of the officer(s) signing the guarantee. The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch

