

  
**ZOOLOGICAL GARDEN**  
**Alipore, Kolkata 700027**

No:396/ZGA/Accts/25

Date :06/ 03/2025

Notice Inviting e-Tender No. 5/Acct/ZGA/E-Tender/2025

**For Supply of Fresh vegetable , Fruits , Milk, Bread & others of zoo veterinary hospital & quarantine center at Zoological Garden Alipore**

The Director, Zoological Garden Alipore invites e-tenders for the following work(s) from the eligible persons/agencies/companies, including consortium and partnership firms as detailed in the table below. [Collection (downloading) and Submission (uploading) of Tender can be made online through the website <https://wbtenders.gov.in> only].

**List of Works:Fresh vegetables , Fruits, Milk, Bread & others.**

Sl	Name of the work (1)	Estimated Amount Put to Tender(Rs.) (2)	Amount of Earnest Money to be deposited (Rs.) (3)	Period of Completion (4)	Name of the Concerned Officer (5)	Eligibility of Contractor (6)
1	Milk, Bread, fruits and flower, Vegetables	9,98,644/-	19,973/-	One year from 1 <sup>st</sup> April 2025 to 31 <sup>st</sup> March 2026	Director Zoological Garden, Alipore	Eligibility Criteria as per serial No. 1 mentioned below)

In the event of e-filling, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary cost of Earnest Money may be remitted through Demand Draft / Pay Order issued from any nationalized bank in favour of the “Zoological Garden,Alipore” payable at KOLKATA and also to be documented through e-filling. The original Demand Draft / Pay Order against Earnest Money Deposit (EMD) or documents in support should be submitted physically in the Office of Director, Zoological Garden under sealed cover before 24 Hrs. of the date and time of opening of tender. **Partial bidding is allowed**

**1. Eligibility Criteria for participation in tender:**

(a) All categories of intending Tenderers shall have satisfactorily completed as a prime agency during the last 5 (five) years prior to the date of issue of this Tender Notice and as per Notification no. 03-A/PW/O/10C- 02/14dated 12.03.2015

**For 1st Call of NIT :**

Intending tenderer should produce credentials of similar nature of completed work (supply) of the minimum value of 40% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice; or,

Intending tenderers should produce credentials of 2(two) similar nature of completed work, each of minimum value of 30% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice;

or

Intending tenderers should produce credentials of 1(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

above; In case of running works , only those tenderers who will submit the certificate of satisfactory running work from the Competent authority, or 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 executed agency, i.e., the tenderer.

#### **For 2nd Call of NIT :**

Intending tenderer should produce credentials of similar nature of completed work (supply) of the minimum value of 30% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice;

or,

Intending tenderers should produce credentials of 2(two) similar nature of completed work, each of minimum value of 25% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice;

or

Intending tenderers should produce credentials of 1(one) single running work of similar nature which has been completed to the extent of 75% or more and value of which is not less than the desired value at

above; In case of running works , only those tenderers who will submit the certificate of satisfactory running work from the Competent authority, or 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 executed agency, i.e., the tenderer.

#### **Documents:**

<b>Sl. No.</b>	<b>Category Name</b>	<b>Sub-Category Description</b>		<b>Document Name</b>
A	Certificates	Certificates	1.	GST Registration Certificate and Acknowledgement
			2.	PAN Card
			3.	P. Tax (Challan) (for the Preceding financial

				year)
			4.	FSSAI Certificate
			5	Slaughterhouse license/certificate from KMC for meat supplier
B.	Company Details	Company Details	1	Proprietorship Firm –(Trade License) Structure & Org
			2	Partnership Firm –(Partnership Deed) (Trade Licence)
			3	Pvt.Ltd./LLP/Ltd. Company –(Incorporation Certificate, AOA, MOA Trade License
			4	Society (Society Registration Copy) , Trade License and Food & Beverage License, Power of Attorney, MOA and AOA of the Company
C.	Credential Certificate	Credential -1	1	Benefited resourceful, having experience on supply of animal food of specific items/group in wildlife parks/zoos in West Bengal
D.	Financial Info	Turn Over	1	I.T. Return for Assessment year (for the last financial year)
			2	Last three years Audited Balance Sheet and Profit and Loss A/c statement
			3	Form –I (Structure & Organization) ( To be submitted by Company’s Letter Head)
			4	Form –II (Experience Profile) ( To be submitted by Company’s Letter Head)
			5	Form –III (Financial Statement) ( To be submitted by Company’s Letter Head)
			6	Annexure-A (Additional Security Performance to be filled by bank authority as applicable)
F.	Affidavit		1	Affidavit- Y ( to be submitted in notarized format)

2. Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://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 Sl. No. 03.

3. The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID & sample of the items** of the tenderer is found qualified by the ‘Tender Evaluation Committee’ formed by the Director, ZGA. The decision of the ‘Tender Evaluation Committee’ will be final and absolute in this respect.

**Technical bid** will accompany the above documents. Mentioned in Coolum -6,, Photocopy of Demand Draft towards Earnest Money (EMD) and **Terms & conditions (Annexure-B)**

**Joint Ventures/sub contract will not be allowed.**

A prospective bidder shall be allowed to participate in the instant job either in the capacity of individual or as a partner of a firm.

**No running payment for supply may be made to the executing agency .**

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

Bid shall remain valid for a period not less than 180 (*one hundred eighty*) 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.

**4. Date and Time Schedule:**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
<b>1</b>	<b>Date of uploading of N.I.T. &amp; other Documents (online) (Publishing Date)</b>	<b>07.03.2025 &amp; 10.00 Hrs.</b>
<b>2</b>	<b>Documents download/sell/submission start date (Online)</b>	<b>07.03.2025 &amp; 10.00 Hrs.</b>
<b>3</b>	<b>Bid Submission closing (On line)</b>	<b>14.03.2025 &amp; 17.00 Hrs.</b>
<b>4</b>	<b>Last Date of submission of Earnest Money Deposit (Demand Draft) Off line &amp; hard copy of tender documents.</b>	<b>14.03.2025 &amp; 18.00 Hrs.</b>
<b>5</b>	<b>Bid opening date for Technical Proposals (Online)</b>	<b>17.03.2025 &amp; 12.00 Hrs.</b>
<b>6</b>	<b>Date for opening of Financial Proposal (Online) and physically sample Presentation</b>	<b>The date and time of financial bid opening will be announced after Technical bid evaluation</b>

**5. Description of supply**

a) List of food items in Annexure-A

b) The articles should be supplied into the store go down after prior intimation to the authority in the morning by 7.00 a.m and buffalo/cow meat and beef lever should be supplied between 15.00 hours and 15-15 hours.

**6. Earnest Money:** The amount of Earnest Money @2% (as mentioned above) to be deposited in the shape of Bank Draft / Pay Order of any nationalized bank drawn in favour of the , **Zoological Garden, Alipore payable at Kolkata** against the tender as per the NIT. The Earnest Money of all the unsuccessful and successful tenderers deposited in favour of Zoological Garden, Alipore will be refunded by the Director, Zoological Garden, Alipore on receipt of application from tenderers.

**7. Security Deposit:** The contractor whose tender is accepted will be required to furnish security deposit by Pay Order/ Demand Draft amounting to 10% of the monthly indent value according to the quoted price. No interest will be paid on Security Deposit.

**8. Additional Performance Security:**

When the bid rate is 80% or less of the Estimate put to tender then an Additional Performance Security in the form of Bank Guarantee to be submitted as per Memo No. 796-F(Y) Dated: 25.02.2022 from Finance Department, Audit Branch. **The Bank Manager of the bank issuing Bank Guarantee to submit in the prescribed format as mentioned Annexure-A in the NIT alone will be accepted. Non-submission of the prescribed Bank Guarantee in the prescribed format is the sufficient reason to reject the bidder and no further bid will be entertained, whatsoever, the case may be.**

9. The Bidder, at his own responsibility and risk is encouraged to visit and examine the place and materials to be supplied and obtain all information's that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the place shall be at his own expense. The bidder may bid all of the 3 subgroup or any one /two sub group

10. The outside tenderer i.e. other than existing tenderers shall have to furnish credential in favour of supply of total items and quantity of the food items of the individual group as mentioned in Annexure –A in any Wildlife Park /Zoos in west Bengal , as per clause mentioned above

11. 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 garden authority. The tender accepting authority of Zoological Garden.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 Tenderer at the stage of Bidding.

**12. Conditional / Incomplete tender will not be accepted under any circumstances.**

**13. The intending tenderers are required to quote the rate *online*.**

**14. The intending tenderers have to deposit sample of items (non-perishible) in office before opening of tender.**

15. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.

16. The Director, Zoological Garden, Alipore reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.



17. If there be any objection regarding prequalifying the Agency that should be lodged on line to the Chairman of Tender 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 Tender Evaluation Committee.

18. Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances without any reference to the lowest tenderer.

19. 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:

- i) N.I.T.
- ii) Terms & Conditions
- iii) Technical Bid
- iv) Financial Bid

20. Qualification criteria:

The tender inviting and Accepting Authority through a "Tender Evaluation Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

- a) Financial Capacity
- b) Experience / Credential & others eligibilities mentioned above

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in above .If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder / tenderer will be rejected at any stage without any notice.

21. Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.

22. No. price preference and other concession will be allowed.

23. **Mandatory engagement of Job Card holders:**

Wherever applicable, As per the Gazette Notification No. 1140 PRD-33011/1/20-24-MGNERJSEC Dated: 07.03.2024, Job Card holders shall mandatory be engaged in the works where rural unskilled worker can be engaged. The agency executing the works shall also furnish a certificate after completion of works that only Job Card holder were engaged for unskilled works during execution.

  
**Director**  
Zoological Garden, Alipore



# ZOOLOGICAL GARDEN, ALIPORE

## SECTION - A

### INSTRUCTION TO BIDDERS

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#### 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. 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 (the web portal of ZGA the contractor is to click on the link for e- Tendering site as given on the web portal.

Digital Signature certificate (DSC):

Each contractor is required to obtain a 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.

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.

Submission of Tenders:

Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for 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 one covers (folders).

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

##### 1) EMD AND OTHER DOCUMENTS:

a) Photocopy of Demand Draft towards Earnest Money (EMD) as prescribed in the N.I.T. against the work in favour of **Zoological Garden, Alipore.**

##### b) N.I.T.

(NIT & Tender Document downloaded 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. 0.

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). will render the tenderer liable to be rejected.

### **Tender Evaluation Committee (TEC)**

Evaluation Committee constituted by the Director, Zoological Garden, Alipore will function as Head of Evaluation Committee for selection of technically qualified contractors.

### **Opening & evaluation of tender:**

#### **Opening of Technical Bid:**

Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

Cover (folder) for Statutory Documents (Ref. Sl. No. A.5.(a)&(b.)) will be opened first . If there is any deficiency in the Statutory Documents the tender will summarily be rejected. Decrypted (transformed into readable formats) documents of the 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 Bid**

The financial bid should contain the following documents in one cover (folder) i.e. Item of Quantities (BOQ). The contractor is to quote the rate (own rate) online through computer in the space marked for quoting rate in the BOQ.

Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

Financial capacity of a bidder will be judged on the basis of information furnished in Section - B.

#### **Penalty for suppression / distortion of facts:**

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 of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant Act.

#### **Rejection of Bid:**

Tendering authority 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 Tendering authority's action.

#### **Award of Contract**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting Authority through acceptance letter / Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

The Agreement will incorporate all agreements between the Tender Inviting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents.



## ANNEXURE - B

**Zoological Garden, Alipore**  
2, Alipore Road, Kolkata-700027

### **Terms and Conditions**

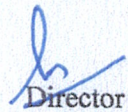
1. e-Tender should submit on or before the mentioned date published on the tender notice.
2. The tenderers will have to produce original documents to prove their past experience, capabilities and financial resources to do such type of business and up to date Trade License, Current Income Tax Return & P. Tax Challan after opening of Technical Bids to the Tender Committee of the Zoological Garden, Alipore
3. The tender must be written legibly in English and the rates are to be quoted in words as well as in figures. No conditional rate will be considered. Rates will be inclusive of Sales Tax and all other charges including delivery charges at Store Go down. Tenders must be irrevocable. Any typographical mistakes should be read in spirit of the letter
4. Tender is submitted in the approved system for the ingredients in the accompanying Group of the tender.
5. The tender will be opened by the tender committee, Zoological Garden, Alipore at the place and time to be notified in the office Notice Board and Websites.
6. The final acceptance of the tender is subject to the approval of the Director, Zoological Garden, Alipore
7. The Director, Zoological Garden, Alipore is not bound to accept the lowest or any tender.
8. The Director, Zoological Garden, Alipore can accept any tender either wholly (as per group) or for one or more ingredients only.
9. The successful tenderer shall have to execute an Agreement of contract and deposit security money for the due performance of the work within a week from the date of receipt of the letter of acceptance. This security deposit will be refunded in accordance with terms of the contract upon certifying satisfactory completion/performance of the work by the competent authority.
10. The successful tenderer shall have to furnish up to date Trade License, GST & Income Tax Return & **credential** soon after signing the contract but before any payment is received. In case of failure to do so the payment of the bills will be kept held up and if found necessary the contract will be terminated and security money is to be forfeited.
11. The contract shall begin from **1<sup>st</sup> April, 2025** and continue till the **31<sup>st</sup> March, 2026** or for such further period not exceeding three months as the Director, Zoological Garden, Alipore may direct.
12. The contract shall not be assigned or subject to sold even in part. Sub contract now allowed

13. The Director, Zoological Garden, Alipore reserves the right of accepting the tender wither wholly or partly or rejecting any tender without assigning any reason.
14. The contractor will be required to supply increased or diminished quantities of all or any of the articles as may be found necessary to such alternations at the contract rate. Fluctuation in rates due to market variation will not be considered as a reason for non-supply.
15. With each consignment of food article the contractor should furnish a challan in duplicate showing the number of bags and total weight each kind of food articles supplied and should obtain one copy signed by the Store – Keeper or in his absence any other person duly authorized in his behalf.
16. The articles shall be weighed in the presence of the Store Keeper/ the officer/ animal superintendent, appointed for the purpose and the contractor shall have a representative present at the time of weighing as no complaint as to short weight can be entertained after the articles are received in the Store Go down.
17. Canvassing in any form whether direct or implied will be a disqualification.
18. The articles must be picked winnowed and freed from duck, husk, stubble or foreign grain in the Garden, go down before the Store – keeper or the officer appointed to supervise it. In case the article supplied contain foreign grains, dust etc. The contractors will be asked to clean it at their cost. Or replace the same.
19. Monthly bills with supporting signed challans and orders shall be presented to the office of the Zoological Garden, Alipore within 1<sup>st</sup> week of the month next after the month of supply and payment will be made after proper checking.
20. Any other conditions appearing in the notice for the tenders will also be binding on the tenderers.

**Applicable for daily food supplier**

21. Tenders for supply of daily food items supplier from bonafide contractor in the near vicinity of the Garden will be considered only.
22. The tenderer for supplying daily food items will have to produce their trade licence from Kolkata Municipal Corporation.
23. The supply of Fruits, vegetables, fish and other daily food items should be made in the morning by 7.00 a.m. . The said supply should be made on every day . The quantity to be supplied in each occasion will be intimated to the supplier in due time.
24. The article rejected by Veterinary Officer or other duely approved by the Director ,shall be replaced by the contractor within one hour or immediately thereafter if the contractor fails to supply of whole quantities or part or replace any rejection by articles of approved quality within the time specified above then it shall be lawful for the Director or the officer appointed for the purpose to make up deficiency by purchase at current market rates and all excess expenditures so incurred shall be paid by the contractor, on demand, failing which the same will be recovered from the amount of security deposit or bill. Any shortage in the security deposit money thus caused must be restored by the contractor on demand . In case of non-supply for a continued period of ten days the security will be forfeited and the contract may be terminated.
25. The rejected articles must be removed within one hour of the written or verbal notice .
26. The quality of the articles should be certified by the authorized Veterinary Officer of the Garden before it is finally accepted for weighing, storing and feeding of the animals of the Zoo.





Director  
Zoological Garden, Alipore

**AFFIDAVIT – Y**

**(To be furnished in Non-judicial stamp paper of Rs. 100.00 (Rupees Hundred Only) duly notarised after publication of E-NIT & e-NIT No. & date should be mentioned in the body of Affidavit)**

Subject: Name of the Work with Tender reference no. \_\_\_\_\_.

Reference: (N.I.T No.) \_\_\_\_\_

Dear Sir / Madam,

1. I, the undersigned 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 undersigned.

2. Having examined the Statutory, Non-statutory and NIT documents, I/We hereby submit all the necessary information and relevant documents for evaluation.

3. 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.

4. I/We understand that

(a) Tender Inviting Authority and Accepting Authority can amend the scope and value of the contract bid under this project

(b) Tender Inviting Authority and Accepting Authority reserve the right to reject any tender without assigning any reason.

(c) The application is made by me/us on behalf of \_\_\_\_\_ in the capacity of \_\_\_\_\_ duly notarized to submit the tender.

5. I/We refer to the tender notice issued by you for the works in \_\_\_\_\_ authority vide tender reference no. \_\_\_\_\_ mentioned above.

6. I/ We do hereby offer to perform, provide execute, complete and maintain the works in conformity with instruction of zoo authority for the sum of Rs.....(quoted in Financial BOQ )..... only at the respective quoted ITEM WISE rates mentioned in the Schedule of Quantities.

7. I/ We have satisfied myself/ ourselves as all aspects of tender conditions, subject above, I/ We hereby agree, should this tender be accepted in whole or in part, to: (a) abide by and fulfil all the terms and provisions of the said conditions annexed hereto; (b) complete the works within.....days.

8. I/ We have deposited the earnest money of Rs. \_\_\_\_\_ only which, I/ We note that deposited EMD, will not bear any interest and is liable for forfeiture-

(i) If our offer is withdrawn within the validity period of acceptance.

9. I/ We understand that you are not bound to accept the lowest or any tender you receive.

10. I/We undersigned 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 undersigned.

11. I/We the undersigned also hereby certifies that neither our firm M/S\_\_\_\_\_ nor any of constituent partners had been debarred to participate in tender by the Directorate of Forests/Government of West Bengal or any of the Statutory Bodies or Government Organizations in favour of whom credentials are preferred by the undersigned towards eligibility criteria claim; during the last 5 (five) years prior to the date of this N.I.T.

12. I/We The undersigned would authorize and request any Bank, person, Firm, or Corporation to furnish pertinent information as deemed necessary and/or as requested by Director, Zoological Garden Alipore, W.B. herein referred to as the Tender Inviting & Accepting Authority, to verify this statement.

13. I/We The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Tender Inviting & Accepting Authority.

14. Certified that I have applied in the tender in the capacity of individual/as partner of a firm & I have not applied severally for the same job.

Date:\_\_\_\_\_

Signature of authorized officer of the firm:\_\_\_\_\_

Title & Capacity of the officer:\_\_\_\_\_

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

Enclosure:

(1) Statutory Documents

(2) Non Statutory Documents