

**From: Name:**  
**Address :**

**Place:**  
**Date:**

To,  
The Executive Engineer (Civil)  
BSNL Civil Division  
Cuttack.

**Subject: -Submission of documents for tender application form for participating in “e-tendering” / “Tendering” for the name of work and NIT no as follows:**

**Name of work: - Day to day maintenance Civil works for TAX and MDF Building at Telephone Bhawan Compound Cuttack for the year 2018 -2019.**

**NIT No: - 22/18-19/BSNL-CD/Cuttack/SD-I Ck.**

**Reference to NIT seen on place, form and date: -**

**Sir,**

1. \*I/We am/are registered with the **P&T / DOT (Civil wing)/DOP/DTS/ BSNL Civil wing** as Class \_\_\_\_\_ contractor/contractors and our Registration No: - \_\_\_\_\_. It is to certify that the said registration is valid up to and including date \_\_\_\_\_. I/We am/are enclosing herewith copies of registration particulars duly attested by an officer not below the rank of Executive Engineer of the department concerned as Page no \_\_\_\_\_ to Page no \_\_\_\_\_.

\*\*I/We am/ are not registered with the **P&T / DOT (Civil wing)/DOP/DTS/BSNL**. I/We am/ are registered with **CPWD/MES/State PWD Orissa (including allied department)/ State / Central PSUs**. I/We am/are enclosing herewith copies of registration particulars duly attested by an officer not below the rank of Executive Engineer of the department concerned as Page no \_\_\_\_\_ to Page no \_\_\_\_\_. Class and tendered amount / limit upto which I/We am/are eligible to tender are furnished below: -

| Enlisting Authority | Class | Validity upto & i/c date | Tendering Limit |
|---------------------|-------|--------------------------|-----------------|
|                     |       |                          |                 |

It is to certify that this registration / these registrations is/are valid as on date and we shall inform the department myself / ourselves as soon as my / our registration expires or is cancelled / revoked.

\*\*\*It is to certify that I/WE am/are having status of Specialized Agency and deals in similar work as defined in above NIT. I/We am/are enclosing herewith copies of above status particulars duly attested by an officer not below the rank of Executive Engineer or equivalent officer of the department / Organization concerned as Page no \_\_\_\_\_ to Page no \_\_\_\_\_.

\*\*\*\*It is to certify that we are having status of State / Central Public Sector Undertaking and name of the Organization is \_\_\_\_\_.

2. I/We hereby enclosing following certificate / testimonials for my eligibility with respect to NIT conditions:

(a)\*\*\*\*\* I / We am / are also enclosing herewith copies of partnership deed / memorandum of articles of associations / power of attorney duly registered in court in case of applicant being partnership firm / company / Power of Attorney holder respectively as the case may be and duly attested by an officer not below the rank of Executive Engineer or equivalent officer of the department / Organization (Public / Private) concerned as Page no \_\_\_\_\_ to Page no \_\_\_\_\_.

(b)\*\*\*\*\* It is to certify that I/We am/are legally valid and authorized applicant for and on behalf of my / our organization and hereby enclosing following required and necessary documents duly attested by an officer not below the rank of Executive Engineer or equivalent officer of the department / Organization (Public / Private) concerned along with this applicant as Page no \_\_\_\_ to Page \_\_\_\_.

(c) The particulars of satisfactory completion of similar work done are enclosed and the following 3 (three) nos of work completion certificates (duly attested by and issued by not below the rank of Executive Engineer of the department concerned) are submitted with respect to this NIT in order to establish my / our eligibility for issue of tender, as per requirement of NIT.

| Sl. No. | Name of work & Agreement no. | Amount of work done | Date of completion | Issuing authority |
|---------|------------------------------|---------------------|--------------------|-------------------|
|         |                              |                     |                    |                   |
|         |                              |                     |                    |                   |
|         |                              |                     |                    |                   |

- (d) I/We will produce original documents whenever required by the department subsequently.
- (d) I/We am/we are enclosing \_\_\_\_\_ numbers of sheets including attested copies of documents listed at Sl. No. 1, 2, 3, 4 & above ..... along with my /our application.
3. It is to certify that I/we have personally seen, read, understood and accept (unconditionally) all the provisions made in “NIT Part –I” and “NIT Part – II (available in division office / available in website)”.
4. I/We are herby submitting additional declaration as per the requirement of NIT conditions in enclosed form “A”
5. I/We hereby enclose cost of tender form (non-refundable) in the form of Pre-receipted treasury challan (A.C.G.-67) /DD /Bankers cheque bearing number \_\_\_\_\_ date \_\_\_\_\_ in the name of Accounts officer BSNL Civil Division Cuttack payable at Cuttack only for Rs \_\_\_\_\_ /- (Rupees \_\_\_\_\_) only.
6. I/We hereby declare that EMD in the form of Deposit at Call Receipt / Demand draft / Fixed deposit receipt issued by Nationalized bank / Scheduled bank (Guaranteed by R.B.I) in the name of Accounts officer BSNL Civil Division Cuttack payable at Cuttack only for \_\_\_\_\_ only shall be submitted along with tender papers.
7. I/We request that permission may be granted to me/us for participating in tender.
- Note:** -\* Applicable to P&T / DOT (Civil wing) / DOP / DTS / BSNL enlisted contractors.  
\*\* Applicable to Non- BSNL enlisted contractor in CPWD, MES, State PWD enlisted contractors.  
\*\*\* Applicable to Specialized Agency who deals in similar works as defined in NIT.  
\*\*\*\* Applicable to State / Central Public Sector Undertaking.  
\*\*\*\*\* Applicable to all applicant in case of his organization if partnership firm / company / Power of Attorney holder.  
\*\*\*\*\* Applicable to all applicants in case of his organization is other than sole proprietor.  
Other provisions of application applicable to all applicants as per NIT conditions.

**Thanking you,**

**Yours faithfully,**

**Enclosure page numbers \_\_\_ to \_\_\_\_.**

**And dated signature: -**

**Name of contractor: -.....**

**Complete Address: -**

**Telephone number Office: -**

**Fax no: -**

**Mobile no: -**

**Place: -**

**Date: -**

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To be completed by Cashier and signed by EE before acceptance of application: **(Eligible / Not eligible)**

**Cashier**

**Draughtsman**

**EE(C)**

Seal & Signature of NIT Applicant

Executive Engineer (Civil)

Page: \_\_\_\_ of Page \_\_\_\_

**DECLARATION****(TO BE GIVEN BY THE TENDERERS WHO HAVE DOWNLOADED THE TENDER DOCUMENT FROM THE WEB)**

It is to certify that

- 1) I / we have submitted the tenders in the Proforma as downloaded **directly from the website.**
- 2) I / We have submitted tender documents which **are same / identical** as available in the website.
- 3) I / we have **not made any modification / corrections / additions etc.** in the tender documents downloaded from web by me / us.
- 4) I / We have checked that **no page is missing** and all pages as per the index are available & that all pages of tender document submitted by us are **clear and legible.**
- 5) I / we have **signed (with stamp) all the pages** of the tender document before submitting the same.
- 6) I / we have sealed the tender documents properly before submitting the same.
- 7) I / we have submitted the cost of tender along with EMD.
- 8) I have read carefully and understood the important instructions to the all tenderers & to tenderers who have down loaded the tenders from the web.**
- 9) The tenderers shall be fully responsible for the genuineness and the correctness of the certificates / documents submitted by them for obtaining the tender documents. If it is found that the tenderer has misrepresented the facts or has submitted any false, forged or wrong documents, then the Earnest Money submitted by the tenderers shall be liable to be forfeited and tenderers shall not be allowed to tender in future.
- 10) The declaration and certificate is hereby given in respect of para 14 of BSNLW-6:

I \_\_\_\_\_  
**son of** \_\_\_\_\_ **residence of** \_\_\_\_\_  
**hereby certify that none of my relative (s) as defined in the tender document para 14 of BSNLW-6, is/are employed in BSNL Orissa Civil Zone. In case at any stage, it is found that the information given by me is false / incorrect, BSNL shall have the absolute right to take any action including termination of contract as deemed fit without any prior intimation.**

Dated .....

**(CONTRACTOR)  
(SIGN WITH SEAL)**Postal Address:-  
Telephone:-  
Mobile :-

**NOTE : -** (The certificate in case of proprietorship firm shall be given by the proprietor; for Partnership Firm, certificate shall be given by all partners and in case of Limited Company, by all Directors of the company. However, Government of India / Financial Institutions nominees and independent non-official part time Directors appointed by Govt. of India or the Governor of the State are excluded from the purview of submission of this certificate while submitting tenders by Limited Companies)