

Office of the Councillors

**MATHABHANGA MUNICIPALITY**P.O. - MATHABHANGA  DIST. - COOCHBEHAR

(West Bengal)

**NIeT No. MM/NIeT/06/17-18****Dated- 07.11.2017****Tender Reference No. WBMAD/ULB/MM/NIeT-06/17-18****DETAILED NOTICE INVITING e-TENDER**

1. On behalf of the board of councilors, **The Chairman, Mathabhanga Municipality**, invites e-Tenders (electronic Tenders) from eligible resourceful & bonafide contractors as per the enclosed list of works :-

Sl. No.	Name of Work	Amount Put to Tender	EMD (Online)	Tender fee (Online)	Time of Completion
1.	Construction of Concrete Road near the H/O Danny Dey, Chandrakanta Barman, Binay Paul, Gopal Das, Arun Saha, Goutam Saha, Concrete Guard Wall with three RCC stairs near the H/O Nindeswar Barman, raising of existing concrete drain wall at various Places at New Town Para in Ward No. 03 under Mathabhanga Municipality.	Rs. 5, 94,937.00	Rs. 11, 899.00	Rs. 1000/-	60 days
2.	Proposed construction of 1(one) river ghat opposite to the house of kartik saha beside mansai embankment in ward no 04, under mathabhanga municipality.	Rs. 6, 39,159.00	Rs. 12, 783.00	Rs. 1000/-	60 days
3.	Construction of Concrete High Drain with Slab from the house of Kamal Kundu ( near existing high drain) towards west upto Gopal Kalowar's house at Kalowar Patti by the northen side of Ashutosh Road in Ward no-01 within Mathabhanga Municipality.	Rs. 8, 22,490.00	Rs. 16, 450.00	Rs. 1000/-	60 days
4.	Raising of existing of Concrete Drain Wall both side of Bituminous Road from i) Vivekananda Road Jn. near the house of Krishna Paul to Hazrahat Road near the house of Chaitanya Mandal at Subhash Palli, ii) Silver Jubilee Road near the house of Nitai Bairagi to Hazrahat Road near the house of Gour Saha via Dilip Saha's house at Subhash Palli, iii) Silver Jubilee Road near the house of Nirmal Talukder to S.C.G. English Akademik School Gate at Hospital Para, iv) Kandurar More towards east upto Sudhir Saha's Shop at Hospital Para , v) the house of Bijay Saha to Hazrahat Road near the house of Shiblal Saha via Bimal Saha's house at Subhash Palli, vi) Silver Jubilee Road near the house of Probir Saha to Subir Dey's house at Subhash Palli, Ward no 07 within Mathabhanga Municipality..	Rs. 7, 62,223.00	Rs. 15, 244.00	Rs. 1000/-	60 days

5.	Construction of Concrete Drain, Road & Slab in front of Tapan Sarkar's house, Kyabla Dutta's house, Dulal Sutradhar's house, Goutam Dutta's huose, Sunil Malakar's house, Subadh Malakar's house, Narayan Bhadra,s house & Durga Saha's house in Ward no-08 within Mathabhanga Municipality	Rs. 5, 30,034.00	Rs. 10, 601.00	Rs. 1000/-	60 days
6.	Construction of concrete Guard Wall from existing wall near the H/o.- Gafur Miah towards south upto the jn. Of Latif Miah's house at Nazrul Pally (By the eastern side of Bituminous road) in ward no.- 12 under Mathabhanga Municipality.	Rs. 4, 26,546.00	Rs. 8, 531.00	Rs. 1000/-	60 days
7.	Construction of concrete drain (With a Slab Culvert) from existing drain (near the H/o.- Ekramul Haque) towards west upto culvert near Goutam Paul's house and from Hemanta Barman's hopuse towards west upto the H/o.- Madan Aich by the southern side of Mainatali Road in ward no.- 10 under Mathabhanga Municipality.	Rs. 8, 73,439.00	Rs. 17, 469.00	Rs. 1000/-	60 days
8.	Construction of concrete road with part drain (in different locations) in ward no.- 11 under Mathabhanga Municipality.	Rs. 4, 95,175.00	Rs. 9, 904.00	Rs. 1000/-	60 days
9.	Construction of Concrete drain with Slab from the house of Dulal Majumder to Ela Roy's house & from the house of Nalini Saha to Sukumar Guha's house and In front of Kala Saha's house at Amla Para in Ward No-06 within Mathabhanga Municipality.	Rs. 5, 20,336.00	Rs. 10, 407.00	Rs. 1000/-	60 days
10.	Construction of Concrete Drain with Slab from the house of Pulak Saha to Subhash Palli Durga Mandir and Raising of existing concrete drain & Construction of R.C.C. Slab both side of Silver Jublee Road from Moranga Road near Paschim Para Club to Hospital Road via Krishna Paul's house in between Ward no-03, 07 & 8 within Mathabhanga Municipality.	Rs. 5, 82,298.00	Rs. 11, 646.00	Rs. 1000/-	60 days
11.	Construction of Concrete drain with Slab from the house of Pisush Kanti Dutta toward west upto Chhotna Dutta's house by the suthern side of Ashram Road by lane and from the house of Nipen Saha to Prodyut Saha's house by the eastern side of Ashram Road and Raising of existing concrete drain from the house of Madhu Karmakar to Nipen Saha's house by the northern side of Ashram Road by Lane in Ward No-08 within Mathabhanga Municipality.	Rs. 6, 60,161.00	Rs. 13, 203.00	Rs. 1000/-	60 days
12.	Proposed construction of 1(one) river ghat opposite to the house of tanjan miah beside mansai embankment in ward no 01,under mathabhanga municipality.	Rs. 6, 38,758.00	Rs. 12, 775.00	Rs. 1000/-	60 days
13.	Proposed construction of 1(one) river ghat opposite to the house of channath das beside mansai embankment in ward no 01,under mathabhanga municipality.	Rs. 6, 38,758.00	Rs. 12, 775.00	Rs. 1000/-	60 days
14.	Construction of concrete Guard Wall (from Nageswar Rabidas's house upto the H/o.- Pradip Roy) and concrete road (with part guard wall) from Nageswar Rabidas's house towards north upto the H/o.- Biren Barman at Panchanan Para in ward no.- 09 under Mathabhanga Municipality.	Rs. 4, 96,357.00	Rs. 9, 927.00	Rs. 1000/-	60 days

15.	Construction of concrete road (with guard wall) from Tushar Barman's house to Shilpi Sarkar's house and upto Satyen Paul's house in ward no.- 09 under Mathabhanga Municipality.	Rs. 7, 04,195.00	Rs. 14, 084.00	Rs. 1000/-	60 days
16.	Construction of concrete road (with guard wall) from existing culvert near the H/o.- Anil Mahato towards south upto the H/o.- Subhash Das at college para in ward no.- 09 under Mathabhanga Municipality.	Rs. 9, 96,694.00	Rs. 19, 934.00	Rs. 1000/-	60 days
17.	Construction of concrete Guard Wall by the northern side of Bandh Road from River Ghat (Near the H/o.- Kanu Dutta) towards east upto jn. Of Pump House in ward no.- 11 under Mathabhanga Municipality.	Rs. 8, 89,162.00	Rs. 17, 783.00	Rs. 1000/-	60 days
18.	Construction of concrete road with drain near the H/o.- Naru Bose & Laxman Nandi, conc. drain with RCC slab near the H/o.- Sanjib Paul, Conc. road with under ground drain near the H/o.- Bidyut Majumdar in Ward no-02 under Mathabhanga Municipality	Rs. 4, 97,396.00	Rs. 9, 948.00	Rs. 1000/-	60 days
19.	Construction of Concrete High Drain (Extension) from the Sluice near Gosaidas Mandal's house to the house of Chitra Mandal beside Mansai embankment in Ward no-02 within Mathabhanga Municipality	Rs. 5, 12,894.00	Rs. 10, 258.00	Rs. 1000/-	60 days
20.	Construction of R.C.C Culvert (1 no.) with concrete wing wall, concrete drain, raising of existing concrete drain, RCC slab beside Kabarstan near the house of Kshudiram Sarkar and Ramani Das on Hazrahat Road in Ward no-01 under Mathabhanga Municipality.	Rs. 8, 53,195.00	Rs. 17, 064.00	Rs. 1000/-	60 days
21.	Construction of concrete drain from the H/o.- Biswanath Saha to Ankush Saha, RCC slab near the H/o.- Mahesh Basak & Shayamsundar Saha in Ward no-02 under Mathabhanga Municipality	Rs. 5, 51,602.00	Rs. 11, 032.00	Rs. 1000/-	60 days
22.	Construction of concrete drain with RCC slab near the H/o.- Barun Paul & Meghnath Saha, Concrete Road with under ground Drain near the H/o.- Naba Saha & Nikhil Saha, Concrete road near the H/o.- Sudip Saha, Concrete Drain with RCC Slab near the H/o.- Abesh Saha & Shyamal Saha, concrete Drain with RCC slab near the H/o.- Raghu Nath Saha in Ward no-02 under Mathabhanga Municipality	Rs. 4, 19,759.00	Rs. 8, 395.00	Rs. 1000/-	60 days

2. Applicants 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 <https://wbtenders.gov.in> using the option –Click here to Enroll. Possession of a Valid Class II Digital Signature Certificate (DSC) in the form of smart card/e-token in the Company's name is a prerequisite for registration and participating in the Tender submission activities through this web site. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://wbtenders.gov.in>

3. Intending tenderer can search and download NIEt and other tender documents electronically by logging on to the website <https://wbtenders.gov.in>, using his Digital Signature Certificate (DSC). This is the mode of collection of tender documents electronically.

4. Earnest Money & Tender fee, as specified in this NIEt shall be paid online through ICICI Bank payment gateway or NEFT/RTGS (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 NIEt. Any Bid without EMD & Tender fee (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money & Tender fee receipt (Scanned copy) shall be uploaded as Statutory document. The Co-operative societies who want to avail exemption of Earnest Money Deposit, shall have to upload necessary GO in this regard.

5. A prospective tenderers shall be allowed to participate in the 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.

#### 6. Eligibility criteria for participation in tender :

- i. (A) Intending tenderers should produce credentials of a same type of completed work 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* (B) Intending tenderers should produce credentials of 2(Two) same type of completed work, each 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*, (C) Intending tenderers should produce credentials of one single running work of same type which has been completed to the extent of **80%** or more and value of which is not less than the desired value at (A) above.

In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer or equivalent competent authority or Executive Officer 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.

- ii. Uploading of scanned copies of GST No. certificate, Pan Card, up to date Professional Tax receipts, up to date VAT registration Certificate including VAT Return in the Technical Proposal as Non Statutory Documents. Income Tax Acknowledgement Receipt for the latest assessment year.
- iii. Uploading of scanned copy of Upto date E.P.F Challan as Non Statutory Documents as per Govt. order No.- S-35025/2/2014-SS-II Dt. 17.10.2016 (if not available at the time of submission bid documents then the same should be submitted before issuing of Work order)
- iv. Uploading of scanned copy of Balance Sheet & Profit & Loss A/c. for the last 3 (Three) years. (FY - 2014-15, 2015-16, 2017-17)
- v. Registered Unemployed Engineer's Co-Operative Societies and registered Labour Co-Operative Societies are to upload the documents apart from the documents mentioned under Cl. 6(i) Registration certificate, Bye Laws, audited balance sheet showing up to date accounts as Non Statutory Documents.
- vi. The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum as Non Statutory Documents.
- vii. All Tenderers should have to upload only their **self attested copies** of the requisite documents in the website for submitting their Tender.

#### The Tender Documents shall consist of the following documents :

- i. Municipal Tender Form
- ii. NleT
- iii. BOQ / Price Schedule
- iv. Drawing

## 7. Submission of Tenders

7.1 General process of submission Tenders are to be submitted online through the website, in two folders, at a time for each work, one is Technical Proposal and the other is Financial Proposal, before the prescribed date and time mentioned in Table-1. Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. The documents will get encrypted (transformed into non-readable formats).

### a. Statutory Technical folder containing :

- i. Application in letter headed pad duly signed in. Letter head should contain full address, telephone no. mobile no. & FAX, e-mail.
- ii. Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as Statutory document. The Co-operative societies who want to avail exemption of Earnest Money Deposit, shall have to upload necessary GO in this regard.
- iii. Notice Inviting Tender
- iv. Municipal tender Form.
- v. BOQ / Price Schedule

### Note :

- i. Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the contractor.
- ii. If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
- iii. Tenders will be summarily rejected if any item in the statutory cover is missing.
- iv. In case of any inadvertent typographical mistake the same to be treated to be corrected as to confirm to the prevailing relevant schedule of rates or technically sanctioned estimate.
- v. Necessary deduction will be made as per relevant Govt. order.

### b. Non-Statutory Technical cover containing :

- i. Up to date Professional Tax (PT), Clearance receipts, PAN Card valid upto the date of opening of the tenders. Valid application for such clearance addressed to the competent authority may also be considered, if necessary.
- ii. GST No Certificate.
- iii. Up to date VAT Registration Certificate and up to date and valid Return Certificate of the last quarter of the current financial year. Income Tax Acknowledgement Receipt for the latest assessment year.
- iv. Registered Deed for Partnership Firm.
- v. Upto date E.P.F Challan [as stated in Clauses 6 (iii)]
- vi. Balance Sheet & Profit & Loss A/c [as stated in Clauses 6 (iv)]
- vii. Completion Certificate during the last 5 (Five) years [as stated in Clauses 6 (i)]
- viii. For Registered Unemployed Engineers' Co-Operative Societies and Registered Labour Co-Operative Societies *registration papers in support of their registration, Bye Laws*, up to date audited balance sheet.
- ix. Experience profile should be furnished as per following table.

**EXPERIENCE PROFILE**

**LIST OF PROJECTS COMPLETED THAT ARE SAME TYPE TO THE WORKS HAVING MORE THAN 40% (SINGLE WORK), 30% (TWO WORKS) or 80% RUNNING WORK OF THE PROJECT COST EXECUTED DURING THE LAST 5 (FIVE) YEARS.**

Name of the Agency	Name location & nature of work	Tender No. & Work order No.	Name of E.I.C. responsible supervision of for work	Estimated Amount put to Tender	Contractual Rate	Date of Commencement	Schedule Date of Completion	Actual date of completion of work	Reason for delay in completion (if any)

**Note : Applicant may add necessary column and space, if required from his end.**

**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 Documents 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. No	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES (ALL CERTIFICATE SHOULD BE UP TO DATE)	<ol style="list-style-type: none"> <li>1. GST No Certificate.</li> <li>2. VAT Registration Certificate</li> <li>3. PAN Card</li> <li>4. P Tax (CHALLN)</li> <li>5. Income Tax Acknowledgement Receipt for the latest assessment year.</li> <li>6. E.P.F Chhalan (refer clause 6. III )</li> <li>7. Trade License Upto Date.</li> </ol>
B.	COMPANY DETAILS	COMPANY DETAILS	<ol style="list-style-type: none"> <li>1. Proprietorship Firm (Trade License)</li> <li>2. Partnership Firm (Partnership Deed, Trade License)</li> <li>3. LTD. Company (Registration Certificate, Trade License)</li> <li>4. Co-Operative Society (Society Registration Certificate) Bye Laws, up to date Audited Balance Sheet.</li> <li>5. Power of Attorney (Registered)</li> </ol>
C.	CREDENTIAL	CREDENTIAL 1	<ol style="list-style-type: none"> <li>1. Completion Certificate for same type of Work Done (refer clause 6. i )</li> <li>2. Experience profile [refer 7.1(b) Item No. (x)]</li> </ol>
D.	DECLARATION FILE	DECLARATION FILE 1	<ol style="list-style-type: none"> <li>1. Declaration File -1 AFFIDAVIT "Y" (Form II)</li> <li>2. Pre Qualification Application (Form I)</li> <li>3. Form III (STRUCTURE AND ORGANISATION )</li> </ol>



E.	FINANCIAL INFO	PAYMENT CERTIFICATE 1	1. Payment Certificate 1 2. Balance Sheet & Profit & Loss A/c [refer 7.1(b) Item No. (vi)]
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**NOTE : FAILURE OF SUBMISSION OF ANY ONE OF THE ABOVE MENTIONED DOCUMENTS WILL RENDER THE TENDER LIABLE TO REJECT.**

## 8. Financial Proposal

- i. Financial proposal should contain the following documents in one folder i.e. Bill of quantities - (BOQ) the contractor is to quote the rate (percentage above/below/ at par) online and municipal tender form filled up in all respect. It may please be noted that the rate quoted in BOQ should match with the rate quoted in the tender form.
- ii. only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor.

## 9. Penalty for suppression / distortion of facts :

If any tenderer fails to produce the original hard copies of the documents uploaded or any other documents on demand of the Tender Inviting Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the Tenderer will be suspended from participating in the tenders on e-Tender platform for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Chairman, Mathabhanga Municipality may take appropriate legal action against such defaulting Tenderer. The authority may ask to show hard copies of all credentials, certificates, company details, partnership deeds etc. etc. as uploaded by the Tenderer and allied papers in connection with this tender as and when necessary for verification purpose as per convenience of the authority during processing of this tender.

10. Prospective bidders shall have to execute the work in such a manner so that appropriate service level for the stipulated stretches/length of the work under the improvement is to be maintained during stipulated contractual period till completion and a period of 1 (one) year for other than road work & 3(three) years for road work (Bituminous Road) from the date of successful completion of the work to the entire satisfaction of engineer-in-charge. if any defect / damage is found during the period as mentioned above the contractor shall make the same good at his own expense to the specification at par with instant project work, or in default, the engineer - in-charge may cause the same to be made good by other agency and deduct the expense (of which the certificate of the engineer-in-charge shall be final) from any sums that may be then, or at any time thereafter become due to contract or from his security deposit , or the proceeds of the sale thereof, or of sufficient portion thereof. refund of security deposit will only be made on the pro-rata basis i.e. release of such security deposit on expiry of 1st year (from date of completion of the work).

## 11. Rejection of Tender

The employer (Tender accepting authority) reserves the right to accept or reject any Tender and to cancel the Tendering process and reject all Tenders at any time prior to the award of contract without thereby incurring any liability to the affected Tenderers or any obligation to inform the affected Tenderers of the ground for employer's (Tender accepting authority) action.

## 12. Date & schedule

DATE AND TIME SCHEDULE AS FOLLOWS :		
01	Date of uploading of NleT, and Tender Documents online (Publishing Date)	09/11/2017 at 17.00 Hrs.
02	Document downloaded / sale start date (on line)	10/11/2017 at 10.00 Hrs.
03	Tender submission start date (on line)	10/11/2017 at 12:00 Hrs.
04	Tender submission closing date (on line)	21/11/2017 at 17:00 Hrs.
05	Tender opening date for Technical proposals	24/09/2017 at 10:00 Hrs.

	(on line)	
06	Last Date of submission of the hard copies of the technical documents with receipt of earnest money & Tender fee to be submitted at the office of the Mathabhanga Municipality at Mathabhanga.	<b>Optional (As per requirement by the Tender Inviting Authority)</b>
07	Date of uploading list for Technically Qualified Tenderers (on line)	To be notified later.
08	Date for opening of Financial proposals (on line)	To be notified later.
09	Date of uploading of list of Tenderers along with the offer rates through (on line)	To be notified later.

**NOTE :-** 1. In case of Bundh/strike /holiday etc. falls on the schedule dates as mentioned above, the same will be treated next working day of the fixed dates and time as scheduled above.

Sd/-  
Chairman  
Mathabhanga Municipality  
Mathabhanga Coochbehar



**FORM -I**  
**PRE-QUALIFICATION APPLICATION**

To  
The Chairman  
Mathabhanga Municipality

**Name of the Work -** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NieT No. MM/NieT/06/17-18**

**Dated- 07.11.2017**

Dear Sir,

Having examined the Statutory, Non statutory and NIT documents, I /we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / us on behalf of In the capacity \_\_\_\_\_ duly authorized to submit the order. 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.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

(a) Tender Inviting and Accepting Authority/Engineer-in-Charge can amend the scope and value of the contract bid under this project.

(b) Tender Inviting and Accepting Authority/Engineer-in-Charge reserves the right to reject any application without assigning any reason.

**Enclo:- e-Filling:-**

1. Statutory Documents

2. Non Statutory Documents

Date: - **Signature of applicant including title** and capacity in which application is made.

**Signature & Date of Applicant**

**NAME OF THE APPLICANT  
(IN BLOCK LETTER)**

**AFFIDAVIT "Y" (Form II)**  
**Declaration of the Bidder**

**(Affidavit to be affirmed on a Non Judicial Stamp Paper of Appropriate Value and Duly Notarized)**

I, ....., son of  
....., aged about  
..... years by occupation ..... do hereby  
solemnly affirm and confirm as follow: 1. That, I am the ..... Of  
..... Haveduly authorized by and competent to affirm this affidavit on behalf of  
the said Bidder.

2. That, I have inspected the site of work covered under NIeT ..... **Dated-** .....)  
circulated through Office memo bearing No ..... **Dated -** ..... and have made  
myself fully acquainted with the site conditions existing level/proposed level and local conditions in and  
around the site of work. I have also carefully and meticulously gone through the Bid documents. Bid of the  
above named Bidder is offered and submitted upon due consideration of all factors and if the same is accepted, I  
on and for behalf of the aforesaid Bidder, being lawfully and duly authorized, promise to abide by all the  
covenants, conditions and stipulations of the Contractual documents and to carry out, complete the works to the  
satisfaction of the Bid accepting Authority of the Work and abide by all instructions as may given by the  
Engineer in Charge of the work time to time. I also hereby undertake to abide by the provisions of Law  
including the provisions of Contract Labour (Regulation & Abolition) Act, Apprentice Act 1961, West Bengal  
GST Act, Sales Tax Act, VAT Act, Income Tax Act as would be applicable to the Contractor upon entering into  
formal Contract / agreement with the Bid Inviting/Accepting authority.

3. That I declare that, no relevant information as required to be furnished by the Bidder has been suppressed in  
the Bid documents.

4. That the statement above made by me is true to my knowledge.

Deponent  
Solemnly affirmed by the said

.....  
before me

.....  
(1st class Judicial Magistrate / Notary Public)

**SECTION - B**  
**FORM- III**  
**STRUCTURE AND ORGANISATION**

A.1 Name of applicant :

A.2 Office Address :

Telephone No. and Cell Phone No. :

Fax No. :

E- mail:

A.3 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,

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

**COPY FORWARDED FOR INFORMATION TO :-**

1. The District Magistrate, Cooch Behar,
2. The DICO, Coochbehar,
3. The Chief Engineer, M.E.Director, Bikash Bhawan, Salt Lake City, Kol- 91,
4. The Executive Engineer, Coochbehar Division, M.E.Dte. Coochbehar,
5. The S.D.O Mathabhanga,
6. The B.D.O , Mathabhanga - 1 ,
7. The B.D.O , Mathabhanga -II,
8. The Assistant Engineer, P.W.D., Mathabhanga,
9. The Executive Officer, Mathabhanga Municipality,
10. The Head Clerk, Mathabhanga Municipality,
11. The Accountant, Mathabhanga Municipality,
12. The Cashier, Mathabhanga Municipality,
13. The Storekeeper, Mathabhanga Municipality,
14. Notice Board, Mathabhanga Municipality.

Sd/-  
Chairman  
Mathabhanga Municipality  
Mathabhanga Coochbehar