

**OFFICE OF THE BOARD OF COUNCILORS  
KHARAGPUR MUNICIPALITY  
Jhapetapur ,Kharagpur,Paschim Medinipur**

**NOTICE INVITING TENDER**

**MemoNo. KM/15thFC(Untied)/16TPW**

**Dated: 11.06.25**

Tender Notice No. :WBMAD/ULB/KHARAGPUR/NIT 16e

The Chairperson on and for behalf of the **Board of Councillors of Kharagpur Municipality** invites sealed competitive Tender on Percentage (above/ below) rate from the reliable and resourceful Companies/Firms/Contractors having experience and acumen in construction work as noted below and the eligibility is depicted hereunder for participating in the Tender.

1(A)

Sl.No	Name of the Work	Ward No	Estimate Amount(Rs .)	Defect Liability period
01.	Construction of Concrete Road at Panchberia and Vidyasagarpur	03	922578.38	60Months
02.	Construction of Concrete Road at Bhawanipur 1. From BinoySangha Club to H/O-AbhishekKarmakar Near -Banerjee Hall, 2. H/o-RekhaKarmakar to ParijatSangha Club, 3. H/O-ManindraHowlader to H/O-SamiranDutta Near -Milan Sangha Club, 4. ManasaMandir from H/O-BhombalMarick, Near-Milan Sangha Club, 5. H/O-Partha Nandi To H/O-SantanuBiswas, Near-SubhasSangha Club, 6. Manab Pan Shop To H/O-Nityananda Das, Near Kali Mandir. 7. DilipHalder House Beside Of H/O-KartickHalder, Near-ParijatSangha Club, 8. Milan Sangha Main Road to H/O-NebenduDutta	06	920401.5	60Months
03.	Construction of Concrete Road from 1. H/O BidhanGhosh To H/O Kamala Madam, Near- SrikrishnapurSinghpara, 2.H/o SudhirDey to H/oPranabMajumder, Near-Beldanga, 3.H/o- AsimMidya to DiluSil, Near- Beldanga 4. ShubhaspallyPancherpallyBanik Bari goli ,5. H/o- Gope Bari to H/o- Maji Bari.	07	921967.98	60Months
04	Construction of Concrete Road at Malancha, 1. H/o SibuPatra to H/o PurnaSahoo, 2. Near Hazra Kali Mandir, 3. H/o Mohan Samanta to Main Road, 4. Susamapally Patrick House to KabariGuian	11	922611.28	60Months
05.	Construction of Concrete Road at Nimpura from 1. Andhra School beside -Sima House to Jhon House, 2. RadhaBavan to Chandramma House, 3. Nursing Sahu House to Santosh House, and Drain H/O Pankaj House to H/O AbjitDey	12	922616.21	60Months
06.	Construction of Concrete Road at Nimpura From 1. Infront of SubramanyamSwamya Temple, Gate to Main Road Near Jafri Qtr. 2. Near Vinayak Boys Club, Nimpura 3. Jafri Qtr. From Bi To B4 Qtr. & C1 To C4 Qtr, 4. Near KanakDurga Temple Main Gate to Ends. And Culvert Mayapally	13	437426.76	60Months
07.	Construction of Concrete Road at Nimpura from 1. Store Kholi Gate Bazar Area Up & Down. 2. New Settlement Bazaline Near - Football Ground 3. New Settlement Back Side Basti of Qtr No- L/28(Shiva)	18	631345.14	60Months

08.	Construction of Concrete Road and Benches at Old Settlement from 1. Store Kholi Gate Bazar Area Up & Down. 2. New Settlement Bazaline Near -Football Ground 3. New Settlement Back Side Basti of Qtr No-L/28(Shiva)	20	242890.12	60Months
09	Distribution of Water Pipeline work near PARTY OFFICE	20	194282.78	36Months
10	Construction of Concrete Road 1. Gandhi Nagar, Sabji Market, Gole Bazar and Coolie Basti	21	631260.62	60Months
11	Reparing of Concrete Road & Drain & Culvert and Boulder Morrum at Inda, Amdanga , Bosepara	23	437092.92	12Moths
12	Construction of Concrete Road at Inda, 1. Amdanga Sri BholaNimai to Sri. N. Dolai to Chakraborty House	23	485620.42	60Months
13	Construction of Concrete Road at PuratanBazer 1. H/O Rajesh Panda to H/O Deba , 2. H/O SambhuAdhak to H/O P. Kumar Rao	24	922599.26	60Months
14	Construction of Concrete Road 1. East Dhobi Ghat And Kishaloy Math Baisakhi House to BabuGhosh	26	291397.68	60Months
15	Distribution of Water Pipeline Work Near Harijan Colony and Development Area and Cement Benches	26	242798.81	36Moths
16.	Construction of Concrete Road at Ayma 1. Kamal House to Kokhan House, 2. Pump House to SonaBera , 3. H/O Ravi Kumar to H/O Tarki , 4. Nabo House to Club	32	922600.74	60Months
17	Construction of Concrete Road at Talbaghicha 1. H/O Lt HaripadaKarmakar to H/O Shanti NathGhosh , 2.H/O Ratan Das to H/O Lt Tapas Majumder , 3. H/O MukundaBiswas to H/O JaitraBarai, 4. H/O Prem Chandra Jana to H/O GopalHalders	33	922599.26	60Months
18	Construction of Concrete Drain at Talbagicha, from Deep Enterprise To Ananda Banerjee House	35	922640.95	60Months

2.	Location of Work:	Kharagpur, WB
3.	Eligibility to participate in the Tender	<p>Eligibility to participate in the Tender :- Having experience and technical acumen in Execution construction of road/pipe line/drain or similar nature works having value of 40% the estimate amount or above in a single tender during current financial year or in any financial year during the last five years in Govt. Deptt./Board/Semi-Govt. / Corporation / Statutory Authority/Undertaking etc.OR</p> <p>Intending tenderers should produce credentials of 2 (two) similarnature of completed work, each of the minimum value of 30% (thirty percent) of the estimated amount during last 5(five) years prior to the date of issue of the tender notice OR</p> <p>Intending tenderers should produce credentials of one single running</p>

			work of similar nature which has been completed to the extent of 80% (eighty percent) or more and value of which is not less than the desired value i.e. 40% of tender amount. In case of running works, only that tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, 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 tenderers and the certificate to be issued preferably after publication of this NIT AND Having valid GST, P. Tax clearance Certificates, PAN Card and valid Trade License,
4.	Documents to be produced in support of Credential for Tender		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 of eligibility criteria depicted in this Notice <b>(Ref: Sl. No. 3 :Eligibility to participate in the Tender)</b> . Beside this, following documents shall have to be furnished
		a.	Particulars of ownership/partnership or Board of Directors pertaining to the Organization / Company / Firm
		b.	Copies of valid PAN Card, GST, valid Trade License, Valid documents in support of annual Turnover
		c.	N/A
			<b><u>All documents in original to be produced in due course of time as &amp; when asked by the Tender Inviting Authority</u></b>
5.	Earnest Money shall be deposited by bidder		2% of the Quoted Tender price. Earnest Money Deposit shall accompany with Tender at <a href="http://www.wbtender.gov.in">www.wbtender.gov.in</a> in favour of the " <b>Chairperson, Kharagpur Municipality,</b> " payable at <b>Kharagpur</b>

#### 7. Date and Time Schedule :-

Sl. No.	Particulars	Date and Time
a)	Publishing Date	11.06.25
b)	Documents download/sell start date (Online)	13.06.25 at 2.00 P.M.
c)	Seek Clarification start date	
d)	Seek Clarification end date	

e)	Date of Pre Bid Meeting with the intending tenderers in the office of the Assistant Engineer , Kharagpur Municipality	<b>16.06.25 at 2.00 P.M.</b>
f)	Tender submission start date (On line)	<b>15.06.25 at 2.00 P.M.</b>
g)	Tender Submission closing date (On line)	<b>30.06.25 up to 4.00 PM</b>
i)	Tender opening date for Technical Proposals (Online)	<b>03.07.25 at 3.00P.M.</b>
j)	Date of uploading list for Technically Qualified Tenderers (online)	<b>To be notified in due course of time.</b>
k)	Date and Place for opening of Financial Proposal (Online)	<b>To be notified in due course of time.</b>
l)	Date of uploading of list of tenderers along with the offer rates through (on line),	Within 48 (Forty Eight) hours after opening of financial proposal
	Also if necessary for further negotiation through offline for final rate.	If required, will be notified within 48 (Forty Eight) hours after uploading the offered rates of tenderers.
8.	Time of completion	Time of completion of the Contract is <b>90days</b> from the date of issue of Work Order.
9.	Site inspection & general information	Intending Tenderers are required to inspect the works site with particular reference to location and infrastructure facilities. They are to make a careful study with regard to availability of materials and their sources and all relevant factors as might affect their rates and prices. They are also acquainted with relevant IS specifications, Clauses & Sub Clauses of the Tender documents and to have fully acquainted with all details of work front, communications, underground utility services, seasonal weather and its variation, labours, water supply, existing & proposed site levels, position and diversion of transportation and barricading etc.
10.	Tender documents	A full set of Tender documents consists of single Part.
11.	Validity of Tender	A Tender submitted shall remain valid for a period of 120 calendar days from the date of opening of Tender.
13.	Withdrawal of Tender	A Tender once submitted shall not be withdrawn within the validity period. If any Tenderer/ Tenderer's withdraw his/their Tender(s) within the validity period then Earnest Money as deposited by him/them will be forfeited.

13.	Acceptance of Tender		On recommendation from appropriate authority, the <b><u>Chairperson, Kharagpur Municipality</u></b> will accept the Tender. He does not bind himself to accept otherwise the lowest Tender and reserves to himself the right to reject any or all of the Tenders received without assigning any reason thereof.
14.	Intimation		The successful Tenderer will be notified in writing of the acceptance of his Tender. The Tenderer then becomes the “Contractor” and he shall forthwith take steps to execute Formal Contract Agreement in appropriate Govt. Form with the <b><u>Chairperson, , Kharagpur Municipality</u></b> and fulfill all his obligations as required by the Contract.
15.	Escalation of Cost		There will be no escalation in cost for materials or labour and the contract price mentioned in the contract stands valid till completion of the contract.
16.	Name & address of Engineer-In-Charge (EIC) of the Work		Assistant Engineer , Kharagpur Municipality
17.	Execution of Work		The Contractor is liable to execute the whole work as per direction and instruction of the Assistant Engineer, Kharagpur Municipality who is the Engineer in Charge of the work
18.	Payment		Payment will be made to the Contractor by the <b><u>Chairperson, Kharagpur Municipality</u></b> Periodically.
19.	Influence		Any attempt to exercise undue influence in the matter of acceptance of Tender is strictly prohibited and any Tenderer who resorts to this will render his Tender liable to rejection.
	<b>Following clauses are to be adhered to by the concerned Tenderder during the process of Tenderding.</b>		
20.	In case office faces sudden closure owing to reason beyond the scope and control of the Chairperson, Kharagpur Municipality, any of last date/dates as schedule in Sl. No <b>7</b> may be extended up-to/to next and following working day without issuing further and separate notice should the Chairperson, Kharagpur Municipality feels it to be necessary and exigent.		
21.	Persons having authenticated and having registered Power of Attorney may be considered lawfully becoming to be acting on and for behalf of the Tenderder.		
22.	Imposition of any duty/tax/rule etc. owing to change /application in legislations/enactment shall be considered as a part of the contract and to be adhering to by the Tenderder/Contractor strictly.		
23.	Tender Acceptance Authority is the <b><u>Chairperson, Kharagpur Municipality</u></b> on recommendation of the / appropriate authority.		

25.	All usual deductions for taxes i.e. ST, IT, and Labour welfare cess etc. as applicable will be made from the bills from time to time (please refer cl.57 of section C)
26.	No conditional/ incomplete Tender shall be entertained.
27.	The Tenderer, at the Tenderer's own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information that may be necessary for preparing the Tender and entering into a contract for the work as mentioned in the Notice inviting Tender. The cost of visiting the site shall be at the Tenderer's own expense. Traffic management and execution shall be the responsibility of the Agency at his/her/their risk and cost.
28.	The <u>Chairperson</u> , Kharagpur Municipality reserves the right to reject any application for purchasing Tender documents and to accept or reject any or all the offered Tender /Tenders without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Tenderer at any stage of Tendering.
29.	Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Tenderer's before Tendering.
30.	During scrutiny, if it comes to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
31.	Before issuance of the work order, the tender inviting authority may verify the credential & other documents with the original of the lowest Tenderder, if found necessary. After verification, if it is found that such documents submitted by the lowest Tenderder is either manufactured or false, in that case, L.O.A./ work order will not be issued in favour of the Tenderder under any circumstances.
32.	Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970(b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating there to and the rules made and order issued there under from time to time.
33.	Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading the tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to upload the tender. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.
34	Cost of Tender Documents: The intending Tenderers shall not have to pay the cost of tenderdocuments for the purpose of participating in e-tendering vide Notification No. 199-CRC/2M-10/2012 dated 21/12/2012 of the Secretary, Public Works Department, Government of West Bengal However, the successful bidder shall have to pay the cost of contract documents @Rs.750.00only at the time of formal agreement.

**Chairperson**  
**Kharagpur Municipality**

**Copy forwarded for wide circulation through:**

- 1) The Executive Officer, Kharagpur Municipality.
- 2) The Finance Officer/Accountant, Kharagpur Municipality
- 3) The CIC, PWD, Kharagpur Municipality
- 4) Assistant Engineer, Kharagpur Municipality
- 5) The Accountant, Kharagpur Municipality.
- 6) Office Notice Board

**Chairperson,  
Kharagpur Municipality**

**INSTRUCTION TO TENDERERS**

**SECTION – A**

***1. General guidance for e-tendering***

Instructions/ Guidelines for tenderers for electronic submission of the tenders have been annexed for assisting them to participate in e-tendering.

***2. Registration of Tenderer***

Any tenderer willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-procurement system, through logging on to <https://wbtenders.gov.in>. The tenderer is to click on the link for e-tendering site as given on the web portal.

***3. Digital Signature Certificate (DSC)***

Each tenderer is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the service provider of the National Information's Centre (NIC) or any other bonafide service provider on payment of requisite amount. Details are available at the Web Site stated in Clause 2 of Guideline to Tenderer. DSC is given as a USB e-Token.

**4.** The contractor can search and download NIT and Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

***5. Submission of Tenders.***

General process of submission of Tenders are to be submitted through online to the website stated in Cl. 2 in percent (above/ below) folder at a time for work, before the prescribed date and time using the Digital Signature Certificate (DSC). The documents are to be uploaded via virus-free scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

#### **A-1. Statutory Cover Containing**

- i. Prequalification Application (Sec-B, Form – I)
- ii. Scanned Copy of Demand Draft/ bankers Cheque towards earnest money (EMD) as prescribed in the NIT in favour of the **Chairperson, Kharagpur Municipality**, payable at **Kharagpur**.
- iii. Financial Statement (Section – B, Form – II).
- iv. Affidavits (Ref: - format for general affidavit shown in “Y” Part “B”.)
- v. Printed Tender Form and NIT (Sl. 10; Part I) with all addenda and corrigendum (*download and upload the same Digitally Signed, quoting rate will only encrypted in the Price Schedule under Financial Tender. In case quoting any rate in Printed Tender Form the tender will be summarily rejected*).
- vi. Certificate of Bank Guarantee by any Nationalized Bank (if required).

#### **A-2. Others Important Document (My Space) Certificates**

1. Professional Tax (PT) Clearance Certificates and IT PAN valid up to the date of opening of the tenders. Application for such clearance addressed to the competent authority may also be considered.

##### **Company Details.**

1. Registered Deed for Partnership Firm /Joint Ventures from Registrar of Assurances having office at Todi Mansion, Kolkata. Mere application for registration will not be considered.
2. Trade License for Proprietorship Firms.
3. Memorandum of Articles for Limited Companies.
4. Society Registration and Bye-Laws for Co-operative Societies.

#### **i. Credential**

1. Completion Certificate of completed (100%) work(s) supported by Bill of Quantities (BoQ's) as detailed in Form-3 executed during the current financial year and the last five years. Also refer to Clause 4.
2. Audited Balance Sheet of last three financial years or of such period, if the company was set up less than three years ago, with auditor's certificate regarding annual turnover from contracting business in each year.

Equipment and manpower (if required, to be sought for in a separate standardized format).

#### **ii. Other**

Note: - Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the tender liable to be summarily rejected for both statutory and non statutory cover.

#### **B. Tender Evaluation**

i. Opening and evaluation of tender: - If any tenderer is exempted from payment of EMD, copy of relevant Government order needs to be furnished (applicable in case of Registered Labour Co-Operative Society).

ii. Cover (folder) of statutory documents (vide Cl. No. 5.A-1) should be opened first and if found in order, cover (Folder) for **My space** (vide Cl. No. – 5.A-2) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.

iii. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded and handed over to the Tender Evaluation Committee.



- iii. While evaluation, the committee may summon the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

### **C. Financial proposal**

As per SL -10, the financial proposal to be uploaded digitally signed by the Tenderder.

**6. Financial capacity of a tenderer will be judged on the basis of working capital and available Tender capacity as mentioned in the N.I.T. to be derived from the information furnished in FORM-I and II (Section-B) i.e., Application (for Pre-qualification) and 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 first class Bank 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 Tenderer, the Tenderer 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 Authority.**

**The audited Balance sheet for the last five years, net worth Tender capacity etc. are to be submitted which must demonstrate the soundness of Tenderer's financial position, showing long term profitability including an estimated financial projection of the next two years.**

### **7. Penalty for suppression / distortion of facts**

Submission of false document by tenderer is strictly prohibited and in case of such act by the tenderer the same may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

### **8. REJECTION OF TENDER**

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

The Tenderer whose Tender has been accepted will be notified by the Tender Inviting and Accepting Authority through acceptance letter.

The Letter of Acceptance will constitute the formation of the Contract.

The Agreement in Printed Tender Form will incorporate all necessary documents e.g. N.I.T., all addenda-corrigendum, special terms and condition (Section –C), different filled-up forms (Section –B), Price Schedule and the same will be executed between the Tender Accepting Authority and the successful Tenderer.

**Chairperson,  
Kharagpur Municipality**

### **SECTION – B**

**FORM –I**

## PRE-QUALIFICATION APPLICATION

To

**Chairperson, Kharagpur Municipality Kharagpur, Paschim Medinipur**

Ref: - Tender

for

\_\_\_\_\_ (Name of work) \_\_\_\_\_

**N.I.T.No.:**

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 / we 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 Tendering 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 Tender under this project.

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

**Enclose:- e-Filling:-**

1. Statutory Documents

2. Non Statutory Documents

Date: -

**Signature of applicant including title**

and capacity in which application is made.

## FORM-2

### Certificate regarding Summary Statement of Yearly Turnover from Contractual Business

This is to certify that the following statement is the summary of the audited Balance Sheet

arrived form contractual business in favour of \_\_\_\_\_

\_\_\_\_\_ for the five consecutive years or for such period

Since inception of the Firm, if it was set in less than such five year's period.

SL NO	Financial		Remarks
	Year	Turnover rounded up to ' in lakh( two digit after decimal	
1			
2			
3			
4			
5			
	Total		

Average Turnover: \_\_\_\_\_

Note:

1. Year preceding the current financial year is to be considered as year-1
2. Average turnover is to be expressed in lakh/core of rupees, rounded up to two digits after decimal.
3. Average turnover for 3 years is to be obtained by dividing the total turnover by 5.0. If the Firm was set up in less than 5 year's period, consider the turnover for the period from inception to the year-1. It may be either 1.0 or 2.0. Average turnover is to be obtained by dividing the total turnover by 1.0 or 2.0 as the case may be.
4. In case, the firm was set up in less than 5 year's period, mention the year of inception in the 'Remarks' column.

Signature of the bidder

**AFFIDAVIT “Y”**

**Declaration of the Tenderder**

(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  
..... have duly authorized by and competent to affirm this  
affidavit on behalf of the said Tenderer.

2. That, I have inspected the site of work covered under NIT (NIT No ---- ) 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 Tender documents. Tender of the above named Tenderer is offered and submitted upon due consideration of all factors and if the same is accepted, I on and for behalf of the aforesaid Tenderer, being lawfully and duly authorized, promise to Tenderer by all the covenants, conditions and stipulations of the Contractual documents and to carry out, complete the works to the satisfaction of the Tender accepting Authority of the Work and Tenderer by all instructions as may given by the Engineer in Charge of the work time to time. I also hereby undertake to a Tender by the provisions of Law including the provisions of Contract Labour (Regulation & Abolition) Act, Apprentice Act 1961, West Bengal Sales Tax Act, Income Tax Act as would be applicable to the Contractor upon entering into formal Contract / agreement with the Tender Inviting/Accepting authority.

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