

**PROJECT FOR FOREST AND BIODIVERSITY CONSERVATION  
FOR CLIMATE CHANGE RESPONSE IN WEST BENGAL  
OFFICE OF THE CHIEF PROJECT DIRECTOR  
BLOCK LB-2, SECTOR III, SALT LAKE CITY, KOLKATA -700106  
Email ID: wfbcccr@gmail.com; Phone Number: 033 2335 2247**

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**SET OF TENDER DOCUMENTS (ONLINE)**

**for**

**Selection of *bona fide* Non-government Organisations/Firms/ Institutions/Agencies/ Companies, including consortiums and partnership firms to undertake Printing of booklets on “Minutes of Discussions for the Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal (WB-FBCCCR).**

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**NIT NO. : WFBCCCR/NIT-1/2023-24 vide Memo No. 192/WFBCCCR/3-1(1)/23-24  
Date: 10.05.2023**

**DECLARATION OF INTENT:**

The West Bengal Forest and Biodiversity Conservation Society, a registered society constituted under the aegis of Government of West Bengal, is implementing the Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal.

Notice Inviting e-Tenders are invited from reputed, reliable, experienced and resourceful Authorized Service providers/Agency/Firm etc. having experience in such work for providing service for printing of the Minutes of Discussions by West Bengal Forest and Biodiversity Conservation Society titled: "Minutes of Discussions for the Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal"

***(Submission of Bid through NIC e- tender portal --- <http://wbtenders.gov.in>)***

The tender is invited on-line through <https://wbtenders.gov.in>. The bidders should have the necessary portal enrolment with their own Digital Signature Certificate (DSC).

Bid documents consisting of specifications, the schedule of quantities and the set of terms and conditions of contract and other necessary documents can be seen in the website: <https://wbtenders.gov.in>. Corrigendum/amendment to this notice, if required, shall be published only on <https://wbtenders.gov.in> and the web site of **WB-FBCCCR** ([www.wfbcp.org](http://www.wfbcp.org)) and Forest Department web site of ([www.westbengalforest.gov.in](http://www.westbengalforest.gov.in)) and will not be published in any newspaper.

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**General Terms and Conditions:**

1. Login by Bidder:

For e-tendering, the intending bidders are advised to note carefully the information and instructions as mentioned in 'Instructions to Bidders' stated in Section – A before tendering the bids. The intending bidders are further advised to keep in mind that the scanned copies of duly filled in different Forms and Affidavits as given in Section – B are to be uploaded in the respective folders as indicated in 'Instructions to Bidders'.

In the event of e-filling, intending bidder may download the tender documents consisting of this N.I.e-T., Instruction to Bidders, different Forms, Schedule of Work (BOQ), and Addenda & Corrigenda (if any) from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

2. Earnest Money:

2.1 The Bidder has to make payment of pre-defined Earnest Money against the work for which they applied, by RTGS/NEFT in offline payment mode through Bank Account (Account Name: West Bengal Forest and Biodiversity Conservation Society; Bank Name: Union Bank of India; Branch Name: NUJS-Campus Branch; Address: 12, LB Block, Sector-III, North 24 Parganas, Pin Code-700106; Account No.: 520141001392847; IFSC Code: UBIN0906638)

2.2 Earnest Money Payment procedure as per Finance Department Order No. 3975-F(Y)Dt.28/07/16:

I. Payment through RTGS/NEFT:

- a) On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a prefilled Challan having the details to process RTGS/NEFT transaction.
- b) The bidder will print the Challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- c) Once payment is made, the bidder will come back to thee-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- d) If verification is successful, the fund will get credited to the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/PRIs etc. maintained with the Focal Point Branch of ICICI Bank at R. N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- e) Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- f) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

2.3. Earnest Money Refund/Settlement Process:

- a) The EMD of the bidders disqualified at the technical evaluation will be refunded through an automated process to the respective bidders' bank accounts from which they made the payment transaction.
- b) Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded

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through an automated process to the respective bidders' bank accounts from which they made the payment transaction.

c) If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction.

d) As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal, The Earnest Money Deposit of successful bidder will be refunded after submission of Security Deposit on receipt of application.

3. NO INTEREST SHALL BE PAYABLE BY WB-FBCCCR FOR THE SECURITY DEPOSIT and "EARNEST MONEY DEPOSIT".

4. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>

5. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated.

6. The FINANCIAL OFFER of the prospective bidder will be considered only if the TECHNICAL BID of the bidder is found qualified by the 'Tender Evaluation Committee'. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

7. Eligibility criteria for participation in the tender:

- a. The prospective bidder should have experience of implementation of similar type of work.
- b. The bidder should have head office in Kolkata.
- c. The bidder should have Permanent Account Number.
- d. The bidder should have Aadhaar Number.
- e. The bidder should have GST Number and Certificate.
- f. The bidder should have Professional Tax Certificate.
- g. The bidder should have Trade License.
- h. The bidder should have atleast 3years of work experience.
- i. Joint Ventures will not be allowed.
- j. No mobilization advance and secured advance will be allowed.

***The prospective bidder should annex the relevant credentials to justify its eligibility.***

8. Security Deposit:

- i) WB-FBCCCR will retain @ 10% of the Bill/Invoice value as security money deposit for six months after successful completion of the tenure of the warranty/ensured service period.
- ii) No proportionate refund of Earnest Money/Security Money will be allowed in any case.

9. The successful bidder will have to arrange for transportation, labour, delivery at site, etc. at their own cost and responsibility.

10. Statutory deduction of STDS shall be made from the bidder's bills as and when they are processed for payment.

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11. Tax liability of the concerned work contract has to be borne as per prevailing GST Act, 2017 by the agency.
12. All statutory deduction will be made from the bidder's bill based on the prevailing norms/ acts of the Government.
13. Bids shall remain valid for a period not less than 180 days from the date of opening of Financial Bid. If the bidder withdraws the bid during the e- tender process or fails/deny to execute the agreement or fails to execute the supply order within the scheduled time period, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
14. The Bidders, at their own responsibility and risk are encouraged to visit and examine the site of supply/work and its surroundings and obtain all information that may be necessary for submitting the Bid and entering into a contract for the work as mentioned in the Notice Inviting e-Tender. The cost of visiting the site shall be at his own expense.
15. Whatever may be the outcome of the present notice inviting of Bids, the cost of bidding shall not be reimbursed by the WB-FBCCCR.
16. Conditional / Incomplete tender will not be accepted under any circumstances.
17. The intending bidders are required to quote the rate online in the space marked for quoting rate in the B.O.Q. The rate quoted should be inclusive of all charges including taxes, transportation etc.
18. During scrutiny, if it comes to the notice During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper submitted by the bidder is incorrect /falsely manufactured / fabricated, that bidder will not be allowed to participate in the tender and that application will be rejected without any prejudice.

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19. Date and Time Schedule:

Sl. No	Particular(s)	Date & Time
1.	<b>Date of Publishing of e-Tender</b>	<b>19.05.2023 at 10.00 AM</b>
2.	<b>Documents download / sale start date (<i>online</i>)</b>	<b>19.05.2023 at 11.00 AM</b>
3.	<b>Pre-Bid Meeting</b>	<b>Not Applicable</b>
4.	<b>Bid submission start date (<i>online</i>)</b>	<b>19.05.2023 at 12.00 P.M</b>
5.	<b>Bid Submission closing date (<i>online</i>)</b>	<b>02.06.2023 at 05.00 PM</b>
6.	<b>Bid opening date for Technical Proposals (<i>online</i>)</b>	<b>05.06.2023 at 12:00 PM onwards</b>
7.	<b>Date of uploading list for Technically Qualified Bidder (<i>online</i>)</b>	<b>After evaluation of Technical Bid</b>
8.	<b>Date &amp; Place for opening of Financial Proposal (<i>online</i>)</b>	<b>To be notified later on</b>
9.	<b>Date of uploading of list of bidders along with their rates through (<i>online</i>), also if necessary for further negotiation through.</b>	<b>To be notified later on</b>

20. Tender Inviting Authority, **WB-FBCCCR**, reserves the right to cancel the N.I.e-T. at any stage and no claim in this respect will be entertained.

21. Before issuance of the PURCHASE/SUPPLY ORDER, the tender inviting authority will verify the credentials and other documents of the lowest bidder. On verification, if it is found that the documents submitted by the lowest bidder is either manufactured or false, in that case, the work order will not be issued in favour of the said bidder under any circumstances AND the earnest money will be forfeited.

22. This N.I.e-T. shall form a part of the contract document. The successful bidder, on acceptance of the bid by the Accepting Authority, is required to sign the contract consisting of N.I.e-T., all tender documents forming part of the bid as uploaded at the time of invitation of bid, the rates quoted online at the time of submission of bid.

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23. The e-tender must be supported by ONLY SCANNED COPY or COPIES OF ORIGINAL DOCUMENTS as mentioned in General Terms & conditions for submission of e-tender.

Documents mentioned in Sl. Nos. (a) to (m) herein below are to be submitted with the technical bid. Documents must be submitted (on line). Attested photo-copy that has been scanned will not be considered for on-line submission as valid documents. Bidder(s) will be required to sign the terms & conditions of N.I.e.T. before execution of agreement, if selected. No Bid will be accepted, if the same is not supported with all the documents mentioned herein below:

- a) Each bidder, unless the bidder is exempted under the existing order of the concerned state Government or Govt. of India, will have to deposit Earnest Money of Rs.5,000/- (Rupees Five Thousands Only) only as per above manner or Document Showing EMD Exemption to be uploaded. E.M.D. in any other manner not acceptable.
- b) Scanned Audited Balance Sheet of P/L Account for the year 2019-20, 2020-21 & 2021-22.
- c) Scanned certificate from a registered Chartered Accountant showing turnover of at least Rs. 2,50,000/- in financial year 2019-20 or 2020-21 or 2021-22.
- d) Scanned credentials showing supply of similar items of value Rs.1,25,000/- or more in a financial year.
- e) Scanned ORIGINAL PAN Card.
- f) Scanned Professional tax Clearance Certificate (2022-23).
- g) Scanned ORIGINAL Trade License (valid up to 31.3.2023).
- h) Scanned Valid 15 digit Goods & Services Taxpayers Identification Number (GSTIN) under GST Act, 2017.
- i) Scanned N.I.e.T. including terms & conditions, specifications etc. digitally signed will have to be uploaded as a token of acceptance.
- j) Scan copy EMD deposit challan/ authentic documents against EMD EXEMPTION.
- k) Scanned copy of CHECK LIST.
- l) Printed Brochure/Literature of the quoted items.
- m) Scanned copies of the original proof of value of similar work executed in the last 5 (five) financial years from the date of issue of this Notice under the authority of State / Central Government, State / Central Government undertaking / Statutory Bodies Constituted under the Statute of the Central / State Government where value of the amount put to tender not less than Rs. 1,25,000/-
- n) Hard copy of Statutory/Non-Statutory Documents is/are NOT required to be submitted physically. The selected bidder will have to submit hardcopy of Statutory/Non-Statutory Documents at the time of execution of formal agreement.

24. Uniform Basic Rates for the work should be quoted in words and figures inclusive of delivery (up to site), packing, forwarding, insurance, loading & unloading charges etc at BOQ (Bill of Quantities) in financial Bid (BID-B). THE OFFERED RATE SHOULD BE VALID FOR NOT LESS THAN 180 DAYS. Rates of GST, OTHER TAXES, IF ANY, MUST BE INCLUDED IN THE TOTAL PRICE PER UNIT. GST, OTHER TAXES, IF ANY, MUST BE SHOWN SEPARATELY IN THE BILL/TAX INVOICE.

25. N.I.e.T. (download properly and upload the same digitally Signed). The rate should be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in any other place, the tender is liable to be summarily rejected. All the tender

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documents including N.I.T., terms & conditions for submission of tender & B.O.Q. will be the part & parcel of the bid documents.

26. Any dispute / difference arising out of this tender, which cannot be amicably settled between the parties, shall be referred to the adjudication/arbitration in accordance with the Arbitration and Conciliation Act of 1996 of India. The venue of adjudication/arbitration shall be at **WB-FBCCCR**.

The offered rate should be valid for 180 days from the date of opening of Financial Bid. But the period may be extended/ reduced at the discretion of the undersigned/Tender Committee/Tendering Authority & requirement.

**Sd/-  
Conservator of Forests and  
Additional Project Director  
(Implementation)  
WB-FBCCCR**



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**1. Nature of Work:**

To conduct Printing of booklets on Minutes of Discussions for the Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal.

**2. Detail Scope of Work:**

A “Minutes of Discussion” for implementation of the Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal (WB-FBCCCR) has been signed between Japan International Cooperation Agency (JICA) and Forest Department, Government of West Bengal. This “Minutes of Discussion” constitutes the sole common document shared by JICA mission and Wbfd. This document consists of text, tables and a few diagrams and is divided into two volumes. Volume-I runs 310-320 pages and Volume-II runs 280-300 pages.

The proposed work consists of printing 100 copies of Volume-I and 30 copies of Volume-II with cover and back pages.

**3. Right to Terminate the Process**

The right of final acceptance of the tender is entirely vested with the appropriate authority in the West Bengal Forest and Biodiversity Conservation Society, who reserves the right to accept or reject any or all of the tenders in full or in parts without assigning any reason whatsoever.

**4. AWARD OF CONTRACT**

**4.1 Letter of Acceptance**

After selection of the successful bidder, a Letter of Acceptance of tender will be issued to the successful bidder by the Tender Inviting Authority.

**4.2 Signing of Contract**

The successful bidder should execute an agreement for the fulfilment of the contract with the Society within 7 days from the date of receipt of the Letter of acceptance issued by the PMU. If the same is not executed within 7 days, the tender will be held as non-responsive bidder.

**4.3 Issue of Work Order**

After the execution of the agreements specified in the tender document, the Tender Inviting Authority will issue the formal Work Order to the successful bidder.

**4.4 Execution of Work Order**

The successful bidder should nominate and intimate to the Tender Inviting Authority the name of a Team Leader(s) specifically to handle the assignment. The successful bidder should ensure that the Team Leader(s) is/are fully familiarized with the terms and conditions of the Tender, Scope of Work and the guidelines.

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**4.5 Assigning of Tender whole or in part**

The successful bidder shall not assign or make over the contract, the benefit or burden thereof to any other person or persons, organization or firm. He shall not underlet or sublet to any person(s) or body corporate for the execution of the contract or any part thereof.

**4.6 Submission of Deliverables**

The submission of Deliverables should be made strictly in accordance with the terms and conditions of the Tender Document. If the delivery is not affected as per agreement, the Tender Inviting Authority shall have the right to cancel the order and to take any such action which will be deemed fit in such circumstances.

**4.6.1. Payment Schedule**

Payment will be released for the completed assignment as per TOR.

**4.7 Termination of Services**

The Tender Inviting Authority reserves the right to terminate the services of the firm, if it finds the work unsatisfactory at any stage during the contract period, by giving a notice of fifteen (15) days. The firm shall then be paid for the work completed, as per the fees quoted, till that stage of the assignment on pro-rata basis.

**4.8 Force Majeure**

The AGENCY appointed for the work shall not be considered in default, if delay in delivery occurs due to causes beyond his control such as acts of God, natural calamities, civil wars, fire, strike, frost, floods, riot and acts of unsurpassed power. In the event of delay due to such causes, the delivery schedule will be extended for a length of time equal to the period of force majeure or at the option of the Society, the order may be cancelled. Such cancellation would be without any liability whatsoever on the part of the Society.

**5. PAYMENT:**

The quantum of work and the time schedule indicated in the NIT should be strictly followed otherwise no payment will be released.

**6. OTHER TERMS AND CONDITIONS**

- a) During the execution of the assignment, the Tender Inviting Authority reserves the right to issue advice and direction to the implementing firm or request additional information or clarification from the firm. While such advice, direction or request and response to the same shall have no impact on the substantive content, quality or cost of the services offered, the same will be binding upon the implementing firm. The successful bidder shall submit proof of document (both Volume-I and Volume-II) and will go for final printing only after getting the proof approved.

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- b) The bids should be submitted neatly and all corrections, over-typing should be attested with seal.
- c) The Tender Inviting Authority reserves the right to reject any or all the tenders without assigning any reason, to relax or waive any of the conditions stipulated in the terms and conditions of tender as deemed necessary in the best interest of the West Bengal Forest and Biodiversity Conservation Society for good and sufficient reasons.
- d) In case of any dispute, the matter will be referred to an Arbitrator under "Arbitration and Conciliation Act 1996". The arbitration shall be held in Kolkata only and the Courts at Kolkata only shall have jurisdiction in relation thereto.

**Sd/- Kumar Vimal, IFS  
Conservator of Forests and  
Additional Project Director  
(Implementation)  
WB-FBCCCR**

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**FORM-1**

**APPLICATION FOR TENDER**

**To  
The Chief Project Director  
Project for Forest and Biodiversity Conservation for  
Climate Change Response in West Bengal  
West Bengal**

**NIT NO. : WFBCCCR/NIT-1/2023-24 vide Memo No. 192/WFBCCCR/3-1(1)/23-24  
Date: 10.05.2023**

**Project Name- Printing of booklets on Minutes of Discussions for the Project for  
Forest and Biodiversity Conservation for Climate Change Response in  
West Bengal**

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby like to state that I/we wilfully accept all your conditions and offer to execute the works as per NIT no and Serial no stated above. We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Full name of applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bids

For & on behalf of (Name of Firm): \_\_\_\_\_

(In block capitals or typed)

Office address:

Telephone no(s) (office): \_\_\_\_\_

Mobile No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E mail ID: \_\_\_\_\_

Date.....

Signature of the Authorised Signatory  
On behalf of the bidder

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**FORM-2**

**Declaration against Common Interest**

I/We, Shri/Smt. \_\_\_\_\_, the authorized signatory on behalf ..... do hereby affirm that I/We/any of the member of ..... bidding against NIT No.....

Sl. No ..... do not have any common interest either as a partner on any partnership firm / joint venture as a Proprietor / Owner of any other firm in the same serial for the work I / We want to participate.

Date.....

Signature of the Authorised Signatory  
On behalf of the bidder

