



**कोलकाता पत्तन न्यास**  
**KOLKATA PORT TRUST**

सिविल इंजीनियरिंग विभाग / Civil Engineering Department  
वरिष्ठ कार्यपालक अभियंता (साऊथ) का कार्यालय  
Office of the Senior Executive Engineer (South)  
51, Circular Garden Reach Road, Kolkata: 700 043

Website- [www.kolkataporttrust.gov.in](http://www.kolkataporttrust.gov.in)

No. CE/South/163/2015/T-12/270

Dated:24.09.2015

Tender Notice No.: CE/South/163/2015/T/12

Dated: 24.09.2015

Name of Work: **Tender for ‘Providing assistance for upkeepment of office premises of Sr.Executive Engineer, South at 51, C.G.R. Road and site offices at Port Land Park, Remount Road & Subhash Nagar as directed, for one year from the date of placement of work order.**

Estimated Cost put to tender: Rs.4,46,710.30

Earnest Money : Rs.8,935.00

Cost of Tender Papers: Rs. 300/- (Non refundable)

Time of completion: 12 (twelve) Months

Last date of purchase of Tender documents: 13.10.2015 (up to 12 Noon)

Last date of Submission 14.10.2015 up to 3 P.M. at Senior Executive Engineer (South)'s office Details may be obtained from Kolkata Port Trust website:[www.kolkataporttrust.gov.in](http://www.kolkataporttrust.gov.in) and in Govt. of India website: [www.eprocure.gov.in](http://www.eprocure.gov.in)

Date of opening of tender:14.10.2015 shortly after 3 P.M. at Senior Executive Engineer (South)'s office.

Tender Authority: Chief Engineer, Kolkata Port Trust  
15, Strand Road, Kolkata-700 001.

वरिष्ठ कार्यपालक अभियंता(साऊथ)  
Senior Executive Engineer (South)



Kolkata Port Trust  
Office of Senior Executive Engineer (South)  
Engineering Department

Tender Notice No.CE/South/163/2015/T-12/

Dated : 24.09.2015

Sealed tenders are invited from experienced and bonafied registered contractors of KoPT as well as from the outside Contractors for the following work.

**Name of Work:** Tender for ‘Providing assistance for upkeepment of office premises of Sr.Executive Engineer, South at 51, C.G.R. Road and site offices at Port Land Park, Remount Road & Subhash Nagar as directed, for one year from the date of placement of work order.

Estimated Amount : **Rs.4,46,710.30**

Time of Completion: **1 (One) year (from date of placement of work order)**

Earnest Money : **Rs.8,935.00/=**

Tender documents can be obtained from the office of the undersigned during office hours on any working day and up to **12-noon on 13.10.2015** on payment of **Rs. 300/=** only per set (non-refundable) on application in duplicate or may be downloaded from the KoPT website [www.KolkataPortTrust.gov.in](http://www.KolkataPortTrust.gov.in) before **12- noon on 13.10.2015**.

The tenders must be submitted along with copy of valid Permanent Account No., valid Sales Tax Clearance Certificate/VAT Registration Certificate./ Valid Labour Licence no. & Trade Licence No.(as applicable) & documentary evidence in support of Prequalification Criteria, E.P.F. Regn.Certificate & E.S.I. Regn. Certificate as per norms by **3 P.M on 14.10.2015**. The tenderers must submit Annexure – ‘C’ duly filled in along with the tender documents (outside the sealed envelope).

1. Tenderer should have experience in similar works like upkeepment of building/office/shed etc. etc. and have successfully completed similar works during last 7 (Seven) years ending last day of month previous to the one in which applications are invited should be either of the following:
  - a) Three similar completed works each amounting not less than the amount equal to 40% of the estimated cost put to tender.
  - b) Two similar completed works each amounting not less than the amount equal to 50% of the estimated cost put to tender.
  - c) One similar completed work amounting not less than the amount equal to 80% of the estimated cost put to tender.

The Tenders must be submitted by 3.00 P.M. on **14.10.2015** and tenders will be opened shortly after 3.P.M. on the same day in presence of tenderers or their authorised representatives who may wish to be present. In the event of any unforeseen circumstances such as holidays, bandhs, strikes etc., on that day, the tenders may be submitted by 3 P.M. on the next working day, and will be opened shortly after 3 P.M. on the same day. All other conditions shall remain the same.

**Sr.Executive Engineer, South**

**Kolkata Port Trust**  
**Office of The Senior Executive Engineer (South)**  
**Engineering Department**

No.: CE/South/163/2015/T-12

Dated:24.09.2015

Messrs/ Shri.....  
.....  
.....

Dear Sir/s.

Call for Tender.  
Contract No. (S)  
EEO No.51 (S) Dt 21.07.2015  
C.E.O.No.H/S/02 Dt.13.08.2015

**Name of the Work: : Tender for ‘Providing assistance for upkeepment of office premises of Sr.Executive Engineer, South at 51, C.G.R. Road and site offices at Port Land Park, Remount Road & Subhash Nagar as directed, for one year from the date of placement of work order.**

You are invited to tender for the above in accordance with the Trustees’ General Conditions of Contract, Special Conditions of the Contract and Specification for materials & workmanship for this particular contract, drawing, and preamble to the Bill of Quantities.

2. The Trustees’ General Conditions of Contract (rest of the documents like Special Conditions of Contract, Technical Specifications, and B.O.Q etc. are attached herewith) may be inspected at this office during office hour.
3. The tenderers, who are tendering beyond their financial limit as per their class of enlistment with KoPT, as per New Rules, are requested to deposit with KoPT’s Financial Advisor & Chief Accounts Officer a sum of **Rs. 8,935.00** as Earnest Money before submission of the tender. The original receipt must be attached with the tender without which the tender may be disqualified. This amount will be refunded to the unsuccessful tenderers without any interest. In case of being successful tenderer, this amount will be adjusted against the Security Deposit as per the relevant clause of the G.C.C.
4. In case of a tenderer who has already deposited a Permanent Security with the KoPT under the new rules, he shall be bound by the Clauses of the General Conditions of the Contract pertaining to Earnest Money and Security Deposits for Registered Contractors.
5. The tenderers (Registered Contractors of KoPT) may also submit the tender getting downloaded from KoPT website. In that case, the bidding party shall have to pay the amount of **Rs. 300.00** (non-refundable) towards the cost of bid document by Draft or Banker’s Cheque drawn in favour of ‘Kolkata Port Trust’ at the time of submission of tender documents.
6. The rates quoted by the Contractor must be valid for 4(four) months from the date of opening of the tender
7. The rate quoted by the tenderer on percentage above / below / at par basis on estimated rates / amount as shown in the BOQ should be complete in all respect and should include all Taxes, Octroi, Surcharge, Sales Tax / VAT, etc. and no extra payment, whatsoever will be entertained by the Trustees’ under any circumstances.
8. While quoting the rate it should be noted that the tenderer should on no account overwrite the figures. Any necessary correction should be made by canceling the original figures and writing the corrected figures on the top. All such corrections should be initialled by the tenderer. If the figures are tampered with, the tender shall be rejected.

- |   |
|---|
| <p>i) Bidder shall not use white ink for correction at any place of the tender paper.</p> <p>(b) Non-conformation to the instruction at Point No. (a) shall be treated as non-responsive and hence, may disqualify the tenderer</p> |
|---|

9. If there is any disparity between the quoted rate in percentage & the Tender amount, the rate quoted in percentage shall prevail as the rate quoted by the Tenderer & the Tender amount shall be derived by adding/subtracting(as the case may be) this percentage with/from the estimated value put to Tender. Similarly, in case of disparity between the rate quoted in figures & in words, the rate quoted in words shall prevail.
10. The tender duly filled in, totalled and signed shall be submitted in sealed cover superscribed the above name of Work so as to reach this office within 3 P.M. on **14.10.2015**. The tender will be opened shortly after 3 P.M., on the same day and the intending tenderers or their authorised representatives may attend. In the event of any unforeseen circumstances such as holidays, bandhs, strikes etc., on that day, the tenders may be submitted by 3 P.M. on the next working day, and will be opened shortly after 3 P.M. on the same day. All other conditions shall remain the same. There will be no extension of tender for purchasing and dropping of the bid.

The undersigned does not bind himself to accept the lowest or any tender or to assign any reason there for and also reserve the right to accept or reject any or all the tenders in part or whole.

Encl: All papers as stated above.

Yours faithfully,

**वरिष्ठ कार्यपालक अभियंता (साऊथ)**  
Senior Executive Engineer (South)

कोलकाता पत्तन न्यास  
Kolkata Port Trust  
वरिष्ठ कार्यपालक अभियंता (साऊथ) का कार्यालय  
Office of Senior Executive Engineer (South)  
Civil Engineering Department

**Name of work: Tender for ‘Providing assistance for upkeepment of office premises of Sr.Executive Engineer, South at 51, C.G.R. Road and site offices at Port Land Park, Remount Road & Subhash Nagar as directed, for one year from the date of placement of work order.**

**SPECIAL CONDITION OF CONTRACT**

**1. General:**

These conditions are part of the tender documents which must read as a whole, the various sections being complimentary to one another and are to be taken as mutually explanatory. These conditions shall be read in conjunction with the other parts of the tender documents, viz. Trustees' General Condition of Contract, Drawings, if any, and other documents forming part of the Contract.

Unless otherwise specified the work to be provided for by the contractor shall include but not be limited to the following:-

- (i) Provide all materials, supervision, services, etc. for the work.
- (ii) To take all the safety measures required for such type of work and if required, insure the labourers against any accident which may occur in the course of execution of the job at no extra cost.
- (iii) To make good to any damage done to any property during execution of work at no extra cost.

**2. Prequalification Criteria:**

Tenderer should have experience in completing similar works like **services for general upkeepment of building/office/shed etc**, during last 7(seven) years ending at the last day of the month previous to the one in which applications are invited should be either of the following:

- a) Three similar completed works costing not less than the amount equal to 40% of the estimated cost put to tender.
- b) Two similar completed works costing not less than the amount equal to 50% of the estimated cost put to tender.
- c) One similar completed work costing not less than the amount equal to 80% of the estimated cost put to tender.

**3. Registration under E.S.I. Act:**

- i) All intending tenderer at the time of tender shall disclose all necessary documents as to whether they are covered under ESI Act or not.
- ii) In case they are covered under ESI Act they have to furnish the details of registration, failing which their tender would be liable to be cancelled.
- iii) In case they are not covered under ESI Act or exempted, they would furnish necessary documents along with an affidavit affirmed before a first class Judicial Magistrate to that effect.
- iv) In case they are not covered under ESI Act they must additionally indemnify KoPT against all damages & accident occurring to his labour in a non-judicial stamp papers worth Rs. 50.00 which is required to be submitted by the tenderer.
- v) All intending tenderers shall furnish the details of P.F. Registration failing which their tender would be liable to be cancelled.

4. i) The successful tenderer will be required to comply with the relevant provisions of Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 and West Bengal Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 2004 as well as Building and Other Construction Workers' Welfare Cess Act, 1996 and the rules framed there under.

ii) An amount of cess calculated at the rate of 1% of the billed amount shall be progressively recovered from each running bill as well as from the final bill of the contractor for onward transmission of the same to the appropriate authority.

- iii) As KoPT is not a Registered Body Corporate, it is not liable to pay service tax under “Reverse Charge Mechanism” as per Service Tax Law. The service provider is liable to recover service tax as applicable”. Reimbursement of service tax will be made to the Contractor by KoPT on submission of actual payment of service tax at full rate for the work as per Finance Act, 1994. However, the Contractor is liable to pay the service tax element at applicable Govt. Rate fixed by the Govt. Time to time against L.D., damages, penalty, land rent, electricity charges etc., same will be deducted from his bill when sent to Finance Dept. for payment.
- iv) Wages to be paid to the workers on the basis of relevant M.W. Act circular of W.B. Govt. & Central Govt., whichever is higher for unskilled category.
5. All tenderer should attach a checklist duly filled up enclosing the relevant documents along with the tender documents. If the tenderer fails to submit such checklist duly filled up, the tender would not be considered for opening. If contents for the checklist turns out to be misrepresentation of facts, then such bids would be rejected even after opening of price bid with a recorded warning for the bidder. **A Proforma of checklist is enclosed (Annexure – C) for attaching in tender documents.**

Tenderers are required to furnish relevant documentary evidence in the above regard. In case of any non-conformity to the same, the concerned tenders would be liable to be rejected.

#### **6. Scope of work:**

The Work mainly consists of Provide services for upkeepment of office premises of Sr.Executive Engineer, South at 51, C.G.R. Road and site offices at Port Land Park, Remount Road & Subhash Nagar as per B.O.Q., including supply of necessary consumables like phenyl, bleaching, vim powder etc etc. as required.

However, the intended tenderers shall inspect the site to make himself thoroughly conversant with the exact nature and volume of work before quoting his rates.

#### **7. Work site :**

The work site is at Port Land Park. The tenderer shall visit the site of work & acquaint himself with exact nature, scope & site of work before quoting the rates. No claims for any extra payment will be entertained under any circumstances after opening of the tender. The contractor shall bear in mind that least possible inconvenience to be created for users of essential facilities located within or in the vicinity of the work site during the tenure of his work.

#### **8. Time of Completion:**

The work will have to be completed within **1 (one) year** from the date of placement of order which may be extended as per mutual consent of the tenderer with same terms and conditions of tender.

#### **9. Working Period:**

Normally the work will be carried out between 9 A.M & 5.30 P.M on the Trustees’ working day only. In case of any deviation from this, the Contractor shall have to take prior permission from the Engineer-in-Charge. However, the tenderer should note that he might be required to carry out the job on Sundays, Holidays and after normal working hours and at night in addition to the normal working hours if need arises. The tenderer should include in his rates the cost, if any, involved on these accounts.

#### **10. Site godown and watching:**

The contractor has to make his own arrangement for storage of consumable and other materials required for the job.

#### **11. Specification/Codes and Standards :**

All works under this contract will be executed according to the spirit of the Trustees’ Specification for works.

#### **12. Contractor’s responsibility for Workmanship:**

The Contractor shall not be relieved from the responsibility for workmanship of any executed work even if it is supervised by KoPT Personnel during execution.

**13. Discrepancies in the contract documents:**

- a) In case of any discrepancies in the tender documents due to printing mistake or others, the relevant clause of General condition of Contract shall apply and the decision of the Engineer-in-Charge is final & binding on the Contractor regarding interpretation of any clause/clauses.
- b) In case of any discrepancies in Specification, Rate and Unit of B.O.Q of the tender document due to the above reasons, the actual of the same as per Trustees' Schedule of rates will prevail over the misprinted/erroneous Specification, Rate and Unit of B.O.Q. The amount of those items would be ascertained and rectified accordingly.

**14. Employment of Local Resources :**

The Contractor shall pay special attention to engage the maximum possible number of Engineers, other technical personnel, workers & labourers from amongst the local people.

**15. Compliance to the Labour Laws and Contract Labour Regulation and Abolition Act, 1970 :**

The contractor shall be required to comply with the Minimum Wages Act 1948, Employees Liability Act 1938, Industrial Dispute Act 1947 and the Contract Labour (Regulation and Abolition) Act 1970 or statutory amendments and the modifications thereof or any other laws relating thereto and the rules made there under from time to time. Workers wages to be paid as per relevant MW Act of W.B. Govt. & Central Govt., whichever is higher, for the unskilled category.

It will be the duty of the contractor to abide by the provisions of the Acts, Ordinances, Rules, Regulations, Bye-laws and Procedures as are lawfully necessary in the execution of the works. The contractor will be fully responsible for any delay/damage etc. and shall keep the Engineer indemnified against all penalties and liabilities of any kind for non-compliance or infringement of such Acts, Ordinances, Rules Regulations, By-Laws and Procedures.

The contractor shall indemnify the KoPT against payment to be made under or for the observance of the laws aforesaid without prejudice to his right to claim indemnity from his business associates.

The aforesaid regulations shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a Breach of Contract. It will be obligatory on the part of Contractor to obtain necessary Labour Licence from the Competent Authority for deploying requisite nos. of labours in the work and submit to the Engineer-in-Charge prior to commencement of the work.

**16. Errors in B.O.Q. :**

In case rate of particular item is printed erroneously in BOQ, the rate stated in the Schedule of rates will prevail over the rate misprinted in BOQ.

**17. Safety:**

The Contractor shall follow all safety precautions for prevention of injury or accidents and safeguarding human lives and property.

**18. Escalation / variation in price :**

No escalation variations on the prices of labours, materials and POL will entertained and thus the rate should be quoted with due consideration of the same.

**19. Method of measurement and payment:**

The Tenderer shall be paid on actual measurement of the work done on the basis of quoted rates in the priced Bill of Quantities. It is to be clearly understood that this is not a lump sum tender. All payments including on account payments shall be arranged, as and when required at the discretion of the Engineer and as provide for in Clause No. 6 of the General Conditions of Contract.

\*\*\*\*\*

**Kolkata Port Trust**  
**Office of Senior Executive Engineer, South**

**Tender for "Providing assistance for upkeepment of office premises of Sr.Executive Engineer, South at 51, C.G.R. Road and site offices at Port Land Park, Remount Road & Subhash Nagar as directed, for one year from the date of placement of work order.**

**BILL OF QUANTITIES**

Sl. No.	Description of item	Quantity	Rate		Unit	Amount	
			Rs.	P.		Rs.	P.
1.	Providing assistance for upkeepment of office premises, dusting, cleaning of files, tables and other misc. assistance as may be necessary and as directed at the office of the Sr. Executive Engineer, South Division at 51, CGR Road (with consumables as required). One un-skilled labour is required full day for one operation. Working time 8½ hrs. with ½ hour recess.	245 Operations	390.14		Per operation (Rupees three hundred ninety & paisa fourteen only]	95,584.30	
2.	Providing assistance for upkeepment of office premises, dusting, cleaning of files, tables and other misc. assistance as may be necessary and as directed at site office at Remount Road (with consumables as required). One un-skilled labour is required full day for one operation. Working time 8½ hrs. with ½ hour recess.	300 Operations	390.14		Per operation (Rupees three hundred ninety & paisa fourteen only]	1,17,042.00	
3.	Providing assistance for upkeepment of office premises, dusting, cleaning of files, tables and other misc. assistance as may be necessary and as directed at site office at Port Land Park (with consumables as required). One un-skilled labour is required full day for one operation. Working time 8½ hrs. with ½ hour recess.	300 Operations	390.14		Per operation (Rupees three hundred ninety & paisa fourteen only]	1,17,042.00	
4.	Providing assistance for upkeepment of office premises, dusting, cleaning of files, tables and other misc. assistance as may be necessary and as directed at site office at Subhashnagar (with consumables as required). One un-skilled labour is required full day for one operation. Working time 8½ hrs. with ½ hour recess..	300 Operations	390.14		Per operation (Rupees three hundred ninety & paisa fourteen only]	1,17,042.00	

**Total .....Rs.4,46,710.30**



Rate offered by me/us (Score out which are not applicable)

i) @ \_\_\_\_\_ above par (+) Rs.  
(Both in fig. & in words)

ii) @ \_\_\_\_\_ below par(-) Rs. \_\_\_\_\_  
(Both in fig. & in words)

iii) At par..... Rs

Total Amount in words: Rs.

[The quoted rate shall include all taxes & duties as applicable excluding Service Tax.  
Service Tax will be reimbursed by KoPT on submission of actual payment of Service Tax  
at full rate for the work as per Finance Act 1994]

T.R. No.                      Date.

WITNESS:-

Permanent Income Tax A/C. No.

Signature:

Sales Tax No.

Occupation:

Item required to complete the work:

Address:

Signature of the Tenderer & date:-

Date:

**THE BOARD OF TRUSTEES FOR THE PORT OF KOLKATA**

**FORM OF TENDER**

To

.....  
.....  
.....

I/We .....  
of .....

having examined the site of works, inspected the Drawings and read the Specifications, General & Special Conditions of Contract and Conditions of Tender, hereby tender and undertake to execute and complete all the works required to be performed in accordance with the Specification, Bill of Quantities, General & Special Conditions of Contract and Drawings prepared by or on behalf of the Trustees and at the rates & prices set out in the annexed Bill of Quantities within..... month/week from the date of order to commence the work and in the event of our tender being accepted in full or in part, I/We also undertake to enter into a Contract Agreement in the Form hereto annexed with such alterations or additions there to which may be necessary to give effect to the acceptance of the Tender and incorporating such specification, Bill of Quantities, Drawings and Special & General Conditions of Contract and I/We hereby agree that until such Contract Agreement is executed the said Specifications, Bill of Quantities, Conditions of Contract and the Tender, together with the acceptance thereof in writing by or on behalf of the Trustees shall be the contract.

THE TOTAL AMOUNT OF TENDER Rs.....

(Repeat in words) .....

..... I/We require .....days/  
months preliminary time to arrange and procure the materials required by the work from date of acceptance of tender before I/We could commence the work. I/We have deposited D.D./B.C./P.O. a sum of Rs..... vide No.....of..... as Earnest Money.

I/We agree that the period for which the tender shall remain open for acceptance shall not be less than four months.

Signature of Tenderer  
(Seal of the Tenderer)

Witness :

Signature \_\_\_\_\_

Name \_\_\_\_\_ Name of the  
(In Block Letters) Tenderer :

Address: \_\_\_\_\_

Dated: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

**On the Rupees Ten Non-Judicial Stamp Paper  
BEFORE THE 1<sup>ST</sup> CLASS JUDICIAL MAGISTRATE AT**

**AFFIDAVIT**

I.....son  
of.....aged about  
.....years, by faith....., by  
occupation....., residing at  
....., do hereby solemnly affirm and declare as follows:-

1. THAT I am the proprietor/partner of .....having office  
at.....

and carrying on business on the said name and style.

(In case the above Deponent is an enlisted Contractor at Kolkata Port Trust, the same should be mentioned in the affidavit).

2. THAT my aforesaid Firm is exempted from E.S.I Act and the said Firm has no valid  
E.S.I Registration.

3. THAT the present affidavit is to be filed before the Kolkata Port Trust as per the  
Clause No.....of the Tender No.....issued by the  
Kolkata Port Trust in respect of the work(the work is to be mentioned).

THAT the statements made above are all true to the best of my knowledge and belief.

DEPONENT

Identified by me

INDEMNITY BOND

BY THIS BOND I,  
Shri/Smt....., son of  
Shri/Smt.  
..... residing at  
.....  
..... by  
occupation ..... the  
Partner/Proprietor/Director ..... having office at  
.....  
....., am a tenderer under Civil Engineering  
Department,

Kolkata Port Trust (A Statutory Body under MPT Act, 1963).

2. WHEREAS, the said Kolkata Port Trust had asked the every tenderer, who is not covered under E.S.I. Act or exempted to furnish an Indemnity Bond in favour of Civil Engineering Department, Kolkata Port Trust against all damages and accidents to the Labourer / Tenderer/Contractor.

3. NOW THIS BOND OF INDEMNITY WITNESSETH THAT the Tenderer/Contractor named herein above shall indemnify the Kolkata Port Trust against all damages and accidents occurring to the Labourers of the Tenderer/Contractor as demanded by the Kolkata Port Trust and which shall be legal and/or claimed by the Kolkata Port Trust during the execution of the work stated in the NIT No.CE/South/163/2015/T-12 dt.24.09.2015.

4. AND the Contractor hereunder agree to indemnify and at all times keep indemnified the Kolkata Port Trust and its administrator and representative and also all such possible claim or demand for damages and accidents.

IN WITNESS WHEREOF I, .....,  
The Partner/Proprietor/Director .....  
..... hereto set and seal this  
the .....day of .....in the year .....  
at .....

Sureties :

Signature  
of the Indemnifier

- 1. Name :  
Address :
- 2. Name :  
Address :  
Witnesses :

**To  
The Sr.Executive Engineer, (South)  
Kolkata Port Trust.**

Re : NIT No.CE/South/163/2015/T-12 dt. 24.09.2015

The following documents are enclosed in the sealed envelope containing our tender in connection with the above NIT. The original of the documents would be shown for verification as and when requested.

1. Treasure Receipt in original for earnest money/Bankers Cheque for Earnest Money.
  2. Proof of experience and turn over as per pre-qualification criteria.
  3. ESI registration certificate, if applicable
- Or
4. An affidavit in original affirmed before a first class Magistrate indicating that ESI Act is not applicable on non-judicial stamp paper worth Rs.10/= and indemnity bond in original in favour of KoPT drawn on a non-judicial stamp worth of Rs.50.00, both as per your given proforma.
  5. The VAT registration certificate.
  6. E.P.F. Registration Certificate, if applicable.
  7. I.T. PAN certificate.
  8. Copy of Trade Licence (if applicable).

Encl.o : As above.

Yours faithfully,

Signature of the Tenderer