Office of the Councillors of Birnagar Municipality

P.O.: BIRNAGAR, DIST.: NADIA, WEST BENGAL
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Notice Inviting e-Tender

Notice Inviting e-Tender No.: WBMAD/BM/15e/2025-26

Memo. No.: 606/PWD **Dated: 17.10.2025**

Reff. No.- BRGM/PH-III/L1

Chairman, on behalf Board of Councilors of Birnagar Municipality invites sealed competitive Bid on percentage rate basis from reliable and resourceful Companies/ Firm/Contractors having experience similar nature of work as noted below the eligibility as depicted hereunder for participating in the Bid. (Submission of Bid through **online**)

List of Schemes(Table-1):

Sl. No.	Name of the work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Eligibility to participate in the Bid
(1)	(2)	(3)	(4)	(5)
1	REAIRING OF C.C.ROAD FROM BIBHASH DEYS HOUSE TO THAKUR BARI AT B-BLOCK OF WARD NO - 2, WITHIN BIRNAGAR MUNICIPALITY UNDER APAS SCHEME. GROUP- A.	159093.90	3182	i) Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 40% during 5(five) years prior to the date of issue of the tender notice; or ii) Intending tenderers should produce credentials of 2(two) similar nature of completed work, each of the minimum value of 30% during 5(five) years prior to the date of issue of the tender notice; or iii) Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at (i) 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 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. AND Bidder must have valid Trade License, PAN, GST and other taxes (whichever applied). Certificate of registration with the department of Industries in the state where the office is located.
2.	CONSTRUCTION OF NEW C.C.ROAD NEAR KALI MONDAL'S HOUSE AT B-BLOCK OF WARD NO - 2, WITHIN BIRNAGAR MUNICIPALITY UNDER APAS SCHEME. GROUP- B.	251043.13	5021	
3.	REPAIRING OF C.C.ROAD FROM NEMAI MONDAL HOUSE TO NETAI MONDAL HOUSE OF WARD NO - 2, WITHIN BIRNAGAR MUNICIPALITY UNDER APAS SCHEME. GROUP- C.	279548.05	5591	
4.	CONSTRUCTION OF DRAIN COVER FROM JIBAN SARKAR'S HOUSE TO SUKUMAR KABIRAJ'S HOUSE AT B-BLOCK OF WARD NO - 2 WITHIN BIRNAGAR MUNICIPALITY UNDER APAS SCHEME. GROUP- D.	132532.07	2651	

1) **Documents to be produced in support of Credential for Bid:**

A successful performance and completion certificate submitted with work order along with payment certificate issued by the competent authority shall have to be furnished in support of credibility in terms with eligibility criteria depicted in this Notice (Ref: Table-1, SI. No. 5 Eligibility to participate in the Bid) Besides this, following documents shall have to be furnished:

a)Particulars of ownership/partnership or Board of Directors pertaining to the Organization/ Company/ Firm.

b)All documents in original to be produced in due course of time as & when asked by the Tender Inviting Authority

2) **Earnest Money: @ 2% of estimated cost.**

Note:- The Earnest Money, as specified in this NIeB shall be paid by online internet bank transfer or NEFT or 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 NIeB. Any Bid without such Transfer of EM (Except exemption as per G.O.) shall be treated as Informal and shall be automatically cancelled. Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as Statutory document.

3) Date and Time Schedule:

Sl. No.	Particulars	Date & Time
01	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	20.10.2025 at 06.00PM
02	Documents download/sell start date (Online)	20.10.2025 at 06.00PM
03	Seek Clarification start date (Online)	20.10.2025 at 06.00PM
04	Seek Clarification end date (Online)	31.10.2025 at 4.00PM
05	Prebid meeting to be held at Office of Chairman Birnagar Municipality. P.O.-Birnagar, Dist.-Nadia. Pin.-741127.	Nil
06	Bid submission start date (On line)	20.10.2025 at 06.00PM
07	Documents download/sell end date (Online)	10.11.2025 at 11.55AM
08	Bid Submission closing (On line)	12.11.2025 at 11.55AM
09	Bid opening date for Technical Proposals after verification of the documents (Offline) Date of uploading list for Technically Qualified Tenderers (online)	14.11.2025 at 12.00PM To be notified during uploading of Technical Evaluation Sheet of Tenderers
10	Date and Place for opening of Financial Proposal (Online)	To be notified during uploading of Technical Evaluation Sheet of Tenderers
11	Date of uploading of list of tenderers along with the offer rates through (on line),	To be notified during uploading of Technical Evaluation Sheet of Tenderers
12	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.

4) Time of completion:

Time of completion of the Contract is **120 (One Hundred Twenty) days** from the date of issue of Work Order.

5) Site inspection & general information:

Intending tendered is required to inspect the site of the where Concrete road work will be done 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.

6) Bid documents:

A full set of tender documents *consists* **of 2 Parts, These are:**

a) **Part I :**

Containing all documents in relation to the name of the firm applied for and credentials possessed by them along with all documents as depicted in **Sl. No. 1. and Table-1 Column-05.**

b) Part II :

containing following documents;

a. **Bid Pr/ce / Price Schedule (.xls sheet)**

***7)* Validity of Bid:**

A Bid submitted shall remain valid for a period of **120 calendar days from** the date set for opening of Bids. Any extension of this validity period if required will be subject to concurrence of the Bidders.

***8)* Withdrawal of Bid:**

A Bid once submitted shall not be **withdrawn** within the validity period. If any Bidder/Bidders withdraw his/their Bid(s) within the validity period then Earnest Money **as** deposited by him/them will be forfeited.

9) Acceptance of Bid:

The Chairman, BIRNAGAR Municipality will accept the Bid. **He /She does not** bind himself/herself **to** accept otherwise the lowest Bid and reserves to **himself/herself the** right to reject any or all of **the** Bids received without assigning any reason thereof.

10). Intimation:

The **successful** Bidder will be notified in writing *of* **the** acceptance of **his Bid. The** Bidder then becomes the 'Contractor' and he shall forthwith take steps to execute Formal Contract **Agreement in** *appropriate Municipal Form with the Chairman, BIRNAGAR Municipality and fulfill* **all his** obligations as required by **the** *Contract.*

***11)* Escalation of Cost:**

(A) There will be ***no escalation*** in cost for materials or labour and the contract price mentioned in the contract.

(B) *Rate* should *be* quoted in figures *as well as in wards.* Rates should be *inclusive* all taxes, duties and cess etc. as per BOQ and Government norms. Any other will *not be* paid extra.

12) ***Name* & address of Engineer-In-Charge (EIC) of the Work:**

13) Execution of Work:

The Contractor is liable to execute the whole work as per direction and instruction of the **Sub-Assistant Engineer of Birnagar Municipality.**

14) Payment:
Payment will be made to the* successful *Bidder by the Chairman, BIRNAGAR Municipality.

15) **Influence**:
Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly prohibited and any Bidder who resorts to this will render his Bid liable to rejection.

Following clauses are to be adhering to by the concerned Bidder during the process of Bidding.

16) In case office faces sudden closure owing to reason beyond the scope and control of the Chairman, any of last date/dates as schedule in Sl. No 3 may be extended up-to/to next and following working day without issuing further and separate notice should the Chairman feel it to be necessary and exigent.

17) Persons having authenticated and having registered Power of Attorney may be considered lawfully becoming to be acting on and for behalf of the Bidder.

18) Sufficient care has been taken to avoid variance in between the contents of the listed documents in the Bid documents. However, if there is any variance between the contents of different documents, the provision of documents appearing earlier in the list shall prevail over the same provided in the contents coming later.

19) 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 Bidder/Contractor strictly.

20) Bid Acceptance Authority is the **Chairman, BIRNAGAR Municipality**.

21) In case of any dispute arising from any clauses of similar nature between bid documents and Municipal tender form, the Tender Committee of Birnagar Municipality will be final and binding.

22) All usual deductions for taxes i.e. ST, IT, GST and Labour welfare cess etc. as applicable will be made from the bills from time to time.

23) No conditional/ incomplete Bid shall be entertained.

24) In the event of e-Filing intending bidder may download the tender document from the website http:// wbtenders.gov.in directly by the help of Digital Signature Certificate

25) Technical Bid & Financial Bid both will be submitted concurrently duly digitally signed in the Website http:// wbtenders.gov.in Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender Schedule as specified in this N.I.T.

26) The Bidder, at the Bidder'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 Bid 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 Bidder's own expense. Traffic management and execution shall be the responsibility of the Agency at his/her/their risk and cost.

27) The intending Bidders shall clearly understand that whatever may be the out come of the present invitation of Bids, no cost of Bidding shall be reimbursable by the ULB. The Chairman, Birnagar Municipality reserves the right to reject any application for purchasing Bid documents and to accept or reject any or all the offered bid /bids without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at any stage of Bidding.

28) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.

29) During scrutiny, if it is come 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.

30) Before issuance of the work order, the tender inviting authority may verify the credential & other documents with the original of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is either manufacture or false, in that case, L.O.A./ work order will not be issued in favour of the bidder under any circumstances.

31) If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence:

i) Special terms & Condition

ii) Technical bid

iii) Financial bid(.xls sheet)

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 thereto 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/her against the company or the firm of which he/she happens to be a director or partner, such individual person shall, while uploading any 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 such tender. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.

34) The terms as noted in municipal Tender Form clause no 17 will be Replaced and read as noted in the Govt. of west Bengal order no No. 1M-32/23/285-R/PL Dated:02.08.2024,

Chairman
Birnagar Municipality

Memo No.-606/8/PWD **Date.- 17.10.2025**

Copy forwarded for information to:-
(01) The D.M., Krishnagar, Nadia.
(02) The S.D.O., Ranghat Sub-division, Ranaghat, Nadia.
(03) The Chief Engineer, M.E.Dte.,BikashBhavan, Kolkata.
(04) The Superintendent Engineer, M.E.Dte.,BikashBhavan, Kolkata.
(05) The Executive Engineer, M.E.Dte., Krishnagar Division, Nadia.
(06) The Head Clerk/Accoutant/Store Keeper/SAE, BirnagarMunicipality,Birnagar, Nadia.
(07) The Notice Board, BirnagarMunicipality,Birnagar, Nadia.
(08) The F.O., BirnagarMunicipality,Birnagar, Nadia.

INSTRUCTION TO TENDERERS/BIDDERS

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 tendered 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 NIB 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, Tenders are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal and the other is Financial Proposal before the prescribed date and time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

A. Technical proposal

The Technical proposal should contain scanned copies of the following further two covers (folders).

A-1. Statutory Cover Containing

i. **Prequalification Application (Sec-B, Form – I)**

ii. Scanned Copy of Demand Draft/ Bankers Cheque towards cost of tender documents/ original documents as prescribed in the NIB, against each serial of work in favour of The Chairman, BIRNAGAR Municipality, payable at BIRNAGAR.

iii. Scanned Copy of Demand Draft/ bankers Cheque towards earnest money (EMD) as prescribed in the NIB against each of the serial of work in favour of The Chairman, BIRNAGAR Municipality, payable at BIRNAGAR.(besides that, For e-Filling, EMD (Earnest Money Deposit) Should be sent physically to the office of the Chairman, Birnagar Municipality, Nadia, W.B.)

iv. Financial Statement (Section – B, Form – II). -
v. Affidavits (Ref:- format for general affidavit shown in "Y" Part "B".)
vi. Printed Tender Form and NIB (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 Bid. In case quoting any rate in Printed Tender Form the tender will be summarily rejected).***
vii. Special Terms, condition and specification of works.
viii. Certificate of Bank Guarantee by any Nationalized Bank (if required).
ix. Bank solvency 40% for last 6 month of the estimated amount. (NOT mandatory).

A-2. Non statutory Cover Containing

i. Professional Tax(PT) deposit receipt challan (up to date), PAN Card, IT, IT Return for the Current Assessment year, GST Registration Certificate(up to date).
ii. Registration Certificate under Company Act. (if any).
iii. Registered Deed of partnership Firm/ Article of Association and Memorandum.
iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
v. Tax Audit Report along with Balance Sheet and Profit and Loss A/c for the last three years(year just preceding the current Financial Year will be considered as year – I)

vi. Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op(S) (ARCS) bye laws are to be submitted by the Registered labour Co-Op(S) Engineers' Co.-Opt.(S)

vii. List of machineries possessed by own/arranged through lease deed along with authenticated documents of lease / sub-lease / hire basis etc.

viii. List of laboratory Instrument.

ix. List of technical staff along with structure and organization (Section – B, Form – III).

x. Credential: Scanned copy of Original Credential Certificate as stated in NIB (under sl. no -3).

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. Opening of Technical proposal: - Technical proposals will be opened by the Tender Inviting Authority electronically from the website using his/ her Digital Signature Certificate.

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

iv. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded and handed over to the Tender Evolution Committee. Scrutiny of technical proposal and recommendation thereafter and processing of comparative statement for acceptance etc. will be made by the Chairman, Birnagar Municipality. Comparative Statement may be forwarded to appropriate authority depending on the value of the work as applicable as per existing norms and guidelines under BEUP.

v. Uploading of summary list of technically qualified tenderers.

vi. Pursuant to scrutiny and decision of the screening committee the summary list of eligible Tenderer and for which their proposal will be considered and uploaded in the web portals.

vii. 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

i. The financial proposal should contain the following document in one cover (folder) i.e. Bill of quantities (B.O.Q.) the contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ.

ii. Only downloaded copess of the above documents are to be uploaded virus scanned and digitally signed by the contractor.

6. Financial capacity of a tenderer will be judged on the basis of working capital and available bid 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 three years, net worth bid 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 BID

The Employer (tender accepting authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids 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 Bid has been accepted will be notified by the Tender Inviting and Accepting Authority through acceptance letter/ Letter of Acceptance

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.

SECTION – B

FORM –I

PRE-QUALIFICATION APPLICATION

To

Chairman

Birnagar Municipality,

Birnagar, Nadia, W.B.

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 / 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.

SECTION – B
Form - II
FINANCIAL STATEMENT

B.1 Name of Applicant :

B.2 Summary of assets and liabilities on the basis of the audited financial statement of the last five financial years.

(Attach copies of the audited financial statement of the last five financial years)

	1st Year (Rs. In lakh)	2nd Year (Rs. In lakh)	3rd Year (Rs. In lakh)
a) Current Assets : (It should not include investment in any other firm)			
b) Current liabilities : (It should include bank over draft)			
c) Working capital : (a) – (b)			
d) Net worth : (Proprietors Capital or Partners Capital or Paid up Capital + Reserve and surplus)			
e) Bank loan/ Guarantee : (As per clause G.2. with all sub clauses)			

Work in hand i.e. Work order issued	As on 31.03.2025	As on 31.03.2024	As on 31.03.2023

Signed by an authorized officer of the firm

_____

Title of the officer

_____

Name of the Firm with Seal

Date_____

AFFIDAVIT "Y"

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 …… have duly 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 NIB (NIB 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 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 Sales Tax Act, GST 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.

Cell Phone No. :

Fax No. :

E mail Id:

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.

FORM – IV

C. DEPLOYMENT OF MACHINERIES (in favour of owner / lessee):-

(Original document of own possession arranged through lease deed to be annexed)

(If engaged before Certificate from E.I.C. to be annexed in respect of anticipated dated of release of Machineries.)

Name of Machine / Instrument	Make	Type	Capacity	Motor / Engine No.	Machine No.	Possession Status		Date of release If Engaged
						Idle	Engaged	

For each item of equipment the application should attach copies of

(i) Document showing proof of full payment, (ii) Receipt of Delivery,

(iii) Road Challan from Factory to delivery spot, is to be furnished.

Signature of applicant including title

and capacity in which application is made