



Office of the
HALDIA MUNICIPALITY

(A Local body under Government of West Bengal)
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P.O. Debhog, Haldia-721657, Dist: Purba Medinipur
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Memo No: - 2810/HM/2026

Dated- 18.07.2026.

NOTICE INVITING QUOTATION

Tender Notice No. WBMAD/NIT-2042/HM/2026

Administrator, Haldia Municipality & Sub Divisional Officer, Haldia Sub Division on behalf of Haldia Municipality, under the Department of Urban Development & Municipal Affairs, Govt. of West Bengal, invites Bids from reputed, experienced NGO'S having minimum experience of handling Old Age Homes / Spastic Center / Rehabilitation Center / any Welfare Center / Shelter for urban homeless etc. for at least 3 years from any Govt./Semi Govt. Deptt./ Private for the purpose of annual function, operation & day to day maintenance of Old Age Home & Home for Distressed people at Haldia under Haldia Municipality as described in the Schedule below.

1. Name of Work : "EXPRESSION OF INTEREST (EOI) FROM THE ELIGIBLE NGO's FOR THE ANNUAL FUNCTIONING, OPERATION & DAY TO DAY MAINTENANCE OF OLD AGE HOME & HOME FOR DISTRESS PEOPLE ETC. NAMED "MATANGINI ABASH" AT HALDIA AS AN INITIATIVE OF HALDIA MUNICIPALITY".

2. Scope of Service :

Inviting E-Quotation for Selection of NGO's for annual function, operation & day to day maintenance of Old Age Home & Home for Distressed people etc. named "MATANGINI ABASH" at Haldia as an initiative of Haldia Municipality (Ward No-20).

3. Introduction :

Haldia Municipality has newly set up a proposed Old Age Home & Home for Distressed people named "MATANGINI ABASH" in a 4 Storied Building with proposed Lift facility on as is where is basis for the citizens of Haldia (**both Male and Female**).

It with this overall vision that Haldia Municipality intends to engage reputed & experienced NGOs for its functioning, operation & & Home for Distressed people day to day maintenance for initially a period of One Year (12 Months) subject to renewal of satisfactory performances of implementing agency from the effective date of commencement of the project.

About - HALDIA MUNICIPALITY

Haldia Municipality is a Port based Industrial Town situated in Purba Medinipur District. There is a River Haldi on South – West and River Hooghly on North East after meeting both the rivers at a point went straight to Bay of Bengal. Haldia Municipality has a population of 2,00,762 (Male- 104852 & Female- 95910). The total area of this Municipality is 109.65 Sq. Km consisting of 29 Wards. Haldia

is well connected with Kolkata, the capital of the state with roads (NH-47 & SH-4) and broad gauge railways.

About -“MATANGINI ABASH”

Matangini Abash is situated in Ward No- 20, Vill: Bonbishnupur, P.O.: Barghasipur, Haldia, Purba Medinipur, West Bengal (PNI- 721657) with in Haldia Municipality area with fully secured building & premises of its own. It comprises of a Four storied building with Lift facility (under Construction). The building is also having the facility of Dining services, kitchen, and porch area. The porch area may also be used for conducting small activity. The nearest Land Mark of the building is Opposite of ICARE Institute of Medical Sciences .

The “MATANGINI ABASH” building comprises the following Accommodation facilities as listed below: -

Particular	Rooms & Other Details	Room Detail Floor wise
Ground Floor	1 Rooms + Dining Hall + Kitchen area + Latrine + Bathroom + Common Balcony + Entry Gate	1. Kitchen & Dining Room – 1 No 2. Four Bedded Room – 1 No 3. Latrine- 4 Nos 4. Bathroom- 4 Nos 5. Common Passage Balcony
First Floor	1 Hall Room for Ladies with separate Entry & Exist + Office Room in Half Stair + Latrine + Bathroom + Common Balcony + Stair case	1. 20 Bedded Hall Room for Ladies – 1 No 2. Office Room – 1 No 3. Latrine- 4 Nos 4. Bathroom- 4 Nos 5. Common Passage Balcony 2 No (From Both side)
Second Floor	1 Hall Room for Gents + Store Room in Half Stair + Latrine + Bathroom + Common Balcony + Stair Case	1. 20 Bedded Hall Room for Gents – 1 No 2. Store Room – 1 No 3. Latrine- 4 Nos 4. Bathroom- 4 Nos 5. Common Passage Balcony 1 No
Third Floor	4 Room for Family + Store Room in Half Stair + Latrine + Bathroom + Common Balcony + Stair Case	1. Double Bedded Room for Family – 4 No 2. Additional Store Room – 1 No 3. Latrine- 4 Nos 4. Bathroom- 4 Nos 5. Common Passage Balcony 1 No

- Total No of Beds : 50 Nos (With Sleeping Mattress, Pillow & Blanket)
- Bedside Cabinet : 50 Nos
- Steel Almirah : (8 +2) = 10 Nos
- Office Arrangement : Table- 2 & Chair-4 Nos
- Kitchen Arrangement : Kitchen setup with full cooking utensils and plates with Gas oven & Gas cylinder for 50 persons.
- Furniture Arrangement : Refrigerator, LCD- TV, Geezer, Water Purifier, Water Cooling System, CCTV

4. Invitation for Presentation/ Discussion after receipt of the EOI:

After receipt of the EOI from prospective reputed NGO's, HM will at their own discretion and suitability, invite the shortlisted empaneled applicants for a presentation and discussion and/or invite them to submit their technical and financial qualifications in subsequent NIQs relate to providing Old Age Home services. The final process of engagement will be decided by the Authority at their sole discretion.

5. Schedule of EOI process:

In the tender box kept at the Office of the Haldia Municipality, City Center, Debhog, Haldia, Purba Medinipur, West Bengal 721657.

- Last date of dropping quotation : 27.07.2026 up to 12.00 Noon.
- Date of opening the quotation : 27.07.2026 at 2.00 P.M.

6. Eligibility Criteria (Who can apply) :

Eligible Applicant (Who can apply):

- An agency ("NGO") established by any of the following entities (hereinafter referred to as the "Applicant") striving to achieve excellence in the field of handling Old Age Homes / Spastic Center / Rehabilitation Center / any Welfare Center / Shelter for urban homeless etc. with a minimum capacity of 20 Bedded for at least 3 years may apply.
- Non Govt Organizations / Voluntary Organizations funded by the Govt. of India / State Govt whether registered / non registered on DARPAN portal of NITI are *not eligible* to apply.
- Only Indian Agencies are allowed to participate in the EOI process
- Applicant(s) should not have been blacklisted by any Central/ State Government/ Public Sector Undertaking etc. *(A declaration in this regard from the Authorized Signatory of the Organization to be attached)*
- Applicant(s) should not be involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this EOI and subsequently during the tendering and procurement stage

Sl. No	Minimum Qualification Criteria	Documentary Evidence
1.	Organization's Capacity & Capability Bidder must be a Society registered under Society Registration Act, 1860	• Certificate of Incorporation as per relevant law • Valid PAN of the Organization, Tax Account No (TAN) and Service Tax No (STN), GST Number (Copy of the same may be attached)
2.	Organization's Social Work Experience The Applicant must demonstrate experience of managing any of the following: i Striving to achieve excellence in grassroot level work promotion and intending to institute community outreach efforts. ii The "Agency" must be a well-established and reputed agency in the applied Social Work discipline in handling Old Age	Supporting Experience documents in Last 3 (Three) Years to be provided including Registration Certificate/ Memorandum & Articles of Association/ Other documents to certify nature of the Organization etc.

	Homes / Spastic Center / Rehabilitation Center / Welfare Center / Shelter for urban homeless OR of similar nature for the last 3 (three) years.	
3.	Organization's Social Reputation The Applicant must be a "Fit and Proper Person". To determine whether Applicant is a 'Fit and Proper Person', HM may take the indicative criteria mentioned below: • Financial integrity of the Applicant; • Ability of the Applicant to undertake all obligations set out under the in this EOI; • Absence of convictions or civil liabilities against the Applicant; • Absence of any previous debarment of the Applicant, in accordance with the General Financial Rules, 2017, provided such debarment is still existing;	Supporting documents to be provided including Letter of Recommendation and signed Self- Certification form.
4.	Organization's Financial Strength In case of "Agency", the Applicant must have a minimum average annual turnover of INR 50.00 (Fifty) Lacs during the last three audited Accounting Years i.e., (2021-22, 2022-23, 2023-24 & 2024-25)	Annexure-5 along with copies of the audited balance sheet and Income & Expenditure Statement duly sealed and certified by the CA and the authorized representative of the applicant.
7.	Organization's Manpower / Social Worker In case of "Agency", the Applicant must have : • a Project Director / In-charge of the Project with experience in Social Sector with at least 5 years of research experience. • At Least two post graduate research professionals involved in the project having experience of minimum 3 Years.	Copy of Certificates and proofs of engagement with a minimum capacity of 20 Bedded for at least 3 years may be enclosed. Copies of Organization Structure & Manpower is to be enclosed.

NOTE: Fulfilment of each of the above criteria is mandatory along with submission of documentary proof as indicated above for qualifying the Technical Bid.

6. Commencement of Contract:

The Agency shall commence the work from the date(s) specified in the order. The actual date of commencement of the work by the Agency shall be reckoned as the date of commencement of contract.

A Memorandum of Understanding (MOU) or Agreement stating the terms and conditions to be entered into between HM and the Agency shall be entered into after the Tender Evaluation stage.

Successful Agency/ Individual shall have to make an agreement with the Haldia Municipality, in the prescribed pro-forma by depositing @ Rs. 1000/- (Rupees one thousand only.) for cost of

each set of tender form in cash stating that the agency is agreeable to execute the work (as per the amount quoted and terms and conditions laid down in the Tender Document) within the Municipality or within the Municipal/Adjoining areas (as the case may be).

7. Period of Contract (For 1 Year) :

The contract will be purely on temporary in nature and subject to termination with at least one month notice from both the municipality as well as the incumbent. The contract shall remain valid initially for a period of 1 (one) years from the date of its commencement. However, this Authority reserves the right to extend the period of contract depending upon satisfactory performance of service providing NGO.

8. Termination of Contract Either in Part or in Full :

- (a) If at any time during the period of contract, it is observed that the services under the provisions of this contract are not being rendered up to the satisfaction of Haldia Municipality and / or the statutory obligations, in respect of the contract, are not being fulfilled by the Agency, the contract shall be terminated in full or in part, after giving 15 days' notice, and the decision of Administrator, Haldia Municipality in the matter, shall be final and binding on the Agency.
- (b) The contract may also be terminated for any other good and valid reason by giving notice of 1 month from either side without any compensation from the either side.
- (c) Security Deposit (Earnest Money Deposit) would also be liable to forfeiture in case of pre- mature termination of the contract owing to breach of contractual obligations by the Agency

9. Expiry of Contract with efflux of time:

- (a) The Agency/ Individual shall peacefully quit the Haldia Municipality Building premises with his manpower (if any), after expiry of the period of contract with efflux of time.
- (b) No compensation shall be paid by Haldia Municipality to the Agency on expiry of the contract with efflux of time.
- (c) Upon expiry of the contract with efflux of time, if any amount is due to be paid by Haldia Municipality to the Agency, the same shall be paid after adjustment of the dues and damages receivable by Haldia Municipality from the Agency

10. Terms of Payment:

The payment will be made to the Agency on the basis of rates quoted in the Financial Bid inclusive of all charges. No extra payment on the part of Agency will not be entertained. The Agency shall submit Bills and Performance Report at the end of every Month in respect of their performance at working point as per requirement of Haldia Municipality. The Grants will be released accordingly.

11. Evaluation of Bids:

The Bids would be opened in the manner as stated below :

- i) Technical Bid.

ii) Financial Bid.

The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL BID of the tenderer is found qualified by the 'Tender Evaluation Committee' formed by the Administrator, Haldia Municipality. The constituted committee of Municipality shall take up the Technical Evaluation on the above mentioned parameters in the respective eligibility criteria. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of qualified tenderer will be displayed in the website. L-1 offer out of the responsive offers would be selected on price criteria alone.

Table Bid with L- 1 may be conducted by TIA for negotiation of the Financial Bid if needed.

12. Submission of EOI - Packing, Sealing and Marking:

- 12.1 The EOI application (As per format given in Annexure 1) shall be submitted in hard copy having the title as "E-Quotation for Selection of NGO's for annual function, operation & day to day maintenance of newly constructed Old Age Home / Day Care Center named "MATANGINI ABASH " at Haldia as an initiative of Haldia Municipality."
- 12.2 The application shall include following document (including but not limited to):
- 12.2.1. Letter of Application (Annexure1)
 - 12.2.2. Scanned Copy of Registration Certificate / Memorandum & Articles of association and any other documents to certify the nature of Organization.
 - 12.2.2. Organizational Detail (Annexure2)
 - 12.2.3. Summary of Technical Experience (Annexure 3)
 - 12.2.4. Brief Write-up on 'Understanding of the Engagement' (Annexure 4)
 - 12.2.5. Summary of Financial Strength (Annexure 5)
 - 12.2.6. Undertaking by Applicant (Annexure 6)
 - 12.2.7. Besides above documents, following supporting documents also need to be submitted along with the bid:
 - a) Scanned Copy of valid Pan of the Organization /Tax Account No (TAN) and Service Tax No (STN), GST Number.
 - b) Executive Summary of 3 study reports completed in the social sector sponsored by the Central / State Government / Central or State PSU that have also been accepted by the sponsoring organization during last five years. Documents of acceptance of the Report by sponsoring authority may be submitted.
 - c) Original documents certifying applicant's legal status.
 - d) Certificate of incorporation (if any).
 - e) A declaration that the Organization has not been blacklisted from the Authorized Signatory of the Organization to be attached.
 - f) Copies of proofs of earlier engagements /assignments completed by the Project Director.
 - g) Copies of proofs of earlier engagements /assignments completed of at least two post graduate research professionals involved in the Project.
 - h) Scanned Copy of Earnest Money Deposit (EMD)
 - i) Audited Balance Sheet along with Profit and Loss accounts of last three financial years (**authenticated by Chartered Accountant mentioning UDIN**

number) and Certificate of Net Worth on the date of application and Annexure - B for establishing average Annual Turnover in contractual business.

- j) Average Turnover for three years of the running Organization which is not less than 30 Lakhs per year within last 05 (Five) years
- k) All Forms and Annexure are to be enclosed.

12.3 Applicants shall submit the EOI in the prescribed format in English language only and in case of documents and certificate in other language the same shall be supported with translation in English language.

12.4 The EOI shall be submitted along with a covering letter together with the desired supporting documents and proof on the letter head of the Applicant and each

page of the Document should be duly signed by the Authorized signatory of the Applicant under a common seal.

12.5 The page numbering of each page of the EOI application should be done correctly

Note: The Application will be summarily rejected if any of these documents are not submitted online. Original documents shall have to be shown if required by the authority.

13. Earnest Money Deposit (EMD) :

The Applicants are required to submit **INR Rs. 1,00,000/- (One Lakh)** (Refundable). The amount of earnest money to be submitted in the shape of online by net Banking through ICICI Bank Payment Gateway drawn in favour of “Administrator, Haldia Municipality.” payable at Haldia against the work. This clause is also applicable for all categories of applicants except those are exempted as per prevailing Government Order. Total EMD to be paid through online (any of the banks listed in the ICICI bank payment Gateway) In case of payment through ICICI Bank payment Gateway, ICICI Bank through online will also be valid as per Memorandum No.3975-F(Y) dated-28/07/2016 of Finance Department, Govt. of WB.

Earnest Money Deposit i.e. 2% of quoted amount beyond Rs. 1,00,000.00 (if any) shall have to be deposited after acceptance of Bid proposal in the same manner as initial Earnest Money deposited.

14. Refund of Earnest Money Deposit (EMD):

- The Earnest Money Deposit (EMD) of all the Unsuccessful Tenderers deposited in favour of Administrator, Haldia Municipality will be refunded by the Administrator within a period of One (1) week from the date of announcement of the Successful Bidder/ NGO.
- The Earnest Money Deposit (EMD) of all the Successful Tenderers (NGO) will be treated as Security Deposit and the same will be returned to the agency after Expiry of Contract subject to fulfillment of the conditions applied.

15. Refundable Security Deposit INR Rs. 1,00,000/-:

The Implementing Agency has to submit **INR Rs. 1,00,000/- (One Lakh)** as Additional Refundable Security Deposit to be paid in favour of the Administrator, Haldia Municipality in the form of Bank Draft/Pay order drawn on any Nationalized Bank payable at Haldia and must accompany with the tender, without which the tender will be summarily rejected. The same will be returned to the agency after Expiry of Contract subject to fulfillment of the conditions applied.

16. Pre-bid Meeting (Mandatory for Agencies):

Pre-bid meeting is mandatory for the Agencies and will be held at the Conference Hall of Haldia Municipality Building (1st Floor), City Center, Debhog, Haldia, Purba Medinipur (WB – 721657) on the date scheduled in the NIT in order to acclimatize the bidders through an interactive open session, replying to their queries, and clear doubts and also a joint visit of the Old Age Home / site in connection with the tendered work (if required). The bidder or the authorized person of the bidder are allowed to take part in the pre bid meeting.

16. Absence of any Disqualification:

- Conviction of the Applicant or any of its respective directors, partners, executives or key managerial personnel by any judicial body for any offence involving moral turpitude, economic offence, securities laws or fraud or any offence under the Prevention of Corruption Act, 1988 or the Indian Penal Code, or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract;
- Admission of an application for winding up or liquidation under Applicable Laws against the Applicant or any of its or their respective directors and partners;
- Any action or proceeding being initiated under the Insolvency and Bankruptcy Laws under the Applicable Law, including but not limited to declaration of Insolvency or Bankruptcy, disqualification or de-recognition by any professional body being initiated against the Applicant;
- Current or previous banning of the Applicant or its respective directors, partners, executives or key managerial personnel by the governing body of any sport from involvement in the administration of or any form of participation in such sport, for any reason;
- Default by The Applicant or any of its or their respective directors and of any of its obligations to a financial institution or has defaulted on any of its obligations to a financial institution in the last 3 (three) financial years;
- Blacklisting of the Applicant by any government or semi-government body.

17. Force Majeure :

Haldia Municipality shall not be liable for any failure or delay in performance due to any cause beyond their control including fires, floods, strikes, go-slow, lock-out, closure, dispute with staff, dislocation of normal working conditions, War, riots, epidemics, political upheavals, Governments actions, civil commotion, break down of machinery, shortage of labour acts, demand or otherwise or any other cause or conditions beyond the control of aforesaid causes or not and the existence of such cause or consequence may

operate at the sole discretion of Haldia Municipality to extend the time of performance on the part of Haldia Municipality by such period as may be necessary to enable Haldia Municipality to effect performance after the cause of delays will have ceased to exist. The provisions aforesaid shall not be limited or abrogated by any other terms of the contract whether printed or written.

18. Clarification of applications by Haldia Municipality :

To assist in the examination, evaluation and comparison of applications, Haldia Municipality may, at its own discretion ask the company / firm for the clarification of its application.

The request for the clarification and the response shall be in writing. However, no post application clarification at the initiative of the company / firm shall be entertained.

Amendments in documents :

At any time, prior to the date of submission of Applications, Haldia Municipality may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective companies / Agency/Concern(s), modify application documents by amendments. In order to afford prospective firms / companies etc. a reasonable time to take the amendment into account in preparing their applications, Haldia Municipality may, at its discretion, extend the deadline for the submission of applications suitably.

19. Right to accept any application and to reject any or all applications :

Municipality reserves the right to accept or reject any application at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected Agencies/Concerns / companies on the grounds of Municipality's action.

20. FINANCIAL BID :

Sl. No.	Item Description	Quantity	Units	BASIC AMOUNT inclusive of GST & other charges In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT with Taxes
1	2	4	5	13	53
1	Annual Maintenance Cost of Shelter will be executed by Haldia Municipality. FUND NOT AVAILABLE				
2	Total Staff Honorarium inclusive of GST & Other Govt. Statutory Taxes (If any) on Monthly basis FUND AVAILABLE				
2.01	Please quote Total Monthly Honorarium amount for your all staff strength inclusive of GST & Other Govt. Statutory Taxes (If any)	1.000	Amount Per Month		
3	Meals / Food inclusive of GST & Other Govt. Statutory Taxes & Other Charges (If any) per Day per Person basis FUND AVAILABLE				

3.01	Please quote Cost of providing food for inmates @ Per Person Per Day	1.000	Rate Per Person per Day		
4	Health & Hygiene Expenses on adhoc Per Month FUND AVAILABLE				
4.01	Please quote Cost of Health & Hygiene Expenses for inmates per Month on Adhoc Basis	1.000	Amount Per Month		
	TOTAL AMOUNT				

Please quote the rate in Sl No- 2.01, 3.01 & 4.01 only.

21. "All the disputes arising from the provisions of the said agreement come under the Jurisdiction of Calcutta High Court or any other competent as the case may be" vide Order No. 215(Law)/UDMA-15011(99)/17/2023-LS-UD Dt-10.03.2023 from Principal Secretary, UDMA Dept., NAGARAYAN
22. The tenderer at the Tenderer's own responsibility and risk is encouraged to visit and examine the place where to be deployed 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 Tenderer's own expense.
23. The intending tenderer shall clearly understand that whatever may be the outcome of the present invitation of Bids no cost of binding shall be reimbursable. The Executive Engineer, Executive Engineer reserves the right to reject any application for purchasing Bid documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Tenderer at the stage of bidding.
24. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in Instructions to Tenderer before bidding.
25. In case of Ascertaining Authority at any stage of tender process or execution of work necessary registered irrevocable power of attorney is to be produced.
26. All intending tenderer are requested to be present in the Office of Haldia Municipality during opening of the tender to observe the tender opening procedure.
27. CONDITIONAL and INCOMPLETE TENDER will not be accepted under any circumstances. In the event of acceptance of lowest tendered rate, no multiple lowest rates will be considered by the department.
28. The Administrator, Haldia Municipality, reserves the right to cancel the N.I.T due to unavoidable circumstances and no claim in this respect will be entertained.
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 tender will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice with forfeiture of earnest money forthwith.
30. Before issuance of the work order, the tender inviting authority may verify the credential & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the tenderer under any circumstances.
31. The Tender Inviting Authority reserves the right to terminate the agreement any time without assigning any reason there on and even for non-performance of any clause above

after serving a notice of 1 (one) month advance.

32. 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. Form-‘2911(II)’
 - ii. N.I.T
 - iii. Special terms & Condition
 - iv. Technical Bid
 - v. Financial Bid
- 20 Rates shall include all taxes & other charges (if any) etc. if payable including GST, EPF, ESI contribution, applicable minimum wages, bonus (if any) etc. as detailed specifically detailed in the tender document. Rates shall also include incidental and contingent work, not specifically mentioned in the contract but necessary for its efficient and satisfactory implementation. The GST during the contract period shall be not be paid extra as applicable against submission of documents. Percentage/amount of GST presently applicable shall have to be included in the rates.
- NOTE: Bidder is expected to make his own estimates of cost before submitting their Proposals. No Claim shall be entertained in this regard at any stage.**
- 21 Periodical monitoring of the “Matangini Abash” will be conducted by this Authority to verify the present circumstances.
- 22 Corrigenda if any will publish in website only.

Sd/-
Administrator
Haldia Municipality
&
Sub-Divisional Officer
Haldia Sub Division

Memo no: - 2810/HM/2026

Dated-18.07.2026

Copy forwarded for information and with a request for wide publicity through the Notice Board:

1. The District Magistrate, Purba Medinipur.
2. The Sub-Divisional Officer, Haldia, Purba Medinipur.
3. The District Informatics Officer, NIC, Purba Medinipur, Tamluk with a request to publish it in the official website of Purba Medinipur District.
4. The Assistant Engineer, Haldia Municipality.
5. The Head Clerk, Haldia Municipality.
6. The Accountant, Haldia Municipality.
7. The Office Notice Board, Haldia Municipality for wide circulation.
8. The Guard File

Sd/-
Administrator
Haldia Municipality
&
Sub-Divisional Officer
Haldia Sub Division

Operational Guidelines for “MATANGINI ABASH”

Grant in aid will be provided to the Agency for running an Old Age Home for 50 Citizens (approx.) where they will be provided food, shelter care, recreation facilities etc. The Safety & Security of the inmates is the sole responsibility of the agency.

1. PUBLICITY OF INFORMATION :

In order to ensure that the information about availability of Shelters in “Matangini Abash” reaches the ultimate beneficiaries, i.e. the targeted population, adequate publicity measures should be taken by the Agency with prior consultation with this Authority on regular basis.

2. ADMISSION AND REPATRIATION:

The Implementing NGO has to first take approval from this authority / Home Management Committee before admitting and also before releasing an Old age / Distressed Citizen. No one “old Age / Distressed person” shall not be admitted in any case in the Old Age / Distressed person Home without prior permission of this Authority. Counseling support to the inmates should be provided by the shelter Coordinator/ Manager. If the homeless individuals (Senior Citizens) is deserted from the family, then enquiry/ counseling session with the family should be arranged to explore the possibilities of immediate reintegration; after careful verification of documents available with the family.

3. OLD AGE /DISTRESSED HOME- DAY TO DAY FUNCTIONING, OPERATION & MANAGEMENT:

The Implementing Organization shall provide the following minimum full time staff for looking after daily management, upkeep, cleanliness and discipline at the shelter:

- i. Superintendent / Warden / Manager (full time)
- ii. Social Worker / Counselor
- iii. Midwife / Nurse (One must be Women)
- iv. Cook
- v. Helper/ Sweeper
- vi. Security Guard (For 24 Hrs)
- vii. Pump & DG Operator

For shelters with women inmates, minimum one woman caregiver should be given.

- The cost of honorarium for the above positions can be included in O&M cost of the project.
- implementing NGO should prominently display the rights and responsibilities of the residents.
- implementing NGO will provide for convergence and provisions of various entitlements of social security, food, and health care systems. All the residents in Old Age Home should be given priority under various schemes, and government programmes. This responsibilities should be taken by Home Management Agency. An illustrative list where such convergence is desirable is

given below (if required):

1. Identity Proof & Postal Address, Elector's Photo Identity Card (EPIC), etc.
2. Old age, widows and disability pensions.
3. BPL cards, PDS ration cards, etc.
4. Bank or post office accounts.

* Implementing NGO will arrange for Swasthya Sathi Card, Self-Help Group Member etc. for the Senior residents.

* Pest and vector (Mosquito) control, regular cleaning of blankets, mattresses and bed-sheets, and maintenance of other services must be done weekly basis. This has to be ensured by Operational agency.

* Adequate arrangements for cleanliness of the premises, rooms, toilets , bathrooms etc must be made by the Agency/(Organisation).

* Common Kitchen, Cooking Space, necessary utensils for cooking and serving, cooking gas connections etc should be provided.

* First aid kit / First Aid Box facility.

4. ELECTRICITY BILL:

- Implementing NGO will pay the Electricity Bill of “Matangini Abash” from their own which will be reimbursed in actual to the Organization after submission of Bills to HM.
- The fuel for DG will be provided by this office as per requirement.
- Provision for Solar Panel at the roof top of the Home may be considered in future.

5. WATER SUPPLY AND FIRE PROTECTION:

- Haldia Municipality will ensure adequate supply of water, fire protection measures, as per the norms laid in the MOU.

6. MEALS / FOOD :

4 Square meal (Morning Tea, Breakfast, Lunch, Evening Tea with snacks & Dinner) with balanced Food Diet with vegetables and legumes, fruit, grains and cereals, poultry, fish, eggs, legumes, tofu, nuts, seeds, and milk, cheese, yogurt, or alternatives should be served to the inhabitants.

A weekly food chart menu (from Breakfast to Dinner) in the Dining hall may be displayed for the Sr Citizens.

7. HEALTH & HYGIENE :

- Implementing NGO WILL have to organize Health Camps on quarterly basis jointly with Local Hospitals with prior intimation to HM
- Agency engaged for O&M must be aware of the following diseases:

- i. Communicable (Chicken Pox, Tuberculosis, Pneumonia, Diphtheria, Conjunctivitis, Scabies, Common Cold etc.). For communicable diseases, the care givers should without delay inform the nearest facility.
 - ii. Non-Communicable (heart diseases and stroke, chronic respiratory diseases, cancers etc.). For non- communicable diseases, the care givers should immediately act upon emergency occurrence and inform the nearest facility
- Address and phone numbers of nearest hospitals, Blood Banks and other health facilities should be retained with the Agency as well as posted on the entrance walls of the shelters
- As per Nirmal Bangla Mission motto, care givers should take initiatives for cleanliness drive along with the inmates for both the premises and also its surroundings.
- **The Implementing Agency(NGO) is strictly not permitted to raise any fund for any purpose from outside or from any inmates. If required, the implementing NGO may approach this Authority for any support, help or any favour in case of exigency.**

8. RECORDS TO BE MAINTAINED :

1. Register of inmates showing the details such as health status, skills, benefits provided to Citizens.
2. Permanent Register showing assets created including furniture and other, infrastructure.
3. Stock Register for consumables and non-consumable items.
4. Attendance Register.
5. Accounts/ Cash Book showing the expenditure (daily expenditure incurred, detailed vouchers and receipts for each transaction, i.e. the amounts received or released) for both fixed costs and variable costs etc.
6. Staff Attendance Register along with honorarium payment details.
7. Shelter Executive Committee/ Management Committee Meetings Register.
8. Complaints and Suggestions Register
9. Visitors book Register
10. Inspection Register.
11. Fuel for DG Register.

9. QUALITY AUDIT :

- a. In addition, quality audit of operational shelters will be conducted at the shelter level on a quarterly basis. The audits are also expected to be conducted by a third party external evaluator.

10. MONITORING AND EVALUATION

- i. The Executive Committee (EC) at the 'Matangini Abash' formed with representatives of Implementing Organization, Inhabitants & Haldia Municipality will review and supervise overall functioning of the shelter participation etc.
- ii. Old Age Home Management Committee, constituted at the Municipality level shall supervise the day-to-day functioning of the shelter
- iii. Home Management Committee shall frame Code of Conduct for both staff and inmates besides clearly laying down responsibilities for the shelter inmates which after being approved by the Executive Committee (EC) shall be implemented meticulously and will be binding for all.

11. RECREATION :

Recreation includes Books, Magazines, Newspapers, Games like Caroms, Chess, Cards etc. should be arranged.

12. FUNDING PATTERN :

Sl No	Items	Quantity	Unit Rate	AMOUNT
A.	Annual Maintenance Cost of Shelter			
	i. Electricity Charges	To be Reimbursed	To be Reimbursed	Fund Not Applicable
	ii. Maintenance of Plumbing, Electrical work & Building etc.	To be conducted by this Office	To be conducted by this Office	Fund Not Applicable
B.	Annual Servicing Cost			
	i. Sweeping Expenses	Average Ad hoc	Rate Per Month	
	ii. Replenishment of bedding	Average Ad hoc	Rate Per Month	
	iii. Replenishment of Kitchen equipment	Average Ad hoc	Rate Per Month	
C.	Staff Honorarium			
	i. Superintendent / Warden / Manager	Average Ad hoc	Rate Per Month	
	ii. Social Worker / Counselor	Average Ad hoc	Rate Per Month	
	iii. Midwife / Nurse	Average Ad hoc	Rate Per Month	
	iv. Cook	Average Ad hoc	Rate Per Month	
	v. Helper/ Sweeper	Average Ad hoc	Rate Per Month	
	vi. Security Guard (Day & Night shift)	Average Ad hoc	Rate Per Month	
	vii. Pump & DG Operator	Average Ad hoc	Rate Per Month	
D.	Cost of providing free food for inmates	Average Ad hoc	Rate per Person per Day	
E.	Health & Hygiene Expenses			
	i. Doctor Fees	Average Ad hoc	Rate Per Month	
	ii. Medicine	Average Ad hoc	Rate Per Month	
	iii. Health Camps	Average Ad hoc	Rate Per Month	
	iv. Clothing, Oil, Soap & Cosmetics	Average Ad hoc	Rate Per Month	
F.	Miscellaneous Expenses			
	i. Wifi & Cable TV Charges	Average Ad hoc	Rate Per Month	
	ii. Office Stationery	Average Ad hoc	Rate Per Month	

	iii. Recreation	Average Ad hoc	Rate Per Month	
	iv. OTT Platform Charges	Average Ad hoc	Rate Per Month	
	TOTAL AMOUNT			

Note: The Agency (NGO) will quote their rate on aforesaid head of expenses in the Financial Bid (BOQ) for availability of Grant-in-Aid required from this Municipality for running the Old Age Home. The Lowest offered rate will be accepted.

13. CLAIM OF FUND :

- Implementing Organization shall submit a Performance Report with the Actual Expenses incurred as per quoted rate in the Financial Bid at the end of every month to this Municipality. Grant-in Aid will be released by this Office on acceptance of this Report and Bill. No extra payment apart from the quoted rate shall not be entertained. No Advance payment will be permitted.
- The Electricity Bill for the Old Age Home in actual will be reimbursed to the Agency on submission of Electricity bills to this Office. So No extra fund will be allotted for Electricity purposes.
- Fuel for Generator will be provided by this office.
- Maintenance of Plumbing, Electrical work & Building etc. will be executed by This office as per requirement. So No extra fund will be allotted for such purposes.

14. BASIC RESPONSIBILITIES OF AGENCY / NGO:-

1. The Agency shall be wholly and exclusively responsible for the due compliance of the provisions under the Contract Labour (Regulation and Abolition) Act. 1970 and its rules and the Corporation will not in any way be responsible for the breach or violation of any of the provision under the said Act and rules.
2. The Agency shall pay to its work force the minimum wage at least as per provisions under the Minimum wages Act 1948 and in accordance to the relevant Minimum Wage Circular of the labour Department of the Govt. of West Bengal. The Minimum Wages whenever revised by the Labour Department of Govt. of west Bengal shall be implemented by the AGENCY without any delay. Haldia Municipality will not take any responsibility for the breach of violation of the Minimum wages Act 1948.
3. The AGENCY shall be responsible for providing all sorts of medical treatment to the working personnel deployed / engaged by him for the work. If any of the working force engaged by the AGENCY is found not suitable for the purpose whether on medical grounds or any other reason, he will immediately be replaced with a capable one and the authority of the Haldia Municipality will be kept informed of the same.

5. The Appointed Personnel / House staff (Male & Female) must have knowledge and experience in their respective field of work.
6. No claim will be entertained for any benefit, compensation absorption or regularization service of the individual engaged and the concerned authority shall not remain responsible in any liability or complication arises from the deployed persons.
7. The personnel deployed by the Agency /NGO shall be disciplined, hard-working, suitably qualified and experienced, having sound health & mind and should not be more than 60 years of age. The manpower deployed should not entail on enforcing prohibition of alcoholic drinks, smoking, loitering without work, gambling etc. Any illegal disruptive Immoral act in the work place.
8. In case of negligence in performing duty from any personnel, he/she should be removed immediately from duties by the Agency with prior notification to the office of the undersigned.
9. **No Sub-let on the part of Implementing Organization will be NOT be allowed in any case by the Haldia Municipality.**
10. **Any Addition OR Alteration OR Renovation of the Building & Property will be NOT be allowed in any case by the Haldia Municipality.**

***Administrator
Haldia Municipality
&
Sub-Divisional Officer
Haldia Sub Division***

Code of Conduct of “Matangini Abash”:

This **Code of Conduct** is a set of behaviours to establish and specify relations between staff and shelter residents. Not all behaviours and circumstances can be foreseen. This Code is meant to give staff knowledge of appropriate behaviour between residents and staff. Any questionable situations that arise between staff and residents that do not seem to be covered in this code of conduct should be addressed with a supervisor to obtain clarification and guidance.

1. Staff will always treat residents with respect and dignity. No guest should be a victim of verbal, emotional, or physical abuse by staff.
2. Staff will behave in accordance with all applicable safety policies and procedures. The safety of all residents and staff shall be held as the highest value.
3. Staff must refrain from alcohol or drug use while on duty. They should never come to work under the influence of alcohol or drugs.
4. Staff must refrain from any relationship with a resident that could be viewed as unprofessional. Inappropriate types of relationships include, but are not limited to:
 - « Business relationships
 - » Sale or use of drugs and alcohol
 - Gambling
 - Financial Assistance (acting as a payee or conservator)
 - Personal relationships outside of the work environment
5. Staff will always apply rules and regulations fairly and equitably to all residents.
6. Staff will not provide favours for, or accept favours from, residents.
7. Staff will never give or take money from a resident.
8. Staff will not use any language that is offensive or discriminatory.
9. Staff will dress in a way that reflects positively upon their role as professionals working in shelter or social services.
10. Staff will refrain from any communication with residents that may be interpreted as inappropriate and flirtatious, including improper jokes, self-disclosure, or touching.
11. When in doubt about any course of action or behaviour with residents, staff should consult their supervisor.

I, _____, have read and understood the Code of Conduct that is to be followed by all staff working in the shelter. I further understand that this code does not include all foreseeable circumstances that I may face in working with shelter residents, and that I will seek supervision anytime I have questions about appropriate or professional behaviour.

Name _____

Date _____

Do's And Don'ts

1. To Show Respect for Each and Every Resident:

1.1. For entry in the property for a new resident first check that He / She has proper permission for admission in the Home from Haldia Municipality.

1.2. Do welcome a resident when they come to the shelter. Make eye contact and greet them warmly with a smile.

1.3. Do introduce yourself when meeting a resident for the first time. Do this even before you ask them for their name at check in. It communicates that you are not just interested in getting their name for identification purposes, but also to know them as a person.

1.4. Do put the resident's needs above your own while on duty. Never make a resident wait for service when it isn't necessary. For instance, social conversations with other staff should stop when a resident needs assistance.

1.5. Don't wait for a resident to come to you. When you see a resident with an obvious need, whether it's an extra blanket, information, or the need to have someone to talk to, approach them with assistance. By anticipating a resident's needs you are showing them that they are important.

1.6. Don't use your power as a shelter employee to demean, humiliate, or judge a resident. Be aware of your status as a staff person.

1.7. Don't discuss a resident's business in public areas where other resident's may overhear. Provide privacy (whenever possible) for a resident to discuss sensitive information.

1.8. Do finish dealing with one resident's concerns or needs before attending to another's. This can be difficult because staffs are often pulled in many directions at once. However, by prioritizing needs and focusing on one resident at a time, staffs are actually able to use their time more efficiently.

1.9. Do show concern for a resident's personal belongings. When a resident enters a shelter, they usually have everything they own with them. Showing an understanding of the importance of these belongings to the resident communicates an overall sense of respect.

1.10. Do show tolerance for differences. These differences may include religious, spiritual, political, and cultural beliefs. For example, a resident who identifies as transgendered may wish you to call them something other than their legal name.

1.11. Don't blame or reprimand a resident in front of other residents. You may not always have the luxury of enforcing rules and regulations in private to a resident who is not compliant. By refraining from loud or obvious criticism of a resident in front of others, you maintain the dignity and cooperation of the resident.

1:11. Do treat all residents equally. It is common for a resident to ask you to bend a rule or for special treatment to meet their unique circumstance. Staffs need to be very careful when approaching this situation as they may appear to be showing favouritism.

Show respect to the residents. Model respect in your actions and you can watch it grow throughout the shelter. Shelter residents look to the staff for assistance and guidance. When guests see that staffs have respect for the shelter and its procedures, they are more likely to respect you and each other.

1.12 Before final releasing a Resident from the Home please check that He / She has proper permission for release from Haldia Municipality.

2. To Show Respect for the Institution, Policies and Procedures:

1.1. Do maintain a clean and orderly environment. Remember, the shelter is not only a workplace, it is someone's home.

1.2. Do treat your co-workers with respect. Try to keep personal conversations with other staff to a minimum when in a resident's presence. Never share personal information about other staff with residents.

1.3. Don't interrupt other staffs interactions with a resident. Unless there is urgent need, allow other staff to fully concentrate on the resident they are working with. If you must interrupt, do so respectfully. Say, "Excuse me, I am sorry to interrupt, but..."

1.4. Don't blame or "bad mouth" the institution, your co-workers, or supervisors in front of residents. When staffs have a complaint, criticism, or suggestion for improvement, they should address this in staff meetings or with their supervisors. When residents have complaints or criticisms of the facility or staff, listen and provide them with information on the appropriate means of filing a grievance or complaint.

1.5. Do follow policies and procedures consistently. Reinforce to residents that staff can be relied upon to carry out their duties, and enforce the rules and regulations of the facility in a consistent, competent, and fair manner.

3. To Take Responsibility for Your Professional Behaviour:

1.6. Do be aware of your professional limitations. Do not attempt resident interventions you are not trained or authorized to provide. Seek supervision if you are unsure about how to proceed or act in a situation.

1.7. Do take on self-improvement and educational activities. Take advantage of opportunities for training within the shelter system. Use these opportunities for professional development.

1.8. Don't blame others for your mistakes. Embrace your errors and take responsibility for correcting them. Staffs who are willing to learn from their mistakes can be model responsibility and trustworthiness for residents and other staff.

1.9. Don't lose control of your emotions in front of residents. Seek help from peers or your supervisor when you feel overwhelmed. It is not a sign of weakness to be emotionally affected by your work. By seeking help you are working to maintain balance in your professional behaviour.

1.10. Do pay attention to how you present yourself in your demeanour, dress, and hygiene. It is important that our own standards of behaviour, dress, and cleanliness be a model for residents. Check with your supervisor about the policies and procedures of appropriate attire in your work place.

1.11. Don't let your personal affairs interfere with your professional duties. Keeping a resident waiting while you finish a personal telephone call shows a lack interest and concern for that resident's needs.

Always use sensitivity and professionalism when talking or dealing with a resident. Whenever staffs work with a resident, they must keep the best interest of that resident in mind. Maintain a professional boundary, and don't let personal feelings or emotions affect the interaction.

4. To Take Responsibility for Professional Behavior Toward Residents:

1.1. Don't take it personally. Even when a resident is in a blaming or angry mode, remind yourself that by not reacting emotionally you are able to better assess and respond.

1.2. Do know the policies and procedures of your facility. This knowledge allows you to be a resource for residents. When confronted with a question or situation where you do not know the answer, have a resource list or seek supervision to get the information you need.

1.3. Do enforce policies and procedures equally with all residents. You are more likely to gain the respect of residents who see your actions as fair and balanced than if you treat one resident differently from another.

1.4. Do know and live up to professional ethics and boundaries. Never ask for something such as money or services from a resident. Remember, you are there to serve the resident. They are not there to serve you.

1.5. Do your job even though no one is watching or reminding you. For example, staff may not be supervised during the late hours and this may provide temptation to skip rounds or bed-checks. However, a resident's sense of safety may depend on the idea that someone is checking the area where they sleep. Residents need to trust that staff are looking out for them and showing concern for their well-being—even while they sleep.

1.6. Don't promise a resident something you cannot deliver. If you make a commitment to a resident, even a small one, live up to it! Most residents have a difficult time trusting "the system." When they are promised something that is not fulfilled, it reinforces the idea that the system cannot be trusted. In those unavoidable instances when a commitment or service cannot be provided, do not try to make excuses or lay blame elsewhere. Take responsibility and apologize to the resident.

1.7. Do know emergency procedures and respond to a crisis situation immediately to ensure a resident's safety. It is the responsibility of every staff member to know their facility's emergency protocols. Know when to call a supervisor or outside help.

1.8. Don't let dangerous situations or interactions go unattended. A resident's feeling of safety determines whether or not they will use a shelter. If staff are aware of drug dealing, intimidation, or extortion they need to respond immediately to maintain the safety of residents and staff.

Consistent professional behaviour shows residents that the facility can be trusted to provide a safe haven, and offers resources to help them. Shelter work is not easy. Every day, staffs are confronted with difficult situations and often difficult residents. Keeping professional boundaries can be hard for staff who see the harsh realities facing many of their residents. That is why working as a team, supporting one another.

ANNEXURE-1
FORMAT FOR COVERING LETTER

(On the Letterhead of the Applicant including full Postal Address, Telephone No., Fax No. and Email ID)

To
The Administrator
Haldia Municipality
&
Sub Divisional Officer,
Haldia Sub Division.

Sir,

Ref: Submission of “Inviting E-Quotation for Selection of NGO’s for annual function, operation & day to day maintenance of Old Age Home & Home for Distressed people etc. named “MATANGINI ABASH “ at Haldia as an initiative of Haldia Municipality (Ward No-20).”

1. Being duly authorized to represent and act on behalf of..... (hereinafter referred to as “the Applicant”) and having reviewed and fully understood all of the information provided in the EOI document provided by the Authority in respect of the captioned procurement, the undersigned hereby submits the Applications in response to the EOI.
2. I/We have studied the EOI document carefully and understand that we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the EOI process.
3. This statement is made for the express purpose of qualifying as an Applicant for the aforesaid EOI.
4. I/We shall make available to the Authority any additional information it may find necessary or require supplementing or authenticate the qualification statement.
5. I/We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
6. I/We understand that you may cancel the EOI Process at any time and that you are neither bound to accept any application that you may receive nor to invite the Applicants, without incurring any liability to the Applicants.
7. My/Our Application is consistent with all requirements of submission as stated in the EOI Document or in any of the subsequent communication issued by the Authority. I/We would be solely responsible for any errors or omissions in our application.
8. I/We understand that any omission, commission or misstatement in facts provided by us will make our application invalid at any time during the EOI Process and also after the presentation and discussions; the Authority reserves the right to take appropriate action accordingly.
9. I/We understand that the Authority reserves the right to accept or reject any or all the Applications and reserves the right to withhold and/or cancel the EOI Process without assigning any reason or otherwise.
10. I/We hereby irrevocably relinquish any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with this EOI, or in connection with the Procurement Process itself, in respect of the above-mentioned activities and the terms and implementation thereof.
11. I/We agree and undertake to abide by all the terms and conditions of the EOI Document.

12. Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in my/our Application, I/we hereby represent and confirm that my/our Application is unqualified and unconditional in all respects.

...

.....
Signature of the Authorised Person

.....
Name of the Authorised Person

Date

ANNEXURE-2
APPLICANT PROFILE AND STATUS
(TO BE FILLED BY BOTH CATEGORY A & CATEGORY B APPLICANTS)

Sl.No	Description	Particulars
1.	Name of the Agency/ Individual	
2.	Status (Legal entity)	
3.	Name of Sport(s) Expertise being offered	
4.	Address with pin code	
5.	Contact person (Management)	
6.	Contact number	
7.	Fax No.	
8.	Mobile No.	
9.	Email Id.	
10.	Web address	
11.	Year of incorporation (Certificate of Registration to be furnished)	
12.	Details of PAN (Copy of PAN Card to be furnished)	
13.	Details of GST Registration No. (Copy of GST Registration number to be furnished)	
14.	Contact person (Name & Address)	
15.	Contact person Mobile / telephone no.	
16.	Contact person email ID	
17.	Any other relevant information	

.....
Signature of the Authorized Person

.....
Name of the Authorized Person

Date

ANNEXURE-3
SUMMARY OF TECHNICAL EXPERIENCE
(TO BE FILLED BY BOTH CATEGORY A & CATEGORY B APPLICANTS)

Sl. No.	Name of Project (complete details required as per EOI)	Client / Agency	Duration of Project (months)	Start date & End Date	Remarks
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Note:

Supporting document with respect of each Work to be furnished by the applicants.

.....
Signature of the Authorized Person

.....
Name of the Authorized Person

Date

ANNEXURE-4
UNDERSTANDING OF THE ENGAGEMENT

- i Sharing experience of similar projects
- ii Any suggestions for the Authority
- iii Any other points

ANNEXURE-5
SUMMARY OF FINANCIAL STRENGTH
(ONLY FOR AGENCY)

Sl.No.	Financial Year	Turnover of firm/ company (INR)*	Average Annual Turnover –for Last 3 FY.
	2024-25		
	2023-24		
	2022-23		
	2021-22		
	2020-21		

.....
Certified by Statutory Auditor/ Chartered Accountant
Registration details:

.....
Signature of the Authorised Person

.....
Name of the Authorized Person

Date

*** In case of an Individual Gross Total Income will Consider**

ANNEXURE 6

UNDERTAKING BY APPLICANT

- | | | |
|----|--|--------|
| 1. | Is the tenderer currently involved in any litigation relating to the Government of W.B. or HM.
If yes: give details: | Yes/No |
| 2. | Has the tenderer or any of its constituent partners been blacklisted/ deregistered by any agency in India during the last 3 years from the last date of submission of applications.
If yes, give details: | Yes/No |
| 3. | Has the tenderer or any of its constituent partner(s) failed to perform on any contract work in India during the last 3 years from the last date of submission of applications.
If yes, give details: | Yes/No |

Note:

If any information in this schedule is found to be incorrect or concealed, qualification application will summarily be rejected.

.....
Signature of the Authorized Person

.....
Name of the Authorized Person

Date

ANNEXURE 7

As on date of submission of the proposal, the bidder should not be blacklisted by any Government entity in India

[On the letterhead of the organization]

No-Conviction Certificate

This is to certify that ----- (Name of the organization), having registered office at -
----- (Address of the registered office), as on date of submission of the proposal,
the bidder has not been blacklisted by any Government entity in India.

Signature:

Name of the Authorized Signatory:

Designation:

AFFIDAVIT "Y"

Declaration of the Tenderer

(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 NleT (NleT 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 Quotation 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 tender 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 tender by all instructions as may given by the Engineer in Charge of the work time to time. I also hereby
undertake to tender 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 Agency upon entering into formal
Contract / agreement with the Quotation Inviting/Accepting authority.

3. That I declare that, no relevant information as required to be furnished by the tender 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)