

শিক্ষার অধিকার
সর্বশিক্ষা অভিযান
সবার শিক্ষা, সবার উন্নতি

Government of West Bengal
Office of the District Magistrate & District Project Director,
Sarva Siksha Mission
North 24 Parganas, Barasat

Phone no:033-25628190

Memo No.:S-19/2/2011-SSM/142440

Email : ssan24@gmail.com

Dated:-16-06.2017.

**NOTICE INVITING e-Tender PRE-QUALIFICATION - CUM –
TENDER (TWO COVER SYSTEM) for the work as detailed below**

Sl. No.	Name of the work	Amount put to tender (Rs. In lakh)	Earnest Money [2% of the estimated amount put to Tender] (Rs.)	Cost of Tender documents (Rs.)	Schedule Completion Time
1	Construction of two storied hostel for Boys Students at Dhuturdaha K.P.S high school under minakhan Block in the District of North 24 Parganas during 2014 - 2015.(Structural).	8534290	170686	NIL	10(Ten) months

For and on behalf of the District Magistrate invites **percentage rate e-tender** for the following work mentioned as above, from resourceful contractors either enlisted of this Zilla Parishad or bonafied outsiders, Govt. contractors registered with P.W.D./ Irrigation and Water Ways Department / Housing Deptt./ C.P.W.D. & enlisted contractors of other Engineering Deptt. of the Govt. having experience in same type of works.

BasicQualificationCriteria:

(A) Credential: The applicant, in the same name and style, as prime contractor should have successfully completed at least one contract of same type of work at at least one-third value of the

proposed contract within the last 5 years. (i) Credential of same name and style for construction of new building ii) similar work Bridge and building construction with concrete work as one of the important item of work.

Only one credential certificate need to be uploaded which satisfies the work criteria. In case of multiple credential only the 1st credential uploaded will be considered for evaluation.

(B) Turnover: The bidder should have achieved in any one year during last five years in the same name and style (excluding current financial year) a minimum turnover as certified by chartered accountant and at least 50% of which is from civil engineering construction works) equivalent to amount given below. **Payment certificate must be uploaded to corroborate the figure of Audit Report. In case the payment certificate uploaded is found to be less than value mentioned in Audit Report, the less value will be considered as turn over for Bid Capacity calculation.**

i) 75% of Amount put to bid in case of the amount put to bid above Rs. 25 lakhs for which bid has been invited.

(C) Documents & Certificates: Self Attested copies of IT Return (for the last 3 years), P.Tax, /VAT, Registration Certificate must be produced by all bidders and for registered Engineers Co-Operative Society & Registered labour Co-Operative Society including submission of Bye-Laws, valid audit report for the last three (3) years, valid ARCS certificates and other papers & submit the same with full address of their and authorized person to sign on tender documents along with Technical Bid papers.

Additional Qualification Criteria: Bidders who meet the minimum qualification criteria will be qualified only if their available bid capacity for construction work is equal to or more than the total bid value. The available bid capacity will be calculated as under:

Assessed Available Bid capacity = (A*N*M - B) Where

A = Maximum value of civil engineering works executed in any one year during the last five years (updated to the price level to the last year at the rate of 8 percent a year) taking into account the completed as well as works in progress, N = Number of year prescribed for completion of the work for which bids are invited (period upto 6 months to be taken as ½ and more than 6 months as 1 in a year, M = 3, B = Value, at the current indexed @ 8% per Annual price level, of existing commitments and on-going works to be completed during the period of completion of the works for which bids are invited.

N.B. The statements showing the value of existing commitments and on-going works as well as the stipulated period of completion remaining for each of the works listed should be countersigned by the Engineer in charge, not below the rank of an Executive Engineer or equivalent. Otherwise those Certificates will not be considered in the Evaluation process.

Disqualification Criteria: Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:

- (i) Made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements; and / or record of submission of any false / fake document(s).
- (ii) Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.
- (iii) Participated in the previous bidding for the same work and had quoted unreasonably high or low bid prices and could not furnish rational justification for it to the Employer.

Bids from joint ventures - Not allowed
Sub-contract for works not allowed.

Rejection Criteria: During scrutiny of Technical Bid / Tender documents, or any time prior to opening of financial bid, if it is found that any information in any supportive document is false or incorrect/misleading to that extent, that it frustrates the very basis of submission of that document, then the tender of the concerned bidder will be rejected, without assigning any reason whatsoever. If it is found that there is continuous poor performance and inordinate delay in execution of the works already awarded to them. The Additional District Magistrate (General), North 24 Parganas will have sole discretion to decide the eligibility of the Contractors on the basis of his submitted documents and evaluation thereof and reserve the right to refuse any explanation to Contractor or to refuse issuance of tender to any applicant without assigning any reason thereof and the decision of the committee member in this respect will be final.

Special Terms & Condition:

1. The work in which Design Mix concrete like M20, M25, M30 are used the agency must have Weigh Batching instruments to execute the work.

2. The agency executing Design Mix Concrete should note that Mix Design Report is to be submitted by the agency prior to execution of the work. The cost if any to this effect will be borne by the agency.
3. If any admixture is likely to be used as per advice of Mix Design Report the cost to this effect will be borne by the agency.
4. Payment will be made on measured quantity & test reports conducted.
5. Message regarding "Technically Qualified/Disqualified" will be communicated to the Bidders. Financial Bid will be opened within a short period after such communication. In case of there be any objection regarding Technical Scrutiny, objection should be lodged to the under signed within 48 hours from time of uploading of the Technical Bid and subsequently communication to Bidder. Beyond that time schedule no objection will be entertained.

Unbalanced Bid: The bid in which the offered rate is 15% below SOR extra 2% security deposit above normal 10% Security Deposit will be deducted from bill of contractor i.e. to say that 12% Security Deposit will be retained in case of unbalance bid. proper Financial Analysis of Rate must be justified by the bidder in case of Unbalanced bid.

Forfeiture of Earnest Money: Apart from Disqualification and Rejection of tender the **Earnest Money** deposited by the bidder will be **forfeited** if they submit **false/fake/forged** documents in respect of Credential and Turnover.

1. The **Earnest Money** is to be Deposited in form of Bank Draft in favour of "Sarva Siksha Mission, North 24 Parganas" drawn on Nationalized Bank/ Scheduled Commercial Bank/ Co-operative bank/ Regional Rural Bank Payable at Barasat. The colour scanned copy of original Bank Draft is to be uploaded by the intending Bidders. The original Bank Draft is to be produced to the District Project office before the date of opening of Technical Bid. This will be kept under the custody of the office until whole tender process is over

2. The bank draft so collected will be returned to unsuccessful bidders (except L1 and L2 Bidder) after finalization of tender process by the concerned the Additional District Magistrate (General), office to the bidder or his authorized representative within 15 days after completion of the tender process with due application to Additional District Magistrate (General). The L2 bidder's Bank draft will be released only after acceptance of work order by the L1 bidder.

Note: The challan of deposit of tender document purchase fee and earnest money must be colour scanned and uploaded by all the bidders mentioning Sl. No. & NIT No. on it, otherwise Bid shall be summarily rejected.

Intending bidders may download tender documents from e-procurement portal : <https://wbtenders.gov.in> In case of change of date, due intimation will be given in News dailies and website. List of the important dates related to bid are given in the Annexure - I.

The District Magistrate/ Additional district Magistrate (General), North 24 Parganas reserves the right to reject or cancel any or all pre-qualification documents and bid document or the entire tender process without assigning any reason whatsoever.

CheckList:

The following documents are to be uploaded at the time of submission of tenders through e-tendering Process.

1. Valid West Bengal Sales Tax / VAT Registration No.
2. Completion certificate along with certificate of payment received for works of similar type and of values as mentioned above individually for the above tenders from an officer not below the rank of Executive Engineer/DDO of the concerned Department.
3. Professional Tax clearance certificate. Please check your turnover & submit Professional Tax accordingly.
4. Annual Profit & Loss Account & Balance Sheet from chartered accountant for last 3 (three) Financial years. The registration number of Chartered Accountant must be prominently shown in the Audit Report.
- 5.a.) Affidavit regarding the Bidder will be able to invest 30% (Thirty percent) Cash during implementation of the work.
 - b) Affidavit regarding correctness of certificates.
 - c) Affidavit regarding non - employment of retired (within 2 years) Departmental / Govt. Officers / Engineers under him.
6. 30% as solvency certificate from any Nationalized Bank.

SAMPLEFORMATFOREVIDENCEOFACCESSTOORAVAILABILITYOFCREDIT FACILITIES

BANKCERTIFICATE

This is to certify that M/s ----- is a reputed company with a good financial standing.

If the contract for the work, namely -----, NIT No..... dated:-----, SI No. is awarded to the above firm, we shall be able to provide over draft/credit facilities to the extent of (.....%) Rs(Rupees.....) only to meet their working capital requirements for executing the above contract, if he fulfill our terms & condition of Loan / O.D.

Signature of Bank Manager

Name of the Bank Manager:-
Address of the Bank:-

N.B.:-Certificate should be on the letter head of the bank.

Certificate should be issued on date after publication of Tender and if found not as per format, intending bidders will be disqualified on that ground.

7. Credential and Turnover as per Basic Qualification Criteria mentioned above.
8. Updated / Current VAT Clearance.
9. PAN Card No.
10. a) List of ongoing works and ongoing progress certificate with up-to-date financial status to be issued not below the rank of Executive Engineer of the concern department.
11. List of ongoing works in format Table A in Cl. 13.
12. The contractor should have sufficient technical manpower, tools and plants to complete the work with a proper constructional methodology against it which need to be submitted at the time of online submission. Bidder should own all necessary laboratory equipments for quality control with skilled laboratory personnel at the worksite as detailed in Annexure - III. Evidence of ownership of major items of construction equipment such as Con. Mixture, Vibrator, Slum Test equipment, water tank are essentially required. All these relevant equipments should be arranged by them on hire / lease /buying as required as per the quantity scheduled in Annexure II. Cube test report submit by agency.
13. The Number of Technical personnel, Qualifications and Experience will be as follows for each respective Bid. The Technical Personnel are:

Technical Personnel	Number (At least)	Experience in Road / Building works etc.
A. Degree Holder in Civil Engineering	1 (One)	At least 3(three) yrs. in the similar works.
B. Diploma Holder in Civil Engineering	1 (One)	At least 5 (five) years in construction in the similar works.
C. Others (Specify) Supervisor	1 (One)	At least 3 (three) yrs. in the similar

14. Qualification Information

Notes on Form of Qualification Information

The information to be filled in by bidders in the following pages will be used for purposes of pre and post qualification. This information will not be incorporated in the Contract. Attach additional pages as necessary.

Individual Bidders

1.1	Constitution or legal status of Bidder Place of registration: Principal place of business: Power of attorney of signatory of Bid	[Attach copy]												
1.2	Total annual volume of civil engineering construction work executed and payments received in the last five years preceding the year in which bids are invited. (Attach certificate from Chartered Accountant)	<table border="1"> <thead> <tr> <th>Year</th> <th>(Rs. In lakhs)</th> </tr> </thead> <tbody> <tr> <td>2010-2011</td> <td>-----</td> </tr> <tr> <td>2011-2012</td> <td>-----</td> </tr> <tr> <td>2012-2013</td> <td>-----</td> </tr> <tr> <td>2013-2014</td> <td>-----</td> </tr> <tr> <td>2015-2016</td> <td>-----</td> </tr> </tbody> </table>	Year	(Rs. In lakhs)	2010-2011	-----	2011-2012	-----	2012-2013	-----	2013-2014	-----	2015-2016	-----
Year	(Rs. In lakhs)													
2010-2011	-----													
2011-2012	-----													
2012-2013	-----													
2013-2014	-----													
2015-2016	-----													
1.3	Work performed as prime Contractor (in the same name and style) on construction works of a similar nature and volume over the last five years. Attach certificate from the Engineer-in-charge / Employer													

Information on Bid Capacity (works for which bids have been submitted and works which are yet to be completed) as on the date of this bid.

Existing commitments and on-going construction works as per this Table A:

Description of Work	Place & State	Contract No & Date	Name & Address of Employer	Value of Contract (Rs. In Lakhs)	Stipulated period of completion	Value of works remaining to be completed* (Rs. Lakhs)	Anticipated Date of completion
1	2	3	4	5	6	7	8

N.B. Suppression of any fact regarding work-in-hand will be liable for non-responsive/cancellation of bid

* Enclose certificate(s) from Engineer(s)-in-charge for value of work remaining to be completed.

Works for which bids already submitted: (Work-order not issued)

Description of Work	Place & State	Name & Address of Employer	Estimated Value of Works (Rs. Lakhs)	Stipulated period of completion	Date when decision is expected	Remarks, if any
1	2	3	4	5	6	7

15. Before submission of Tender the Bidder must inspect the site and should submit a Certificate that he/they have inspected the site and quoted rate accordingly. The bidders shall submit the details of completed works during the last five years and existing commitments as per the format mentioned above otherwise the bids shall be summarily be rejected.

16. Proposed work Programme in the form of Bar Chart & constructural methodology l to be submitted along with the Bidding documents for completion of the work in the schedule time.

17. Payment Certificate should be issued from the concerned department only after the expiry of the relevant Financial Year and countersigned not below the rank of DDO of the Dept. concerned.

18. SAMPLE FORMAT FOR AFFIDAVIT

I, Sri.....,S/o Sri.....,aged... Years, Residing
at....., Proprietor/Partner/Director of.....
do hereby solemnly affirm and declare in connection with the work vide NIT No.
Sl. No.....as follows:-

1. That I, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.

2. That the undersigned also hereby certifies that neither any near relations of DE/EE/SE/AE/SAE of the Department nor any retired gazetted officers are in our Employment

3. The undersigned would authorize and request any bank, person, firm or corporation to furnish pertinent information as deemed necessary and or as requested by the Department to verify this statement.

4. The undersigned understands and agrees that the bid shall remain open for Acceptance 180 days from the date of opening of financial bid.

5. The undersigned agrees to invest 30% of the contract price of works by cash during the implementation of the works.

6. The undersigned agrees to authorize the authority to seek references from the Bankers of the undersigned.

7. If the contract is awarded to us, we will deploy at site all necessary T&P and equipments as listed in the ITB of the bidding document immediately on receipt of the work order. We would commence the work only on deployment of machineries at site to the full satisfaction of the Engineer-in Charge. We would be duty bound to use those equipments at site to achieve the best result as per requirement of the contract. We would upkeep and maintain those equipments in running condition till completion of the Project. Any breakdown of any equipment will be replaced immediately. No part of equipment will be shifted to another site without the written permission of the E.I.C.

8. We would establish a site Laboratory with minimum testing equipments / apparatus as listed in the ITB to conduct the various tests on aggregates, cement concrete to maintain the quality at site. We will upkeep the Laboratory set-up in good condition of the Project.

9. We would deploy at site all necessary technical Personnel for efficient contract management and supervision of works with a view to achieving best quality of works at site.

10. Any departure whatsoever in any form will be considered as breach of contract. In such situation the Department at his liberty may with hold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, Departmental decision will be final and binding.

11. The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.

12. The undersigned inspected the site and quoted the rate accordingly.

19. (a) Milestones to be achieved during the contract period

(1) 1/8th of the value of entire contract work up to 1/4th of the period allowed for completion of construction

(2) 3/8th of the value of entire contract work up to 1/2 of the period allowed for completion of construction

(3) 3/4th of the value of entire contract work up to 3/4th of the period allowed for completion of construction

(b) Amount of liquidated damages for Delay in completion of works For Whole of work
1 percent of the Initial Contract Price, rounded off to the nearest thousand, per day.

(c) Maximum limit of liquidated damages for delay in completion of work. 10 per cent of the Initial Contract Price rounded off to the nearest thousand.

b) To Keep the Roads/Building in good condition (security period):

Security period means **1(One) year** after completion of the construction / renovation works and for RIDF works it will be 3(three) years and after each year 1/3 of security money will be released subject to verification of physical condition of road.

i) No Mobilization Advance and Advance against purchase of equipment will be paid for the work.

ii) No Secured Advance will be paid for the work under any circumstances. Under no circumstances Escalation in prices will be entertained.

iii) 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Welfare Cess Act, 1996 will be deducted from the running bills if applicable.

17) Preparation of Bids/Tender Documents

a) Language of the Bid / Tender documents will be in English.

b) Documents Comprising the Bid/ Tender documents.

i) The Bid submitted by the Bidder shall be in two separate parts:

Part I- This shall be named **Technical Bid** and shall comprise of.

1) Bidding documents (Technical Bid) and Earnest money.

[Tender with all other documents along with BOQs, brief description, rates, schedule of works, drawings etc. of work including Tender documents can also be downloaded from Govt. of West Bengal e-tendering Web site : <https://wbtenders.gov.in>

2) Authorised address and contact details of the bidder having the following information:- Address of communication:-

Telephone No(s) Office:- , Mobile No:-, Facsimile (FAX) No:-, Electronic Mail Identification (E-mail ID):-

3) Schedule of Quantities

4) Bidding Document

- 5) **Bid Validity** - Undertaking that the bid shall remain valid for a period of **180 (one hundred eighty) days** from the date of opening of financial bid. A bid valid for a shorter period **shall be rejected by the undersigned as non responsive bid.**

Part II. It shall be named **Financial Bid** and shall comprise of:

(i) Bill of Quantity [The unit rates and the prices shall be quoted by the bidder entirely in Indian Rupees.]

6) Content of Bidding Documents

The set of bidding documents comprises the documents listed below

- 1) Notice Inviting Tender
- 2) Conditions of Contract
- 3) Specifications (Schedule of Quantity)
- 4) Drawings
- 5) Bill of Quantities

The agency (Bidder) must engage at its own cost at least one degree & one diploma holder Engineer who will supervise the works of the agency and specify his name in the tender form clearly. The name of his authorized representative who will supervise the day-to-day activities during construction should also be specified in the tender form. A work Order Book with triplicate pages must be kept at the site office of the agency for the work and day to day instruction, whenever required, will be recorded by the site engineers of the Sarva Siksha Mission in connection with the work.

20. (a) Completion certificates issued by competent authority will normally be considered as credentials of the Bidder. Credentials of works executed under Public Works Department & Public Works (Roads) Department, Irrigation & Water ways Department, Public Health Engineering Departments, Sundarban affairs Department & other state Government Departments, Zilla Parishad, WBHIDCO, WBSEDCL, KMDA, KMW&SA, KMC, HRBC, Engineering Departments of Central Government Organizations like Railways, KOPT and under taking organization like Mackintosh Burn Ltd. Westinghouse Saxby Farmer Ltd. & Britannia Engineering Ltd. may also be considered. Completion certificates are to be countersigned by the Executive / Divisional Engineers of the respective State / Central Government Departments, or Officer of the equivalent rank, if those are issued by some other authority / for work executed as Sub – contractor from Makintosh Burn Limited, Westing House Saxby Farmer Limited & Britannia Engineering Limited. It may be noted that Makintosh Burn Limited, Westing House Saxby Farmer Limited & Britannia Engineering Limited and any other undertaking organisations working as prime contractors and issuing credentials to their sub-contractors, shall be considered as the credentials of sub-contractors only to the order of 25 % of the total value of work done.

Over and above the completion certificates, certificate from the competent authority regarding payment received so far for the work (even if the full payment might not have been received), supported by Bank Statement showing that the corresponding amount of payment has actually been deposited in the Bank, will have to be produced in the cases of works executed under any Departmental / Organizations other than Irrigation & Waterways Department, Public Works Department & Public Works (Roads) Department, Irrigation & Water ways Department, Public Health Engineering Departments, Sundarban affairs Department & other state Government Departments, Zilla Parishad, WBHIDCO, WBSEDCL, KMDA, KMW, & PS, KMC, HRBC, Engineering Departments of Central

Government Department & Organizations like Railways, KOPT etc. failing which the payments certificates may not be considered .

21. Unsuccessful Bidders may apply for release of their E.M. after completion of bid process in the format given below in plain paper along with a copy of deposit slip in the **Annexure -IV**.


Additional District Magistrate (General)
North 24 Parganas .

Annexure-I

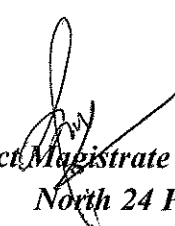
List of Important Dates of Bids

1. **Date of Issue of Notice Inviting Bid** Date: 16 Months: 06 Year: 2017
2. **Period and time for download of Bidding Documents :** **From :** Date: 17 Month 06 Year: 2017
Time 18-00 Hours
To : Date : 10 Month 07 Year: 2017
Time 17-00 Hours
3. **Time of submission Bids** **From :** Date: 17 Month: 06 Year: 2017
Time: 18-30 Hours
To : Date: 10 Month: 07 Year 2017
Time: 18-00 Hours
4. **Time and Date for Receipt of Draft** : Date: 10 Month 07 Year: 2017
Time: 14-00 Hours
5. **Time and Date for opening Technical Bid/Bids** : Date: 12 Month 07 Year: 2017
Time: 18-00 Hours
6. **Tentative Time and Date of opening Financial Bids** : Date: 17 Month: 07 Year: 2017
(Subject to Decision of Tender Committee) Time 12-00 Hours
7. **Place of opening bids** : District Magistrate Office, Administrative.
Building, North 24 Parganas
8. **Last Date of Bid Validity** : 180 days from the date of opening
of Financial Bid.
9. **Officer inviting Bids** : Designation: Addl. District Magistrate(G),
Address: North 24 Parganas


Additional District Magistrate (General).
North 24 Parganas

Copy forwarded for information with a request to please display the notice in the Office board for wide circulation to the:

1. The State Project Director, Sarva Siksha Mission. Bikash Bhavan 2nd floor , Salt Lake City , Kolkata-700 091.
3. Karmadhakshya, Purta - O - Paribahan Sthayee Samity, North 24 Parganas Zilla Parishad.
4. Addl. District Magistrate(Dev), North 24 Parganas, Barasat.
5. Executive Engineer (P&RD)/WBSRDA (Bst & Bht Divn.), North 24 Parganas Zilla Parishad.
6. District Engineer, North 24 Parganas Zilla Parishad.
8. Secretary, North 24 Parganas Zilla Parishad.
9. The Executive Engineer, P.W.D./Assistant Engineer, CMDA, Sub-division -XII, P.W.D./Executive Engineer, Highway Division P.W.(R)D./Executive Engineer, I & W / Ways Deptt./Assistant Engineer, I & W/Ways Deptt. Sub-Division.- with request to display in notice board for wide publication.
10. District Information officer, North 24 Parganas – He is directed to take necessary steps for publication of the notice in e-tender website.
11. Assistant Labour commissioner, Govt. of West Bengal, K.S.Roy Road Kolkata-700001.
13. District Project Officer, Sarva Siksha Mission, North 24 Parganas.
14. FAO , Accountant Sarva Siksha Mission, North 24 Parganas.
15. C.A to District Magistrate North 24 Parganas and Executive Officer, North 24 Parganas Zilla Parishad.
16. P.A. to the Sabhadhipati, North 24 Parganas Zilla Parishad for kind information to the Sabhadhipati.
17. Office Notice Board.


Additional District Magistrate (General)
North 24 Parganas .

Annexure II

Key Field equipments for construction of a *Single Work* are as follows:

CONTRACTOR'S EQUIPMENTS:

MINIMUM PLANT AND EQUIPMENT TO BE DEPLOYED BY THE CONTRACTOR

Whereas it is entirely the responsibility of the Contractor to deploy sufficient plant and mechanical equipment to ensure compliance with his obligations under the Contract, the following list is an indicative list of the minimum essential basic holding of plant and mechanical equipment which the tenderer must own /arrange through lease agreement.

Sl. No.	TYPE OF EQUIPMENT	CAPACITY	MINIMUM NUMBER REQUIRED
1.	Tilting Drum Mixer 230-280 Litres Capacity with Hopper <i>N.B. The above machinery must be owned /arranged through lease agreement. It is obligatory to execute the Concreting work by using the above the mentioned machine unless otherwise mentioned in the</i>	-----	2 No.
2.	Vibrator	-----	2 Nos.

Annexure -IV

To

The District Project Officer,
Sarva Siksha Mission,
North 24 Parganas

Sir,

Sub : - Prayer for release of Earnest Money

I had participated in tender as detailed below and was an unsuccessful bidder .My Earnest Money may kindly be released.

- 1) a) Name of Work
- 2) N.I.T. No 3) S.L. No.
- 3) a) Name of Bank b) Branch
- c) Draft No. d) Date.
- 7) Amount Rs.

Yours faithfully,

Signature with Seal

ForOfficeUse

Advice by District Project Officer, Sarva Siksha Mission to Concerned Dealing Assistant.

Please return the Bank draft as detailed above to the applicant with due receipt the Draft release Register and on this letter.

District Project Officer
Sarva Sikha Mission
North 24 Parganas

The draft is released. The Sl. No in Draft release register is:.....

❖ Dealing Assistant

Received the draft as detailed above:

Signature of the Agency

❖ Please keep this document in a separate file for future record.