

**Annexure-I**  
**FURNISHING BASIC INFORMATION**  
 (To be furnished in the Company's official letter pad)

1.	Name of the Bidder	
2	Address for Communication	
3	Contact Number(s)	
4	E-mail ID	
5	Trade License No. (Please enclose copy of Trade License)	
6	PAN(Please enclose copy of PAN Card)	
7	GST No.(Please enclose copy of GST No)	
8	Do you have previous experience for similar nature of Job  (Please enclose copy of Completion Certificate & Work Order, if yes)	Yes / No (Please put tick mark)
9	Annual Turnover as per Audited P/L ACCOUNTS & BALANCE SHEET for Financial Years	2021-22: Rs..... 2022-23: Rs..... 2023-24: Rs..... Average Annual Turnover: Rs.....
10	Manpower of the bidder (Please enclose total Manpower List including Technical Staff)	

I do hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false / wrong / misleading information, I shall be bound to take the decision taken by the College.

Signature of the Bidder with Seal

**Annexure II**

**APPLICATION FOR TENDER**

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

To  
The Teacher-in-Charge,  
SETH ANANDRAM JAIPURIA  
COLLEGE, KOLKATA – 700005,  
West Bengal

Sub: NIT for Civil Work at SETH ANANDRAM JAIPURIA COLLEGE  
Ref:- N.I.T. No SAJC/25/ET/03, dated: 12/07/2025

Madam,

Having examined the pre-qualification & other documents published in the N.I.T, I / we here by submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of.....  
.....in the capacity.....  
..... duly authorized to submit the offer.

We accept the terms and conditions as laid down in the tender document and declare that we shall abide by it throughout the tender period including its extensions, if any.

2. We have gone through the Tender Document thoroughly and quoted the tender keeping in mind all sorts of information as furnished in the tender document including Corrigendum / Addendum as published from time to time.
3. We are offering rate for as per BOQ.

In the event of being selected, I / we will do the job as will be mentioned in the work order letter within the stipulated period excepting the condition which is not beyond our control.

Date:

Signature of Applicant

Contact no:  
E-mail address:  
Postal Address:

Company Seal: