



कोलकाता पत्तन न्यास KOLKATA PORT TRUST



सिविल इंजीनियरिंग विभाग / Civil Engineering Department
अधीक्षण अभियंता (सिविल), साउथ का कार्यालय/
Office of the Superintending Engineer (Civil), South
51, सि. जि. आर. रोड, कोलकाता – 700 043/ 51, C G R Road, Kolkata – 700 043

NOTICE INVITING TENDER

No: CE/South/163/T-3/756

Dated: 06/02/2018

Messrs/ Shri

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Dear Sir(s),

Reg:- Tender for "Making shallow drain to facilitate passage of water from the Lawn including construction of brick pathway along one side of the lawn at Portland Park Bungalow No. 18 under SE(south)."

Sealed tenders are invited from resourceful, experienced and bonafide **Registered Contractors of KoPT** for the subject work as per following Prequalification Criteria on **percentage above/below/at par** basis on estimated rates / amount (as shown in Bill of Quantities) in accordance with this Notice Inviting Tender, the General Conditions of Contract, Special Conditions of Contract, Specifications for materials and workmanship and Bill of Quantities for this particular contract.

Estimated amount put to tender :-	₹ 1,39,535.06
Earnest Money Deposit :-	Nil
Time Of Completion :-	02(two) months.
Cost of tender documents:-	₹ 300.00 per set. (non-refundable)
Period of sale of tender documents:-	From 07/02/2018 to 19/02/2018 from SE (Civil), South's office OR from website www.kolkataporttrust.gov.in upto 19/02/2018 .
Date of submission & opening :-	19/02/2018 Submission :- upto 3.00 P.M Opening :- Shortly after 3.00 P.M

1. Pre-qualification Criteria:

- A.** The intending bidder should have successfully completed **similar work** i.e. **Construction and repair , renovation of building, shed, godown etc.** during last 7 years ending on the last day of the month previous to the one in which applications are invited and the value of completed work(s) should be either of the following :-

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

B. The average Annual Financial turnover of the intending tenderer during the last 3 years ending 31st March of the last financial year [2016-2017] should be at least 30% of the estimated amount put to tender.

- 2. The Trustees' General Conditions of Contract, Schedules of Rates may be seen at this office during office hours on any working day. The GCC is also available on Ko.P.T's website. Rest of the tender documents like Special Conditions of Contract, B.O.Q. etc. are attached herewith.
- 3. In case of a tenderer who has already deposited a Permanent Security with the KoPT under the new rules, he shall be bound by the Clauses of the General Conditions of the Contract pertaining to Earnest Money and Security Deposits for Registered Contractors.
- 4. The EMD amount will be refunded to the unsuccessful tenderer without **any interest**. In case of being the successful tenderer, this amount will be adjusted against the Security Deposit as per the relevant clause of the G.C.C. Tender offer without EMD will be rejected.
- 5. In case a bidder submits his offer after downloading the tender documents from Ko.P.T's website, he shall have to pay the cost of tender document in the form of **Bankers' cheque / Demand Draft / Pay order** at the time of submission of tender offer.
- 6. The rate quoted by the Contractor must be valid up to four months from the date of opening of tender.
- 7. The rate quoted by the tenderer should be complete in all respect and should include all duties, taxes, octroi, surcharge etc except Service Tax.
- 8. While quoting the rate it should be noted that the tenderer should on no account overwrite the figures. Any correction necessary, should be made by cancelling the original figures and writing the corrected figures on the top. All such corrections should be initialled by the tenderer. If the figures are tampered with, the tender shall be liable to be rejected.
- 9. The tender duly filled in, quoted and signed along with the following documents shall be submitted in sealed cover superscribing the above name of work so as to reach this office within **3:00 P.M** on **19/02/2018**. The tender will be opened shortly after 3:00 P.M, on the same day and intending bidders or their authorised representatives may attend the same. In the event of any unforeseen circumstances such as holidays, bandhs, strikes etc., on that day, the tenders may be submitted by 3:00 P.M. on the next working day, and will be opened shortly after 3:00 P.M. on the same day. All other conditions shall remain the same.

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- i. Cost of tender documents (if downloaded from website).
- ii. Copy of the documents in support of pre-qualification criteria as mentioned above.
- iii. Copy of valid Trade Licence.
- iv. Copy of GST registration certificate.
- v. Copy of IT registration certificate / PAN card.
- vi. Copy of professional tax clearance certificate / upto date challan.
- vii. Copy of EPF & ESI registration certificates.

10. All the tenderers should submit the above documents along with proforma of checklist attached with the tender documents in a sealed cover. If the tenderer fails to submit such check list duly filled up, the tender would not be considered for opening. If contents of check list turn out to be misrepresentation of facts, then such bids would be rejected even after opening of Price bid with a recorded warning for the bidder. In case the same enlisted contractors repeat such mistake on second occasion, his fixed Security Deposit would be forfeited and he will be debarred in participating in future tenders. **Proforma of Check list should be attached as a covering letter along with sealed envelope containing the offer.**

11. The tenderer must return the tender document duly filled in and signed in all pages over his office seal. The tenderer shall not impose his own terms and conditions. Such a tender is liable for rejection at the option of the tender inviting authority without further reference to the tenderer.

12. This being a percentage rate tender, the Bidder shall quote his rates as percentage above / below / at par with the estimated amount put to tender properly based on his own analysis in the 'ABSTRACT FORM OF TENDER' both in words and in figures. In such cases, if arithmetical error is committed by the tenderer in working out the amount, the tendered percentage shall be taken into account and the amount corrected and the corrections authenticated by the tenderer. When there is a difference between the percentage quoted in words and in figures, the percentage rate which complies with the amount worked out by the tenderer for this amount shall be taken as correct.

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

Superintending Engineer(Civil), South Section

Tender for "Making shallow drain to facilitate passage of water from the Lawn including construction of brick pathway along one side of the lawn at Portland Park Bungalow No. 18 under SE(south)."

TENDER NO: - CE/South/163/T-3

INSTRUCTIONS TO BIDDER

- 1) The successful tenderer will be required to comply with the relevant provisions of building and other construction workers (Regulation of Employment and Conditions of Service) Act, 1996 and West Bengal Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 2004 as well as Building and Other Construction Workers' Welfare Cess Act, 1996 and the rules framed there-under.
- 2) An amount of Labour Welfare cess calculated at the rate of 1% of the billed amount shall be progressively recovered from each running bill as well as from the final bill of the contractor for onward transmission of the same to the appropriate authority.
- 3) **Submission of required documents with tender offer :-**
 - (i) The bidders should furnish documents regarding experience criteria and turnover criteria as per clause **1 of NIT** along with the tender offer, **failing which the offer shall be considered as non-responsive.**
 - (ii) When the tender is opened between April to June of any year and the bidder is unable to submit audited accounts of the previous year i.e latest financial year, the bidder may submit audited accounts of the financial year previous to the latest financial year.
 - (iii) In case tender is opened after June of any year and the bidder is unable to submit audited accounts of the previous year i.e latest financial year, the bidder may submit a certificate of turnover issued by the statutory auditor of the company / firm for the latest financial year.
 - (iv) In case a bidder submits valid Professional tax Clearance Certificate / Challan valid for the last completed financial year and not the current one and if he is awarded the contract then it will be the contractor's responsibility to comply with the requirements of the concerned authority during the entire tenure of the contract.
- 4) The tender shall be evaluated on lowest offer basis.

Tender for "Making shallow drain to facilitate passage of water from the Lawn including construction of brick pathway along one side of the lawn at Portland Park Bungalow No. 18 under SE(south)."

TENDER NO: - CE/South/163/T-3

SCOPE OF THE WORK

The scope of the work comprises of making / providing shallow drain and brick pathway along with brick edging along the existing lawn at the eastern side of building No. 18 of Portland Park.

The work includes all appurtenant and ancillary / temporary works which may thereafter be required in accordance with **Clause 7 of General Conditions of Contract** and as per direction and up to satisfaction of the Engineer required for successful completion of the work.

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

- a) Providing all materials, supervision, services, equipments , tools , plants , scaffolding, transportation, consumables , water supply, necessary approaches, temporary works including barricading / guarding , illumination and temporary lighting , as required for safety and work purposes etc.
- b) To exercise required quality control in execution of the work.
- c) Making good any damage done to Trustees' property during execution of work.
- d) Causing minimum hindrance / inconvenience to the users of surrounding facilities.

SPECIAL CONDITIONS OF CONTRACT

1. **General:-**These conditions are part of the tender documents, which must be read as a whole, the various sections being complimentary to one another, and are to be taken as mutually explanatory. Special Conditions of Contract shall be read in conjunction with the General Conditions of Contract, Instructions to Bidders, Bill of Quantities and other documents forming part of this Contract. If the stipulations in the various tender documents be found to be at variance in any respect, one will override others (but only to the extent these are at variance) in the order of precedence as given in the list below, i.e. any particular item in the list will take precedence over all those placed lower down in the list.
 - o Order letter.
 - o Bill of Quantities.
 - o Drawings (if any).
 - o Specifications for materials & workmanship.
 - o Special Conditions of the Contract.
 - o General Conditions of Contract.

In case of any dispute, question or difference either during the execution of the work or any other time as to any matter or thing connected with or arising out of this Contract, the decision of the Engineer shall be final and binding.

2. **Work Site:** The work site is located at building No. 18 of Portland Park. The tenderer shall visit the site of works and acquaint him with the exact nature, scope and site of work before quoting his rates. No claims for any extra payment will be entertained under any circumstances after opening of the tender on this account. The contractor shall bear in mind that least possible inconvenience is to be caused to the occupants of the nearby quarters.

3. **Working Period:** Normally the work will be carried out between 8 A.M. to 5 P.M. However, the tenderer should note that he might be required to carry out the job beyond the normal working hours including at night to complete the same within the stipulated period of completion. The tenderer should include in his rates the cost, if any, involved on these accounts.
4. **Time of Completion:** The work is urgent in nature and is required to be completed within 2(two) months from the date of placement of work order including preliminary time.
5. **Site Godown and Watching:** The contractor shall have to make his own arrangements for construction of site godown (if any) for storage of materials and security thereof during day and night at his own cost. The godown and other temporary structures, if erected, are to be dismantled by the contractor before leaving the site after completion of the work at his own cost to leave the site at its initial condition. The Trustees' will, however, allow the construction of godown on the Trustees' land free of rent during execution of the work.
6. **Forwarding of Materials:** All dismantled unserviceable materials are to be disposed off beyond the office / quarters compound and in conformity with the Municipal/ Corporation Rules at the contractor's own cost. The contractor shall have to arrange transport for forwarding any usable/ saleable materials that may be found during the process of execution of the work to the Trustees' Sales Yard or any other Site/ Godown including labourers, transportations, loading, unloading all complete as per the direction of the Engineer's representative. No separate payment will be made to the contractor on this account unless specifically mentioned in the B.O.Q.
7. **Materials and Transport:** All materials required for successful completion of work shall have to be procured and supplied by the successful tenderer at his own cost. The materials supplied by the contractor shall be of approved quality and approval also shall have to be taken from the Engineer before using the materials to the work. Rejected materials, if any, shall have to be removed by the contractor with his own labour and transport at his own cost immediately on receipt of the instruction.
8. **Testing of materials:** Testing of any material including cement shall have to be carried out at the authorised / renowned testing facilities acceptable to the Engineer's representative. No additional payment will however be made to the contractor towards charges for testing which are not mentioned in the BOQ but to be done as per the codes and specifications.
9. **Supervision:** The contractor shall have to engage sufficient number of qualified and skilled persons to supervise and execute the work. The contractor shall solely be responsible for any defective construction/ rectification as a result of poor supervision.
10. **Escalation/ variation in Prices:-** No escalation/ variation on prices of labour as well as materials will be considered for payment.
11. **Errors in the B.O.Q:** In case rate of particular item is printed erroneously in BOQ, the rate stated in the Schedule of rates will prevail over the rate misprinted in BOQ.
12. **Electricity :** Necessary arrangement for electrical connection , if required for the work may be provided by Ko.P.T on chargeable basis.
13. **Compliance to the Labour Laws and Contract Labour Regulation and Abolition Act, 1970:**
The contractor shall be required to comply with the Minimum Wages Acts 1948, Employees Liability Act, 1938, Industrial Dispute Act, 1940 and the Contract Labour (Regulation and Abolition) Act 1970, or statutory amendments and the modifications thereof, any other laws relating thereto and the rules made there under from time to time.

The successful bidder i.e. the contractor shall be required to pay the labourers the higher of (a) daily Minimum Wage applicable for respective category of labourers in Kolkata [i.e area A] as notified through relevant circular of CLC (Central), Govt. Of India and (b) daily Minimum Wage applicable for corresponding category of labourer in Kolkata as per Govt. Of West Bengal Minimum Wage circular, applicable for the relevant period. The contractor shall also be required to pay EPF & ESI contribution for his employees for the subject contract and if instructed by the Engineer, documentary evidence regarding payment of EPF & ESI contribution may have to be submitted for verification. It will be the duty of the contractor to abide by the provisions of the all the Acts, Ordinances, Rules, Regulations, Byelaws and Procedures as are lawfully necessary in the execution of the works. The contractor will be fully responsible for any delay / damage etc. and keep the Engineer indemnified against all penalties and liabilities of any kind for noncompliance or infringement of such Acts, Ordinances, Rules, Regulations Bye-laws and Procedures. The contractor shall indemnify the Ko.P.T against payment to be made under or for the observance of the laws aforesaid without prejudice to his right to claim indemnity from his sub contractor.

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

- 14. Security Restrictions:** - Keeping in mind the security rules and regulations applicable at Trustees' offices / other premises regarding entry and exit, the successful tenderer shall arrange for necessary permit / ensuring identity of workmen as and when required for men , material and vehicle at no extra cost to the Trustees.

15. TAXES:-

The prices quoted by the bidders shall be inclusive of all statutory levies and / or other charges levied by any Central / State / Local Authorities but excluding GST. GST will be paid by Kolkata Port Trust as extra on submission of suitable documents by the party.

The Supplier / Service Provider must confirm that the GST amount charged in the invoice is declared in its returns and payment of taxes is also made.

The Supplier / Service Provider must agree to comply with all applicable GST laws including GST Acts, Rules, Regulations, procedures, circulars & instructions thereunder applicable in India from time to time and to ensure that such compliance is done within the time prescribed under such laws. Supplier / Service Provider should ensure accurate transaction details, as required by GST laws, are uploaded timely in the GSTN. In case there is any mismatch between the details so uploaded in the GSTN by the Supplier / Service Provider and the details available with Kolkata Port Trust, then payments to the Supplier / Service Provider to the extent of GST relating to the invoice(s) under mismatch may be retained from due payments till such time Kolkata Port Trust is not sure that accurate tax amount is finally reflected in the GSTN to KoPT's Account and is finally available to Kolkata Port Trust in terms of GST laws and that the credit of GST so taken by Kolkata Port Trust is not required to be reversed at a later date along with applicable interest.

Kolkata Port Trust has the right to recover monetary loss including interest and penalty suffered by it due to any non – compliance of tax laws by the Supplier / Service Provider. Any loss of Input Tax Credit to Kolkata Port Trust for the fault of the Supplier / Service Provider shall be recovered by Kolkata Port Trust by way of adjustment in the consideration payable.

Supplementary invoices / Debit Note / Credit Note for price revisions to enable Kolkata Port Trust to claim tax benefit on the same shall be issued by you for a particular year before September of the succeeding Financial Year.

The Purchase Order / Work Order shall be void if at any point of time the Supplier / Service Provider is found to be a blacklisted dealer as per the GSTN Rating System and no further payment shall be entertained.

The prices quoted by the bidders shall be inclusive of all statutory levies and / or other charges levied by any Central / State / Local Authorities but excluding GST. GST will be paid by Kolkata Port Trust as extra on submission of suitable documents by the party.

16. Defect Liability Period:-

The defect liability period for the work is 06 (six) months from the date of completion. During this period, if any defect arises the contractor is bound to repair the same or take any other action as directed by the Engineer including replacement of the defective portion and redoing the same at his own cost within 7 days in case of repairing and 21 days in case of replacement and re-doing from receipt of such instruction failing which the work may be done by the Trustees' by some other agencies and the cost of which including 19 1/4 % departmental charges will be recovered from the security deposit or any other dues of the contractor.

17. Rate for payment against extra Items:-

For any unforeseen work not covered under the Bill of Quantities and Condition of Contract, depending on contingent situation at site, if required for successful completion of the work, extra items have to be carried out by the Contractor. If those items are already available in Trustees' Schedule of rate, payment will be made on the basis of Trustees' Schedule of rate; including surcharge in force at the time of acceptance of the tender, if any adopted by the Trustees with due regard to the accepted contractual percentage, if any, thereon, otherwise, if the rates are not available in the Ko.P.T Schedule of Rates, then the Special Rates will be prepared as follows:-

The rate of payment of work involving labour & material shall be fixed on the following basis.

- a) Cost of materials consumed including transport and wastage, plus
- b) Cost of labour actually engaged in the works, plus
- c) Taxes and Duties as applicable, plus
- d) 16 % on the aggregate of (a) and (b) towards overhead, profit and cess.

For any work involving only labour, rate of payment shall be fixed on cost of labour actually engaged in the work plus 11 % towards profit and cess.

For only supply of any material at site, rate of payment shall be fixed on actual cost of material plus transport, loading & unloading (if any) plus 11 % towards profit and cess.

18. Regarding delay / extension of time/ Liquidated damages for delay / Termination of Contract, necessary action shall be taken as per relevant provisions of the Trustees' General Conditions of Contract.

Tender for "Making shallow drain to facilitate passage of water from the Lawn including construction of brick pathway along one side of the lawn at Portland Park Bungalow No. 18 under SE(south)."

TENDER NO: - CE/South/163/T-3

BILL OF QUANTITIES

Sl. No	Description of Item	Quantity	Rate (` P)	Unit	Amount (` P)
1	Earth work in excavation of foundation trenches or drains, in all sorts of soil (including mixed soil but excluding laterite or sandstone) including removing, spreading or stacking the spoils within a lead of 75 m. as directed. The item includes necessary trimming the sides of trenches, levelling, dressing and ramming the bottom, bailing out water as required complete. Depth of excavation not exceeding 1500 mm.	30.00 Cu.Mtr	12047.00	Per 100 Cu.Mtr	3614.10
2	Single Brick Flat Soling of picked jhama brick) including ramming and dressing bed to proper level and filling joints with local sand.	60.00 Sq.Mtr	377.00	Per Sq.Mtr	22620.00
3	Provide and lay ordinary cement concrete (1:2:4) with graded stone chips(20 mm. Nominal size) excluding shuttering and reinforcement, as per relevant Code – Pakur/Chandil variety	8.00 Cu.Mtr	6156.42	Per Cu.Mtr	49251.36
4	Hire and labour charges for shuttering with centering and necessary staging up to 4m. Using approved stout props and thick hard wood planks of approved thickness with required bracing for concrete slab, beams, columns, lintels curved or straight including fitting, fixing and striking out after completion of work. (upto roof of ground floor) -25 mm to 30 mm shuttering without staging in foundation.	20.00 Sq.Mtr	225.00	Per Sq.Mtr	4500.00
5	125 mm. thick brick work with 1st class bricks in cement mortar (1:4) in ground floor.	50.00 Sq.Mtr	783.00	Per Sq.Mtr	39150.00

Sl. No	Description of Item	Quantity	Rate (P)	Unit	Amount (P)
6	Plaster (to wall, floor, ceiling etc.) with sand and cement mortar including rounding off or chamfering corners as directed and raking out joints including throating, nosing and drip course, scaffolding/staging where necessary (Ground floor). [Excluding cost of chipping over concrete surface] 15 mm thick plaster in 1:6 mortar - in Ground floor.	70.00 Sq.Mtr	156.00	Sq.Mtr	10920.00
7	Supplying and laying Polythene Sheet (150gm / sq.m.) over damp proof course or below flooring or roof terracing or in foundation or in foundation trenches.	60.00 Sq.Mtr	25.00	Sq.Mtr	1500.00
8	Provide Neat cement punning about 1.5 mm. thick in wall. Dado, window, sills, floor, drain etc. [Note : Cement 0.152 cu.m. per 100 sq.m.]	60.00 Sq.Mtr	38.00	Sq.Mtr	2280.00
9	Brick edging 75 mm wide with picked jhama bricks, laid true to line and level including cutting necessary trench in soil or in hard metalled surface, laying the bricks and repacking the trench (on both side of the edging) with spoils and ramming the same thoroughly complete as per direction.				
(a)	Brick-on-edge edging (125 mm) depth.	40.00 Meter	4857.00	Per 100 Mtr	1942.80
(b)	Brick-on-end edging (250 mm) depth.	40.00 Meter	9392.00	Per 100 Mtr	3756.80

139535.06

b/f = ₹ 1,39,535.06

1)% above par (+) Rs.
(in figures)

.....
(in words)

2) At par

3)% below par (-) Rs.
(in figures)

Rs.

.....
(in words)

Total amount in words : Rupees

Note :- The prices quoted by the bidders shall be inclusive of all statutory levies and / or other charges levied by any Central / State / Local Authorities but excluding GST. GST will be paid by Kolkata Port Trust as extra on submission of suitable documents by the party.

Time of Completion : 2 (two) months

Signature of the Tenderer(s) :

Name and address of the Tenderer(s) :

Permanent Income Tax A/C.No. :

Valid EPF. Registration No. :

Valid E.S.I. Registration No. :

Tender opening officer : i).....

ii).....

THE BOARD OF TRUSTEES FOR THE PORT OF KOLKATA
FORM OF TENDER
NIT NO : - CE/South/163/T-3

To

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I/We
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having examined the site of works, inspected the Drawings and read the Specifications, General & Special Conditions of Contract and Conditions of Tender, hereby tender and undertake to execute and complete all the works required to be performed in accordance with the Specification, Bill of Quantities, General & Special Conditions of Contract and Drawings prepared by or on behalf of the Trustees and at the rates & prices set out in the annexed Bill of Quantities within 02 (two) months from the date of order to commence the work and in the event of our tender being accepted in full or in part, I/We also undertake to enter into a Contract Agreement in the Form hereto annexed with such alterations or additions there to which may be necessary to give effect to the acceptance of the Tender and incorporating such specification, Bill of Quantities, Drawings and Special & General Conditions of Contract and I/We hereby agree that until such Contract Agreement is executed the said Specifications, Bill of Quantities, Conditions of Contract and the Tender, together with the acceptance thereof in writing by or on behalf of the Trustees shall be the contract.

THE TOTAL AMOUNT OF TENDER Rs.....

(Rupees in words)

I/We require days/months preliminary time to arrange and procure the materials required by the work from date of acceptance of tender before I/We could commence the work.

I/We have deposited with the Trustees' Financial Adviser & Chief Accounts Officer, a sum of Rs.....vide Receipt No.....of.....as Earnest Money.

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

Signature of Tenderer
 (Seal of the Tenderer)

Witness :
 Signature

Name

 (In Block Letters)

Name of the
 Tenderer :

Address:

Dated:

Address:

Occupation:

To,

The Superintending Engineer (Civil)
South Section
Kolkata Port Trust.

Ref:- NIT NO : - CE/South/163/T-3.

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

1. ~~Bankers cheque / Demand Draft / Pay Order for Earnest Money~~ or copy of Treasury receipt for permanent Security Deposit.
2. Bankers cheque / Demand Draft / Pay Order as cost of tender document.
3. Proof of experience and turn over as per pre-qualification criteria.
4. ESI Registration certificate
5. EPF Registration certificate
6. GST Registration certificate
7. I.T/ PAN CARD.
8. Copy of Labour Licence (if applicable).
9. Copy of Trade Licence.
10. Copy of Professional tax clearance certificate / upto date challan.

Enclo : As above.

Yours faithfully,

(Signature of the Tenderer).