

**West Bengal**  
**Industrial Infrastructure Development Corporation**  
DJ-10, Sector II, Saltlake City, Kolkata 700 091



No. Infra/Gen/1L-1-HO-2/2017/679

Date: 22.03.2021

**Notice Inviting Quotation No: IIDC /D & P/ 05/2020-21**  
**of Executive Engineer (Civil), Design & Planning Division, WBIIDC**

West Bengal Industrial Infrastructure Development Corporation (WBIIDC) a statutory establishment of the State Government is engaged in development of physical as well as social infrastructure for the cause of growth of industrial and economic development in the state of West Bengal. In course of its operation, WBIIDC has established 18(eighteen) Industrial Growth Centers equipped with supporting infrastructure.

To promote efficiency, transparency, quick delivery, accuracy, etc., in its operational activities. WBIIDC desires to develop e-office environment by incorporating web based Data Acquisition & Document Management Module for WBIIDC as well as other web based applications.

For archiving the existing hard scripts of various official documents at Head Office of WBIIDC, viz., letters and other communication in office files, deeds & agreements, maps, drawings, statements, records and registers etc., within the e-office system, a systematic conversion of the various manuscripts to electronic format is required to be made by suitably scanning, digitization, data storing in hard drives, indexing by attaching metadata tags, verification of scanned documents, entering missing data and cleaning unwanted spots & marks of various office documents, maps, drawings etc., of WBIIDC.

Thus the job on “Hiring scanning equipment and services for scanning, digitization, data storing in hard drives, indexing by attaching metadata tags, verification of scanned documents, entering missing data and cleaning unwanted spots & marks of various office documents, maps, drawings etc., of WBIIDC including formation of metadata files for sharing and archiving various documents with Document Management Web Application System - 2<sup>nd</sup> phase” has been planned to be taken up for the 2<sup>nd</sup> phase to acquire past records of WBIIDC office documents up to certain previous period.

Sealed quotation of rates on items of work are thus invited by the Executive Engineer (Civil), Design & Planning Division, WBIIDC from bonafide, reputed, reliable experienced and resourceful Scanning & Digitization Agencies having Proven Professional Expertise and in their credit, experience of successful completion of similar nature of job etc. under Government Departments and/or other Statutory Bodies or Public Sector Undertakings of similar nature of job under a single contract during the period 2015 – 2019.

Sl.No	Description of Works	Earnest Money	a) Time of completion. b) Last date of receipt of Quotation.
1.	Hiring scanning equipment and services for scanning, digitization, data storing in hard drives, indexing by attaching metadata tags, verification of scanned documents, entering missing data and cleaning unwanted spots & marks of various office documents, maps, drawings etc., of WBIIDC including formation of metadata files for sharing and archiving various documents with Document Management Web Application System – 2 <sup>nd</sup> Phase	₹ 10,000.00	a) up to 31.03.2022 b) 26.03.2021

### **Application Procedure**

Intending quotationers shall have to submit to the Executive Engineer (Civil), Design & Planning Division, WBIIDC at above address photo copies (self-attested with company stamp & date) of credentials regarding satisfactory completion of similar nature of work as mentioned above, along with valid Professional Tax Deposit Challan, PAN Card, Latest I.T. Return Details, GST Registration Certificate, Completion Certificate etc., during submission of the quotations in their official letter heads.

All the photocopies will be verified from originals at the time of opening the quotations. Quotations submitted will be treated as cancelled and the applicant will not be entertained for the participation in the process if the originals are not produced for verification.

### **Quotation Submission & Opening**

The completed quotation papers along with deposit proof of earnest money through NEFT will be received at above address up to 15.00 hrs. (I.S.T.) till 31/03/2021 and will be opened at 15.30 hrs. (I.S.T.) on the same day in presence of the intending quotationers or their authorized representative. The earnest money deposit (EMD) of successful quotationer will be retained as security deposit while the EMD for unsuccessful quotationers will be refunded on issue of work order.

### **Validity of Offer**

Bids shall remain valid for a period not less than 120 (One hundred twenty) days after the date of opening of the quotation. Bid valid for a shorter period shall be rejected as non-responsive. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

### **Bidding Requirements**

- a) If any bidder does not quote any rate against any particular item, it will be considered that the bidder is bound to execute the work up to stipulated quantity free of cost i.e. no amount will be claimed against that item for execution up to stipulated quantity mention in the BOQ.
- b) A bidder is not permitted to participate, if he has been debarred or penalized for any reasons out of work, by any Government department. During the bidding process if it is found that the firm has been debarred or penalized by any Govt. Department, the bid will be rejected outright. An affidavit in the prescribed format (mentioned in annexure) is to be produced in this respect.
- c) Joint venture establishments will not be allowed to participate in the above NIT. A prospective bidder shall be allowed to participate in a single job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job.
- d) The rates mentioned in the priced Schedule of Work is inclusive of GST @ 18%, all other Taxes and charges relevant to the work. Bidders should take note of the matter during quoting the rates.

### **Scanning Specifications:**

- The documents shall be scanned on a 300 DPI resolution in Grey Scale
- The Scanning Agency should ensure that quality of scanned imaged are enhanced up to optimum level and required image enhancement activities like De-skew(to make the images straight), contrast ratio setting etc. have to be done on the documents.

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- In case the documents are not legible, it will be Scanning Agency's responsibility to scan the documents on high resolution i.e. 300 dpi.
- In case the content of the documents are not visible then document scanning shall be done in Grey Scale. No extra payment shall be made for the same.
- The Agency should ensure that all documents are digitized.
- No page/document shall be digitized more than once.
- The scanned documents should be retrievable through search. The documents would be searched for the metadata tags that were used to index the documents.
  
- These metadata tags should include the following minimum reference tags:
  - Subject of the document
  - File No.
  - Date of document
  - Department
  - Authority
- More metadata tags shall be required to be added to the above list. The same shall be discussed and finalized with the executing agency during course of work.
- The document should be retrievable by searching for any of the metadata tags mentioned above.
- Access Control- There shall be an access control that shall be imposed on each of the scanned documents. The access control would be at the document level. Only users at a particular level on the hierarchy should have access to certain documents.

**Scanning Infrastructure**

- The scanning agency will use its own infrastructure. This shall include, but is not limited to, Computers, Scanner etc. for document scanning.
- The scanning agency would deploy its own human resource for all the aforementioned activities. The scanning agency shall deploy adequately skilled manpower resources to complete the job within the specified time.
  - Computers and plotters in sufficient numbers and other equipment require have to be setup by the agency at its own cost. The Vendor will also have to use his own stationery for taking out the printouts of sheets for Quality Checking.
  - The Vendor will also have to arrange CDs/DVDs/External HD himself on which he will take backups of the finally modified data of each document / Drawings / Land plan / Maps.
- It is the responsibility of the Vendor to digitize neatly & correctly with proper attributes as per the project standards and should pass through all the quality checks.
- The Vendor will be responsible for arranging backups on CDs/DVDs/External HD.

**FINAL DATA**

After the completion of digitization & cleaning, following should be ensured before archiving the data and sending it to office of WBIIDC.

- The vendor should ensure to fill in the various data quality check forms duly signed from the vendor side.
- The metadata for the data coverage should also be completely filled in with necessary comments wherever required.
- Deliverables to be supplied by Vendor
- To be delivered in properly labelled CD's as per the standards nomenclature.

### **Documents for Scanning and indexing**

The documents could be in the form of individual pages or books. Thus, the scanner employed should be of flatbed, overhead, V shape Cradle etc. to facilitate scanning of documents in any Form. After scanning, the documents would have to be indexed. Indexing is to be done by attaching metadata tags to each of the documents.

### **Backup**

The Scanning Agency is required to take backup of incremental data at the end of the day. The backup shall be taken on a hard disk drive and shall be stored in secured place for data retrieval during emergency.

### **Handover of original documents.**

After scanning and indexing, the original documents would have to be handed over to the department concerned in their original condition to the authorized person. Appropriate entries would have to be made by the Scanning Agency in their register.

### **Functional details**

The functional details pertaining to the scope of work mentioned above shall include the following:-

#### ➤ **Pre-scanning**

Documents are kept at respective sections of WBIIDC Head Office. The Scanning Agency is required to collect these documents carefully. While collection, the following details are to be entered into the log register.

- No. of documents collected
- No. of pages collected.
- Date of collection
- Expected date of return
- Actual date of return
- Collected from
- Collected by (bidder himself) and Signature
- Returned back (Bidder himself/Authorize person) and signature
- A copy of the log register would have to be maintained by the Scanning Agency.
- Documents that are very old and are not in good physical condition would have to be repaired and prepared before they can be scanned.
- The Scanning Agency is required to take necessary precautions while handling the documents.
- The documents are to be maintained in an orderly manner without disturbing the chronology of the documents and without mixing pages between different documents.
- Secrecy of the contents of the documents are to be maintained by the Scanning Agency and in no case in any shape of the contents are to be exposed or disburse to anybody other than authorized representative of the quotation inviting authority.
- In case of any loss or damage of documents Scanning Agency is liable for the same and has to submit a copy of fresh documents before final payment.
- Original document would be handed over in phase.

### **Post Scanning**

- After scanning, the physical document would have to be pinned together/tagged in the same form as it was given for scanning by the individual departments.

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- The scanned data shall be stored on the computer.
- The backup of incremental data shall be taken on a Hard Disk Drive at the end of the work.
- Each page of a document shall be serially numbered and shall be counted while giving documents back.

**General Conditions**

- The Scanning Agency shall have to add/replace poor quality scanned images/documents on its own, for which it shall not be entitled to get any extra payment.
- It is the absolute responsibility of the Scanning Agency to ensure that the contents of the digitized documents shall be an exact replica of the original paper document maintained as part of the records in the books. This will be a mandatory condition for the Scanning Agency.
- The files/documents will not be allowed to be removed from premises allocated to Scanning Agency without written permission of Executive Engineer, Design & Planning Division, and WBIIDC.
- Under no circumstances shall the documents be changed, mutilated, destroyed or replaced by some other documents.
- The firm shall at its own cost provide the necessary consumables, including paper, ink and spares required for maintaining and operating its machinery/equipment smooth execution of scanning/digitization of records.
- The entrusted Scanning Agency has the responsibility to incorporate/delete/modify any data/map etc. in future course if required up to one year after completion of the work.
- Security deposit will be released after one year from date of completion of work.

**Billing Process**

The Agency shall raise bill as per the accepted rate time to time, in triplicate for completed portion of work and submit the same to the Executive Engineer (Civil), Design & Planning, WBIIDC, for effecting payment. Tax Invoices(s) needs to be issued by the Agency for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017.

The price offers shall remain firm within the period of offer, no escalation of price shall be allowed in event. No advance payment whatsoever will be considered in any case.

**Subcontracting Right not allowed**

The Scanning Agency shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency.

**Penalty Clause:**

- i. If the Scanning Agency fails to deliver any or all the services covered under the scope of work by the contract, the Corporation reserve the right in addition to the legal remedies to cancel the contract as a whole or any portion thereof and hold the Auditor liable for all the damages, sustained by virtue of said cancellation and failing to perform the contract.
- ii. In the event of Corporation exercising its right to cancel the contract or any portion thereof as stated in the proceeding clause, the Corporation shall be entitled to obtain the remaining services as offered by the Scanning Agency, In such an event, the Corporation shall be entitled to recover from the Scanning Agency the amount which the Corporation may have to incur over the above price which was payable to the Scanning Agency.

**Earnest Money Deposit (EMD)**

The Developer shall deposit EMD as mentioned in the notice through NEFT at Allahabad Bank, Saltlake City Branch, Branch Code: 211829, Account number 505 300 378 42, IFSC ALLA 0211829, No interest shall be paid on any account against EMD. EMD of all unsuccessful Quotationers shall be returned after award of work to the successful bidder on request by the Quotationers.

**Security Deposit**

The EMD of the successful tenderer will be retained with WBIIDC as Security Deposit.

**Refund of Security Deposit**

Security Deposit amount will be refunded on successful completion of work and termination of the contract.

**Force majeure:-**

- I. Notwithstanding the provisions of Clauses i& ii, the Scanning Agency shall not be liable for forfeiture of amount towards liquidated damages/penalty or termination for default, it and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force majeure.
- II. For purposes of this Clause, “Force Majeure” means an event beyond the control of the Scanning Agency and not involving the Scanning Agency’s fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Corporation either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes
- III. If a Force Majeure situation arises, the Scanning Agency shall promptly notify the Corporation in writing of such conditions and the cause thereof within 48 (Forty Eight) hours. Unless otherwise directed by the Purchases in writing, the Scanning Agency shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**Recovery of Income Tax and other Taxes:**

Income tax & other taxes as admissible will be deducted from each bill as per Government Rules.

**Rejection & Acceptance of Quotation**

The Executive Engineer (Civil), Design & Planning Division, WBIIDC reserves the right to reject / accept the quotation in whole or part thereof without assigning any reason whatsoever. If any date mentioned above happens to be holiday, the next working day will be considered as the stipulated date. In no circumstances, the quoted rates will be altered after acceptance of the quotation.

**Effect of any breach of conditions of contract**

In such event, security deposit of the Scanning Agency will be forfeited.

**Agreement for the Work**

The successful Scanning Agency will have to execute an agreement with WBIIDC on Rs.100/- stamp paper (non-judicial). Format of agreement is placed at Annexure- III. The conditions of the agreement shall be binding on the Scanning Agency. All communications and documents relating the quotation will become part of agreement.

**Time Extension for submission of report beyond the specified period**

If at any stage of preparation of scanning report, the Agency apprehends delay in the completion of work, they shall at least a week in advance, seek on sufficient grounds suitable extension, which may be granted/rejected after consideration of related issues.

**CONDITIONS IN EXTENDED PERIOD**

When an extension of time for completion of work is authorized by the Engineer-in-charge, it shall be taken for granted that the validity of the contract is extended automatically up to the extended period with all terms and conditions, rates etc. remaining unaltered, i.e. the quotation is revalidated up to the extended period.

**Debarment of Scanning Agency participating for works under WBIIDC**

Penal measures of suspension and debarment will be imposed upon the Scanning Agencies who are participating in the quotation process as well as selected for execution of Corporation's work for their false declaration of forgery or falsification of records submitted or failure to execute committed contract or for their failure to perform contractual obligations and thereby resulting delay in execution of the public works or execution of faulty works. Action will be taken as per Memorandum No.547-W(C)/1M-387/15 dt.16.11.2015 of the Joint Secretary to the Govt. of west Bengal, Public Works Department.

**Dispute Settlement**

In the event of any dispute or differences arising under the terms of this agreement, the same shall be settled by mutual discussion and negotiation. Only when such procedure fails, such matter shall be settled through a reference to arbitration by a sole arbitrator to be appointed under the provisions of Arbitration and Conciliation Act, 1996.

In case of any dispute between the agency and Corporation (WBIIDC), the Corporation shall have the right to decide. However all matters of jurisdiction shall be at the local court located at West Bengal only.

**Obligation to the Scanning Agency**

- a. The Scanning Agency shall ensure full compliance with Tax Laws of India with regard to this contract and shall be solely responsible for the same.
- b. The Scanning Agency shall submit copies of acknowledgement substantiating ceiling of return every year and shall keep the Quotation Inviting Authority fully indemnified against liability of Tax, Interest, Penalty etc., of the Scanning Agency in respect thereof, which may arise.
- c. The Scanning Agency shall also comply with all applicable statutory liability.

**Executive Engineer (Civil)**  
**Design & Planning Division**

**ANNEXURE I**

**Covering Letter Submitting Quotation over Printed Letter Head**  
(To be kept within main envelope along with Quotation Document)

**To**  
**The Executive Engineer (Civil),**  
**Design & Planning Division**  
**WBIIDC, DJ-10, Sector II,**  
**Saltlake City, Kolkata 700 091**

**Subject:** Submission of Quotation for “Hiring scanning equipment and services for scanning, digitization, data storing in hard drives, indexing by attaching metadata tags, verification of scanned documents, entering missing data and cleaning unwanted spots & marks of various office documents, maps, drawings etc., of WBIIDC including formation of metadata files for sharing and archiving various documents with Document Management Web Application System - 2<sup>nd</sup> phase”

**Reference:** Notice Inviting Quotation No: IIDC /D & P/ 05/2020-21

Sir,

I/We am/are submitting our quotation in sealed envelopes for the above work. All the statements made in this Quotation are true and I/we accept that any misinterpretation contained in it may lead to our disqualification.

I/We also understand that you are not bound to accept any quotation you have received.

We remain,

Yours Sincerely

**Signature of Authorized Signatory**



**ANNEXURE II**  
**Quotation for Securing Hired Skilled Manpower Services**

**Schedule of Work** for “Hiring scanning equipment and services for scanning, digitization, data storing in hard drives, indexing by attaching metadata tags, verification of scanned documents, entering missing data and cleaning unwanted spots & marks of various office documents, maps, drawings etc., of WBIIDC including formation of metadata files for sharing and archiving various documents with Document Management Web Application System - 2<sup>nd</sup> phase”.

Sl. No	Items of Work	Unit	Rate (₹)
1.	Hiring scanning equipment and service for scanning, digitization in .pdf / .jpeg / .tiff formats as directed, data storing in hard drives, indexing by attaching metadata tags, verification of scanned documents, entering missing data and cleaning unwanted spots & marks of various office documents, maps, drawings etc., of WBIIDC in A4, Legal, A3, A1 & A0 formats maintaining similarity with the original document/map/drawing etc., including formation of metadata files for sharing and archiving various documents with Document Management Web Application System – 2 <sup>nd</sup> Phase.		
	A4 Size Documents	Sheet	
	Legal Size Documents	Sheet	
	A3 Size Documents / Maps / Drawings	Sheet	
	A1 Size Documents / Maps / Drawings	Sheet	
	A0 Size Document / Maps / Drawings	Sheet	
	<i>G.S.T.</i>		<i>As prevailing</i>

**Scanning Specifications:**

- The documents shall be scanned on a 300 DPI resolution in Grey Scale
- The Scanning Agency should ensure that quality of scanned imaged are enhanced up to optimum level and required image enhancement activities like De-skew(to make the images straight), contrast ratio setting etc. have to be done on the documents.
- In case the documents are not legible, it will be Scanning Agency’s responsibility to scan the documents on high resolution i.e. 300 dpi.
- In case the content of the documents are not visible then document scanning shall be done in Grey Scale. No extra payment shall be made for the same.
- The Agency should ensure that all documents are digitized.
- No page/document shall be digitized more than once.
- The scanned documents should be retrievable through search. The documents would be searched for the metadata tags that were used to index the documents.
- These metadata tags should include the following minimum reference tags:
  - Subject of the document
  - File No.
  - Date of document
  - Department
  - Authority



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- More metadata tags shall be required to be added to the above list. The same shall be discussed and finalized with the executing agency during course of work.
- The document should be retrievable by searching for any of the metadata tags mentioned above.
- Access Control- There shall be an access control that shall be imposed on each of the scanned documents. The access control would be at the document level. Only users at a particular level on the hierarchy should have access to certain documents.

**Scanning Infrastructure**

- The scanning agency will use its own infrastructure. This shall include, but is not limited to, Computers, Scanner etc. for document scanning.
- The scanning agency would deploy its own human resource for all the aforementioned activities. The scanning agency shall deploy adequately skilled manpower resources to complete the job within the specified time.
  - Computers and plotters in sufficient numbers and other equipment require have to be setup by the agency at its own cost. The Vendor will also have to use his own stationery for taking out the printouts of sheets for Quality Checking.
  - The Vendor will also have to arrange CDs/DVDs/External HD himself on which he will take backups of the finally modified data of each document / Drawings / Land plan / Maps.
- It is the responsibility of the Vendor to digitize neatly & correctly with proper attributes as per the project standards and should pass through all the quality checks.
- The Vendor will be responsible for arranging backups on CDs/DVDs/External HD.

**FINAL DATA**

After the completion of digitization & cleaning, following should be ensured before archiving the data and sending it to office of WBIIDC.

- The vendor should ensure to fill in the various data quality check forms duly signed from the vendor side.
- The metadata for the data coverage should also be completely filled in with necessary comments wherever required.
- Deliverables to be supplied by Vendor
- To be delivered in properly labelled CD's as per the standards nomenclature.

Considering every aspects of the assignment, I/We submit our rate as \_\_\_% (in word \_\_\_\_\_ percent) above / at par / below the rate mentioned in priced schedule of work.

Date:  
Place:

**Signature of Authorized Signatory**  
Name and Designation of the Signatory  
Name of the Firm .....  
Address .....  
Ph. & , Fax No .....  
E Mail ID .....

Annexure - III

**AGREEMENT BETWEEN WEST BENGAL INDUSTRIAL INFRASTRUCTURE  
DEVELOPMENT CORPORATION AND (NAME OF SUCCESSFUL QUOTATIONER)**

This agreement made on this \_\_\_\_\_ day of \_\_\_\_\_  
Two Thousand Nineteen between the West Bengal Industrial Infrastructure Development corporation, DJ-10, Sector II, Saltlake City, Kolkata 700 091. West Bengal (hereinafter called the “WBIIDC” which expression shall unless excluded by or repugnant to the context, be deemed to include their successors in office) on the one part and----- (hereinafter called the “Scanning Agency” which expression shall unless excluded by or repugnant to the context be deemed to include their heirs, executors, administrators, representatives and assigns or successors in Office) on the other part.

WHEREAS WBIIDC is desirous of commissioning the services of a Scanning Agency to assume total responsibility with regard to “*Hiring scanning equipment and services for scanning, digitization, data storing in hard drives, indexing by attaching metadata tags, verification of scanned documents, entering missing data and cleaning unwanted spots & marks of various office documents, maps, drawings etc., of WBIIDC including formation of metadata files for sharing and archiving various documents with Document Management Web Application System - 2<sup>nd</sup> phase*”. The work shall be completed in all respect within period as mentioned in respective section of quotation document.

WHEREAS the Scanning Agency has offered to execute and complete each study at rate \_\_\_\_\_% (in word \_\_\_\_\_ percent) above / at par / below the rate mentioned in priced schedule of work fees and whereas WBIIDC has accepted the offer of the Scanning Agency and whereas the Scanning Agency has furnished Earnest Money Deposit of ₹ 10,000.00 (minimum preset non-interest bearing amount) through NEFT in favour of “WBIIDC” for the due fulfillment of all the conditions of this contract.

NOW IN THIS AGREEMENT WITNESSTH AS FOLLOWS. In this agreement words and expression shall have the same meaning as are respectively assigned to them in the conditions of contract hereinafter referred to. The following documents in this regard shall form an integral part of this agreement and be read construed as part of this agreement viz.

1. Scanning Agency’s submissions in response to Notice Inviting Quotation No: IIDC /D & P/ 05/2020-21
2. Work Order no. ----- dated -----

The contract agreement has been compiled by the WBIIDC primarily from the original quotation documents and all the correspondence from the quotationing stage till acceptance. In the event of any difference arising from the completion of the contract, the original quotation document, Scanning Agency’s offer and work order issued by WBIIDC may be referred to by either party. The terms of this Agreement and Bid document are subject to change as occasion would arise and as may be decided by the Chief Executive Officer, WBIIDC.

These documents shall take precedence over the compiled documents. The Scanning Agency hereby covenants with the WBIIDC to complete the “Work” in all respect as per the provisions of the agreement.

The WBIIDC hereby covenants to pay the Scanning Agency in consideration of such completion of work, the contract price at the time and in the manner as mentioned in the quotation document.

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In WITNESS WHERE OF the parties hereto have caused this contract to be executed in accordance with their respective laws the day and year first above written.

Signed sealed and delivered by the Executive Engineer (Civil), Design & Planning Division, WBIIDC (for the Authority) in the presence of .....  
.....

**Seal of the Authority Signed.**

Sealed and delivered by the said..... (For the Scanning Agency) in the presence of.....

**Seal of the Scanning Agency**