

# OFFICE OF THE MUNICIPAL COUNCILLORS OF BARASAT

RISHI BANKIM CHANDRA CHATTERJEE ROAD  
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Memo No. 153 - BM/WWD/NIEt/2024 - 2025

Date: 13/12/2024

From : Sri Asani Mukherjee,  
Chairman, Barasat Municipality

## NOTICE INVITING e- TENDER

Online Tenders are invited by the Chairman, Barasat Municipality through electronic tendering (e-tendering) for the following listed works from eligible and resourceful Companies/Firms/Contractors having sufficient credential and financial capability for execution of works as depicted hereunder for participating in the tender.

**Table I :- List of works**

Sl. No.	Name of the work	Estimated amount put to tender (in Rs.)	Earnest Money (in Rs.) @ 2%	Time for completion of work (in days)	Defect Liability Period	Fund
1	Supplying & fittings fixing of DI pipe & fittings with laying of HDPE pipe & specials for new water connection of Kishalaya Home in ward no 26 under Barasat Municipality.	135337.00	2707.00	15 Days	01(One) Years	D. M. Fund

**Table-2 :- Date and Time Schedule**

Sl No	Particulars	Date & Time
i)	Date of uploading of NIEt and Tender Documents online (Publishing Date)	14/12/2024
ii)	Documents download start date (Online)	14/12/2024 14.00 Hrs.
iii)	Date of Pre Tender Meeting with the intending Contractors at Municipality	17/12/2024 14.00 Hrs.
iv)	Tender submission start date (Online)	14/12/2024 at 15.00 Hrs.
v)	Tender Submission closing (Online)	21/12/2024 at 17.00. Hrs.
vi)	Tender opening date for Technical Proposals (Online)	23/12/2024 at 17.00 Hrs.
vii)	Date of uploading list for Technically Qualified Contractor (Online)	To be notified later
viii)	Date and Place for opening of Financial Proposal (Online)	To be notified later
ix)	Date of uploading of list of qualified Contractor along with the offer rates (Online)	To be notified later.
x)	Also if necessary for further negotiation through offline for final rate.	To be notified later.

**Table-3 :-**

<p><b>Eligibility Criteria &amp; Documents to be produced in support of Credential for tender Part-I (Prequalification Documents):-</b></p>	<p>i) Having experience and technical acumen in Executing, Construction &amp; Completion of similar nature of work.                  (a) With a work value not below 40% of the estimated amount put to tender in a single contract during last 5 (five) financial years.                  OR                  (b) Two similar nature of completed work, each of the minimum value of 30% of the estimated amount put to tender during last 5(five) financial years.                  OR                  (c) One single running work of similar nature which has been completed to the extent of 80 % or more and value of which is not less than the desired value at above.                  In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executing agency, i.e. the tenderer.</p> <p>All above credentials should be from any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc.  <i>(copies of Completion certificate, work order, price schedule &amp; payment certificate issued by the competent authority shall have to be furnished)</i></p> <p>ii) Having valid GST registration certificate with up-to-date GST return (GSTR-3B/1, whichever applicable).                  iii) Having valid PAN Card and <b>last assessment year Income tax return (23-24)</b>.                  iv) Having valid P. Tax clearance Certificate.                  v) Having last three financial year Audited Balance Sheet &amp; profit lose.                  vi) Particulars of ownership/partnership or Board of Directors pertaining to the Organization/ Company/Firm.                  vii) Having up to date Trade Permission.                  viii) Other certificates if any.  <i>(Copies of all above mentioned documents shall have to be furnished)</i>  <b>All documents in original to be produced in due course of time as &amp; when asked by the TIA.</b></p>
<p><b>Tender documents:-</b></p>	<p>A full set of Tender documents consists of 2 Parts. These are  <b>PART I:-</b> Containing all documents in relation to the name of the Companies/ Firms/Contractors applied for and credentials possessed along with all documents as specified in above Eligibility Criteria and it's all corrigenda's.  <b>PART II:-</b> Containing the Tender Price / Price Schedule.(BOQ in MS-excel format)</p>
<p><b>Earnest Money:-</b></p>	<p>The Earnest Money (2% of estimated amount put to tender), as specified in Table-1 shall be remitted by the Contractor through net banking or NEFT or RTGS (<b>ICICI payment Gateway</b>) in respect of tender ID. Every such transfer shall be done on or after the date of published of NleT. Any tender without such online payment of EM (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as statutory document.</p>
<p><b>Security Deposit &amp; other taxes :-</b>                  (G.O. No. 5784-PW /L&amp;A/2M-175/17, date. 12.09.2017)</p>	<p>All usual deductions for taxes as applicable i.e. GST, IT, and Labour welfare cess etc. as applicable will be made from the bills time to time. Additional Security Deposit @ 8% (eight percent) will be deducted from each and every running bill. The amount of such 10% (ten percent) of Security Deposit (Initial 2% EM + additional 8%) will be refunded without any interest only as mentioned below.  <b>For work with Defect Liability Period: 1 (one) year</b>                  (i) Full security deposit shall be refunded to the contractor on expiry of one year from the actual date of completion of the work.  <b>For work with Defect Liability Period: 3 (three) years.</b>                  i) 30% of the security deposit shall be refunded to the contractor on expiry of two year from the actual date of completion of the work.                  ii) The Balance 70% of the security deposit shall be refunded to the contractor on expiry of three year from the actual date of completion of the work.  <b>Additional Performance Security @ 10%</b> of the tendered amount in the form of Bank Guarantee from a Scheduled Bank, valid up to the date of completion of work, shall be</p>

	<p>obtained from the successful bidder, if the accepted bid value is 80% or less than the estimated amount put to tender. If the bidder fails to submit Additional Performance Security within 7 (seven) working days from the date of LoA or the time period as approved by the Tender inviting Authority, his Earnest Money will be forfeited.</p> <p>If the bidder fails to complete the works successfully, the Additional Performance Security along with Security Deposit lying with the Government shall be forfeited at any time during the pendency of contract period as per relevant Clauses of the Contract.</p> <p>Necessary provisions regarding deductions of Security Deposit from the progressive bills of the Contractor as per relevant clauses of the contract will in no way be affected/ altered by this Additional Performance Security.</p>
<b>Formal Agreement</b>	<p><b><i>The cost of Tender documents as specified under mentioned amount shall be paid by the successful Agency only at the time of formal agreement after acceptance of tender.</i></b></p> <p>The successful agency (L-1) Shall have to make a formal agreement with the tender inviting authority (TIA) by depositing the cost of tender documents after acceptance of tender and issuance of the work order.</p> <p>(i) Cost of tender documents is Rs. 250/- (Two hundred fifty) only for tender value up to Rs. 1.25 (One point two five) lakhs and</p> <p>(ii) Cost of tender documents is Rs. 750/- (Seven hundred fifty) only for tender value above Rs. 1.25 (One point two five) lakhs and up to Rs. 5.0 (Five point zero) lakhs and</p> <p>(iii) Cost of tender documents is Rs. 1000/- (One thousand) only for tender value above 5.0 (Five) lakh up to Rs. 25 (Twenty five) lakhs</p> <p>(iv) Cost of tender documents is Rs. 2500/- (Two thousand five hundred only for tender value above 25.0 (Twenty five) lakh up to Rs. 125 (One hundred twenty five) lakhs</p>
<b>Validity/ Withdrawal/ Acceptance of Tender:-</b>	<p>A Tender submitted shall remain valid for a period of 120 calendar days from the date set for opening of tenders. Any extension of this validity period if required will be subject to concurrence of the Tenders.</p> <p>A Tender once submitted shall not be withdrawn within the validity period. If any Contractor withdraws his/their tender(s) within the validity period then Earnest Money as deposited by him/them will be forfeited and even a legal action may be taken by TIA.</p> <p>The TIA will accept the tender. He/She does not bind himself/herself to accept otherwise the lowest tender and reserves to himself/herself the right to reject any or all of the tenders received without assigning any reason thereof.</p> <p>Additional provisions in substituted Clause 17 of the Condition of Contract of the printed tender form as per G.O. no. 52-CRC/2M-06/2014 dated 27/10/2014 and G.O. no. 5951-PW/L&amp;A/2M-175/2017 dated 02/11/2017.</p>

**Scope of the works:-** As per BOQ

**Other terms & conditions if any:**

1. Successful bidder can collect hard copy for respective work from this Municipal office, Water works Dept. At the time of formal agreement.
2. All taxes will be deducted as per order of Govt. of West Bengal. Time to time.
3. Among all the workers engaged with the firm, those who will be working at the site of the said tender must be use safety measures. If any casualty occurs then the total responsibility will go to the contractors end.
4. Credentials will be followed as per W.B. Tender Rules.
5. As usual formal terms & condition will be followed.
6. G.O. No. 2320-F(Y), dated 07.06.2022 to be applicable if arises.
7. G.O. No. 3731-F(Y), dated 07.06.2023 to be applicable if arises.
8. **Annual Turn Over** - 40% of amount put to tender in any of the last three financial years (i.e. 2021-2022, 2022-2023 & 2023-2024).

**Instructions/guidance to the contractors for e-tendering:-**

**1. General Guidance for e-tendering:**

Intending tenderers desirous of participating in the tender are to log on to the website <https://wbtenders.gov.in>. The tender can be searched by typing the First Four Letters in the search engine provided in the website.

## **2. Registration of Contractors:**

Tenderers willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt. of India. (viz. nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT ) DSC is given as a USB e-Token. After obtaining the Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

## **3. Eligibility for participation:**

Contractors, Registered Engineers Co-operative Societies, Consortiums and Partnership firms registered with the State Government and contractors of equivalent Grade / Class registered with Central Government / MES / Railways for execution of civil works are eligible to participate.

## **4. Collection of Tender Documents:**

Tenders are to be submitted online and intending tenderers are to download the tender documents from the website as stated above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below.

## **5. Submission of Tenders**

### **5.1 General process of submission**

Tenders are to be submitted online through the website as stated above. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. He needs to fill up the rates of items/percentage in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

### **5.2 Addenda/Corrigenda: if published.**

Note: Contractors are to keep track of all the Addendum/Corrigendum issued with a particular NIT till the bid submission ends and in general upload the downloaded copies of the above documents and merge the Addenda/Corrigenda with respective NIT in the NIT folder. , however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends, overriding any other terms/conditions if mentioned anywhere else in the concerned NIT.

**5.3** Completion Certificate(s) submitted by the bidder should indicate the gross value of the 100% completed work only. Completion certificates should clearly contain the Name, Designation, Address and contact no of the Officer issuing the credential.

**5.4** Penalty for suppression / distortion of facts if any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform of the Barasat Municipality for a maximum period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited to Barasat Municipality may take appropriate legal action against such defaulting tenderer.

**NOTE:** (i) All the bidders are strictly directed to submit all the relevant documents as per NIT and no other documents will be entertained and will be treated as strongly objectionable.

(ii) Payment will be made as per availability of Fund from concerned department for the specific works only.



**Chairman**  
**Barasat Municipality**  
**Chairman**  
**Barasat Municipality**

**APPLICATION FORM FOR TENDER**

To  
The Chairman,  
Barasat Municipality,  
Barasat, Kolkata – 700124.

NIT No: - .....  
Serial No of Work applied for: -.....  
Amount put to tender: ` .....

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby like to state that I/we willfully accept all your conditions and offer to execute the works as per NIT no and Serial no stated above. We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_

Full name of applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bids

For & on behalf of (Name of Firm): \_\_\_\_\_  
(In block capitals or typed)

Office address:  
Telephone no(s) (office): \_\_\_\_\_

Mobile No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E mail ID: \_\_\_\_\_

Signature of Tenderer with seal

Copy forwarded for necessary information to the:

1. Vice-Chairman, Barasat Municipality,
2. Chairman-in-council (Water), Barasat Municipality,
3. Executive Officer, Barasat Municipality,
4. Finance Officer, Barasat Municipality,
5. Office Superintendent, Barasat Municipality,
6. Head Clark, Barasat Municipality,
7. SAE (Electric), Barasat Municipality,
8. Office Notice Board, Barasat Municipality,
9. O C. I.T. Department for publishing of Municipal Website: [www.barasatmunicipality.org](http://www.barasatmunicipality.org).



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