

**OFFICE OF THE MUNICIPAL COUNCILLORS OF BARASAT**  
**RISHI BANKIM CHANDRA CHATTERJEE ROAD**  
**BARASAT KOLKATA - 700 124.**



Phone : 2552 3211  
 2562 3535  
 Fax : 2562 6900

Email: - [barasatmunicipality05@gmail.com](mailto:barasatmunicipality05@gmail.com)  
 Web site: - [www.barasatmunicipality.org](http://www.barasatmunicipality.org)

Memo No. 50- BM/Electric/NleT-2(1<sup>st</sup> call)/2024 - 2025

Date: 11-07-2024

**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.)	Time for completion of work (in days)	Defect Liability Period	Fund
1	Mechanical Work for sinking of 1 Nos. of New DTW near Dwijahari Das Crematorium in ward No. 22 Under Barasat Municipality.	9,73,902.32	19,478.00	90 Days	3(three) Years	15 <sup>th</sup> FC (Tied Fund)
2	Mechanical Work for sinking of 1 Nos. of New DTW near Dwijahari Das Colony in ward No. 03 Under Barasat Municipality.	9,73,902.32	19,478.00	90 Days	3(three) Years	15 <sup>th</sup> FC (Tied Fund)
3	Mechanical Work for sinking of 1 Nos. of New DTW near Choto Bazar in ward No. 09 Under Barasat Municipality.	9,73,902.32	19,478.00	90 Days	3(three) Years	15 <sup>th</sup> FC (Tied Fund)
4	Mechanical Work for sinking of 1 Nos. of New DTW near Dakshinpara Shitalatala in ward No. 30 Under Barasat Municipality.	9,73,902.32	19,478.00	90 Days	3(three) Years	15 <sup>th</sup> FC (Tied Fund)
5	Mechanical Work for sinking of 1 Nos. of New DTW near KaliKrishna School in ward No. 26 Under Barasat Municipality.	9,73,902.32	19,478.00	90 Days	3(three) Years	15 <sup>th</sup> FC (Tied Fund)
6	Mechanical Work for sinking of 1 Nos. of New DTW near Barasat Stadium in ward No. 26 Under Barasat Municipality.	9,73,902.32	19,478.00	90 Days	3(three) Years	15 <sup>th</sup> FC (Tied Fund)
7	Mechanical Work for sinking of 1 Nos. of New DTW near Hridaypur Kabarkhola in ward No. 32 Under Barasat Municipality.	9,73,902.32	19,478.00	90 Days	3(three) Years	15 <sup>th</sup> FC (Tied Fund)

8	Mechanical Work for sinking of 1 Nos. of New DTW near Indraprastha in ward No. 31 Under Barasat Municipality.	9,73,902.32	19,478.00	90 Days	3(three) Years	15 <sup>th</sup> FC (Tied Fund)
9	Mechanical Work for sinking of 1 Nos. of New DTW near Banerjee Bagan in ward No. 31 Under Barasat Municipality.	9,73,902.32	19,478.00	90 Days	3(three) Years	15 <sup>th</sup> FC (Tied Fund)

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

Sl No	Particulars	Date & Time
i)	Date of uploading of NIT and Tender Documents online (Publishing Date)	13/07/2024
ii)	Documents download start date (Online)	13/07/2024 at 14.00 Hrs.
iii)	Date of Pre Tender Meeting with the intending Contractors at Municipality	18/07/2024 at 14.00 Hrs.
iv)	Tender submission start date (Online)	13/07/2024 at 15.00 Hrs.
v)	Tender Submission closing (Online)	29/07/2024 at 17.00. Hrs.
vi)	Tender opening date for Technical Proposals (Online)	31/07/2024 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 credential 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 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) Having Employee Provident Fund Registration Certificate and current challan copy.            ix) Having Employee Provident Fund Registration Certificate and current challan copy.            x) Other certificates if any.</p>
--	---

	<p><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>
<b>Tender documents:-</b>	<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 its all corrigenda's.  <b>PART II:-</b> Containing the Tender Price / Price Schedule.(BOQ in MS-excel format)</p>
<b>Earnest Money:-</b>	<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 NIT. Any tender without such on line 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>
<b>Security Deposit &amp; other taxes :- (G.O. No. 5784-PW /L&amp;A/2M-175/17, date. 12.09.2017)</b>	<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.</p> <p><b><u>For work with Defect Liability Period: 3 (three) years.</u></b></p> <p>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.</p> <p><b><u>For work with Defect Liability Period: 5 (five) years.</u></b></p> <p>i) No security deposit shall be refunded to the contractor for first three years from the actual date of completion of the work.  ii) 30% of the security deposit shall be refunded to the contractor on expiry of four years from the actual date of completion of the work.  iii) The Balance 70% of the security deposit shall be refunded to the contractor on expiry of five year from the actual date of completion of the work.</p> <p><b><u>Additional Performance Security @ 10% 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 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.</u></b></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>
	<p><b><i>The cost of Tender documents as specified in under mentioned amount shall be paid by the successful Contractor only at the time of formal agreement after acceptance of tender.</i></b></p>
<b>Formal Agreement</b>	<p>The successful contractor (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  (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  (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  (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>

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, P.W. 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. Successful agency shall have to execute a formal agreement with the Barasat Municipality. In the Revised West Bengal Form No-2911 (As per memo no-1005/MA/C-10/Misc-14/2018 dated 11/11/2019) by depositing the cost of tender documents (mentioned in the Table-I) plus cost of tender form, for each individual work by cash at the municipal cash counter within the time period mentioned in the LOA/ work order.
4. 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.
5. Bank solvency certificate should be submitted as prescribed in this NIT shall be 40% of the total work value of this tender.
6. Credentials will be followed as per W.B. Tender Rules.
7. As usual formal terms & condition will be followed.
8. G.O. No. 2320-F(Y), dated 07.06.2022 to be applicable if arises.
9. G.O. No. 3731-F(Y), dated 07.06.2023 to be applicable if arises.
10. **Annual Turn Over** - 80% of amount put to tender in any of the last five Financial Year (i.e. 2019-2020, 2020-2021, 2021-2022, 2022-2023 & 2023-2024).

**Note: Bidder intending to participate in more than one work shall have to furnish Annual Turnover of 80% of summation of amount put to tender for those tender works And Bank Solvency should be 40% of cumulative for those multiple works also.**

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.  
North 24 Parganas.**

**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**

FORMAT OF THE BANK GUARANTEE  
FOR RELEASE OF SECURITY DEPOSIT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ [Designation of Engineer- In-Charge]  
[Office address of Engineer-In-Charge]

WHEREAS \_\_\_\_\_ [name and address of Contractor]  
(hereafter called "the Contractor") has undertaken, in pursuance of Contract No. \_\_\_\_\_  
dated \_\_\_\_\_ to execute \_\_\_\_\_ [name of Contract and brief  
description of Works) (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall  
furnish you with a Bank Guarantee by a Scheduled commercial bank for the sum specified therein for  
release of 'SECURITY DEPOSIT' for compliance with his obligation in accordance with the  
Contract:

AND WHEREAS we..... (Indicate the name of the bank &branch) have  
agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we..... (Indicate the name of the bank &branch) hereby  
affirm that we are the Guarantor and responsible to you on behalf of the Contractor, up to a total of  
Rs. \_\_\_\_\_ [amount of guarantee] \_\_\_\_\_ (in words).  
We undertake to pay you, upon your first written demand and **without cavil or argument, a sum** within  
the limits of \_\_\_\_\_ [amount of guarantee) as aforesaid without your needing to  
prove or to show grounds or reasons for your demand for the sum specified therein.

We..... (Indicate the name of the bank &branch) hereby waive the  
necessity of your demanding the said debt from the contractor before presenting us with the demand.

We..... (Indicate the name of the bank &branch) further agree to pay to  
you any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any  
suit or proceeding pending before any court or Tribunal relating thereto, our liability under this  
present absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for  
payment thereunder and the contractor(s) shall have no claim against us for making such payment.

We..... (Indicate the name of the bank &branch) further agree that no  
change or addition to or other modification of the terms of the Contract or of the Works to be  
performed there under or of any of the Contract documents which may be made between you and the

Contractor shall in any way release us from any liability under this guarantee, and we hereby waivenotice of any such change, addition or modification.

We ..... (Indicate the name of the bank &branch) lastly undertake not to revoke this guarantee except with the previous consent of you in writing.

This Guarantee shall be valid upto -----. It come into force with immediate effect and shall remain in force and valid for a period of the Defects Liability Period/Security Period plus claim period of Six months for the Bank Guarantee. Notwithstanding, anything mentioned above, our liability against this guarantee is restricted to Rs. \_\_\_\_\_ (Rs.

and unless a claim in writing is lodged with us within the validity period , i.e. upto \_\_\_\_\_ of this guarantee all our liabilities under this guarantee shall cease to exist.

Signed and sealed this ... ..... day of..... 20..... at ... ..

**SIGNED, SEALED AND DELIVERED**

For and on behalf of the BANK by:

(Signature)

(Name)

(Designation)

(Code Number)

(Address)

**NOTIS:**

- (i) The bank guarantee should contain the name, designation and code number of the officer(s) signing the guarantee.

The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.



**Memo No. 50(1-16) - BM/Electric/NIE T-2(1<sup>st</sup> call)/2024 - 2025** **Dated- 11<sup>th</sup> July, 2024**

Copy forwarded for necessary information to the:

1. Vice Chairman, Barasat Municipality,
2. Executive Officer, Barasat Municipality,
3. Finance Officer, Barasat Municipality,
4. Chairman-In-Council (Electric), Barasat Municipality,
5. Executive Engineer (E/M), KMDA, Habra Municipality,
6. Office Superintendent, Barasat Municipality,
7. Head Clark, Barasat Municipality,
8. Members of Tender Committee, Barasat Municipality,
9. Assistant Engineer, Barasat Municipality,
10. Accountant, Barasat Municipality,
11. Cashier, Barasat Municipality,
12. Receive & Dispatch section, Barasat Municipality,
13. Office Notice Board, Barasat Municipality,
14. Municipal Website: [www.barasatmunicipality.org](http://www.barasatmunicipality.org).
15. O C. I.T. Department, Barasat Municipality.
16. Bangla Sahayata Kendra (BSK), Barasat Municipality.



**Chairman**

**Barasat Municipality**



**Chairman  
Barasat Municipality**