

**BARASAT MUNICIPALITY**

Rishi Bankim Chandra Chatterjee Road , Barasat, Kolkata , 700 124

Memo No: 1914/BM/ET/2024-25

Dated- 09/01/2025

**NOTICE INVITING e-Quotation****E - Quotation Notice no : 1914/BM/ET/2024-25.**

The Chairman, Barasat Municipality, on and for behalf of the Councilors of Barasat Municipality invites Quotation from reliable, resourceful, bona fide and experience Companies / Firms/ Contractors / Agency/Supplier as per the enclosed list Table –I. Eligibility, all important dates & other criteria are being listed in Table-II. (Submission of Bid through online). All Details will be available on <https://wbtenders.gov.in> .

Work details are given below in tabular form:

**TABLE – I**

S/N	Work Description	EMD
01	Rate of Annual Accounts for the Financial year 2023-24 and 2024-25 (the work of 2024-25 will be started just after the Financial year ends.) for Barasat Municipality.	Rs. 2,000.00 (Fixed )
02	Rate of Cash and Bank Reconciliation of this ULB for the Financial year 2023-24 and 2024-25 (the work of 2024-25 will be started just after the Financial year ends.) for Barasat Municipality.	Rs. 2,000.00 (Fixed )
	Rate of Asset register making from the Financial year 2014-15 to 2024-25 (the work of 2024-25 will be started just after the Financial year ends.) for Barasat Municipality.	Rs. 2,000.00 (Fixed )

**TABLE – II****Date and Time Schedule of Tender:**

S/N	Particulars	Date & Time
1	Date of publishing N.I.T.& other Documents online	10-01-2025 09.00 AM
2	Online documents download & Online Bid submission start date	10-01-2025 09.00 AM
3	Pre-bid meeting to be held at Barasat Municipality	!
4	Online documents download End & Online Bid Submission closing Date	18-01-2025 02.00 PM
5	Online Bid Opening date for Technical Proposals	20-01-2025 02.00 PM
6	Date of online uploading of list for Technically Qualified Bidders	To be notified later
7	Date of online opening of Financial Proposal	To be notified later



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## Eligibility of Participants:

### Bidders Should be Submitted:

- Proof of EMD Deposits.
- PAN & GSTR Certificate .
- Up to date Trade License & P. Tax Certificates.
- Last 3 Yrs. Income Tax Return receipts with Balance Sheet.
- Credentials.
- Other certificates if any.

### Credentials:

- **The Same Nature of Work at.**
- Intending Tenderer should produce credentials of a similar nature of completed work at **Any Municipal level not less than [05] Five Years** of the minimum value of 40% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice; or,
- Intending Tenderer should produce credentials of 2(two) similar nature of completed work, each of the minimum value of 30% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice; or,
- Intending Tenderer should produce credentials one single running work of similar nature which has been completed to the extent of 60% or more and value of which is not less than the desired value at (i) 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 works is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.

**EMD & Security deposit :** **Rs 2,000.00 (Rupees Two thousand only)** as an initial Earnest Money Deposit shall be paid through online mode of payment (Payment link will be available in the website). This amount will be converted to security deposit for the successful bidder. Balance Earnest Money beyond **Rs 2,000.00** (if any, to fulfill 2% of amount offered) shall be deposited by the successful Bidder prior to acceptance of tender in the form of a Bank Draft obtained in favour of “ Chairman, Barasat Municipality”, from any nationalized bank payable at The EMD for the successful Bidder will be converted to Security Deposit and additional amount of 8% will be deducted towards Security Deposit. 10 % Security deposit ( Including 2% EMD) will be refunded after liability period as to be counted from the date of issuance of AOC by the Tender Inviting Authority.

**Validity of Bid :** A Bid submitted shall remain valid for a period of **60 calendar days** from the date of publication of Bids. Any extension of this validity period if required will be subject to concurrence of the Bidders.

**Withdrawal of Bid:** A Bid once submitted shall not be withdrawn within the validity period. If any Bidder/Bidders withdraw his/their Bid(s) within the validity period then Earnest Money as deposited by him/them will be forfeited.

**Acceptance of Bid :** Tender Inviting Authority does not bind himself to accept otherwise the lowest Bid and reserves to himself the right to reject any or all of the Bids received without assigning any reason thereof.



OFFICE OF THE MUNICIPAL COUNCILLORS OF BARASAT

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The right to accept in part or in full any bid or reject any or more bid(s) without assigning any reason or to cancel the tendering process and reject all bids at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder(s).

*The Bidders are instructed to scan the documents in Multipage PDF Format and the scanning properties must be in (100 to 150 DPI/PPI in Grey or Color).*

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*All Documents in Original to be produced in due course of time as & when asked by the Tender Inviting Authority.*

**Chairman  
Barasat Municipality.**

**Memo No: 1914/BM/ET/2024-25**

**Dated- 09/01/2025**

**Copy forwarded for information to :-**

- The Executive Officer, Barasat Municipality.
- The Finance Officer, Barasat Municipality.
- Accounts Department.
- In-Charge, IT Cell with request to upload the same in the Municipal's website.
- Notice Board, Barasat Municipality.
- Guard file.

**Chairman  
Barasat Municipality.**