



OFFICE OF THE COUNCILLORS

KATWA MUNICIPALITY

P.O:- KATWA, DIST:- PURBA BARDHAMAN
PIN NO. 713130

Notice Inviting e-Tender

Memo. No. : 1464 (ENGG)

Dated: -16/01/2026

NOTICE INVITING e-TENDER NO:- 2nd Call WBMAD 75 (DEV/ SBM /K.M) 2025-2026

1.The Chairman, Katwa Municipality invites online percentage rate tender from reliable, resourceful, bonafide and experienced Partnership firms / companies / individual contractors, for execution of the following works:-

| S.I no | Name of the Works | Amount Put to Tender (Rs.) | Earnest Money @ 2% (Rc.) (Rs.) | Fund | Period of Completion | Defect Liability Period |
|--------|--|----------------------------|---|------|----------------------|-------------------------|
| 3 | CONSTRUCTION OF TOILET BLOCK (PT) (MODEL NO - G) AT ADARSHAPALLY HIGH SCHOOL, IN WARD NO:- 11 UNDER KATWA MUNICIPALITY UNDER SBM 2.O GRANT. | 1001810.29 | Rs. 20036.00 (The Earnest Money @ 2% such deposited by lowest bidder will be transferred as part of Security Deposit. The remaining 8% will be deducted from successive running account bill | SBM | 35DAYS | As per Govt. norms |
| 4 | CONSTRUCTION OF TOILET BLOCK (PT) (MODEL NO - G) AT GOBINDA BAGAN FOOTBALL MAIDAN IN WARD NO:-17 UNDER KATWA MUNICIPALITY UNDER SBM 2.O GRANT. | 1001810.29 | Rs. 20036.00 (The Earnest Money @ 2% such deposited by lowest bidder will be transferred as part of Security Deposit. The remaining 8% will be deducted from successive running account bill | SBM | 35DAYS | As per Govt. norms |
| 6 | CONSTRUCTION OF TOILET BLOCK (PT) (MODEL NO - F) AT AT KATHGOLAPARA F.P SCHOOL IN WARD NO:-17 UNDER KATWA MUNICIPALITY UNDER SBM 2.O | 777792.88 | Rs. 15556.00 (The Earnest Money @ 2% such deposited by lowest bidder will be transferred as part of Security Deposit. The remaining 8% will be deducted from successive running account bill | SBM | 35DAYS | As per Govt. norms |

Price of Agreement papers consisting of Technical and Financial Bid Documents and other annexure and W.B. as per Govt. Norms. (3 copies)
Only successful bidder (L1) shall pay as per usual govt. norms

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N.B.: - (i) Intending Tenderer will not have to pay the cost of tender documents for the purpose of participating - tendering, but then successful L1 (Lowest) Bidder will have to pay the cost of tender documents of 3 (Three) sets @ price mentioned in the list of schemes of Nle.T during purchase of tender documents for execution of agreement as per notification no. 199 - CRC / 2 M - 10 / 2012 dated 21/12/2012 of the Secretary, Public Works Department, CR C B ranch, Government of West Bengal. In case of any contractor L1 expressed his / her willingness to have extra copy of the standard contract forms, only one spare copy of standard contract form may on payment of prescribed price be supplied to a contractor or firm of contractors, eligible to tender in a specific work on receipt of written requisition well in advance for the same. Earnest money as mentioned above shall have to be deposited by all in tendering tenders. In any case Fixed Permanent Security Deposit will not be entertained as an earnest money.

1) In the event of e-filing, intending bidder may download the tender documents from the website <http://wbenders.gov> indirectly with the help of Digital Signature Certificate. Earnest Money deposit of e-procurement: Online receipt and refund of EMD of e-Procurement through State Government e-Procurement portal. The following procedure to be adopted for deposit of EMD/Bid Security related to e-Procurement of the State Government departments.

A. Login by bidder:-

A bidder desirous of taking part in a tender invited by a State Government office shall logging to the e-Procurement portal of the Government of West Bengal <https://wbenders.gov.in> using his login ID and password. He will select the tender to bid and initiate payment of pre-defined EMD for that tender by selecting from either of the following payments modes:

Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
RTGS / NEFT in case of offline payment through bank account through bank account in any bank.

- 1. Additional Performance Security Deposit @ 10% of the accepted amount is to be deposited in due course as per Gov. WB norms if the accepted amount to be found to be @80% or less than the departmental justified amount in terms of GO No. 4608 f(Y) dated 18.07.2018.**

B. Payment Procedure:

Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway
On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he/she will select the bank through which he/she wants to do the transaction.

Bidder will make the payment after entering Unique ID and password of the bank to process the transaction.
Bidder will receive a confirmation message regarding success/failure of the transaction.

If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD.

If the transaction is failure, the bidder will again try for payment by going back to the first step.
Payment through RTGS/NEFT:-

On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transactions.

The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his/her Bank Account.

Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.

If verification is successful, the fund will get credited to the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD..
Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

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C) Refund /Settlement Process:-

After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web service.

On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.

Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place in compliance with order no.148-W(C)/1M-23/15 dated 16.03.2018 of PWD ,Govt. of West Bengal.

1. The Tender Inviting Authority may call the bidders for verification of credentials if required

2. Submission of Tender: - a) Pre-qualification/Technical Bid and Financial Bid both will have to be submitted online concurrently duly digitally signed in the website <https://wbtenders.gov.in> as per time schedule stated herein under. Time will be reckoned as per Server Clock.

b) The Financial Bid of the prospective tenderers will be opened only if the tenderer qualifies in the Technical Bid. The decision of the Tender Inviting Authority will be final and binding to all concerned and no challenge against such decision will be entertained.

The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL BID of the tenderer is found qualified by the 'Tender Evaluation Committee' formed by the authority of KM after due recommendation of Competent Authority as per the guideline of GOVT.OF W.B. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

Time Schedule for Downloading, Uploading and Opening of Tender Documents:-

| | | |
|----|--|----------------------------|
| a) | Date of uploading of e-N.I.Q. and other Documents(online) (Publishing Date) | 22-01-2026 from 17.00 hrs |
| b) | Documents download start date (Online) | 22-01-2026 from 17:00 hrs |
| c) | Documents download end date (Online) | 03-02-2026 up to 17:00 hrs |
| d) | Online Bid Submission Start Date and Time | 22-01-2026 from 17:00 hrs |
| e) | Online Bid Submission Last Date and Time | 04-02-2026 up to 17:00 hrs |
| f) | Time and Date of Opening of Technical Bid (Bid will be opened by the Authorized Officer) | 07-02-2026 from 11:00 hrs |
| g) | Date for opening of Financial Bid (Online) | To be notified later on. |

Tenders will be opened by the Tender Inviting Authority or his representatives in presence of tenderer or their authorized representatives who may like to be present.

NOTE:-Scrutiny of technical proposal and recommendation thereafter and processing of Comparative Statement for acceptance etc. will be made by Tender Committee as constituted by Chairman, KatwaMunicipality as per order no. 1074/UDMA-13014(99)/142/2021-BDG-MA,dt.-24.11.21.

3. Eligibility criteria for the bidders:-

3.1 Requirement of Credentials:

a) Intending tenderers should produce credentials of a completed civil work of the minimum value of 40% of the estimated amount put to tender during 5 years prior to the date of issue of the

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tender notice from any Govt. /Semi Govt. / Govt. undertakings/Autonomous Bodies/ Statutory Bodies and Local Bodies.

Or

b) Intending tenderers should produce credentials of two civil nature of completed work, each of the minimum value of 30% of the estimated amount put to tender during 5 years prior to the date of issue of the tender notice from any Govt. /Semi Govt. / Govt. undertakings/Autonomous Bodies/ Statutory Bodies and Local Bodies.

Or

c) Intending tenderers should produce credentials of one single running work of civil nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at 4.1 (a) above:

AND

Having valid license, GST, P. Tax clearance Certificates, PAN Card, I. T. return, and certificates of registration certificates etc.

AND

Particular of ownership / partnership or board of directors pertaining to the organization/ company / firm.

AND

List of machineries & equipment necessary for fields and list of technical personals employed under the organization in details with name, qualification, experience and address with contact number.

4. Cost price of Bid Document:- "Nil"

5. Time of completion:- Follows -" NIT"

7. a) List of common documents shall have to be uploaded by each tenderer at the time of submission of Tender through online:-

b) Pre-qualification Application


- i) Income Tax Return (Any One of last 3 yrs)
- ii) Pan Card.
- iii) Professional Tax clearance certificate.
- iv) GST certificate.
- v) Trade License.
- vi) Technical Credential.
- vii) Work Order for the work in technical credential.
- viii) Payment certificate of the said work.
- ix) BOQ/Price Schedule of the said work.
- x) Application by the Tenderer must be filled up properly and the same must be scanned and uploaded.
- xi) **Earnest Money:** - The tenderer shall have to deposit the EMD through online mode only. No scan copy will be accepted. The requisite Earnest Money (As stated earlier) Deposit shall accompany with Bid Proposal, as specified in this NIT shall be paid by online internet bank transfer or NEFT or RTGS (Ref No.3975-F9Y) dated 28th July 2016 of Finance Department, Govt. of West Bengal)

c) List of documents shall have to be uploaded by a Partnership Firm.

i) The power of Attorney for the firm for signing the tender by a partner.

ii) Partnership Deed.

8. Language of Tender: - The tender shall be submitted in the prescribed form in English. All literatures and correspondence in connection with the tenders shall be in English.

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9. **Others** - The Tender Notice along with other documents like Tender Form No 2911(ii), General Terms and Conditions, Special Terms and Conditions, Technical Specification, BOQ, Addendum and corrigendum etc. whatever documents uploaded by the department concerned thereto shall be part and parcel of the Tender. The tender inviting authority reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.

10. Intending bidders are requested to visit <https://wbtenders.gov.in> check their e-mail regularly for any corrigendum / addendum for further information regarding to this e-NIT.

11. Defect liability period is as per the PWD order no.5784-PW/L7A/2M-175/2017 dated 12.09.2017.

12. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works/sample of the goods to be supplied and obtain all information's that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

13. The intending Bidders shall clearly understand that whatever the outcome of the present invitation may be of Bids; no cost of Bidding shall be reimbursable by the Department. The tender accepting authority of KM reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer up to the stage of Bidding.

N.B: Bidder must download Tender Form No-2911(ii), General Terms and Condition, Special Terms and Conditions, Technical Specifications, all other addendum, Corrigendum etc. whatever documents uploaded by the department in the web site under the e-NIQ and must go through carefully before quoting his rate

Sd/-
Chairman,
Katwa Municipality.

MemoNo. :- 1464 (15) Engg.

Dated.16/01/2026

Copy forwarded for information and taking necessary action to;

1. To ThePrincipalSecretary, UD & MA Department, Nagarayan, DF-8, Sector-I, Bidhannagar, Kolkata -700064.
- 2 To Director, SUDA, "ILGUS BHAVAN", HC Block, Sector- III, Bidhannagar , Kolkata -700106.
3. To The District Magistrate, Purba Bardhaman.
- 4 To The S.D.O, Katwa, PurbaBardhaman.
5. To The Asst. Engineer PWD, Katwa, PurbaBardhaman.
6. To The Asst. Engineer (PW Roads), Katwa, PurbaBardhaman.
7. To The Executive Engineer, Med, Purta Bhawan, 5th Floor, Telipukur. Purba Bardhaman.
8. To The Finance Officer, Katwa Municipality,
9. To The Executive Officer, Katwa Municipality,
10. To The Asst. Engineer, KatwaMunicipalty
11. To The S.D.O, Irrigation and waterways Deptt, Katwa Sub Division.
12. To The Chairman, Dainhat Municipality.
13. To The Accountant, Katwa Municipality.
14. The Notice Board, Katwa Municipality.
15. IT-Coordinator, Katwa Municipality, for Web Posting.

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INSTRUCTION TO BIDDERS

Instruction / Guidelines for tenders for electronic submission of tenders online have been annexed for assisting the contractors to participate in e-tendering.

1. Registration of Contractor: - Any contractor willing to take part in the process of e – Tendering will have to be enrolled and registered with the Government e – Procurement system through logging on to <https://wbtenders.gov.in>. The contractor is to click on the link for e – Tendering site as given on the web portal.

2. Digital Signature Certificate (DSC) :- Each contractor is required to obtain a class - II or class – III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause -I of Guideline to Bidder. DSC is given as a USB e – Token.

3. Collection of Tender documents: - The contractor can search and download e-NIQ and Tender documents electronically from computer once he logs on to the website mentioned Clause I using the Digital Signature Certificate. This is the only mode of collection of Tender documents.

4. Submission of Tenders:-

a) **General process of submission:-** Tenders are to be submitted through online to the website stated in Cl. – I in two folders at a time for each work, one is Technical bid and other is Financial Bid before the prescribed date and time using the Digital Signature Certificates.

b) **Technical Bid:-** Technical Bid contain scanned copies of the followings further in two cover (folder).

A-1. Statutory Cover Containing

- i. E-NIQ (Download the e-NIQ and upload the same by digitally sign).
- ii. Scan Copy of Declaration as per prescribed format.

N.B: Bidder must download Tender Form No-2911(ii), General Terms and Condition, Special Terms and Conditions, Technical Specifications, all other addendum, Corrigendum etc. whatever documents uploaded by the department in the web site under the e-NIQ and must go through carefully before quoting his rate.

A-2. Non Statutory/Technical documents Cover containing,

- i. Income Tax Return (Any One of last 3yrs)
- ii. Pan Card.
- iii. Professional Tax clearance certificate.
- iv. G.S.T Certificate.
- v. Trade License.
- vi. Technical Credential.
- vii. Work Order for the work in technical credential.
- viii. Payment certificate of the said work.
- ix. BOQ/Price schedule of the said work

Note: Failure of submission of any of the above mentioned documents (as stated in A- 1 and A- 2) may render the tender liable to summarily rejected for both statutory and non statutory cover.

c) Financial Bid:-

- i) The financial bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through on line in the space marked for quoting rate in the BOQ.
- i) Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor.

6. THE ABOVE STATED NON STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER.

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| Sl. No | Category Name | Sub-Category Description | Details |
|--------|-----------------|--------------------------|--|
| A. | Certificates | Certificates | i) Pan Card ii) Professional Tax clearance certificate. iii) GST Certificate. iv) Acknowledgement of IT Return (Any One of last 3 years.) |
| B. | Company Details | Company Details | i) Trade License ii) Partnership Deed., |
| C. | Credential | Credential | i) Credential, Work Order, Payment certificate, Completion Certificate. |

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non Statutory folder. Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

7. Opening and Evaluation of Tender: - Opening of Technical Bid:

i) Technical bid will be opened by the Tender Inviting Authority or his representatives. Intending tenderer may remain present if they so desire. Statutory Cover (folder) would be opened first and if found in order and correct Non Statutory Cover (folder) will be opened. If there is any deficiency in the Statutory and Non statutory documents the tender will summarily be rejected.

ii) Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded and handed over to the evaluation committee.

iii) List of technically qualified tenderers would be uploaded in due course.

NB: While evaluation, Tender Inviting Authority may summon of the tenderers and seek clarification/ information or additional documents or original hard copy of any of the documents already submitted and if they are not produced within the stipulated time frame, their bid will liable for rejection.

Opening and evaluation of Financial Bid:

i) Financial bid of tenderers declared technically eligible by the Tender Inviting Authority will be opened electronically from the web portal on the prescribed date and time.

8. Suspension and Debarment of Contractor, Supplier and Consultant will be applicable as per order Vide Memo No. 547-W(C)/1M-387/15 DT. 16.11.2015 of Joint Secretary to Govt. Of West Bengal PWD.

9. ADDITIONAL PERFORMANCE SECURITY Will be applicable as per order Vide Memo No. 4608-F(Y) dt. 18.07.2018 of Additional Chief Secretary, Finance Department, Govt. Of W. B.

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Sd/-
Chairman,
Katwa Municipality.

Other Important Terms & Conditions :-

- A) The detailed N.I.Q. documents and other relevant particulars may be seen by the intending bidder during office hours within the date mentioned above in the office of the Board of Councilors, Katwa Municipality.
- B) The materials are to be supplied in accordance with the specification of the B.O.Q of the Katwa Municipality who would issue the Work order as per the terms and conditions as laid down hereunder and the payment will be made by them as per the actual materials supplied with entire satisfaction of those authorities.
A security deposited equivalent to 10 (Ten percent of the total value of work shall be deducted from the bill(s) & the same will be released after guarantee Period as per agreement from the date of actual work done subject to fulfillment of the conditions applied.

Work order shall be issued by the Chairman, Katwa Municipality and payment will be made by him.

- C) If the agency fails to do the work as per the agreement with the municipality, penal action in the form of forfeiture of earnest money and or security deposit money, as decided by the authority will be imposed on the agency and the decision of the authority will be conclusive and binding. In this respect, the Chairman, Katwa Municipality shall be empowered to invoke the Earnest Money deposited in favour of him.
No price escalation, in any form, within the contract period will be entertained.

- D) If any work executed by the agency with under specification the same will have to be replaced, as per the specified specification, by the agency at their own cost without any claim within 7 (seven) days (or as suggested by the authority). In case of failure to do so the authority shall have the right to recover the whole damage amount from the contractor. In this regard the claim will be ascertained by a competent State Government authority as per the decision of Municipal authority.

- E) The rate quoted should be inclusive of all cost of transportation, loading, unloading, staking at site within any municipal area of the State of West Bengal, and all Taxes, etc. what so ever.

- F) Deduction viz (i) G.S.T (ii) IT or any other taxes, due as per rules, will also be deducted from the bill of the agency. Successful agency shall have to make an agreement (by three copies) with the Katwa Municipality, in the prescribed pro-forma by depositing the cost of each tender form in cash (as specified earlier) stating that the agency is agreeable to execute the works as and when require (as per the rates quoted and terms and conditions laid down in the quotation papers) to the Municipality with in the Municipal/Adjoining areas (as the case may be).

1. The authority reserves the right to accept or reject any or all offer without assigning any reason.

2. **Special condition:** A declaration in the form of Affidavit in a non judicial stamp paper should be submitted stating clearly that the applicant is not burred /delisted/blacklisted by any Govt. Deptt. / Govt. undertaking/Statutory Body/Municipality and of the like Govt. Bodies in execution of the civil nature of works during last five years and if any such incident is found at any point of time, the tender will be cancel summarily without assigning any reason on what so ever. Bidders are hereby requested to upload the above declaration as Technical document.

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Chairman,
Katwa Municipality.

