



**OFFICE OF THE MUNICIPAL COUNCILLORS  
ENGLISHBAZAR MUNICIPALITY**

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Memo. No. 5390/IV-2/25-26

Dated: 20.01.2026

**Notice Inviting e-Tender No.- MAD/ULB/EBM/PW-1/19/25-26**

**DETAILED NOTICE INVITING e-TENDER**

1. On behalf of the Board of Councillors, The Chairman, Englishbazar Municipality, invites e-Tenders (electronic Tenders) from eligible, resourceful & bonafied contractors as per the enclosed list of works (Table -1)
2. Applicants willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system; through logging on to <https://wbtenders.gov.in> using the option —Click here to Enroll. Possession of a Valid Class II Digital Signature Certificate (DSC) in the form of smart card/e-token in the Company's name is a prerequisite for registration and participating in the Tender submission activities through this web site. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://wbtenders.gov.in>
3. Intending tenderer can search and download NIT and other tender documents electronically by logging on to the website <https://wbtenders.gov.in>, using his Digital Signature Certificate (DSC). This is the mode of collection of tender documents electronically.
4. Earnest Money, as specified in this NIT shall be paid online through ICICI Bank payment gateway or NEFT/RTGS (as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Dept., Govt. of West Bengal). Every such Transfer shall be done on or after the date of publish of NIT. Any Bid without EMD (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. The Co-operative societies who want to avail exemption of Earnest Money Deposit, shall have to upload necessary GO in this regard.
5. A prospective tenderers shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If a tenderer found to have applied severally in a single job, all his applications will be rejected for that job.

## 6. Eligibility criteria for participation in tender:

i) The prospective Tenderers who are eligible to participate (Bonafide Outsider Contractors / Engineers Co.Op. / Labour Co. Op.etc.), should have sufficient resources, financial solvency, sufficient experience as per Notification No. 04-A/PW/O/10C-02/14 Dated: 18.03.2015 of Public Works Department, Govt. Of West Bengal i.e

(i) intending tenderers should have satisfactorily completed similar nature of work 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,

(ii) Intending tenderers should produce credentials of 2(two) similar nature of 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 tender notice

or,

(iii) Intending tenderers should produce credentials of 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 (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 work is in progress satisfactorily and also that no penal action has been initiated against the executing agency, i.e., the tenderer. Similar nature of work under the State/Central Govt. Undertaking, Board/Corporation, Local Bodies or similar Govt. Organization etc.will only be considered. Scanned copy of the Completion Certificate issued by the Concerned Executing Authority should be uploaded as Non-Statutory Document through online. Work order/certificate stating work under progress will not be considered as credential in this respect. Credential in the form of MOU, Joint Venture, Consortium etc. will not be allowed at all.

ii) Uploading of scanned copies of Pan Card, up to date Professional Tax receipts, GST registration certificate in the Technical Proposal as Non Statutory Documents.

iii) Registered Unemployed Engineer's Co-Operative Societies and registered Labour Co-Operative Societies are to upload the documents apart from the documents mentioned under Cl. 6(i) Registration certificate, Bye Laws, audited balance sheet showing up to date accounts as Non Statutory Documents.

iv) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum as Non Statutory Documents.

### The Tender Documents shall consist of the following documents:

i. NIT

ii. BOQ/price Schedule

iii. SOQ

## 7. Submission of Tenders

### 7.1 General process of submission

Tenders are to be submitted online through the website, in two folders, at a time for each work, one is Technical Proposal and the other is Financial Proposal, before the prescribed date and time mentioned in Table-1.

Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. The documents will get encrypted (transformed into non-readable formats).

#### a. Statutory Technical folder containing,

- i) Application in letter headed pad duly signed in. Letter head should contain full address, telephone no. mobile no. & FAX, e-mail.
- ii) Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as statutory document. The Co-operative societies who want to avail exemption of Earnest Money Deposit, shall have to upload necessary GO in this regard.
- iii) Notice Inviting Tender
- iv) BOQ/Price Schedule
- v) SOQ

#### Note:

- i. Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the contractor.
- ii. If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
- iii. Tenders will be summarily rejected if any item in the statutory cover is missing.
- iv. In case of any inadvertent typographical mistake the same to be treated to be corrected as to confirm to the prevailing relevant schedule of rates or technically sanctioned estimate.
- v. Necessary deduction G.S.T, I.T., CESS etc. will be made as per relevant Govt. order.

#### b. Non-Statutory Technical cover containing,

- i. Up to date Professional Tax (PT) Clearance receipts, PAN Card (Self Attested) valid up to the date of opening of the tenders. Valid application for such clearance addressed to the competent authority may also be considered, if necessary.
- ii. G.S.T Registration Certificate. (Self Attested)
- iii. Registered Deed for Partnership Firm. (Self Attested)
- iv. Completion Certificate during the last 5 (Five) consecutive years [as stated in Clauses 6 (i)].

- v. Bank solvency certificate (40% of estimated value of tender).
- vi. For Registered Unemployed Engineers 'Co-Operative Societies and Registered Labour Co-Operative Societies *registration papers in support of their registration, Bye Laws*, up to date audited balance sheet.
- vii. Experience profile should be furnished as per following table.

**Experience profile**

**List of similar nature of work completed having value as per sl. No. 12, Table-1, item-cin the last 5(Five) financial years i.e. from FY 2021-2022 to FY 2025-2026**

Name of Agency	Name location & nature of work	Tender No. & Work order No.	Name of E.I.C. responsible supervision of for work	Estimated amount put to tender(Rs)	Contractual rate	Date of commencement	Schedule date of completion	Actual date of completion of work	Reason for delay in completion (If any)

**Note: Applicant may add necessary column and space, if required from his end.**

**THE ABOVE STATED NON-STATUTORY TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER**

Click the check boxes beside the necessary documents in the —My Documents 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.

Sl. No	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES <b>(ALL CERTIFICATE SHOULD BE UP TO DATE AND SELF ATTESTED)</b>	1. GST Registration Certificate(Self Attested) 2. PAN Card(Self Attested) 3. P Tax (CHALLAN) (Self Attested) 4. Pre Qualification Application (Form I)
B.	COMPANY DETAILS	COMPANY DETAILS	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD. Company (Registration Certificate, Trade

			License) 4. Co-Operative Society (Society Registration Certificate) ByeLaws, up to date Audited Balance Sheet. 5. Power of Attorney (Registered)
C.	CREDENTIAL	Credential	1. Completion Certificate/ Certificate for running work for similar nature of Work Done during last 5 years(refer clause 6. i ) 2. Experience profile [refer 7.1(b) Item No. (vii)]

**NOTE: FAILURE OF SUBMISSION OF ANY ONE OF THE ABOVE MENTIONED DOCUMENTS WILL RENDER THE TENDER LIABLE TO BE REJECTED.**

## 8. Financial Proposal

- i) Financial proposal should contain the following documents in one folder i.e. Bill of quantities - (BOQ) the contractor is to quote the rate item wise online.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor.

**9. Penalty for suppression / distortion of facts:** If any tenderer fails to produce the original hard copies of the documents uploaded or any other documents on demand of the Tender Inviting Authority 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 for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Chairperson, Board of Councillors, Englishbazar Municipality may take appropriate legal action against such defaulting Tenderer. The authority may ask to show hard copies of all credentials, certificates, company details, partnership deeds etc. etc. as uploaded by the Tenderer and allied papers in connection with this tender as and when necessary for verification purpose as per convenience of the authority during processing of this tender.

## 10. Rejection of Tender

The employer(Tender accepting authority) receives the right to accept or reject any Tender and to cancel the Tendering process and reject all Tenders at any time prior to the award of contract without thereby incurring any liability to the affected Tenderers or any obligation to inform the affected Tenderers of the ground for employer's (Tender accepting authority) action.

## 11. Security Deposit

- a) Retention money towards performance Security amounting 1% (one percent) of the value of the work shall be deducted from the running account bill of the tenderer as per prevailing order. No interest will be paid on Security Deposit.
- b) Additional performance security @10% of the tender amount shall be obtained from the successful bidder if the accepted bid value is 80% or less of the Estimate put to tender . the Additional performance security shall be submitted in the form of bank guarantee from any schedule bank before issuance of the work order. Please refer G.O No – 4608 –F (Y) of finance department, Audit Branch dated 18th July 2018 for details.

c) Defect Liability Period and Release of Security Deposit will be as per Memo 5784-PW/L&A/2M-175/2017 Dated: 12.09.2017 of the Principal Secretary of Public Works Department. Hence CI No. 17 of 2911(ii) is here by superseded

(Table-1)

Sl No	Name Of Work	Amount Put to Tender (in Rs.)	EMD (in Rs.)	Time of Completion
1.	Construction of Public Toilet Block at DSA Maidan near gate no- 06, in ward no - 08, Under Englishbazar Municipality, Malda (W.B). (ULB MODEL)	₹ 23,81,456.97	₹ 47,629.00	60 DAYS
2.	Construction of Public Toilet Block at Netaji Park Durga Mandap (Lane-B) in ward no - 25, Under Englishbazar Municipality, Malda (W.B). (MODEL NO -F)	₹ 7,34,731.29	₹ 14,695.00	60 DAYS
3.	Construction of Public Toilet Block Beside pump house, near Nibedita Pry. School in ward no - 12, Under Englishbazar Municipality, Malda (W.B). (MODEL NO -F)	₹ 7,34,731.29	₹ 14,695.00	60 DAYS
4.	Construction of Public Toilet Block near Toofani Ghera in ward no- 03 Under Englishbazar Municipality, Malda (W.B). (MODEL NO -F)	₹ 7,34,731.29	₹ 14,695.00	60 DAYS
5.	Construction of Institutional Toilet Block at Mirchak Primary School in ward no-15 Under Englishbazar Municipality, Malda (W.B). (MODEL NO -F)	₹ 7,34,731.29	₹ 14,695.00	60 DAYS
6.	Construction of Public Toilet Block in front of shop of Mahabir Hardware at Bhabani more in ward no-27 Under Englishbazar Municipality, Malda (W.B). (MODEL NO -G)	₹ 10,58,560.24	₹ 21,171.20	60 DAYS
7.	Construction of Public Toilet block in front of Gourbanga University in Ward No. - 02 Under Englishbazar Municipality, Malda. (W.B). (ULB MODEL)	₹ 14,64,853.47	₹ 29,297.00	60 DAYS
8.	Construction of Public Toilet at Bablabona Shib Bari in ward no-21 under Englishbazar Municipality, Malda (W.B). (MODEL NO -F)	₹ 7,34,731.29	₹ 14,695.00	60 DAYS

## 12. Eligibility, Date & schedule:

a)	<b>Eligibility of the Contractor :-</b>	<p>(i) Intending tenderers should have satisfactorily completed similar nature of work 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,</p> <p>(ii) Intending tenderers should produce credentials of 2(two) similar nature of 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 tender notice: or,</p> <p>(iii) Intending tenderers should produce credentials of 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 (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 work is in progress satisfactorily and also that no penal action has been initiated against the executing agency, i.e., the tenderer and also should possess valid PAN card., GST Registration Certificate, Professional Tax Clearance Certificate and Valid trade license. MOU / Joint Venture/ sub contract in any form will not be allowed or provided in this contract.(refer clause 6-i) In case of paver block work above mentioned credential will be required in any concrete works.</p>
b)	<b>Cost Price of Tender documents :-</b>	Rs. NIL
c)	<b>Time of completion</b>	60days from the date of issue of work order
d)	<b><u>Date and Time Schedule as follows :</u></b>	
e)	<b>Date of uploading of NleT, and Tender Documents online (Publishing Date)</b>	23.01.2026
ii)	<b>Document downloaded / sell start date (on line)</b>	24.01.2026 at 11:00 Hrs.
iii)	<b>Tender submission start date (on line)</b>	24.01.2026 at 16:00 Hrs.
iv)	<b>Tender submission closing date (on line)</b>	07.02.2026 at 16:00 Hrs.
v)	<b>Tender opening date for Technical proposals (on line)</b>	09.02.2026 at 16:30 Hrs.
vi)	<b>Date of uploading list for Technically Qualified Tenderers (on line)</b>	To be notified later.
vii)	<b>Date and place for opening</b>	

	<b>of Financial proposals (on line)</b>	To be notified during uploading of Technical Evaluation Sheet of Tenderers.
viii)	<b>Date of uploading of list of Tenderers along with the offer rates through (on line)</b>	To be notified later.
ix)	<b>Also if necessary for further negotiation through offline for final rate</b>	To be notified later

**Note:**

1. In case of Bundh/strike /holiday etc. falls on the schedule dates as mentioned above, the same will be treated next working day of the fixed dates and time as scheduled above only for Sl. No. d) iv) to ix) of Table-1.
2. Scrutiny of technical proposal and recommendation thereafter and processing of Comparative Statement for acceptance etc. will be made by the Executive Engineer, Malda Division, Municipal Engineering Directorate. The Chairman, Englishbazar municipality will act as final Accepting authority.
3. The Executive Engineer, Malda Division, Municipal Engineering Directorate will also act as Engineer-in-Charge (EIC).
4. Scan copy of Earnest money should be submitted separately in separate cover as stated earlier.
5. The successful tenderer of Tender Amount 1.25 lakh to 5.00 Lakh will have to purchase 3 sets of agreement i.e municipal form 'K' form each @ Rs 750/- for a total Rs 2250/- & Tender Amount 5.00 lakh to 25.00 Lakh will have to purchase 3 sets of agreement i.e municipal form 'K' form each @ Rs 1000/- for a total Rs 3000/- (sample of which is available at PW section of Municipal Office in working hours) within 7 days after the issue of acceptance letter.
6. The contractors shall have to procure all materials including steel and cement as and when necessary as per directive of EIC whose decision regarding brand of cement and steel is final and binding. Cement should not be less than of 43 grade.
7. Recovery of 1% (one percent) for labour welfare cess of gross value of the bills to be made as per regulation of employment and conditions of service act 1996.
8. Site inspection should be made before submission of tender.
9. The authority reserves the right to seek clarification from intending tenderer regarding rate offered of any item, which should be proportionate and justified to available Govt. schedule of rates. It is desirable to maintain parity between different components of sub-structure and super structure. In case of parity does not exist and further in case after negotiation with the lowest bidder, if the bidder failed to resolve desired parity, then the rate offered by the lowest bidder is liable to be rejected.
10. It is likely that the Authority, if desire may ask the applicant to show original of all documents as uploaded by them and other documents in connection with the tender, if deem to be necessary for verification purpose.

Chairman  
Englishbazar Municipality, Malda

FORM -I

**PRE-QUALIFICATION APPLICATION**

**To**  
**The Chairman,**  
**English Bazar Municipality, Malda**

Ref: - Tender for \_\_\_\_\_  
\_\_\_\_\_  
(Name of work) \_\_\_\_\_  
\_\_\_\_\_

**N.I.e.T.No.:**

Dear Sir,

Having examined the Statutory, Non statutory and NIeT documents, I /we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / us on behalf of \_\_\_\_\_ Inthe capacity \_\_\_\_\_duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- (a) Tender Inviting and Accepting Authority/Engineer-in-Charge can amend the scope and value of the contract bid under this project.
- (b) Tender Inviting and Accepting Authority/Engineer-in-Charge reserves the right to reject any application without assigning any reason.

**Encl:- e-Filling:-**

- 1. Statutory Documents
- 2. Non Statutory Documents

Date: - **Signature of applicant including title**  
and capacity in which application is made.

**AFFIDAVIT "Y" (Form II)**

**Declaration of the Bidder**

(Affidavit to be affirmed on a Non Judicial Stamp Paper of Appropriate Value and Duly Notarized)

I,.....son of  
....., aged about  
..... years by occupation ..... do hereby solemnly affirm  
and confirm as follow:

1. That, I am the ..... Of .....  
Haveduly authorized by and competent to affirm this affidavit on behalf of the said Bidder.
  
2. That, I have inspected the site of work covered under NleT (NleT No ) circulated through Office memo bearing No ----- dated ----- and have made myself fully acquainted with the site conditions existing level/proposed level and local conditions in and around the site of work. I have also carefully and meticulously gone through the Bid documents. Bid of the above named Bidder is offered and submitted upon due consideration of all factors and if the same is accepted, I on and for behalf of the aforesaid Bidder, being lawfully and duly authorized, promise to abide by all the covenants, conditions and stipulations of the Contractual documents and to carry out, complete the works to the satisfaction of the Bid accepting Authority of the Work and abide by all instructions as may given by the Engineer in Charge of the work time to time. I also hereby undertake to abide by the provisions of Law including the provisions of Contract Labour (Regulation & Abolition) Act, Apprentice Act 1961, Income Tax Act as would be applicable to the Contractor upon entering into formal Contract / agreement with the Bid Inviting/Accepting authority.
  
3. That I declare that, no relevant information as required to be furnished by the Bidder has been suppressed in the Bid documents.
  
4. That the statement above made by me is true to my knowledge.

Deponent

Solemnly affirmed by the said

.....

before me.

.....

(1st class Judicial Magistrate / Notary Public)

**SECTION - B**

**FORM- III**

**STRUCTURE AND ORGANISATION**

A.1 Name of applicant:

A.2 Office Address:

Telephone No. and Cell Phone No. :

Fax No. :

E mail:

A.3 Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data. :

Note:Application covers Proprietary Firm, Partnership, Limited Company or Corporation,

Signature of applicant including title and capacity in  
which application is made.

**Copy forwarded for information to:**

1. The District Magistrate, Malda.
2. The Executive Officer, Englishbazar Municipality.
3. The Finance Officer, Englishbazar Municipality.
4. The Head Clerk & Accountant, Englishbazar Municipality.
5. Sub-Assistant Engineer-I, Englishbazar Municipality.
6. Sub-Assistant Engineer- II, Englishbazar Municipality.
7. Bishal Sarkar, U.I.E. ,Englishbazar Municipality.
8. Soumendra Nath Das, S.A.E.- C, Englishbazar Municipality.
9. Abhinandan Ghosh, S.A.E.- C, Englishbazar Municipality.
10. Babita Saha, S.A.E.- C, Englishbazar Municipality.
11. Pranab Rabidas, S.A.E.- C, Englishbazar Municipality.
12. The In-Charge, General Section, Englishbazar Municipality.
13. Office Notice Board.

Chairman  
Englishbazar Municipality, Malda