



**OFFICE OF THE
GAYESHPUR MUNICIPALITY
P.O KATAGANJ, DIST. NADIA.**

Memo no. GM/Engg/2475/2025-2026

Dated: 16/10/2025

From: *Chairman*
Gayeshpur Municipality

NOTICE INVITING e-TENDER

Notice Inviting e-Tender No: - WBMAD/GM/PW/NIT-12/2025-26 DATED: 16/10/2025

Tender ID: 2025_MAD_927286_1-2

On behalf of the board of councilors, The Chairman, Gayeshpur Municipality, invites OnlineTender for the works detailed in the table below. (Submission of Bid through online)

| Sl No | Name of Work | Estimated Amount (in Rs.) | Tender Fee Cost (in Rs.) | Earnest Money (in Rs.) | Time of Completion (in Days) | Defect Liability Period |
|-------|---|---------------------------|--------------------------|------------------------|------------------------------|-------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | Civil, Sanitary, Electrical and Non Schedule items for New Construction of Public and Institutional Toilet (PT) Model - F, G and C of West Bengal at Various Site within Gayeshpur Municipality | 10100939.00 | 2500.00 | 202019.00 | 30 | 5 years |
| 2 | Restoration due to installation of water pipeline at different stretches of Roads within the project length by Gayeshpur Municipality as per running project work at Kanchrpara- Gayeshpur Road, link Road and Kulia Road by P.W (Roads) Dte(3rd Call) | 493122.00 | 750.00 | 9862.00 | 30 | 1 year |

1. In the event of e- filling, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> indirectly with the help of Digital Signature Certificate. Necessary cost of tender documents (tender fees) and Earnest Money shall be paid online through Internet Bank Transfer all any NEFT or RTGS as depicted in G.O 3975- F(Y) Dt. 28-07-2016 of Finance Department, Govt. Of West Bengal. Requisite Amount shall be credited to the Municipal Bank Account Directly through the above system whose details is as mentioned herewith:- Name of Account Holder- Gayeshpur Municipality, Name of the Bank:- I.C.I.C.I, Kanchrpara Branch, Account No:- 247801000439, I.F.S.C Code:- ICIC0002478. **[Please DO NOT deposit directly at the given account]**

Necessary earnest money will be deposited by the bidders electronically:-Online-through his Net Banking enabled bank account, maintained at any bank or: Offline-through any bank by generating NEFT / RTGS challan from the e-tendering portal. Intending bidders will get the beneficiary details from e-tender portal with the help of digital signature certificate and transfer the EMD from their respective bank as per the beneficiaries name and account number, amount, beneficiary bank name (ICICI) bank and IFSC Code and e-procurement Ref. No-. intending bidders who wants to transfer EMD through NEFT/RTGS must read the instruction of the challan generated from E-Procurement site. Bidders are also advise to submit EMD of their bid, at least 03(three)

working days before the bid submission closing date as it requires time for processing of payment of EMD.

2. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>
3. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No- 6.
4. 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 Gayeshpur Municipality. The decision of the Tender Evaluation Committee will be final and absolute in this respect. The list of the qualified Bidders will be displayed in the website.
5. Eligibility criteria for participation in the Tender :
 - a. Eligibility of the agency should be Strictly followed for the work
 - i. Intending tenderers should produce credential of a single similar nature of works of minimum value not less than of 40(forty) % of the estimated amount put to the tender during last 05(five) years prior to the date of issue of this tender notice.
 - ii. PAN Card, Current renewed Trade License, Professional Tax Payment Certificate / receipt for the current financial year 2024-25, GST registration certificate are to be accompanied with the technical bid documents to be submitted. (Non statutory documents).
 - iii. In case of Proprietorship and Partnership Firms and Company the Tax Audited Report in 3CD Form to be furnished along with balance sheet and profit and loss account and all schedules forming the part of Balance Sheet and Profit & Loss Account. Tax Audited report, Balance Sheet and Profit & Loss Account including all schedules forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant. No other name along with applicant name, in such enclose will be entertained. [Non Statutory Documents]
 - iv. Joint Venture will not be allowed.
 - v. A prospective Bidder shall be allowed to participate in the particular job either in the capacity of individual or as a partner of firm. If found to have applied severally in a single job, all his applications will be rejected for that job without assigning any reason thereof.
 - vi. The partnership firm shall furnish the registered partnership deed and the company shall furnish the article of association and memorandum. (Non Statutory documents).
 - vii. If Tax Audited Report in 3CD/3CB form along with balance sheet & Profit & Loss A/C. for the last 3 (three) years.
 - b. Eligibility of the agency should be strictly followed for the work of SL No. 5 a.1 is as shown in column no-6 in the above. In addition to that it is strictly followed by the agency that i) Joint venture will not be allowed. ii) The partnership firm shall furnish the registered partnership deed and the company shall furnish the article of association and memorandum. (Non Statutory documents).
 - c. **Non Statutory Documents folder should contain documents restricted to 30 pages documents only. If found more than the prescribed limit, the tenderers will be summarily rejected without asserting any reasons.**

6. The successful Bidder shall establish field testing laboratory equipped the requisite instrument in conformity with relevant code of practice and technical staff according to the requirement of works to be executed.
7. The executing agency (successful Bidder) may not get a running payment unless the Gross amount of running Bill will be 30 (Thirty)% of the tender amount.
8. Constructional labour welfare cess @1(One)% of cost of construction will be deducted from every Bill of the selected agency, GST, Royalty and all other statutory levy/Cess will have to borne by the contractor and the rate in the schedule of Rates inclusive of all the TAXES and CESS stated above.
9. Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work Order will not be issued in favour of the said Tenderer in any circumstances.

10. **Schedule of Dates for e-Tendering**

| Sl. No | Activity | Date & Time |
|--------|---|-------------------------|
| 1. | Publishing Date | 18/10/2025 at 12.00 Hrs |
| 2. | Document Download start date | 18/10/2025 at 12.30 Hrs |
| 3. | Bid submission start date | 18/10/2025 at 12.40 Hrs |
| 4. | Document Download end date | 11/11/2025 at 15.00 Hrs |
| 5. | Bid submission end date | 11/11/2025 at 15.00 Hrs |
| 6. | Technical Bid opening date | 13/11/2025 at 15:00 Hrs |
| 7. | Uploading of preliminary list of Technically qualified bidders. | To be notified later |
| 8. | Uploading of final list of Technically qualified bidders | Do |
| 9. | Financial Bid opening date | Do |
| 10. | Uploading of Financial Bid evaluation sheet | Do |

11. Earnest Money @2% of the Estimated Value to be submitted through online electronically.
12. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings 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. Site of work and necessary drawings may be handed over to the Agency phase wise. No claim in this regards will be entertained.
14. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information 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.

15. The Tender accepting Authority of Gayeshpur Municipality 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 at the stage of Bidding.
16. Refund of EMD: The Earnest Money of all the unsuccessful Tenderers deposited in favour of Gayeshpur Municipality will be refunded by the said Chairman on receipt of application from the Tenderers.
17. Conditional / Incomplete tender will not be accepted under any circumstances.
18. The intending Tenderers are required to quote the rate online. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
19. Guiding Schedule of Rates: Rates have been taken from P.W.D. (W.B.) Schedule of Rates for "Building & sanitary plumbing Works" effective from 1st December, 2015. and also for "Building Works" and Sanitary & Plumbing Works" effective from 1st December 2015 along with up to date corrigenda & addenda.
20. During scrutiny, if it comes to the notice of the Tender Inviting Authority that the credential or any other paper found incorrect / manufactured / fabricated, that Bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
21. The Chairman Gayeshpur Municipality reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
22. If there be any objection regarding prequalifying the Agency that should be lodge on line to the Chairman within (Two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained.
23. Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work Order will not be issued in favour of the said Tenderer in any circumstances.
24. If any discrepancy arises between two similar clauses on different notification, the clause as stated in the later notification will supersede former one in the following sequence:
 - i. Form No- GM- 2911
 - ii. N.I.T
 - iii. Technical Bid
 - iv. Financial Bid.
25. Qualification criteria:
26. The tender inviting and Accepting Authority will determine the eligibility of each bidder. The bidder shall have to meet all the minimum criteria regarding :
27. Financial Capacity
28. Technical Capacity comprising of personnel & equipment capability
29. Experience / Credential.

30. The eligibility of a bidder will be ascertained on the basis of the documents in support of the minimum criteria as Mentioned in (a), (b) & (c) above. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder /tenderer will be rejected at any stage without any prejudice.
31. Escalation of price on any ground and consequent cost overrun will not be entertained under any circumstances, Rates should be quoted accordingly.
32. No price preference and other concession as per order no. 1110F dated 10/02/2006 will be allowed.

Sd/-
Chairman
Gayeshpur Municipality

SECTION-A
INSTRUCTION TO BIDDERS
General guidance for e-Tendering:

Instruction / Guidelines for electronic submission of the Tenders have been annexed for assisting the Contractors to participate in e-Tendering.

1. Registration of Contractor:

Any contractors will to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on <https://wbtenders.gov.in/>

2. Digital Signature Certificate (DSC):

Each Contractor is required to obtain a class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Information Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in clause A.1.above.

3. The contractor can search & download N.I.T/ Tender Documents electronically from computer once he logs on to the Web site mentioned in clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4. Participation of more than one work :

A Prospective bidder shall be allowed to participate in the job either in the capacity on individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

5. Submission of Tenders:

Tenders are to be submitted through online through to the website stated in clause A in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribe date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded various scanned copy duly digitally Signed. The documents will get encrypted (transformed into non readable format).

A. Technical Proposal:

The Technical Proposal should contain scanned copies of the following in two covers (folders).

A-1. Statutory cover containing documents.

- a. Pre-qualification application (Section-B, Form-I).
- b. Structural and organization (Section-B, Form-II)
- c. Experience Profile (Section-B, Form-III)
- d. Scanned copy of NEFT/RTGS of tender as prescribed in the NIT, against each of the serial of work favour of Chairman, Gayeshpur municipality.
- e. Special Terms and Condition
- f. GM2911 & e- NIT (properly filled in & upload the same Digitally signed except quoting rate will only have encrypted in the B.O.Q. under Financial Bid.

g. ALL SECTION-B FORMS TO BE TYPED IN COMPANY'S LETTERHEAD

A-2. Non-statutory cover containing documents.

- a. Pan Card, Current Professional Tax Enrolment Certificate with Latest Receipt Challan 2024-25, GST Registration Certificate along with last quarter return, 3- year Income Tax Acknowledgement Receipt, Current Trade License, Credentials of similar type of work
- b. Registration Certificate under Company Act (if any).
- c. Registered Deed to partnership Firm/Article of Association & Memorandum (if applicable).
- d. Power of Attorney (For Partnership Firm/ Private Limited Company (if any).
- e. Registered Unemployed Engineers' Co-operative Societies/ Unemployed Labour Co-operative Societies are required to furnish Valid Bye Law, valid Register Certificate issued by the Co-operative Department, Current Audit Report, Annual General Meeting along with relevant supporting papers.
- f. If Tax Audited Report in 3CD/3CB form along with balance sheet & Profit & Loss A/C. for the last 3 (Three) years.
- g. Clearance certificate for the current year issued by the Assistant Register of Co-operative (S) (ARCS) bye laws are to be submitted by the register labour Co-operative (S) , Engineers Co-operative (S)
- h. Credential for completion of at least one similar nature of work under the authority of state/ central Govt. statutory bodies under State/Central Govt./PVT. Sector Organization constituted under the statute of the state/ state Govt. having a magnitude of 40 (forty) percent of the Estimated amount put to tender during the last 5 (five) years prior to the date of issue of this NIT is to be furnished. (Ref. Cl. No. 5 of this NIT (Section - B, Form - III).

THE ABOVE STATED NON STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER in the NON STATUTORY DOCUMENTS Folder

- 1) PAN**
- 2) GST REGISTRATION**

- 3) **GST LATEST RETURN (GSTR-3 B, IF TURNOVER IS OVER 1 CRORE PLEASE PROVIDE GSTR-1)**
- 4) **PROFESSIONAL TAX ENROLMENT CERTIFICATE**
- 5) **PROFESSIONAL TAX PAYMENT CERTIFICATE**
- 6) **PROFESSIONAL TAX LATEST CHALLAN 2025-26**
- 7) **TRADE LICENSE 2025-26**
 - a) **Proprietorship Firm (Trade License)**
 - b) **Partnership Firm (Partnership Deed, Trade License, General Power of Attorney (if any))**
 - c) **Society (Trade License, Society Registration, Bye-Laws, General Power of Attorney)**
 - d) **Company (Trade License, Incorporation Certificate, Memorandum of Association and Articles of Association of the Company, General Power of Attorney)**
- 8) **ONLY ONE OR TWO CREDENTIAL WHICH SATISFIES THE REQUIRED CRITERIA**
- 9) **IT RETURN (AY 2025-2026, AY 2024-25, AY 2023-2024)**
- 10) **PROFIT & LOSS AND BALANCE SHEET STATEMENT FOR THE LAST 3 (THREE) YEARS PRECEDING THE CURRENT FINANCIAL YEAR WILL BE CONSIDERED AS YEAR-1 (AY 2025-2026, AY 2024-25, AY 2023-2024)**

B. Financial Proposal

The rate will be quoted in the BOQ. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ) the contractor is to **quote the rate (percentage Above/ Below/ At par)** online through computer in the space marked for quoting rate in the BOQ.

****Note:-** Failure of submission of any of the above-mentioned documents as stated in as "A-1" & "A-2" will render the tender liable to summarily rejected.

1. Bid Evaluation Committee(BEC)

- i. Opening of Technical / Financial proposal :- Technical proposals will be open by the Chairman, Gayeshpur Municipality, Kataganj, Nadia, 741250. W.B
 - ii. Intending tenderers may remain present if they so desire.
 - iii. Cover(folder) statutory documents (vide Cl. No. 5A) should be open first & if found in order, cover(Folder) for non statutory documents (vide Cl. No.-5B) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
 - iv. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the tender evolution committee.
 - v. Uploading of summary list of technically qualified tenderers.
 - vi. Pursuant to scrutiny & decision of the screening committee the summary list of eligible tenderer & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
 - vii. While evaluation, the committee may summon the tenderer & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
 - viii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.
2. Financial capacity of a bidder will be judged on the basis of working capital and available bid capacity as per clause no. 05 (vi)
 3. Penalty for suppression / distortion of facts Submission of false document by tenderer is strictly prohibited & if found action may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

4. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of directors of such company or the partners of such firm, to upload such tender. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908”.

5. REJECTION OF BID

The Employer (tender accepting authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer’s (tender accepting authority) action.

6. AWARD OF CONTRACT

- i. If bid capacity is found inadequate the department would be at liberty to accept his bid only such number of work for which his capacity would permit. In such case the choice of work awarded would rest with tender accepting authority.
- ii. Revised bid capacity, working capital including plant & machinery will be calculated in accordance with the accounts 3CD Form & Audited balance sheet submitted in the non statutory documents & work in hand as stated in Sl(i) above should be submitted through affidavit duly notarized before issuance of Letter of Acceptance.
- iii. Letter of Acceptance. The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/ Letter of Acceptance The Letter of Acceptance will constitute the formation of the Contract. The Agreement in W.B.F.No.-2911(ii) will incorporate all necessary documents e.g. N.I.T., all addenda corrigendum, special terms & condition (Section -C), specification of works (Section -D), different filled-up forms (Section -B), B.O.Q. and the same will be constituted between the Tender Accepting Authority and the successful Bidder.

Sd/-
Chairman
Gayeshpur Municipality

Memo No.-GM/ENGG/2475/2025-26 (1) Date:16/10/2025

Copy Forwarded for information and for favour of wide circulation to:

1. Office Notice Board

Sd/-
Chairman
Gayeshpur Municipality

SECTION-B
FORM - I
PRE QUALIFICATION APPLICATION

(To be typed in the letterhead of the agency)

**To,
The Chairman,
Gayeshpur Municipality,
Kataganj, Nadia.**

Ref: Tender for _____ :-

ONLINE TENDER NOTICE No : WBMAD/GM/PW/NIT-12/2025-26 Dated 16/10/2025.

Tender Id: _____

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.T documents, I/We hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me/us on behalf of _____ in the capacity of _____ duly authorised 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:

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

Enclosure(s): e-Filling:-

- 1) Statutory Documents.
- 2) Non statutory Documents.

Date: _____

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

SECTION-B
FORM-II
STRUCTURE AND ORGANISATION

(To be typed in the letterhead of the agency)

Name of Applicant :

Office Address :

Telephone No. :

FaxNo. :

E-mail :

Name and address of Bankers :

Attach one organization chart
showing the structure of the
Company with names of
Key personnel and
technical staff with Bio-data.

PAN No. :

GST No. :

Professional Tax No. :

Legal Status of Organization :
(Proprietorship/Partnership/
Society Company by Category/
Consortium.etc.)

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

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

SECTION-B
FORM-III
EXPERIENCE PROFILE

(To be typed in the letterhead of the agency)

Name of agency/firm:-

List of projects completed as a prime agency during the last 5 years at least one work of similar in nature having value of work at least 40% of estimated amount put to tender

| NAME OF THE AGENCY | NAME LOCATION & NATURE OF WORK. | NAME OF E-I-C RESPONSIBLE FOR SUPERVISION OF WORK. | ESTIMATED AMOUNT. | CONTRACTUAL RATE (Rs.). | DATE OF COMMENCEMENT. | SCHEDULE OF DATE OF COMPLETION OF WORK. | ACTUAL DATE OF COMPLETION OF WORK. | REASON OF DELAY (if any) |
|--------------------|---------------------------------|--|-------------------|-------------------------|-----------------------|---|------------------------------------|--------------------------|
| | | | | | | | | |
| | | | | | | | | |

Note-

- a) Certificate from the Employers to be attached.
- b) Non-disclosure of any information in the schedule will result in disqualification of the firm

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