



**NOTICE INVITING e- TENDER**  
**1<sup>st</sup> Call**

**NIT. No – BM/NIT/E-589**

**Date – 16/10/2025**

Online Tenders are invited by the Chairman, Board of Councillors and Sub-Assistant Engineer on behalf of Baduria 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.

<b>Table I :- List of works</b>					
Sl. No.	Name of the Work	Estimated amount put to tender (in Rs.)	Earnest Money (in Rs.)	Cost of Tender Documents (Applicable for the Lowest Bidder i.e. successful Contractor at the time of formal Agreement)	Time for completion of work (in days)
1	<b>CONSTRUCTION OF TOILET BLOCK C.T.P.T. MODEL NO. F CIVIL, NON- SCHEDULE AND ELECTRICAL WORKS CONSTRUCTION OF COMMUNITY TOILET C.T. NEAR SUKPUKURIA TARUN SANGHA IN WARD NO. 7 AT MOUZA SUKPUKURIA. J. L.NO. 71. DAG NO. 660. KHATIAN NO.-389. MODEL NO.- F TOILET SEATS 2 NOS. URINAL 3 NOS.</b>	738742	14775	750	90 Days

<b>Table-2 :- Date and Time Schedule</b>		
Sl No	Particulars	Date & Time
i)	Date of uploading of NIT and Tender Documents online (Publishing Date)	16/10/2025 at 10:00 AM
ii)	Documents download start date (Online)	16/10/2025 at 10:00 AM
iii)	Date of Pre Tender Meeting with the intending Contractors at Municipality	N/A
iv)	Tender submission start date (On line)	16/10/2025 at 10:00 AM
v)	Tender Submission closing (On line)	11/11/2025 at 06:55 PM
vi)	Tender opening date for Technical Proposals(Online)	14/11/2025 at 12:00 PM
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 (on line)	To be notified later
x)	Also if necessary for further negotiation through offline for final rate.	To be notified later

<p><b>Eligibility Criteria &amp; Documents to be produced in support of Credential for tender Part-I (Prequalification Documents):-</b></p>	<p>i) <b><u>For 1st call of NIT:</u></b>  i) Intending tenders should produce credentials (with Work Order and Estimate / BoQ must be submitted) of a similar nature of completed 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 tenders 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.</p> <p><b><u>For 2nd call of NIT:</u></b>  i) Intending tenderers should produce credentials (with Work Order and Estimate / BoQ must be submitted) of a similar nature of completed work of the minimum value of 30% 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 completed work, each of the minimum value of 25% of the estimated amount put to tender during 5 (five) years prior to the date of issue of the tender notice.</p> <p><b><u>For 3rd call of NIT:</u></b>  i) Intending tenderers should produce credentials (with Work Order and Estimate / BoQ must be submitted) of similar nature of completed work of the minimum value of 20% of the estimated amount put to tender during 5 (five) years prior to the date of issue of the tender notice.</p> <p><b><u>Other terms and conditions of the credentials:-</u></b>  i) Payment certificate must be submitted towards similar nature of work according credentials.  ii) Credential certificate issued by the competent authority of a State/Central Government, State/Central Government undertaking, Statutory/Autonomous bodies constituted under the Central/State Statute, on the executed value of completed/running work will be taken as credential.  iii) Having valid GST registration certificate with up to date GST return.  iv) Having valid PAN Card and <b>last three year Income tax return.</b>  v) Having valid P. Tax clearance Certificate.  vi) Having valid Electrical supervisory license <i>in case of electrical works only.</i>  vii) Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm  viii) Having up-to-date Trade License issued by the competent authority of a State Government, State Government undertaking, Statutory/Autonomous bodies constituted under the State Statute is eligible to participate in this tender.  ix) Having last year <b>balance sheet</b> duly audited by a Chartered Accountant having valid UIN number.  x) <b>Having annual turnover not less than 80% of the value of amount put to tender in any of last three (3) financial years.</b>  xi) <b>Application Form must be placed on the official letter head of the bidder otherwise bid will be treated as cancelled.</b>  xii) Other certificates if any.  (Copies of all above mentioned documents shall have to be furnished)  <b>All documents in original to be produced in due course of time as &amp; when asked by the TIA for verification purpose.</b>  <b>Note: Bidder intending to participate in more than one work shall have to furnish credential for summation of amount put to tender for those works of cumulative amount.</b>  <b>The required Turn over should also be cumulative for multiple works.</b></p> <p><b>N.B. - Bidders are advised not to submit any irrelevant documents. They are requested to upload only the requisite documents as asked for by the TIA. Otherwise appropriate action will take place.</b></p>
<p><b>Tender documents :-</b></p>	<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>	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 NI e-T. 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.
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<b>Security Deposit &amp; other taxes:-</b> (G.O.No-5784-PW/L&A/2M-175/2017 date. 12.09.17)	<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>Defect Liability Period:-</p> <ol style="list-style-type: none"> <li>a) For work with <b>three months</b> Defect Liability Period: <ol style="list-style-type: none"> <li>i) Full security deposit shall be refunded to the contractor on expiry of three months from the actual date of completion of the work.</li> </ol> </li> <li>b) For work with <b>one year</b> Defect Liability Period: <ol style="list-style-type: none"> <li>i) Full security deposit shall be refunded to the contractor on expiry of one year from the actual date of completion of the work.</li> </ol> </li> <li>c) For work with <b>three years</b> Defect Liability Period: <ol style="list-style-type: none"> <li>i) 30% of the security deposit shall be refunded to the contractor on expiry of two years from the actual date of completion of the work;</li> <li>ii) The balance 70 % of the security deposit shall be refunded to the contractor on expiry of three years from the actual date of completion of the work;</li> </ol> </li> <li>d) For work with five years Defect Liability Period: <ol style="list-style-type: none"> <li>i) No security deposit shall be refunded to the contractor for 1st 3 years from the actual date of completion of the work;</li> <li>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;</li> <li>iii) The balance 70 % of the security deposit shall be refunded to the contractor on expiry of five years from the actual date of completion of the work,</li> </ol> </li> </ol> <p><b><u>Additional Performance Security</u></b> @ 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 Lowest i.e. successful bidder, if the accepted bid value is 80% or less than the estimated amount put to tender.</p> <p>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.</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><u>Additional provisions in substituted Clause 17 of the Condition of Contract of the printed tender form as per G.O. no. 52-CRC/2M-06/2014 dated 27/10/2014 and G.O. no. 5951-PW/L&amp;A/2M-175/2017 dated 02/11/2017.</u></b></p>
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	<p>In cases of Refunding and Releasing of 100% (one hundred percent) Security Deposit held with the Government, arising out from works contract, Security Deposit will be released after issuance of Completion Certificate on submission of unconditional BANK GUARANTEE by the Contractor for the Security Deposit subject to the following conditions:</p> <ol style="list-style-type: none"> <li>1) The Bank Guarantee will be issued by a Scheduled Commercial Bank in favour of the Engineer-in-Charge of the concern work, ULB, Government of West Bengal on behalf of the contractor.</li> <li>2) The Bank Guarantee shall remain valid for the whole Defect liability period/Security period as per contract of the work (No renewal in between should be required).</li> <li>3) The Bank Guarantee will be submitted as per approved Format. The Engineer-in-Charge should obtain confirmation of the Bank Guarantee directly from the Bank before its acceptance.</li> <li>4) The Bank Guarantee, now pledged in the form of Security Deposit will be released to the contractor in the following manner, if not forfeited under conditions of contract:</li> </ol>
	<p><b>4.1 For work with 3 (three) months Defect Liability Period:</b> Full amount shall be refunded to the contractor on expiry of Three (3) months from the actual date of completion of work</p>
	<p><b>4.2 For work with 1 (one) year Defect Liability Period:</b> Full amount shall be refunded to the contractor on expiry of 1 (one) year from the actual date of completion of the work.</p>
	<p><b>4.3 For work with 3 (three) years Defect Liability Period:</b></p>
	<p>4.3.1. 30% (thirty percent) of the same shall be refunded to the contractor on expiry of 2 (two) years from the actual date of completion of the work;</p>
	<p>4.3.2. The balance 70% (seventy percent) of the same shall be refunded to the contractor on expiry of 3 (three) years from the actual date of completion of the work.</p>
	<p><b>4.4 For work with 5 (five) years Defect Liability Period:</b></p>
	<p>4.4.1. No amount shall be refunded to the contractor for first 3 (three) years from the actual date of completion of the work;</p>
	<p>4.4.2. 30% (thirty percent) of the same shall be refunded to the contractor on expiry of 4 (four) years from the actual date of completion of the work;</p>
	<p>4.4.3. The balance 70% (seventy percent) of the same shall be refunded to the contractor on expiry of 5 (five) years from the actual date of completion of the work.</p>
	<p>The cost of Tender documents as specified in ANNEXURE shall be paid by the Lowest Bidder i.e. successful Contractor only at the time of formal agreement after acceptance of tender.</p>
<p><b>Validity / Withdrawal / Acceptance of Tender:-</b></p>	<p>A Tender submitted shall remain valid for a period of 120calendar days from the date set for opening of tenders. Any extension of this validity period if required will be subject to concurrence of the Tenders.</p> <p>A Tender once submitted shall not be withdrawn within the validity period. If any Contractor withdraws his/their tender(s) within the validity period then Earnest Money as deposited by him/them will be forfeited and even a legal action may be taken by TIA. The TIA will accept the tender. He / She does not bind himself/herself to accept otherwise the lowest tender and reserves to himself/herself the right to reject any or all of the tenders received without assigning any reason thereof.</p>

**Scope of the works:-** As per BOQ

**Other terms & conditions if any:-**

1. Lowest Bidder i.e. Successful bidder can collect hard copy for respective work from this Municipal office, P.W. Deptt. At the time of formal agreement.
2. All taxes will be deducted as per order of Govt. of West Bengal time to time.

3. Lowest Bidder i.e. Successful agency shall have to execute a formal agreement with the Baduria 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.

**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 Baduria Municipality for a maximum period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited to Baduria Municipality may take appropriate legal action against such defaulting tenderer.
- 5.5. If more than one bidder quoted same rate and which are found lowest at a time of opening, such similar multiple rates will not be entertained / accepted. Lowest offer will be ascertained by sealed bid amongst the lowest bidder.
- 5.6. The earnest money may be forfeited if: -  
a) If the bidder withdraws the bid during the period of bid validity.  
b) In case of Lowest i.e. successful bidder, if the bidder fails to execute formal agreement within the stipulated time period.  
c) During scrutiny, if it is come to the notice of tender inviting authority that the credential or any other documents which were uploaded & digitally signed by the bidder are incorrect / manipulated / fabricated.
- 5.7. The eligibility of the bidder will be ascertained on the basis of document submitted / uploaded & digitally signed in support of the minimum criterion as mentioned above. If any document submitted / uploaded by the bidder is either manipulated or false the eligibility of bidder will be out rightly rejected at any stage without prejudice and action will be taken as per stipulation of IT rules in force.
- 5.8. Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Certificate of Registration and Valid Clearance Certificate from A.R.C.S. for the year 2016/2017 Professional Tax Deposit Challan for the Financial Year 2017-2018, PAN Card, Valid 15-digit Goods & Service Tax Payer Identification Number (GSTIN) under GST Act, 2017 with relevant document with up-to-date return along with other relevant supporting papers.
- 5.9. For any typographical mistake in case of Unit, Rate, Quantity, Amount, any type of nomenclature in items of works / item itself including description etc. whatsoever as stated in BOQ, that can't be claimed during agreement or so. In that case sanctioned estimate will be binding criteria.

N.B.:- For any details of design and drawings for above mentioned NIE-T, are available to the office of the undersigned during office hours of working days contact (PWD Department., Baduria Municipality)



Chairman  
BADURIA MUNICIPALITY  
North 24 Parganas

Chairman  
Board of Councillors  
Baduria Municipality

**APPLICATION FORM FOR TENDER**

To,  
The Chairman,  
Board of Councillors,  
Baduria Municipality,  
Baduria, 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: \_\_\_\_\_

**Copy forwarded for information and for favour of wide circulation to:**

- 1) All Councillors, Board of Councillor, Baduria Municipality
- 2) The Executive Officer, Baduria Municipality
- 3) The Finance Officer, Baduria Municipality
- 4) Office Notice Board.



Chairman  
BADURIA MUNICIPALITY  
North 24 Parganas

Chairman, Board of Councillors,  
Baduria Municipality

**Copy forwarded for information and for favour of wide circulation to:**

- 1) The Joint Secretary, Municipal Affairs Department, (Govt. of West Bengal), Writers Building, Kolkata – 700 001
- 2) The Director, SUDA, ILGUS BHAVAN, Salt Lake City, Kolkata
- 3) The Chief Engineer, M.E. Directorate, Bikash Bhavan, Salt Lake City, Kolkata – 700091
- 4) The Superintendent Engineer, East Circle, M.E.D., AB-30/1, Prafullya Kanan (West), Krishnapur, Baguiati, Kolkata – 700101,
- 5) The Executive Engineer (MED), 24-Parganas Division-1, M.E. Directorate, 7 K.B. Bose Road, Barasat, North 24 Parganas
- 6) The District Magistrate, Barasat, North 24 Parganas,
- 7) The S.D.O., Basirhat, North 24 Parganas



Sub Assistant Engineer  
BADURIA MUNICIPALITY  
North 24 Parganas

Sub-Assistant Engineer  
Baduria Municipality  
North 24 Parganas



Chairman  
BADURIA MUNICIPALITY  
North 24 Parganas

Chairman, Board of Councillors,  
Baduria Municipality  
North 24 Parganas