

# NEW BARRACKPORE MUNICIPALITY

112, Ashutosh Mukherjee Road  
North 24 Parganas, Kolkata 700 131  
Phone no. 2537-2489/5408 Email:-chnbrk@yahoo.com

Memo No.: - NBM/PWD/2671/2025

Dated: 11/08/2025

## NOTICE INVITING e-TENDER

**Tender Notice No.: - WBMA D /ULB/NBM/NIT-144/25-26**

The Chairman, New Barrackpore Municipality, on and for behalf of the Councillors of New Barrackpore Municipality invites online e-Tender on **Percentage Basis** from reliable, resourceful, bona fide and experience Companies/ Firms/ Contractors as per the enclosed list hereunder. Eligibility, all important dates & other criteria are being listed in hereunder. (Submission of Bid through online).

A.) **Name of Work**, Time of completion of work, Estimated Value of work put to Tender, Earnest Money & location of work are given below in tabular form:

**TABLE – I**

Sl. No.	Name of Works	FUND	Estimated Value of works put to Tender	Earnest Money (2% of Amount put to Tender)	Date of Completion of work
1	CONSTRUCTION OF TOILET BLOCK (CT/PT) MODEL NO - A CIVIL WORKS TOILET SEAT- 5 NOS AND URINAL- 5 NOS , Ward No.- 4 under new Barrackpore Municipality	SBM-2	10,40,613.00	20,812.00	60 days

**Note: Tender fees nil for the above-mentioned work**

1.	<b>a) Details Description Work:</b>	As per detail price schedule of items attached.
2.	<b>Security Deposit</b>	a) 2% of Earnest will be converted into Security deposit after awarding the contract and balance amount of security deposit, will be recovered @ 8% from each running account bill as per prevailing government order. b) The entire amount of security deposit shall be refunded without any interest only upon recommendation of the EIC as per clause mentioned in <b>G.O. No. -5784-PW/L&amp;A/2M-175/2017 date. 12.09.17.</b> c) <b>Defect liability period will be 5 years from the date of completion.</b>
3.	<b>Location of Works:</b>	As mentioned earlier in 'Name of the Work' within New Barrackpore Municipal Area, Dist.: -North 24 Paraganas (W.B.)
4.	<b>Eligibility to participate in the Bid</b>	Bona fide contractor or outsiders or reputed firm having an experience for construction similar nature of work at least 40% (forty Percent) of the estimated amount put to tender in a single tender within last 5 (Five) years prior to the date of publishing of this Tender  Intending tenderers should produce credentials of 2 (two) similar nature of

		<p>completed work, each of the minimum value of 30% (Thirty percent) of the estimated amount during last 5 (five) years prior to the date of issue of the tender notice</p> <p style="text-align: center;">OR</p> <p>Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% (seventy five percent) physically or more and value of which is not less than the desired value i.e., 40% of tender amount.</p> <p>Work order and price schedule/BOQ is also required to ascertain the eligible criteria of the bidder if the eligibility is not determined from the completion certificate.</p> <p><b>*** Up to date P. Tax clearance Certificates, PAN Card, Valid Trade License, (Electrical trade license &amp; Supervisory license and agreement copy only for electrical work) Income Tax Return receipts for AY-2023-2024 , Balance sheet for FY- 2022-23 or 2023-24, duly Audited by any CA or other appropriate Authority and GST registration certificate and Up to date GST return are required .</b></p> <p><b>*** Bank Solvency certificate from any recognized bank within last 12 month from the publish date &amp; value not less than 30 % of Amount put to tender .</b></p>																											
5.	<b>Earnest Money</b>	<p>An earnest money amounting to 2 %( two percent) of the estimated value of work for which tender has been called for, shall have to be deposited by all intending tenderers. In any case Fixed Permanent Security Deposit will not be entertained as an earnest money.</p> <p>As per G.O. No. 3975-F(Y) dated 28.07.2016 of the Secretary, Audit Branch, Finance Department a bidder should initiate payment of pre-defined EMD for the tender by selecting from either of the following payments modes :</p> <p>2. The amount of pre-defined Earnest Money is to be submitted online in the following payments modes:</p> <p>2.1. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.</p> <p>2.2. RTGS/NEFT in case of offline payment through bank account in any bank. (Details of which has been narrated in “Instruction to Bidders”).</p>																											
6.	<b>Cost price of Bid documents</b>	<p>Intending Tenderer will not have to pay the cost of tender documents for the purpose of participating in e-tendering, but the successful L1 (Lowest) Bidder will have to pay the cost of tender documents of 2 (two) sets as per BOC Resolution no .06 (iii) dated 28/03/2025</p>																											
7.	<b>Date and Time Schedule: -</b>	<table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Particulars</th> <th>Date and Time</th> </tr> </thead> <tbody> <tr> <td>a)</td> <td>Date of uploading of NIEB and Bid Documents online) (Publishing Date)</td> <td>12/08/2025 16.00HRS</td> </tr> <tr> <td>b)</td> <td>Documents download/sale start date (Online)</td> <td>13/08/2025 10.00HRS</td> </tr> <tr> <td>d)</td> <td>Bid submission start date (On line)</td> <td>13/08/2025 10.00HRS</td> </tr> <tr> <td>e)</td> <td>Bid Submission closing (On line)</td> <td>30/08/2025 17.00 HRS</td> </tr> <tr> <td>f)</td> <td>Bid opening date for Technical Proposals (Online)</td> <td>01/09/2025 17.00 HRS</td> </tr> <tr> <td>g)</td> <td>Date of uploading list for Technically Qualified Bidders (online)</td> <td>To be notified later</td> </tr> <tr> <td>h)</td> <td>Date and Place for opening of Financial Proposal (Online)</td> <td>To be notified Later</td> </tr> <tr> <td>i)</td> <td>Date of uploading of list of qualified</td> <td>To be notified later.</td> </tr> </tbody> </table>	Sl. No.	Particulars	Date and Time	a)	Date of uploading of NIEB and Bid Documents online) (Publishing Date)	12/08/2025 16.00HRS	b)	Documents download/sale start date (Online)	13/08/2025 10.00HRS	d)	Bid submission start date (On line)	13/08/2025 10.00HRS	e)	Bid Submission closing (On line)	30/08/2025 17.00 HRS	f)	Bid opening date for Technical Proposals (Online)	01/09/2025 17.00 HRS	g)	Date of uploading list for Technically Qualified Bidders (online)	To be notified later	h)	Date and Place for opening of Financial Proposal (Online)	To be notified Later	i)	Date of uploading of list of qualified	To be notified later.
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		bidders along with the offer rates through (on line),	
		j) Also, if necessary, for further negotiation through offline for final rate.	To be notified later.
8.	<b>Time of completion</b>	<b>Time of completion of the work 60 calendar days from the date of layout.</b>	
9.	<b>Site inspection &amp; general information</b>	Intending Bidders are required to inspect the site of the Project with particular reference to location and infrastructure facilities. They are to make a careful study with regard to availability of materials and their sources and all relevant factors as might affect their rates and prices.	
10.	<b>Bid documents</b>	A full set of Bid documents consists of 2 Parts. These are <b>PART I:</b> -Containing all documents in relation to the name of the firm applied for and credential possessed along with all documents as depicted earlier along with this NIT and its all corrigenda's, drawings etc. Including - i) W.B Form 2911 ii) BOQ details (Detailed estimate in PDF format) a) For Sl. No. 1 – Schedule 1 A b) For Sl. No. 2 – Schedule 2 A & <b>PART II:</b> -Containing the Following Document. Bid Price / Price Schedule. (.xls format)	
11.	<b>Validity of Tender</b>	<b>Tender submitted shall remain valid for a period of 180 days from the date set for opening of Bids. Any extension of this validity period if required will be subject to concurrence of the Bidders.</b>	
12.	<b>Withdrawal of Tender</b>	A Tender once submitted shall not be withdrawn within the validity period. If any Bidder/Bidders withdraw his/their Bid(s) within the validity period then Earnest Money as deposited by him/them will be forfeited.	
13.	<b>Acceptance of Tender</b>	"The Chairman, New Barrackpore Municipality" will accept the Tender. He /She does not bind himself/herself to accept otherwise the lowest Bid and reserves to himself/herself the right to reject any or all of the Bids received without assigning any reason thereof.	
14.	<b>Intimation</b>	The successful Bidder will be notified in writing of the acceptance of his Bid. The Bidder then becomes the "Contractor" and he shall forthwith take steps to execute Formal Contract Agreement in appropriate "W. B. FORM NO. 2911(II)" with the "The Chairman, New Barrackpore Municipality," and fulfil all his obligations as required by the Contract.	
15.	<b>Escalation of Cost</b>	There will be no escalation in cost for materials or labour and the contract price mentioned in the contract stands valid till completion of the contract, and other obligation, if any.	
16.	<b>Name &amp; address of EIC of the Work</b>	Sub-Assistant/ Assistant Engineer, New Barrackpore Municipality.	
17.	<b>Execution of Work</b>	The Contractor is liable to execute the whole work as per direction and instruction of the Sub-Asst. Engineer/Assistant Engineer, New Barrackpore Municipality, who is the Engineer in Charge of the work.	
18.	<b>Payment</b>	Payment will be made to the successful Bidder by the " <b>The Chairman, New Barrackpore Municipality</b> " periodically only on receipt of written recommendation from the Sub-Asst. Engineer, New Barrackpore Municipality	
19.	<b>Influence</b>	Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly prohibited and any Bidder, who resorts to this will render his Bid liable to rejection.	

SECTION – A

**INSTRUCTION TO BIDDER/BIDDERS**

**1) General guidance for e-Bidding**

Instructions/ Guidelines for bidders for electronic submission of the Bids have been annexed for assisting them to participate in e-Bidding.

## **2) Registration of Bidder**

Any Bidder willing to take part in the process of e-Bidding will have to be enrolled and registered with the Government e-procurement system, through logging on to <https://wb.tender.gov.in> The Bidder is to click on the link for e-Bidding site as given on the web portal.

## **3) Digital Signature certificate (DSC)**

Each Bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of Bids, from the service provider of the National Information's Centre (NIC) or any other bona fide service provider on payment of requisite amount. Details are available at the Web Site stated in Clause 2 of Guideline to Bidder. DSC is given as a USB e-Token.

4) The contractor can search and download NIEB and Tender Documents Electronically from computer once he logs on to the website mentioned in NIEB using the Digital Signature Certificate. This is the only mode of collection of Bid Documents.

## **5) Submission of Tenders.**

General process of submission, Bids are to be submitted through online to the website stated in NIEB in two folders at a time for each work, one in Technical Proposal and the other is Financial Proposal before the prescribed date and time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

### ***A. Technical proposal***

The Technical proposal should contain scanned copies of the following further two covers (folders).

#### ***A-1. Statutory Cover Containing***

##### **1. Prequalification Document**

- i. As per NIEB
- ii. Prequalification Application (Sec-B, Form – I)
- iii. Online transfer of Earnest Money receipt.(Scanned copy) as prescribed in the NIEB against each of the serial of work

##### **2. NIEB (download and upload the same Digitally Signed)**

##### **3. Technical Document (To be filled, scanned & digitally signed)**

- i. Financial Statement (Section – B, Form – II).
- ii. Affidavits (Ref:-Declaration of the Bidder)
- iii. Bank Solvency Certificate.
- iv. Form III & IV Of Section B.
- v. Declaration by the Bidder.
- vi. Drawing in .pdf format (A0 scale)

#### ***A-2. Non statutory Cover Containing/My Documents***

- i. Registration Certificate under Company Act. (If any).
- ii. Registered Deed of partnership Firm/ Article of Association and Memorandum
- iii. Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- iv. Tax Audit Report along with Balance Sheet and Profit and Loss A/c for the last three years (year just preceding the current Financial Year will be considered as year – I)
- v. Clearance Certificate for the Current Year issued by the Assistant Registrar of Co-Op(S) (ARCS) bye laws are to be submitted by the Registered labour Co-Op(S) Engineers' Co.-Opt.(S)
- vi. List of machineries possessed by own/arranged through lease deed along with authenticated documents of lease / sub-lease / hire basis etc.

***Note: - Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the Tender liable to be summarily rejected for both statutory and non-statutory cover.***

**Online receipt and refund of EMD of e-procurement through State Government-procurement portal.**

**Login by bidder:**

A bidder desirous of taking part in a tender invited by a State Government Office / PSU / Autonomous Body / Local Body / PRIs, etc. shall login to the e-procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.

He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by select from either of the following payments modes:

- A. 1.1. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.
- A.1.2.RTGS/NEFT in case of offline payment through bank account in any bank.

**Payment procedure:**

**Payment by Net Banking** (any listed bank) through ICICI Bank Payment Gateway:

- A. 1.1.1. 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 will select the Bank through which he wants to do the transaction.
- A. 1.1.2. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- A. 1.1.3. Bidder will receive a confirmation message regarding success/failure of the transaction.
- A. 1.1.4. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of SUDA.
- A. 1.1.5. If transaction is failure, the bidder will again try for payment by going back to the first step.

**Payment through RTGS/NEFT:**

- A. 1.2.1. 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 transaction.
- A. 1.2.2. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- A. 1.2.3. Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- A. 1.2.4. 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 SUDA.
- A. 1.2.5. Hereafter, the Bidder will go to e-procurement portal for submission of his bid.
- A. 1.2..6. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

**Intending Bidders should upload Non-Statutory documents as per following folders in My Document:**

Sl. No.	Category Name	Sub Category Name	Sub Category Description
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A	CERTIFICATES		
		A1. CERTIFICATES	<ol style="list-style-type: none"> <li>1. GST registration and return</li> <li>2. PAN Card &amp; I Tax Acknowledgement Receipt</li> <li>3. P. Tax Certificate/Challan</li> <li>4. Valid Trade License</li> </ol>
B	COMPANY DETAILS		
		B1. COMPANY DETAILS 1	<ol style="list-style-type: none"> <li>1. Proprietorship Firm .</li> <li>2. Registered Deed of partnership Firm</li> <li>3. Registration Certificate under Company Act. (if any). Ltd. Company (Incorporation Certificate, )</li> <li>4. Power of Attorney (For Partnership Firm/Private Limited Company, if any)</li> <li>5. Society (Society Registration copy)</li> </ol>
C	CREDENTIAL		
		C1. CREDENTIAL1	Similar nature Work & Completion Certificates along with work order and preferably BOQ issued by competent authority as per NIEt.

Note: - Failure of submission of any of the above-mentioned documents will render the Bid liable to summarily rejected for both statutory & non statutory cover. All Corrigendum & Addendum Notices, if any, have to be digitally signed & uploaded by the contractor in the Declaration Folder of My Documents.

#### **B. Tender Evaluation**

- i. Opening and evaluation of Tender: - If any Bidder is exempted from payment of EMD, copy of relevant Government order needs to be furnished (applicable in case of Registered Labour Co-Operative Society).
- ii. Opening of Technical proposal: - Technical proposals will be opened by the Bid Inviting Authority electronically from the website using his/ her Digital Signature Certificate.
- iii. Cover (folder) of statutory documents should be opened first and if found in order, cover (Folder) for non-statutory documents will be opened. If there is any deficiency in the statutory documents the Bid will summarily be rejected.
- iv. Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded and handed over to the Bid Evaluation Committee. Scrutiny of technical proposal and recommendation thereafter and processing of comparative statement for acceptance etc. will be made by TIA
- v. Uploading of summary list of technically qualified bidders.
- vi. Pursuant to scrutiny and decision of the screening committee the summary list of eligible Bidder and for which their proposal will be considered and uploaded in the web portals.
- vii. While evaluation, the committee may summon the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

#### **C. Financial proposal**

As per Sl. 11, Tender Price/ Price Schedule, to be uploaded digitally signed by the Tenderer-

1) Financial capacity of a Tenderer will be judged on the basis of working capital and available bid capacity as mentioned in the NIEt to be derived from the information furnished in **FORM-I and II** (Section-B) i.e., Application (for Pre-qualification) and Financial Statement. If an applicant feels that his/their Working Capital beyond own resource may be insufficient, he/they may include with the application a letter of guarantee issued by a first-class Bank to supplement the applicant. This letter of guarantee should be addressed to the Bid Inviting/ Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Bidder, the Bidder will be provided with a revolving line of credit Such revolving line of credit should be maintained until the works are taken over by the Authority.

The audited Balance sheet and P/L A/C for the last three years, net worth bid capacity etc. are to be submitted which must demonstrate the soundness of Bidder financial position, showing long term profitability including an estimated financial projection of the next two years.

**2) Penalty for suppression / distortion of facts**

Submission of false document by Bidder is strictly prohibited and in case of such act by the Bidder the same may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

**REJECTION OF BID**

The Employer (Bid 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 (Bid accepting authority) action.

The Bidder whose Bid has been accepted will be notified by the Bid Inviting and Accepting Authority through acceptance letter/ Letter of Acceptance the Letter of Acceptance will constitute the formation of the Contract.

The Agreement in Printed Bid Form will incorporate all necessary documents e.g., NIEB, all addenda-corrigendum, different filled-up forms (Section –B), Price Schedule and the same will be executed between the Bid Accepting Authority and the successful Bidder.

*✓ 11.8.25*  
Executive Officer  
New Barrackpore Municipality  
Executive Officer  
New Barrackpore Municipality

**SECTION – B**

**FORM –I**

**PRE-QUALIFICATION APPLICATION**

**To**  
**The Chairman,**  
**New Barrackpore Municipality**  
**Dist: -N 24 PGS,**  
**West Bengal,**

Ref: - Bid for \_\_\_\_\_

\_\_\_\_\_ (Name of work) \_\_\_\_\_

**NieB**

**No.:**

Dear Sir,

Having examined the Statutory, non-statutory and NieB 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 \_\_\_\_\_ 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) Bid Inviting and Accepting Authority can amend the scope and value of the contract bid under this project.
- (b) Bid Inviting and Accepting Authority reserves the right to reject any application without assigning any reason.

**Encl: - e-Filing: -**

- 1. Statutory Documents
- 2. Non-Statutory Documents

Date: -

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

