

**Office of the Board Of Councilors of  
KHIRPAI MUNICIPALITY**

Khirpai : Paschim Medinipur : 721232

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Memo No.: -43/KM/26

Dated: -20/01/2026

**NOTICE INVITING e-Tender**

**Tender Notice No.: - WBMAD/ULB/KM/SBM/25-26/NIT-51**

The Chairman, Khirpai Municipality, on and for behalf of the Board of councilors of Khirpai Municipality invites sealed tenders on Percentage Basis on scheduled rate from reliable and resourceful Companies/Firms/Contractors having experience and acumen in construction of Boundary wall, Building and concrete roads.

. The eligibility is depicted here under for participating in the Bid.

Name of The Tender Inviting Authority	Sl. No.	Name of The Work	Estimated Amount Put to Tender (Rs.)	Earnest Money (Rs.)	Completion Period of the work
Chairman, Khirpai Municipality	01.	CONSTRUCTION OF A COMMUNITY TOILETS BLOCK AT DACKBANGLOW IN WARD NO. - 07 UNDER KHIRPAI MUNICIPALITY, APAS/01/232/239/0002 TOILET SEATS - 2 NOS AND URINAL - 3 NOS ( TYPE- F )	776927.00	15539.00	120 Days
	02.	CONSTRUCTION OF A COMMUNITY TOILETS BLOCK AT NILDANGA IN WARD NO. - 08 UNDER KHIRPAI MUNICIPALITY, APAS/01/232/241/0005 TOILET SEATS - 2 NOS AND URINAL - 3 NOS ( TYPE- F )	776927.00	15539.00	120 Days

02.	Location of work	:	Within Khirpai Municipal Area
03.	Eligibility to participate in the Bid	:	<p>(i) Intending tenderers should produce credentials of <b>a similar nature</b> 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;</p> <p style="text-align: center;">OR</p> <p>(ii) Intending tenderers should produce credentials of <b>2(two) similar nature</b> 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 style="text-align: center;">OR</p> <p>(iii) Intending tenderers should produce credentials of <b>one single running work</b> 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.</p> <p>(iv) Other terms and conditions of the credentials: <b>Payment certificate will not be treated as credential,</b> Credential certificate issued by the Executive Engineer or equivalent or competent authority of a State / Central Government, State / Central Government undertaking, Statutory/ Autonomous bodies constituted under the statute of the central / State</p>

			<p>Government, on the executed value of completed / running work will be taken as credential.</p> <p>No credential will be considered as valid unless it is supported by work order, price schedule or BOQ of work and completion certificate mentioning the date of completion issued by the competent authority not below the rank of Executive Engineer or equivalent or competent authority of a State / Central Government, State / Central Government undertakings, Statutory / Autonomous bodies constituted under the Central / State Statute. The completion certificate should indicate the value of the work (equal to booked expenditure).</p> <p><b>N.B.</b> The credential certificate for completed works should contain (a) Name of work (b) Estimated Amount(c) Tendered amount, (d) Value of executed work (e)Date of Completion of project along with telephone number &amp; detail address for communication of client must be indicated in the Credential Certificate.(f) Tender Id of work/works would be supplied by the bidder during technical evaluation, if required.</p>
			<p>(vii) GSTcertificate/ Return with latest receipt, P. Tax Clearance Certificates and receipts (current), PAN Card, I.T. Return of last 3 years</p> <p>(viii) No joint venture, consortium etc. will be accepted. Work completed as sub-contractor will also not be accepted as credential.</p>
04.	Documents to be produced in support of Credential for Bid Part-I (Prequalification Documents)	a.	Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm
		b.	Valid documents of credentials, PAN. GST, P-Tax, trade license, I.T. Return of last 3 years, Valid PF, ESI certificate etc.
		c.	<b><u>All documents in original to be produced in due course of time as &amp; when asked by the Bid inviting authority.</u></b>
05.	Earnest Money	:	<p><b><u>2% of estimated amount put to tender</u></b>  In favor of the "The Chairman, Khirpai Municipality,"  (Shall be paid by online internet bank transfer or NEFT or RTGS (as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Deptt., Govt. Of West Bengal).  <b><i>Additional performance security deposit @10% of the accepted amount is to be deposited in due course as per GoWB norms if the accepted amount is found to be @80% or less than the departmental estimated amount against the entire work of this NIT. (Shall be paid by online internet bank transfer or NEFT or RTGS (as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Deptt., Govt. Of West Bengal).</i></b></p>
06.	Cost price of Documentation	:	<b><u>NIL</u></b>

07.	<u>Date&amp;TimeSchedule.</u>	:	Sl. No.	Particulars	Date&Time
			1.	Date of uploading of N.I.T. & other Documents (Online)	20.01.2026 at 6.55 P.M
			2.	Documents download start date (Online)	20.01.2026 at 6.55 P.M
			3.	Bid submission start date.	20.01.2026 at 6.55 P.M
			4.	Documents downloaded end date (Online)	31.01.2026 at 9.30 A.M
			5.	Bid Submission closing (Online)	31.01.2026 at 9.30 A.M
			6.	Bid opening date for Technical Proposals (Online)	2.02.2026 at 2.00 P.M
			7.	Date of uploading list for Technically Qualified Bidder (Online)	Notified later
			8.	Date for opening of Financial proposal (Online)	Notified later
08.	Time of completion	:	Time of completion of the Contract is 120 calendar days from the date of issue of Work Order.		
09.	Site inspection & general information		Intending Bidders are required to inspect the site of the work 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. They are also acquainted with relevant IS specifications with latest amendments, if required, electricity and any other general information including topological condition & existing level and level pertaining to and needed for the work to be completed in time properly.		
10.	Validity of Bid		A Bid submitted shall remain valid for a period of 150 calendar 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.		
11.	Withdrawal of Bid		A Bid 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.		
12.	Acceptance of Bid		The "Chairman, Khirpai Municipality" will accept the Bid. 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.		
13.	Intimation		The successful Bidder will be notified in writing of the acceptance of his Bid. The Bidder then becomes the "Contractor" and he shall forth with take steps to execute Formal Contract Agreement in appropriate " <b>MUNICIPAL 'K' FORM/ W.B. form no. 2911 (new)</b> " with the "The Chairman, Khirpai Municipality," and fulfill all his obligations as required by the Contract.		
14.	Escalation of Cost		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.		
15.	Payment		Payment will be made to the successful Bidder by "The Chairman, Khirpai Municipality". Periodically only on receipt of written recommendation from the Engineer-in-charge.		
16.	Execution of Work		The Contractor is liable to execute the whole work as per direction and instruction of the E.I.C. nominated by the Chairman, Khirpai Municipality.		
17.	Influence		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.		
18.	In case office face sudden closure owing to reason beyond the scope and control of "The Chairman, Khirpai Municipality", any of last date/dates as schedule in Sl. No 8 may be Extended up-to/next and following working day without issuing further and separate notice should the "The Chairman, Khirpai Municipality", feels it to be necessary and exigent.				
19.	Persons having authenticated and having registered Power of Attorney may be considered lawfully becoming to be acting on and for behalf of the Bidder.				

20.	Sufficient care has been taken to avoid variance in between the contents of the listed Documents in the Bid document. However, if there is any variance between the contents of different documents, the provision of documents appearing earlier in the list shall prevail over the same provided in the contents coming later.
21.	Imposition of any duty/tax/ rule etc. Owing to change/application in legislations/enactment shall be considered as a part of the contract and to be adhering to by the Bidder/Contractor strictly.
22.	Bid Acceptance Authority is the "The Chairman, Khirpai Municipality".
23.	In case of any dispute arising from any clauses of similar nature between bid document sand Municipal Form "K" or <b>W.B.form no.2911(new)</b> the decision of the Tender inviting Authority will be final and binding.
24.	All usual deductions for taxes as applicable i.e. <b>GST</b> , IT, and Labour welfare cess etc. as applicable will be made from the bills from time to time.
25.	No conditional Bid shall be entertained.
26.	The Bidder, at the Bidder's 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 Bid, the cost of visiting the site shall be at the Bidder's own expense. Traffic management and execution shall be the responsibility of the Agency at his/her/their risk and cost.
27.	Prospective applicants are advised to note carefully the minimum qualification criteria as Mentioned in 'Instructions to Bidders' before bidding.
28.	During scrutiny, if it is come to the notice to Bid inviting authority that the credential Or any other papers found incorrect/manufactured/fabricated, that Bidder will not be allowed to participate in the Bid and that application will be out rightly rejected without any prejudice.
29.	Before issuance of the work order, the Bid inviting authority may verify the Credential & other documents with the original of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is either manufacture or false, in that case, L.O.A./ Work order will not be issued in favour of the bidder under any circumstances.
30.	Any legal matter will be settled within the jurisdiction of Hon'ble Sub Divisional Court at Ghatal , Dist.-West Midnapore, West Bengal.
31.	Bidder would be at liberty to point out any ambiguities, contradictions, omissions etc. seeking clarifications there of or interpretation of any of the conditions of the Bid documents before the Bid Inviting Authority in writing 48 hours prior to receiving of Work Order, beyond such period no Representation in that behalf will be entertained by the Bid inviting Authority.
32.	The successful Bidder will remain liable for following with West Bengal Contract Labour (Regulation & Abolition) Act 1970 and necessary certificates from appropriate authority to be submitted within 07 (seven) days from the date of issue of work order, otherwise the work order will be cancelled.
33.	The defect liability period of the work will be 5(Five) years, vide order no. 5784-PW/L&A/2M-175/2017 dated: 12.09.2017

Chairman  
Khirpai Municipality

# **Instruction to the Bidders**

Instructions/ Guidelines for electronic submission of the tenders have been annexed for assisting to the contractor to participate in e-Tendering.

- i) **Registration of Contractor**:-any contractor willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-Procurement system, through logging in to <https://etender.wb.nic.in>(the web portal of public works department, the contractor is to click on the link for e-Tendering site as given on the web portal.
- ii) **Digital Signature Certificate (DSC)**:-Each contractor is required to a class-II or class-III Digital Signature Certificate. For submission of tenders, from the approved service provider of the National informatics Centre (NIC) on payment of requisite amount. Details are available at the website stated in clause-i) of instruction to bidders. DSC is given as a USB e-Token.
- iii) The Contractor can search & Download Tender documents electronically from computer once he logs on to the website mention in clause-i) using the Digital signature Certificate.
- iv) **Submission of Tenders**:-tenders are to be submitted through website mention in clause-i) in two folders at a time for a work, one in Technical proposal & other is Financial proposal before the prescribed date & time using the DSC. The Documents are to be uploaded virus scanned copy duly digitally signed. The documents will get encrypted.(Transformed into non-readable formats).

## **Technical proposal:**

The Technical proposal should contain scanned copies in two covers (folders) a) Statutory cover and b) Non-statutory cover. All Technical Papers will be sent to MEDte. for acceptance for financial Bid.

### a) **Statutory Cover**:-This cover containing following documents

- I) Prequalification Application.
- II) Online Cash deposit receipt revealed successfully deposition of Earnest Money.
- III) Tender form K (WBM F & A rules) & N.I.T. (Download properly and upload the same digitally signed). The rate will be quoted in the B.O.Q. This will be encrypted in the B.O.Q under financial Bid. In case quoting any rate in the Tender form the tenderer is liable to be summarily rejected.

### b) Non-statutory cover:-containing the following documents

- I) Professional Tax clearance/deposit receipt Challan for the current financial year, PAN card, IT Return for last three years, GSTN Registration certificate / return.

- II) Registration certificate under company Act (if any).
- III) Registered Deed of partnership firm/ Article of association and Memorandum.
- IV) Power of Attorney (for Partnership firm/Private Limited Company, if any).
- V) Tax Audited report in suitable format to be submitted along with Audit Balance sheet and P/L account for the last 3 ( Three ) years (years just preceding the current financial year will be considered as year-I) for those bidders who are applicable for Tax Audited report. For those bidders whose turnover is less than applicable amount, a certified copy of balance sheet and P/L account for the last three years from any registered Chartered Accountant / firm is to be furnished.
- VI) Clearance certificate for the current year issued by the Assistant Registered of Co-op Society (ARCS) by laws are to be submitted by the registered Labour cop(s) Engineer's Co-op (s).
- VII) Labour license from labour Welfare dept.
- VIII) Scanned copy of original Credential Certificate during the last 5 (Five) years from the date of issue of this notice at least one work of similar nature as a prime agency under authority of State / Central Government, State / Central / Statutory bodies constituted under the statute of the central / State Government / any Corporation as stated in clause 4.
- IX) Or any other Documents the bidder feels to submit as credential.
- X) Valid P.F.&E.S. I certificates of employees working under the bidder.

Note:- Failure of submission of any of the above mentioned documents (Technical proposals a & b) will render the tenderer liable to summarily rejected for both statutory and Non-statutory cover.

The above stated Non-Statutory/Technical Documents should be arranged in the following manner

Sl.No.	Category Name	SubCategory Description	Detail(s)
A.	Certificate	Certificates	<ul style="list-style-type: none"> <li>i) GSTN Registration Certificates/ Return</li> <li>ii) PAN with current Submission Receipt</li> <li>iii) P.T. clearance/ payment challan</li> </ul>
B.	Company Details	Company Details	<ul style="list-style-type: none"> <li>i) Proprietorship Firm (Trade License)</li> <li>ii) Registered Deed of Partnership Firm</li> <li>iii) Registration Certificate under company Act (If Any)</li> <li>iv) Power of Attorney Partnership Firm/Private Ltd. Company (If Any)</li> <li>v) Society (Registration Copy, Trade License)</li> </ul>
C.	Credential	Credentials	<p>As per Clause-04</p> <p><b><u>No Work Order Will Be Treated As Credential.</u></b></p>

#### Tender Evaluation Committee (TEC)

Tender will be evaluated by The Executive Officer/ Executive Engineer (MED)/ Assistant Engineer (MED)/ Sub-assistant engineer/ Accountant.

#### Financial Proposal:-

1. 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 online through computer in the space marked for quoting rate in the BOQ.
2. Only Downloaded copies of the above documents are to be uploaded virus scanned and digitally signed by the contractor.

**Financial capacity of a Bidder will be judged on the basis of information furnished.**

**Penalty for suppression/ distortion of facts:-**

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and 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, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act, and Earnest Money deposit will stand forfeited.

Employer reserves the right to accept or reject any Bid and to cancel the Bidding Process and reject all Bids at any time prior to the award of contract without thereby incurring any liabilities to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

**Award of Contract:-**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting and Accepting Authority through Acceptance Letter / Letter of Acceptance.

The notification of award will constitute the formation of the contract.

The Agreement in WBM (F&A) rules, Tender form 'K' with special Terms & Condition (if any) will incorporate all agreements between the Tender Accepting Authority and the successful Bidder.



**Chairman,  
Khirpai Municipality  
CHAIRMAN,  
KHIRPAI MUNICIPALITY  
PASCHIM MEDINIPUR**

**Memo No.:- /KM/26, Dated:-20/01/2026**

**Copy for favour of kind information to:**

1. The Addl Sec. UD & MA., Salt Lake, Sec-I
2. The Chief Engineer (S), M.E. Dte., Bikash Bhawan, Salt Lake, Kolkata-91
3. The District Magistrate, Paschim Medinipur
4. The Superintending Engineer, South Circle, M.E. Dte.
4. The S.D.O., Ghatal
5. The Executive Engineer, West Midnapore Division, M.E. Dte.,
6. The Executive Officer, Khirpai Municipality
7. The Finance Officer, Khirpai Municipality
8. The S.A.E., Khirpai Municipality
9. The Accountant, Khirpai Municipality
10. Office Notice Board
11. News Paper



**Chairman,  
Khirpai Municipality  
CHAIRMAN,  
KHIRPAI MUNICIPALITY  
PASCHIM MEDINIPUR**



**PRE QUALIFICATION APPLICATION**

**To**  
**Chairman,**  
**Khirpai Municipality**  
Khirpai, West Midnapore

Ref: Tender for.....  
(Name of Work).....

e-N.I.T. No.:..... of the Executive Officer, Khirpai Municipality

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.....

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 given in Enclosure to this letter.

We understand that:

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

**Enclosure(s): e-Filling**

Technical Bid:-

- 1) Statutory Documents.
- 2) Non Statutory Documents.
- 3) Organisational Information, Affidavit 'Y'

**Date:** .....

.....

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

**AFFIDAVIT "Y"**  
**Declaration of the Tenderer**

(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 ..... have duly authorized by and competent to affirm this affidavit on behalf of the said Tenderer.
2. That, I have inspected the site of work covered under NIT (NIT No) circulated through Office memo bearing No ----- dated ----- and has 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 Tender documents. Tender of the above named Tenderer is offered and submitted upon due consideration of all factors and if the same is accepted, I on and for behalf of the aforesaid Tenderer, being lawfully and duly authorized, promise to Tenderer by all the covenants, conditions and stipulations of the Contractual documents and to carry out, complete the works to the satisfaction of the Tender accepting Authority of the Work and Tenderer by all instructions as may given by the Engineer in Charge of the work time to time. I also hereby undertake to a Tender by the provisions of Law including the provisions of Contract Labour (Regulation & Abolition) Act, Apprentice Act 1961, West Bengal Sales Tax Act, VAT Act, Income Tax Act as would be applicable to the Contractor upon entering into formal Contract / agreement with the Tender Inviting/Accepting authority.
3. That I declare that, no relevant information as required to be furnished by the Tenderer has been suppressed in the Tender documents.
4. I/We also declared that I/We have no any adverse report regarding any type of work within last five years within India.
5. 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**

1. Name of Applicant (Firm) :

Office Address :

Telephone No. :

Mobile No. :

Fax No. :

2. Office Address

Telephone No. :

Mobile No. :

Fax No. :

**II) E-mail id (Mandatory) :**

3. Name and address of Bankers. :

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