

**OFFICE OF THE
BOARD OF COUNCILLORS, CHANDRAKONA MUNICIPALITY**

P.O. : Chandrakona * Dist. : Paschim Medinipur

Memo No. 768/Ch.M/SBM/PWD/2025-26

Date:- 04.08.2025

eTender Notice No. WBMAD/CHANDRAKONA/05e-2025-26

TENDER DOCUMENTS

SL NO	NAME OF WORK	ESTIMATED AMMOUNT	TENDER FEES	EARNEST MONEY
01	Constructin of Toilet Block (CT/PT) Model No – G at Chasimahal UPHC centre civil work, electrical work and non schedule items in ward no 06 under Chandrakona Municipality	RS. 990601.00	RS. 1000.00	RS. 19812.00
02	Constructin of Toilet Block (CT/PT) Model No – B at Kalyanshree JD Girls High School civil work, electrical work and non schedule items in ward no 01 under Chandrakona Municipality	RS. 1984760.00	RS. 1000.00	RS. 39695.00
03	Constructin of Toilet Block (CT/PT) Model No – F at Kalyanshree JD Girls High School civil work, electrical work and non schedule items in ward no 01 under Chandrakona Municipality	RS. 779510.00	RS. 1000.00	RS. 15590.00
04	Constructin of Toilet Block (CT/PT) Model No – F at Mitrasenpur UPHC civil work, electrical work and non schedule items in ward no 02 under Chandrakona Municipality	RS. 779510.00	RS. 1000.00	RS. 15590.00
05	Constructin of Toilet Block (CT/PT) Model No – F at Thakurbari Bazar civil work, electrical work and non schedule items in ward no 02 under Chandrakona Municipality	RS. 779510.00	RS. 1000.00	RS. 15590.00

The Chairman on and for behalf of the Board of Councillors of Chandrakona Municipality invites e-Tender on percentage (above / below) rate from the reliable and resourceful Companies / Firms / Contractors having experience and acumen in construction work as noted below and the eligibility is depicted hereunder for participating in the Tender.

Details of Tender with necessary requirement towards submission of tender papers will be available online as per particulars given below:-

Eligibility to participate in the Tender :-

(i) Intending tenderers should produce credentials of a similar nature of work of the minimum value of 40% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice; or, Intending tenderers should produce credentials of 2(two) similar nature of work, each of the minimum value of 30% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice; or, Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at (i) above; In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executing agency, i.e., the tenderer.

(ii) Having valid P.Tax, PAN, GST Registration Certificate with GSTR 3B current return, Trade License,

(iii) ITR last 3 years, Annual turnover 40% of estimated amount of last 3 years.

Cumulative ceredential shall be required from the bidders for application of tender in more than work. All document in original to be produced in due course of time as & when asked by the Tender inviting Authority.

Mode of Payment :- Earnest Money Deposit have to be deposit through net banking (RTGS or NEFT) as per guideline of Finance Department of Govt. of West Bengal. Earnest money deposit challan will be attached with documents.

Date and Time Schedule :-

Particulars	Date and Time (Server Time)
Publishing Date	05.08.2025.2025 at 03.00 p.m.
Document download start date	05.08.2025 from 03.00 p.m.
Tender submission start date (online)	05.08.2025 from 03.00 p.m.
Tender submission closing date (online)	20.08.2025 at 04.50 p.m.
Original documents verification and hard copy submission in Municipal Office (offline)	21.08.2025 at 11.00 am to 2.00 p.m.
Date of Technical Opening	22.08.2025 from 05.00 p.m.

Time of completion – Time of completion of the contract is 90 days from the date of issue of Work Order.

Note 1 :- Works of all groups are independent and to be executed . All works put to tender are part of project where time is an important factor. No extension of time for reasons whatsoever will be permitted. If any Contractor / Contractors fail to complete its contract work within stipulated time, then penalty may be imposed against non completed portion of works in terms of Clause of Contract.

Site inspection & general information:- Intending Tenders is required to inspect the works site with particular reference to location and infrastructure facilities. They are make a careful study with regard to all relevant factors as might affect their rates and price. They are also acquainted with relevant is specifications, Clsuses& Sub Clauses of the Tender documents and to have fully acquainted with all details of work front, seasonal weather and its variation, labours, water supply, existing &proposed site levels, position and diversion of transportation and barricading etc.

Validity of Tender: - A Tender submitted shall remain valid for a period of 180 calendar days from the date of opening of tender.

Withdrawl of Tender: -A Tender submitted shall not be withdrawn within the valid period. If any Tender / tenders withdraw his/their Tender(S) within the validity period then earnest money as deposited by him/them will be forfeited.

Acceptance of Tender:- The Chairman, Board of Councillors of Chandrakona Municipality will accepted the Tender. He does not bind himself to accept otherwise the lowest Tender and reserves to himself the right to reject any or all of the Tenders received without assigning any reason thereof.

Intimation:- The successful Tenderer will be notified in writing of the acceptance of his Tender. The Tenderer then becomes the “Contractor” and he shall forthwith take steps to execute Formal Contract Agreement in appropriate Govt. From with the TheChairman, Board of Councillors of Chandrakona Municipality and fulfill all his obligation as required by the Contract.

Escalation of Cost: - There will be no escalation in cost for materials or labour and contract price mentioned in the contract stands valid till completion of the contract.

Name of address of Engineer-in-Charge (EIC) of work: - Contact, PWD section of Chandrakona Municipality after getting the work order(s).

Execution of work : - The Contractor is liable to execute the whole work as per direction and instruction of the Concerned Overseer or SAE of Chandrakona Municipality.

Departmental Materials: - No materials will be supplied to the contractor.

Payment :- Payment will be made to the Contractor by the TheChairman, Board of Councillors of Chandrakona Municipality after completion of the work on recommendation.Bank details as Scanned copy of Pass Book or scanned copy of a cancelled cheque must be produced inn the time of bid submission.

Influence:- Any attempt to exercise undue influence in the matter of acceptance of Tender is strictly prohibited and any Tenderer who resorts to this will render his Tender liable to rejection.

Following clauses are to e adhered to by the concerned Tender during the process of Tendering.

In case office faces sudden closure owing to reason beyond the scope and control of the TheChairman, Board of Councillors of Chandrakona Municipality, any of last date/dates as schedule may be extended up to next and

following working days without issuing further and separate notice should the Chairman feel it to be necessary and exigent.

Persons having authenticated and having registered power of Attorney may be considered lawfully becoming to be acting on and for behalf of the Tenderer.

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 Tenderer strictly.

Tender acceptance authority is The Chairman, Board of Councillors of Chandrakona Municipality.

All usual deductions for taxes i.e., GST, IT and Labour Welfare Cess etc as applicable will be made from the bills from time to time.

No conditional / incomplete Tender shall be entertained.

In the event of e-filing intending Tenderer may download the tender document from the website <http://wbtenders.gov.in> directly by the help of Digital Signature Certificate. Earnest money challan after paying in support of Earnest Money Deposited shall have to be up-loaded through e-filing.

Financial Tender will be submitted duly digitally signed in the website <http://wbtenders.gov.in> Tender document may be downloaded from website & submission of financial part as per Tender Schedule.

The requisite Earnest Money, as specified in this NIT shall be paid by on online mode.

The tender, 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 tender and entering into a contract for the work as mentioned in the Notice Inviting Tender. The costs of visiting the site shall be at the tenderer's own expense. Traffic management and execution shall be the responsibility of the supplier at his/her/their risk and cost.

The Chairman of Chandrakona Municipality reserves the right to reject any application for purchasing tender documents and to accept to reject any or all the offered tender without assigning any reason whatsoever and is not liable for any cost that might have incurred by any tenderer at any stage of tender.

Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in instruction to tender before tender.

During scrutiny, if it comes to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that Tender will not be allowed to participate in the quotation and that application will be out rightly rejected without any prejudice.

Before issuance of the work order, the tender inviting authority may verify the credential & other documents with the original of the lowest Tenderer, if found necessary. After verification, if it is found that such documents submitted by the lowest Quotationer is either manufactured or false, in that case, L.O.A./ work order will not be issued in favour of the quotationer under any circumstances.

Contractor shall have to comply with the provisions of the contract labour act 1970, Apprentice Act 1961, and minimum wages Act. 1948 of the notification thereof or any other laws relating there to and the rules made and order issued there under from time to time.

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 the 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. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.

INSTRUCTION TO TENDERERS

SECTION A

1. General guidance for e-tendering

Instruction / Guideline for tenderer for electronic submission of the tenders have been annexed for assisting them to participate in e-tendering.

2. Registration of Tenderer

Any tenderer 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 on to <http://wbtenders.gov.in>. The tenderer is to click on the link for e-tendering site as given on the web portal.

3. Digital Signature Certificate (DSC)

Each tenderer is required to obtain a Class – III Digital Signature Certificate (DSC) submission of tenders, from the service provider of the National Information's Centre (NIC) or any other bonafied service provider on payment or requisite amount. Details are available at the web site stands in clause 2 of guideline to tenderer. DSC is given as a USB e-Token.

4. The contractor can search and download NIT and Tender Document electronically from computer once he logs on to the website mentioned in clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Document.

5. Submission of Tenders.

General process of submission of Tenders are to be submitted through online to the website stated in Cl. 2 in present (above / below) folder at a time for work, before the prescribed date and time using the Digital Signature Certificate (DSC). The documents are to be uploaded via virus-free scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

A-1. Statutory Cover Containing

i. As prescribed in NIT.

A-2. Others Important Document (My Space)

1. Professional Tax(PT) Clearance Certificate and IT & PAN valid up to the date of opening of the tenders. Application for such clearance address to the competent authority may also be considered. GST return certificate of the last quarter of previous financial year. Earnest money deposit challan should be attached.

2. Credential

Completion Certificate of Completed (100%) work(s) supported by bill of Quantities and as required as per NIT. (Work Order, Payment Certificate, Completion Certificate along with signed Estimate of a single work will be treated as a single Credential)

Tender Evaluation

i. Opening and evaluation of Tender – If any tenderer is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

Financial proposal

Financial proposal to be uploaded digitally signed by the Tenderer.

Memo No. 768(4)/Ch.M/SBM/PWD/2025-26

Date:- 04.08.2025

Copy forwarded for information and wide circulation through:

1. E.O, Chandrakona Municipality.
2. F.O, Chandrakona Municipality.
3. Office Notice Board
4. Advertisement agency, for publishing in AJKAAL, Business Standard English and Hindi edition.


Chairman
Chandrakona Municipality
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