



# Office of the Councilors of the KHARAR MUNICIPALITY

P.O. – KHARAR, DIST- PASCHIM MEDINIPORE

Memo No. 536 / KHM / 25-26

Date . 31.12.2025

From: The Chairman/Vice Chairman  
Kharar Municipality

## **BID DOCUMENTS**

Tender for- **Construction of Community Toilet in Different Ward Under Kharar Municipality.**

***TWO PART BID***

***Part -I: Technical Bid***

***Part-II: Financial Bid***

**NIT No.: WBMAD/ULB/KHM/NIT-18/25-26(2<sup>nd</sup> Call)**

## NOTICE INVITING e-Tender

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

The eligibility are 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, Kharar Municipality	01.	CONSTRUCTION OF COMMUNITY TOILET AT TUBTUBI PARH, WARD NO - 04 UNDER KHARAR MUNICIPALITY, MODEL NO - G TOILET SEATS - 4 NOS AND URINAL - 5 NOS	10,04,321.00	20,100.00	120 Days
	02.	CONSTRUCTION OF COMMUNITY TOILET NEAR CHILDREN PARK AT WARD NO.-09 UNDER KHARAR MUNICIPALITY MODEL NO - F TOILET SEATS - 2 NOS AND URINAL - 3 NOS	8,97,357.00	18,000.00	120 Days

01	Scope of Work	:	i) Construction of new toilet block in different ward.
02.	Location of work	:	Within Kharar Municipal Area
03.	Eligibility to participate in the Bid	:	<p>(i) Intending tenderers should produce credentials of <b>a similar nature</b> of work 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; <b>OR</b></p> <p>(ii) Intending renderers should produce credentials of <b>2(two) similar nature</b> of 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; <b>OR</b></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 75% 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) Bank solvency Certificate not less than 40% of amount put to Tender within 6(Six) month prior to date of publication of this NIT</p> <p>v) Annual Turn Over - Having average audited annual turnover (in 3CD nat) of at least 40% of amount put to tender in preceding three Financial years n the publication of this NIT</p> <p>(vi) 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</p>

			<p>authority of a State / Central Government, State / Central Government undertaking, Statutory/ Autonomous bodies constituted under the statute of the central / State 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) GST certificate/ 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, Audited Annual Turn Over, Bank Solvency from nationalized or schedule bank, Valid PF, ESI certificate etc.								
05.	Earnest Money	:	<p><b><u>2% of tendered amount of work</u></b>  In favor of the "The Chairman, Kharar 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.	<b><u>Date &amp; Time Schedule.</u></b>	:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #ADD8E6;"> <th style="width: 10%;">Sl. No.</th> <th style="width: 60%;">Particulars</th> <th style="width: 30%;">Date&amp;Time</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Date of uploading of N.I.T.&amp; other Documents (Online)</td> <td style="text-align: center;">31.12.2025 at 6.00P.M</td> </tr> </tbody> </table>			Sl. No.	Particulars	Date&Time	1.	Date of uploading of N.I.T.& other Documents (Online)	31.12.2025 at 6.00P.M
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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 120 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, Kharar 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, Kharar 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, Kharar 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, Kharar 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, Kharar Municipality", any of last date/dates as schedule in Sl. No 8 may be Extended up-to/to next and following working day without issuing further and separate notice should the "The Chairman, Kharar 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.		
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, Kharar 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.formno.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 in to 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,  
Kharar Municipality

### **Instruction to the Bidders**

Instructions/ Guidelines for electronic submission of the tenders have been annexed for assisting to the contractors 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 obtain 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) bye 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 feel to submit as credential.
- X) Valid P.F.&E.S.l 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	Sub Category Description	Detail(s)
A.	Certificate	Certificates	<ol 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></ol>
B.	Company Details	Company Details	<ol 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></ol>

C.	Credential	Credentials	As per Clause-04 <b><u>No Work Order Will Be Treated As Credential.</u></b>
D.	Financial Information		Audited Annual Turn Over for the last 3(Three) years.

### 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 tenderers 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,  
Kharar Municipality**

**Memo No.536 /12 / KHM / 25-26**

**Date . 31.12.2025**

### **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 Medinipore**
4. **The Superintending Engineer, South Circle, MEDte.**
4. **The S.D.O., Ghatal**
5. **The Executive Engineer, West Midnapore Division, M.E.Dte.,**
6. **The Executive Officer, Kharar Municipality**
7. **The Finance Officer, Kharar Municipality**
8. **The S.A.E., Kharar Municipality**
9. **The Accountant, Kharar Municipality**
10. **The Editor, Ajkal, Business Standard(English) & Business Standard(Hindi).**
11. **Office Notice Board**
12. **Kharar Municipality website.**

**Chairman,  
Khirpai Municipality**