

OFFICE OF THE MUNICIPAL COUNCILLORS OF BARASAT
RISHI BANKIM CHANDRA CHATTERJEE ROAD
BARASAT, KOLKATA – 700 124.



Phone : 2552 3211

2562 3535

Fax : 2562 6900

Email: - barasatmunicipality05@gmail.com

Website:-www.barasatmunicipality.org

Date: 19-12-2025

Memo No. 480 -BM/Electric/2025-2026

NOTICE INVITING TENDER (offline)

Chairman/Executive officer on behalf of the Barasat Municipality invites sealed Tenders in the West Bengal Form No. 2911 through offline for the following listed works from the eligible and resourceful companies/Firms/Contractors having sufficient credentials and financial capacity for execution of works as depicted hereunder for participating in the tender.

Table 1 :- List of works

Sl. No.	Name of the work	Estimated amount put to tender (in Rs.)	Earnest Money (in Rs.)	Cost of Tender Documents	Time for completion of work (in days)	Defect Liability Period
AS PER ENCLOSED ANNEXURE						

Table-2 :- Date and Time Schedule

Sl. No.	Particulars	Date & Time
i)	Last date of receipts of application for tender papers by the municipal Office.	02-01-2026 up-to 02.00 P.M
ii)	Checking of Eligibility criteria & prequalification documents on production of original documents by this office	02-01-2026 at 03.00 P.M
iii)	Period of sale of tender documents from this office	05-01-2026 at 12.00 P.M
iv)	Date of receipts of tender papers in this municipal office	06-01-2026 up to 02.00 PM.
v)	Date and time for opening of the tender papers	06-01-2026 at 03.00 PM.

Table-3 :-

Eligibility Criteria & Documents to be produced in support of Credential for tender Part-I (Prequalification Documents):-	<p>i) Having experience and technical acumen in Executing, Electrical & Completion of similar nature recognize of work having credential of similar nature of Job from any Govt. Institution.</p> <p>(a) With a work value not below 40% of the estimated amount put to tender in a single contract during last 5(five) financial years.</p> <p>OR</p> <p>(b) Two similar nature of completed work, each of the minimum value of 30% of the estimated amount put to tender during last 5(five) financial years</p> <p>OR</p> <p>(c) 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 above.</p> <p>In case of running works, only those tenderers who will submit the certificate of satisfactory running</p>
--	---

	<p>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>All above credential should be from any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc. <i>(copies of Completion certificate, work order, price schedule & payment certificate issued by the competent authority shall have to be furnished)</i></p> <p>ii) Having valid GST registration certificate iii) Having valid PAN Card and last assessment year Income tax return. iv) Having valid P. Tax clearance Certificate and upto date challan v) Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm vii) Having up to date Trade License viii) Other certificates if any <i>(Copies of all above mentioned documents shall have to be furnished)</i></p> <p>All documents in original to be produced in due course of time as & when asked by the TIA.</p>
<p>Tender documents:-</p>	<p>A full set of Tender documents consists of filled up and signed tender form 2911 along with price schedule (BOQ) and other related documents, issued in favour of Tenderer & original Bank Draft as earnest money for each individual work separately and attached with each Tender in a separate envelope, whole tender documents should be submitted at Electric Department Tender Drop Box in a closed and sealed envelope which addressed to "The Chairman, Barasat Municipality and mentioned NIT No. of the tender on top of envelope.</p>
<p>Earnest Money:-</p>	<p>The Earnest money (2% of estimated amount put to tender) as specified in table -I) shall be remitted by A/C Payee Cheque Bank Draft, in favour of "CHAIRMAN, BARASAT MUNICIPALITY" payable at Barasat. This purchased on and from the date of publication of concerned NIT, from any Nationalized Bank/W.B. state co-operative Bank. Any tender without such earnest money (Except exemption as per G.O) shall be treated as informal and shall be automatically cancelled. Any discrepancy in A/C payee cheque, the intended bidder will be penalized by deducting EMD amount + additional 50 % of EMD from the bill.</p>
<p>Security Deposit & other taxes:- (G.O.No-5784- PW/L&A/2M-175/2017 date. 12.09.17)</p>	<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% EMD + additional 8%) will be refunded without any interest only as mentioned below.</p> <p><u>For work with Defect Liability Period: 1(One) years.</u></p> <p>i) Full security deposit shall be refunded to the contractor on expiry of one year from the actual date of completion of the work.</p> <p><u>Additional Performance Security@</u> 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 successful bidder, if the accepted bid value is 80% or less than the estimated amount put to tender. 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. 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>

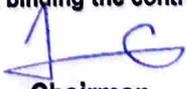
<p>Formal Agreement</p>	<p>The successful contractor (L-1) Shall have to make a formal agreement with the tender inviting authority (TIA) by depositing the cost of tender documents after acceptance of tender and issuance of the work order.</p> <p>(i) Cost of tender documents is Rs.250/-(two hundred fifty)only for tender value up to Rs.1.25(one point two five) lakhs and</p> <p>(ii) Cost of tender documents is Rs.750/-(seven hundred fifty)only for tender value Above Rs.1.25(one point two five) lakhs and up to Rs.5.0(five point zero) lakhs and</p> <p>(iii) Cost of tender documents is Rs.1000/-(one thousand)only for tender value above 5.0(five) lakh up to Rs.25(twenty five) lakks</p> <p>(iv) Cost of tender documents is Rs.2500/-(two thousand five hundred)only for tender value above 25.0(twenty five) lakh up to Rs.125(one hundred twenty five) lakks</p>
<p>Validity/ Withdrawal/ Acceptance of Tender:-</p>	<p>A Tender submitted shall remain valid for a period of 60 (Sixty) calendar 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.</p> <p>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 No conditional tender will be accepted. The successful tenderer shall comply all the terms and conditions of the municipality and execute an agreement before starting the work.
- 2 All rates to be quoted are to include all charges i.e. Royalty, Taxes etc.if any. No further claim and enhancement rate of estimate will be entertained.
- 3 The tender shall be submitted in the prescribed form in English. All literatures and correspondence in connection with the tenders shall be in English.
- 4 Tenderer must upload and submit duly digital signed a declaration as per prescribed format for confirmation of his awareness of the contract.
- 5 Successful bidder can collect hard copy for respective work from this Municipal office, Electric Department. At the time of formal agreement.
- 6 All taxes will be deducted as per order of Govt. of West Bengal from time to time.
- 7 Successful agency shall have to execute a formal agreement with the Barasat 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.
- 8 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.
- 9 The intending bidders must provide Valid Electrical Contractors License & Valid Electrical Supervisor Competency Certificate.

In case of any dispute the decision of the Chairman, Barasat Municipality will be final binding the contractors. Payment will be made as per availability of fund.


**Chairman
Barasat Municipality**

Copy forwarded for necessary information to the:

1. Special Secretary, UD & MA Department Additional director SUDA, Govt. of West Bengal,
2. The Joint Secretary, Urban Development & Municipal affairs department, Govt. of West Bengal,
3. District Magistrate, North 24 Parganas,
4. S.D.O, Barasat,
5. Vice Chairman, Barasat Municipality,
6. Executive Officer, Barasat Municipality,
7. Finance Officer, Barasat Municipality,
8. Chairman-In-Council (Electric), Barasat Municipality,
9. Executive Engineer (E/M), KMDA, Habra Municipality,
10. Office Superintendent, Barasat Municipality,
11. Members of Tender Committee, Barasat Municipality,
12. Assistant Engineer, Barasat Municipality,
13. Accountant, Barasat Municipality,
14. Cashier, Barasat Municipality,
15. Receive & Dispatch section, Barasat Municipality,
16. Office Notice Board, Barasat Municipality,
17. Municipal Website: www.barasatmunicipality.org.
18. O C. I.T. Department, Barasat Municipality.
19. Bangla Sahayata Kendra (BSK), Barasat Municipality.



**Chairman
Barasat Municipality**



Chairman
Barasat Municipality

BARASAT MUNICIPALITY

ANNEXURE

MEMO NO. 480-BM/Electric/2025-2026, Date-19-12-2025.

Sl. No.	Booth No.	Scheme Id	Name of Work	Priority No.	Estimate Amount	EMD	Defect liability Period	Time of Completion	Source of Fund
1	295	APAS/01/119/295/0003	INSTALLATION OF 02 Nos. OF LED STREET LIGHTS FROM SHIBDAS ADHIKARY HOUSE TO PARTHA DUTTA HOUSE, 9674043920	04	₹49,335.00	₹ 987.00	1 Year	60 Days	APAS FUND

Sub-Assistant Engineer
Barasat Municipality



Chairman
Barasat Municipality