

OFFICE OF THE MUNICIPAL COUNCILLORS OF BARASAT
RISHI BANKIM CHANDRA CHATTERJEE ROAD
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Date: 24-07-25

Memo No. – 79 -BM/Electric/NleQ-2-/2025-2026

NOTICE INVITING e-Quotation

Online Quotationer are invited by the Chairman , Barasat Municipality through electronic Quotation (e-Quotation) for the following listed works from eligible and resourceful Companies/Firms/Contractors having sufficient credential and financial capability for execution of works as depicted hereunder for participating in the tender.

Table I :- List of works

Sl. No.	Name of the work	Earnest Money (in Rs.)	Fund	Time for completion of work (in days)	Defect Liability Period
1.	Supply, Installation, Testing & commissioning of 4 Nos. biometric device for attendance system (through face detection with web based time attendance software) (ANNEXTURE-A) (NOTE – All rates must be submitted including all charges and including GST.	Rs. 5,000.00 (After acceptance of quotation the lowest quotationer (L-1) should have to deposit rest earnest money (if required) over the initial earnest money to fulfill @2% of quotation amount through Bank Draft from a nationalized Bank Issued in favour of “ CHAIRMAN, BARASAT MUNICIPALITY, Payable at Barasat)	Municipal Fund	30 Days	1 years

Table-2 :- Date and Time Schedule

Sl No	Particulars	Date & Time
i)	Date of uploading of NleT and Tender Documents online (Publishing Date)	29-07-2025 at 14.00 Hrs.
ii)	Documents download start date (Online)	29-07-2025 at 14.00 Hrs.
iii)	Date of Pre Bid Meeting with the intending Contractors at Municipality	30-07-2025 at 14.00 Hrs.
iv)	Tender submission start date (On line)	29-07-2025 at 14.00 Hrs.
v)	Tender Submission closing (On line)	09-08-2025 at 14.00 Hrs.
vi)	Tender opening date for Technical Proposals(Online)	11-08-2025 at 14.00 Hrs.
vii)	Date of uploading list for Technically Qualified Contractor (online)	To be notified later
viii)	Date and Place for opening of Financial Proposal (Online)	To be notified later
ix)	Date of uploading of list of qualified Contractor along with the offer rates (on line)	To be notified later.
x)	Also if necessary for further negotiation through offline for final rate.	To be notified later.

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 of work (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. OR (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 OR (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. In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned 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. 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> ii) Having valid GST registration certificate with up to date GST return (GSTR-3B/1, whichever applicable). iii) Having valid PAN Card and last assessment year Income tax return. iv) Having valid P. Tax clearance Certificate. V) Having last year Audited Balance Sheet. i.e. Assessment year 2024-2025 vi) Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm. vii) Having up to date Trade Permission. viii) Other certificates if any <i>(Copies of all above mentioned documents shall have to be furnished)</i> All documents in original to be produced in due course of time as & when asked by the TIA.</p>
Tender documents:-	<p>A full set of Tender documents consists of 2 Parts. These are PART I:-Containing all documents in relation to the name of the Companies/Firms/Contractors applied for and credentials possessed along with all documents as specified in above Eligibility Criteria and its all corrigenda's. PART II :-Containing the Tender Price / Price Schedule.(BOQ in MS-excel format)</p>
Earnest Money:-	<p>The Earnest Money (2% of estimated amount put to tender), as specified in Table-1 shall be remitted by the Contractor through net banking or NEFT or RTGS (ICICI payment Gateway) in respect of tender ID .Every such transfer shall be done on or after the date of published of NleT. Any tender without such on-line payment of EM (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as statutory document.</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. For work with Defect Liability Period: 1(One) years.</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>Additional Performance Security@ 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><i>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.</i></p> <p><i>(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</i></p> <p><i>(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</i></p> <p><i>(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</i></p> <p><i>(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</i></p>
<p>Validity/ Withdrawal/ Acceptance of Tender:-</p>	<p>A Tender submitted shall remain valid for a period of 120calendar 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. 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. 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 The tender shall be submitted in the prescribed form in English. All literatures and correspondence in connection with the tenders shall be in English.
- 2 Tenderer must upload and submit duly digital signed a declaration as per prescribed format for confirmation of his awareness of the contract.



- 3 Successful bidder can collect hard copy for respective work from this Municipal office, Electric Department. At the time of formal agreement.
- 4 All taxes will be deducted as per order of Govt. of West Bengal from time to time.
- 5 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.
- 6 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.
- 7 The agency himself will perform all the required civil and electrical works which may be necessary to be done during the installation. No extra payment will be claimed by him in this regard.
- 8 No advance payment will be made. Payment shall be made after satisfactory Supply, installation, Commissioning & acceptance of system & payment will be done as per availability of fund.
- 9 The bidders have to submit OEM Authorization Letter mentioning Quotation Reference No. in the Authorization Letter, otherwise offer will not be considered and same will be rejected.
- 10 SERVICE & SUPPORT INFRASTRUCTURE SETUP IN WEST BENGAL. The successful bidder shall have the required services and support setup, with qualified manpower and adequate spares to ensure delivery of the support services as per the SLA required, in West Bengal/Kolkata. Details of existing setup, manpower and location, must be provided with documentary proof, for the purpose of technical evaluation of bid.
- 11 Repair center will be available from OEMs in West Bengal for rectification of faults and will ensure. Repair center must complete proper repair and send back the item within 2 to 3 days to ensure healthy stock status, as part of SLA. In case of any delay, the OEM / Bidder must arrange for replacement of the faulty item.
- 12 The scope of work for the supply and maintenance of the items to be supplied under the scope of this contract shall be applicable to OEMs and authorized partners for implementation of the project.

Instructions/guidance to the contractors for e-tendering:-

1. General Guidance for e-tendering:

Intending tenderers desirous of participating in the tender are to log on to the website <https://wbtenders.gov.in>. The tender can be searched by typing the First Four Letters in the search engine provided in the website.

2. Registration of Contractors:

Tenderers willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt. of India.

(Viz. nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT) DSC is given as a USB e-Token. After obtaining the Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

3. Eligibility for participation:

Contractors, Registered Engineers Co-operative Societies, Consortiums and Partnership firms registered with the State Government and contractors of equivalent Grade / Class registered with Central Government / MES / Railways for execution of civil works are eligible to participate.

4. Collection of Tender Documents:

Tenders are to be submitted online and intending tenderers are to download the tender documents from the website as stated above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below.

5. Submission of Tenders



5.1 General process of submission

Tenders are to be submitted online through the website as stated above. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. He needs to fill up the rates of items/percentage in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

5.2 Addenda/Corrigenda: if published.

Note: Contractors are to keep track of all the Addendum/Corrigendum issued with a particular NIT till the bid submission ends and in general upload the downloaded copies of the above documents and merge the Addenda/Corrigenda with respective NIT in the NIT folder. , however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends, overriding any other terms/conditions if mentioned anywhere else in the concerned NIT.

5.3 Completion Certificate(s) submitted by the bidder should indicate the gross value of the 100% completed work only. Completion certificates should clearly contain the Name, Designation, Address and contact no of the Officer issuing the credential.

5.4 Penalty for suppression / distortion of facts

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or 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 or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform of the Barasat Municipality for a maximum period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited to Barasat Municipality may take appropriate legal action against such defaulting tenderer.

NOTE: (i) All the bidders are strictly directed to submit all the relevant documents as per NIT and no other documents will be entertained and will be treated as strongly objectionable.
(ii) Payment will be made as per availability of Fund from concerned department for the specific works only.


Chairman

Barasat Municipality



Chairman
Barasat Municipality



APPLICATION FORM FOR QUOTATION

To
The Chairman,
Barasat Municipality
Barasat, Kolkata – 700124.

NleQ No: -
Serial No of Work applied for: -.....
Amount put to tender: `

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby like to state that I/we willfully accept all your conditions and offer to execute the works as per NIT no and Serial no stated above. We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this _____ day of _____ 2025

Full name of applicant: _____

Signature: _____

In the capacity of: _____

Duly authorized to sign bids

For & on behalf of (Name of Firm): _____
(In block capitals or typed)

Office address:

Telephone no(s) (office): _____

Mobile No: _____

Fax No: _____

E mail ID: _____

Signature of Bidder with seal



Manufacturer's (OEM) Authorization Form

[The Tenderer shall require the Manufacturer to fill in this Form in accordance with the instructions in the bid document] This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. Such certificate is not required where Manufacturer is the Tenderer.]

Date:

NIT No. :

To,
The Chairman,
Barasat Municipality,
Barasat, Kolkata - 700124

WHEREAS .

We [insert complete name of Manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of Manufacturer's factories], do hereby authorize [insert complete name of Tenderer] to submit a bid the purpose of which is to provide the following Goods, manufactured by us [insert name and or brief description of the Goods] and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with the General Conditions for Goods, with respect to the Goods offered by the above firm.

Authorised Signatory of the Manufacturer
Name
Designation with Stamp
Date
Memo No.



ANNEXTURE-A

Sl. No.	Description	Qty
1	<p>AI based Face based Attendance System for Smart Office with following features: 18000 4.5 inch Screen Built-in Proximity Card Reader User Capacity : Standard 200 Face (1:N) Speed: less than 0.3 Second, Accuracy : >99% Lighting compatible : 0.1 Lux ~ 10,000 Lux Working Distance : 0.5 Meter - 1.5 Meter Record Capacity: 100,000 Authentication: Face Attendance: Interval, Work Status, Work Code Processor : Double-core 1GHZ Storage : EMMC FLASH 8G Interface: Built in LAN Port, WiFi, USB, 1 Relay output, Weigand output Power: DC 12V 1.5A Dimension : 140*135.5*20 mm HSN/SAC Code: 84714900 Make : Panasonic, Godrej & Fortuna</p>	4 Nos.
2	<p>Smart Face / Platform + Attendance - SX Online Web based responsive communication Platform Software for Employee Master, Terminal, Face & Finger Template Enrolment Management, Data Management using Push Technology with DXS/FDXS with Attendance Module with MIS Reporting Software</p> <p>* User License upto 301 to 999 Pax for 1 Year, for upto 999 Pax or upto 10 Machines Integration, which ever comes earlier * License renewal Charges for subsequent year @ 25% PA HSN/SAC Code: 997331</p>	1 No.
3	<p>Installation and Configuration of Software & Software Up-gradation charges HSN/SAC Code: 998313</p>	1 No.
4	<p>Onsite Installation</p>	3 Nos.
5	<p>Cat 6 cable double jacket</p>	200 Mtrs. Aprox.



Copy forwarded for necessary information to the:

1. Vice-Chairman, Barasat Municipality,
2. Executive Officer, Barasat Municipality,
3. Finance Officer, Barasat Municipality,
4. CIC (Electric & Water), Barasat Municipality,
5. Office Superintendent, Barasat Municipality,
6. Assistant Engineer, Barasat Municipality
7. Accountant, Barasat Municipality,
8. Office Notice Board, Barasat Municipality,
9. Municipal Website: www.barasatmunicipality.org.
10. Bangla Sahayata Kendra (BSK), Barasat Municipality



Chairman
Barasat Municipality



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