

OFFICE OF THE MUNICIPAL COUNCILLORS OF BARASAT

RISHI BANKIM CHANDRA CHATTERJEE ROAD

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Date: 30/07/2025

Memo No. 086 - BM/Electric/NleQ-04/2025-26

From : Sri Asani Mukherjee,
Chairman, Barasat Municipality

NOTICE INVITING e- QUOTATION

Online Quotation are invited by the Chairman, Barasat Municipality through electronic tendering (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 quotation.

Table 1 :- List of works

Sl. No.	Name of the work	Estimated amount put to Quotation (in Rs.)	Earnest Money (in Rs.)	Fund	Time for completion of work (in days)
1	Supplying & fitting , fixing of good quality flex hoarding Size 8ft x 4 ft. with peripheral 8ft x 8ft wooden batten erected over two nos. of bamboo post, 2ft ground clearance of approved diameter (Subject matter & Dimension supplied by SUDA) at different palaces under Barasat Municipality. Position of flex fixing as direction of EIC. (ANNEXTURE-A) (NOTE - All rates must be submitted including all charges and including GST.	11,00,000.00	Rs. 22000.00 (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)	15 th FC SWM Tied Grants	30 (Thirty) Days

Table-2 :- Date and Time Schedule

Sl No	Particulars	Date & Time
i)	Date of uploading of NleQ and Quotation Documents online (Publishing Date)	01-08-2025 at 14.00 Hrs.
ii)	Documents download start date (Online)	01-08-2025 at 14.00 Hrs.
iii)	Date of Pre Bid Meeting with the intending Contractors at Municipality	04-08-2025 at 12.00 Hrs.
iv)	Quotation submission start date (Online)	01-08-2025 at 14.00 Hrs.
v)	Quotation Submission closing (Online)	14-08-2025 at 14.00 Hrs.
vi)	Quotation opening date for Technical Proposals (Online)	16-08-2025 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 (Online)	To be notified later.
x)	Also if necessary for further negotiation through offline for final rate.	To be notified later.

Table-3 :-

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 quotation Part-I(Prequalification Documents):-	<p>i) Bonafide & resourceful contractors working in any govt. body having credentials for execution of similar nature/civil works of work value at least 40% of estimated amount in a single contract during last 5(five) years.</p> <p style="text-align: center;">OR</p> <p>ii) The intending tenders should produce credentials of 2 (Two) similar nature of work/civil works, each of the minimum value of 30% of the estimated amount put to tender during 5(Five) years period to the date of issue of the tender notice,</p> <p>iii) Having valid GST registration certificate with up to date GST return (GSTR-3B/1, whichever applicable)</p> <p>iv) Having valid PAN Card and last assessment year Income tax return.</p> <p>v) Having valid P. Tax clearance Certificate & Challan Copy.</p> <p>vi) Having up to date Trade Permission.</p> <p>vii) Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm</p> <p>viii) Having last year Audited Balance Sheet.</p> <p>ix) Other certificates if any.</p> <p><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>	
Quotation Documents:-	<p>A full set of Quotation documents consists of 2 Parts. These are</p> <p>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.</p> <p>PART II:- Containing the Quotation Price / Price Schedule. (BOQ in MS-excel format).</p>	
Earnest Money:-	<p>The Earnest Money 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 NleQ. 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>	
Validity/ Withdrawal/ Acceptance of Quotation:-	<p>The cost of Quotation documents as specified in Table-1 shall be paid by the successful Contractor only at the time of formal agreement after acceptance of quotation.</p> <p>A Quotation submitted shall remain valid for a period of 120 calendar days from the date set for opening of quotation. Any extension of this validity period if required will be subject to concurrence of the Quotation. A Quotation 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 quotation. 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 quotations received without assigning any reason thereof.</p>	

Scope of the works:- As per Annexure/BoQ

Other terms & conditions if any:

The following requirements if necessary and if not produced then the quotation will be rejected:

- 1 All taxes will be deducted as per order of Govt. of West Bengal. Time to time.
- 2 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.
- 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.
- 5.1 Credential/completion certificate should contain a) Name of work (b) Name and address of Client (c) Amount put to tender, (d) Date of commencement of work (e) Date of completion of work (f) Reason for abnormal delay, if any



(g) Final bill amount.

6. Payment Certificate will not be treated as credential.
7. Joint venture will not be allowed to participate in the above NleQ.
8. Agencies shall have to arrange land for erection for, storing of materials, labour shed, etc. at their own cost and responsibility nearest to the work site.
9. All materials required for the proposed work shall be of specified grade.
10. Royalty & all other statutory levy will have to be borne by the contractor & the rate in the schedule of rates is inclusive of all such taxes.
11. **Adjustment of Price (increase or decrease)** shall not be applicable for the proposed work. The bidders shall quote their rate in the attached BOQ accordingly considering that no escalation and / or price adjustment will be allowed by the department thereto under any circumstances.
12. No Mobilization Advance and Secured Advance will be allowed.
13. In case if there be any objection regarding Prequalifying the Agency, that should be lodged to the Chairman, Tender Evaluation Committee/Tender inviting Authority within 48 hours from the date of publication of list of qualified Bidders and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee/ Tender inviting Authority

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

1. General Guidance for e-quotationing:

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

2. Registration of Contractors:

Quotationers willing to take part in the process of e-quotationing 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:

Quotations are to be submitted online and intending quotationers 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 Quotations:

5.1 General process of submission.

Quotations are to be submitted online through the website as stated above. All the documents uploaded by the Quotation Inviting Authority form an integral part of the contract. Quotationers 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 Quotation. Quotations are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The quotationer 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). Quotationers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Quotationers 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 (Quotationers) 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 (Quotationer) 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.



4.3 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 quotationer 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 Quotation 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 quotationer will be suspended from participating in the quotations on e-Quotation 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 quotationer.

5.5 Refund of EMD:The Earnest Money of all the unsuccessful Tenderers, deposited online, shall be refunded in accordance with the Memorandum of the Finance Department vide No. 3975-F(Y) dated 28th July, 2016. (Refer - in BiddersGuideline/Instruction to Bidders)



Chairman

Barasat Municipality



Chairman

Barasat Municipality



PRE- QUOTATION APPLICATION

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

NIQ No: -, Date:

Serial No of Work applied for: -As per Annexure/BoQ.

Dear Sir,

Having examined the Statutory, Non statutory & NIQ documents, I/we hereby like to state that I/we willfully accept all your conditions and offer to execute the works as per NIQ 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: _____

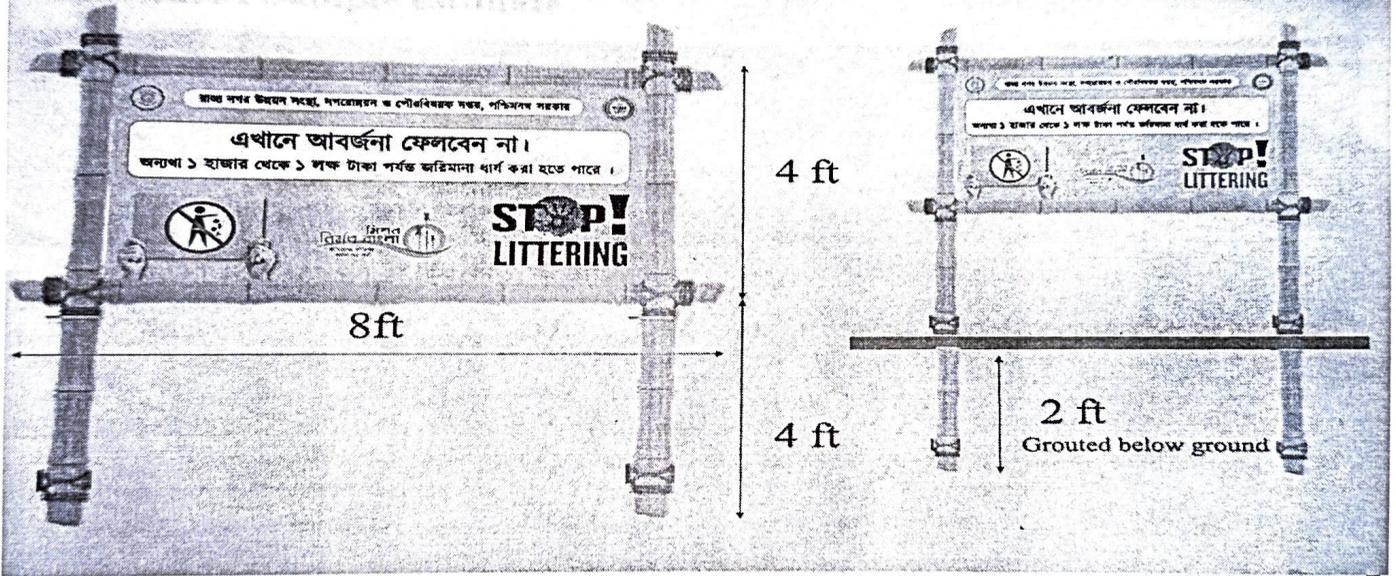
E mail ID: _____



Signature of Quotationer with seal

Sl. No.	Name of the work	Quantity (Nos.)	Base Value
1	Supplying & fitting, fixing of good quality flex hoarding Size 8ft x 4 ft. with peripheral 8ft x 8ft wooden batten erected over two nos. of bamboo post, 2ft ground clearance of approved diameter (Subject matter & Dimension supplied by SUDA is attached with this NleQ) at different palaces under Barasat Municipality. Position of flex fixing as direction of IEC.	440 Nos.	Rs. 11,000,00.00
	(NOTE - All rates must be submitted including all charges and Including GST.		

Annexure : Sample Installed IEC



Annexure : Sample IEC to be installed

