



OFFICE OF THE ADMINISTRATOR

BARASAT MUNICIPALITY

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Memo No. 139-BM/Electric/NleQ-4/2026-2027

Date: 05-10-2026

From : Administrator, Barasat Municipality

NOTICE INVITING e- QUOTATION

Online Item Rate Quotations are hereby invited by the Administrator, Barasat Municipality, through electronic tendering (e-Quotation), from eligible and resourceful Companies/Firms/Contractors having adequate experience, technical credentials and financial capability for successful execution of the work as described below, subject to fulfillment of the eligibility criteria and terms and conditions specified in this NleQ.

Table 1 :- List of works

Sl. No.	Name of the work	Work Description	Earnest Money (in Rs.)	Cost of Quotation Documents (Applicable for the successful Contractor at the time of formal Agreement)	Time for completion of work (in days)
1	Annual maintenance contract (AMC) of Dwijahari Das electric furnace & its accessories, in ward No. 22 under Barasat Municipality.	Terms & condition : Total system including the labor charges for repairing of the bricks in furnace, servicing of pollution control machine, cleaning of electrical panel system, cleaning of blower and cleaning of chimney 2 (two) times in a year. Specification Details (AMC) Vide Table-3	Rs. 5,000.00 to be paid online with quotation (EMD) will be 2% of accepted amount, the balance if any beyond the initial EMD Rs.5,000.00 to be deposited by L1 bidder in the form of Demand Draft (DD) during acceptance.	Formal Agreement Table.	1 (one) Year from the date of issue of Work order.

Table-2 :- Date and Time Schedule

Sl No	Particulars	Date & Time
i)	Date of uploading of NleQ and Quotation Documents online (Publishing Date)	14-10-2026 from 14.00 Hrs.
ii)	Documents download start date (Online)	14-10-2026 from 14.00 Hrs.
iii)	Date of Pre Bid Meeting with the intending Contractors at Municipality	27-10-2026 at 14.00 Hrs.
iv)	Quotation submission start date (Online)	14-10-2026 from 14.00 Hrs.
v)	Quotation Submission closing (Online)	31-10-2026 at 14.00 Hrs.
vi)	Quotation opening date for Technical Proposals (Online)	02-11-2026 at 10.00 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:- Work Specification of Annual maintenance Contract.

Annual Maintenance contract of Dwijahari Das Crematorium, In Ward No. 22 under Barasat Municipality	1. Preventive maintenance work including preventive checking of machineries mechanical parts, refractory of furnace 1 & checking heating elements for the furnace control panels both the furnace. 2. Cleaning and servicing of blower impeller furnace duct line & mist eliminator by providing additional Expert including expert including supply of necessary consumable items as required. 3. Oiling & serving trolley channel including providing of Grease, Lubricants & necessary consumable. 4. Electrical Panel including L.T panel, furnace Panel etc. Maintenance work.
Eligibility Criteria & Documents to be produced in support of Credential for quotation Part-I (Prequalification Documents):-	✓ Having experience and technical acumen in Executing, Electrical & Completion of similar nature of work all credential should be from any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc. ✓ Having valid GST registration certificate with up to date GST return (GSTR- 3B/1, whichever applicable) ✓ Having valid PAN Card and last three assessment year Income tax return. ✓ Having valid Professional Tax (P. Tax) clearance Certificate & Challan Copy. ✓ Having up to date Trade Permission. ✓ Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm vii) 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.
Quotation Documents:-	A full set of Quotation 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 Quotation Price / Price Schedule.(BOQ in MS-excel format).
Earnest Money:-	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.
Payment Terms :-	On 12 (Twelve) monthly installment basis subject to periodic review & verification of maintenance work done by the vendor/Agency.
Validity/ Withdrawal/ Acceptance of Quotation:-	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. 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.
Formal Agreement	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) 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 (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 (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) lakhs (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) lakhs

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 The intending bidders must provide Valid Electrical Contractors License & Valid Electrical Supervisor Competency Certificate
- 6 The contractor shall be responsible for providing all necessary labour, tools, tackles, testing instruments and equipment required for proper execution of the maintenance work.
- 7 The contractor shall comply with all applicable electrical safety rules, labour laws, statutory requirements and instructions issued by the competent authority from time to time.
- 8 Payment shall be made subject to satisfactory performance of the maintenance work and certification by the competent authority. No payment shall be admissible for work not satisfactorily executed.
- 9 The contractor shall not subcontract the whole or any substantial part of the work without prior written permission of the competent authority.
- 10 The contractor shall be solely responsible for ensuring adequate safety measures for all workers engaged by him at the work site and shall be responsible for any accident, injury or casualty arising out of negligence, unsafe working practices or non-compliance with applicable safety requirements, subject to applicable law.
- 11 The contractor shall provide appropriate PPE such as safety shoes, helmet, gloves, safety belt/harness, eye protection etc. to all workers wherever required.
- 12 The contractor shall maintain proper records of maintenance, breakdowns, repairs, replacements and testing carried out and shall submit reports whenever required.
- 13 The competent authority shall have the right to terminate the contract in case of persistent unsatisfactory performance, violation of safety requirements, non-compliance with contractual conditions or other grounds as provided under the contract.

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, Safes crypt, 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.

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 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.


Administrator
Barasat Municipality


Administrator
Barasat Municipality

QUOTATION APPLICATION

To
The Administrator
Barasat Municipality,
Barasat, Kolkata- 700 124.

NleQ No: - 139-BM/Electric/NleQ-3/2026-2027, Date: 05-10-2026

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

Dear Sir,

Having examined the Statutory, Non statutory & NleQ documents, I/we hereby like to state that I/we willfully accept all your conditions and offer to execute the works as per NleQ 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 _____ 2026

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

BARASAT MUNICIPALITY

ANNEXTURE-A

E-Quotation Memo No. - 139-BM/Electric/NleQ-4/2026-2027, Date: 05-10-2026

SL No	Work item with Description	Unit	Quantity	Rate (Per Month)	Amount	Remarks
	Works specification of Annual Maintenance Contract : Terms & condition : Total system including the labour charges for repairing of the bricks in fumace, servicing of pollution control machine, cleaning of electrical panel system, cleaning of blower and cleaning of chimney 2 (two) times in a year. Works specification of Annual Maintenance Contract : 1) Preventive maintenance work including preventive checking of machineries mechanical parts, refractory of fumace 1 & fumace 2 and checking heating elements for the both fumace checking forced draft (FD) fan & ID fan for the fume including checking fumace control panels both the fumaces. 2) Cleaning and servicing of blower impeller fumace duct line & mist eliminator by providing actionable Expert including expert including supply of necessary consumable items as required. 3) Oiling and serving trolly channel including providing of Grease, lubricants & necessary consumable 4) Electrical panel including LT panel, fumace panel etc. maintenance work.	Months	12 Months			18% GST will be extra.


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Copy forwarded for necessary information to the:

1. Finance Officer, Barasat Municipality,
2. Office Superintendent, Barasat Municipality,
3. Assistant Engineer, Barasat Municipality
4. Member of the Tender Committee, Barasat Municipality,
5. Accountant, Barasat Municipality,
6. Head Clerk, Barasat Municipality,
7. Office Notice Board, Barasat Municipality,
8. Municipal Website: www.barasatmunicipality.org.
9. Bangla Sahayata Kendra (BSK), Barasat Municipality,


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