



OFFICE OF THE MUNICIPAL COUNCILLORS OF BARASAT  
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Memo No.: **753** - BM/WD-05/NieQ-2/2025-26

Dated, Barasat, the 11<sup>th</sup>. Jun 2025

NOTICE INVITING e- QUOTATION

Tender No. :- **BM/PWD/ NieQ- 2 /25-26**

Chairman/ Executive Officer on behalf of the Barasat Municipality invites quotationr through electronic quotation (e-quotation)for the following listed works (Table-I) from the eligible, resourceful, bonafide & reliable Companies/Contractors/Engineering Firms /Individual engineer having sufficient credential and financial capability and technical man power for participating in this quotation for the works as depicted hereunder.

\*\*\*\*The intending rate quoters should quote their rate for maintenance of the park on per month basis.

\*\*\*The bidder should submit their quotation along with all kind of taxes, incidental charge, transportation cost, hire charge of man & machinery, Profit & risk and other charges if any. No extra cost will be admissible after finalization of the quotation.

Table-I :- LIST OF WORKS

Sl. No.	Name of Work	Scope of work	Earnest Money (Rs.) [Online through e-Procurement System of Govt. of W.B]	Period of Contract	Fund	Place of work /Ward No.
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**AS PER ENCLOSED ANNEXURE**





**Table-2 :- Date and Time Schedule**

Sl No	Particulars	Date & Time
i)	Date of uploading of NIEQ and Quotation Documents online (Publishing Date)	12/06/2025.
ii)	Documents download start date (Online)	13/06/2025 from 14.00 Hrs.
iii)	Date of Pre Quotation Meeting with the intending bidders at Municipality	16/06/2025 at 14.00 Hrs.
iv)	Quotation submission starting date (On line)	12/06/2025 from 14.00 Hrs.
v)	Quotation Submission closing (On line)	24/06/2025 at 14.00. Hrs.
vi)	Quotation opening date for Technical Proposals(Online)	26/06/2025 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):-**

i) Having experience and technical acumen in Executing, Construction & 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 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.

All above credential should be from any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc.

*(copies of Completion certificate, work order, price schedule & payment certificate issued by the competent authority shall have to be furnished)*

ii) Having valid GST registration certificate with up to date GST return(GSTR- 3B or 3B/1, whichever applicable).

iii) Having valid PAN Card

iv) Income Tax Return (For last yrs).

v) Having up to date Professional Tax clearance Certificate.

vi) Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm

vii) Having up to date Trade Permission







	<p>viii) Other certificates if any (Copies of all above mentioned documents shall have to be furnished)</p> <p><b><u>For participation in tender for SL NO.-1 TO 11 (Table-I) only of this e-NIT the following documents to be produce additionally along with above all documents &amp; criteria mentioned in Table- 3</u></b></p> <p>I) Valid Registration certificates and relevant papers of Employees Provident Fund &amp; ESI.</p> <p><b><u>All documents in original to be produced in due course of time as &amp; when asked by the QIA.</u></b></p>
<b>Quotation documents:-</b>	<p>A full set of Quotation documents consists of 2 Parts. These are</p> <p><b><u>PART I</u></b> :-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><b><u>PART II</u></b> :-Containing the quotation Price / Price Schedule.(BOQ in MS-excel format)</p>
<b>Earnest Money:-</b>	<p>The initial Earnest Money as mentioned in Table-I shall be remitted by the Contractor through net banking or NEFT or RTGS ( <b>ICICI payment Gateway</b>) in respect of tender ID .Every such transfer shall be done on or after the date of published of NleQ. Any quotation without such on line payment of EM (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. <b>Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as statutory document.</b></p> <p><b>After acceptance of the 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”</b></p>
<b>Security Deposit &amp; other taxes:-</b> (G.O.No-5784-PW/L&A/2M-175/2017 date. 12.09.17)	<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% EM + additional 8%) will be refunded without any interest after one year from the date of completion of the work.</p>
<b>Formal Agreement</b>	<p><b><i>The successful bidder (L-1) Shall have to make a formal agreement with the Quotation inviting authority (QIA) by depositing Rs. 500/- as the cost of quotation documents after acceptance of quotation and issuance of the work order.</i></b></p>
<b>Validity/ Withdrawal/ Acceptance of Tender:-</b>	<p>A quotation submitted shall remain valid for a period of 120calendar 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.</p> <p>A quotation once submitted shall not be withdrawn within the validity period. If any Contractor withdraws his/their quotation(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 QIA.</p> <p>The QIA will accept the quotation. He / She does not bind himself/herself to accept otherwise the lowest quotation and reserves to himself/herself the right to reject any or all of the quotation received without assigning any reason thereof.</p>



**Other terms & conditions:-**

1. The quotation shall be submitted in the prescribed form in English. All literatures and correspondence in connection with the quotation shall be in English.
2. The quotation Notice along with other documents like Form 2911, Technical Specification, Special Terms and Conditions, BOQ, Addendum and corrigendum etc. whatever documents uploaded by the department concerned thereto shall be part and parcel of the quotation
3. Quotation must upload and submit duly digitally signed a declaration as per prescribed format for confirmation of his awareness of the contract.
4. Successful bidder can collect hard copy for respective work from this Municipal office, P.W. Deptt. At the time of formal agreement.
5. All taxes will be deducted as per order of Govt. of West Bengal. Time to time.
6. 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.
7. 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.
8. Place of work may change at the time execution within the jurisdiction of Barasat Municipality if required.
9. Topographical survey work is to be followed by permanent Bench Mark carried from nearest Administrative building, Railway station, or national High way.
10. Payment will be released after successful completion of work duly checked/vetted by the competent authority and proper certification from the work in charge.
11. All men and machineries , engineering equipment's should be arrange by the bidder and traffic safety also should be maintain by the bidder during survey work.
12. Five set of original drawing/DPR/ other documents (hard copy) should submit along with the bill and soft copy is also to be submit.
13. Bidder should attend to this office / to the vetting authority at the time of checking/vetting of project/drawing and should rectify all types of correction if required.

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

**1. General Guidance for e-tendering :**

Intending bidders desirous of participating in the tender 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 :**

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

(viz. n Code Solution, Safe script, 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 Quotation Documents:**

Tenders are to be submitted online and intending Bidders are to download the quotation 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 quotation**

#### **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. Bidders are required to upload all the quotation documents along with the other documents, as asked for in the quotation, through the above website within the stipulated date and time as given in the Quotation. Bidders are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. Bidders 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). Bidders should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Bidders should in general upload the latest documents as part of the tender, along with the application letter in the prescribed format given in Appendix –A ,however, in case of failure in uploading such documents, it will be deemed that they (Bidders) 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 NIQ till the bid submission ends and in general upload the downloaded copies of the above documents and merge the Addenda/Corrigenda with respective NIQ in the NIQ folder. , however, in case of failure in uploading such documents, it will be deemed that they (Bidders) 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 NIQ.

**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 Bidders fails to produce the original hard copies of the documents (especially Completion Certificates ), 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 Bidders will be suspended from participating in the quotation 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 Bidders

NOTE: (i) All the bidders are strictly directed to submit all the relevant documents as per NleQ 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



**Appendix-A**

**APPLICATION FORM FOR QUOTATION**



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

NIQ No: - .....

Serial No of Work applied for: -.....

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, and addenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_\_\_

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 Applicant / Bidder**



Copy forwarded for necessary information to the:

1. Addl. Secretary, UD & MA department Additional Director SUDA , Govt. of West Bengal, Ilgus Bhawan, HC Block, Sector-III, Kolkata-700106.
2. The joint Secretary, Urban Development & Municipal affairs department , Govt. of West Bengal, Nagarayan Bhawan, Kolkata-7000064.
3. District Magistrate, North 24 Parganas, Barasat.
4. Subdivisional Officer, Barasat, North 24 parganas.
5. District Planning Section(DPLO)-North 24 parganas,
6. Vice Chairman, Barasat Municipality,
7. All C.I.C Barasat Municipality,
8. Executive Officer , Barasat Municipality,
10. Finance Officer, Barasat Municipality,
9. Executive Engineer(civil) Barasat Head quarter
11. Executive Engineer, 24 Parganas Division, M.E.Dte.7, K.B. Bose Road, Barasat,
12. Office Superintendent, Barasat Municipality
13. Head Clerk, Barasat Municipality,
14. Members of Tender Committee, Barasat Municipality,
15. Assistant Engineer, Barasat Municipality,
16. Accountant, Barasat Municipality,
17. Cashier, Barasat Municipality,
18. Receive & Dispatch section, Barasat Municipality,
19. Office Notice Board, Barasat Municipality,
20. Municipal Website : [www.barasatmunicipality.org](http://www.barasatmunicipality.org).
21. O C. I.T. Deptt , Barasat Municipality.
22. Bangla Sahayata Kendra(BSK), Barasat Municipality.



  
**Chairman**  
**Barasat Municipality**  
**Chairman**  
**Barasat Municipality**



**ANNEXURE**  
**BARASAT MUNICIPALITY**

Sl. No.	Name of Work	Scope of work	Earnest Money (Rs.) [Online through e-Procurement System of Govt. of W.B.]	Period of Contract	Fund	Place of work /Ward No.
1	Regular, Only Garden Maintenance and Cleaning of Kazipara Park at samsan in ward no-22 under Barasat Municipality.	(i)Cleaning and Treeming of Plants (ii) daily Watering of plants	2000.00	11 Months	CDF	22
2	Regular, Only Garden Maintenance and Cleaning of Malancha Park at Diwajahari Das Colony in ward no-3 under Barasat Municipality.	(i)Cleaning and Treeming of Plants (ii) daily Watering of plants	2000.00	11 Months	CDF	3
3	Regular, Only Garden Maintenance and Cleaning of Badu Maheswapur Park in ward no-21 under Barasat Municipality.	(i)Cleaning and Treeming of Plants (ii) daily Watering of plants	2000.00	11 Months	CDF	21
4	Regular, Only Garden Maintenance and Cleaning of Dolmancha Park in ward no-20 under Barasat Municipality.	(i)Cleaning and Treeming of Plants (ii) daily Watering of plants	2000.00	11 Months	CDF	20
5	Regular, Only Garden Maintenance and Cleaning of Sethpukur Park in ward no-26 under Barasat Municipality.	(i)Cleaning and Treeming of Plants (ii) daily Watering of plants	2000.00	11 Months	CDF	26
6	Regular, Only Garden Maintenance and Cleaning of Barbariya Park in ward no-5 under Barasat Municipality.	(i)Cleaning and Treeming of Plants (ii) daily Watering of plants	2000.00	11 Months	CDF	5
7	Regular, Only Garden Maintenance and Cleaning of Somtritha Park in ward no-8 under Barasat Municipality.	(i)Cleaning and Treeming of Plants (ii) daily Watering of plants	2000.00	11 Months	CDF	8
8	Regular, Only Garden Maintenance and Cleaning of Vivek Uddayan Park in ward no-24 under Barasat Municipality.	(i)Cleaning and Treeming of Plants (ii) daily Watering of plants	2000.00	11 Months	CDF	24
9	Regular, Only Garden Maintenance and Cleaning of Barwaritala Garden, Saha Para Garden, Rathtala to Star Mall Road Side Garden in ward no-30 and K.N.C. Road side Garden (Opposite Sriniketan shop) in ward no-25 under Barasat Municipality.	(i)Cleaning and Treeming of Plants (ii) daily Watering of plants	2000.00	11 Months	CDF	30&25





10	Regular, Only Garden Maintenance and Cleaning Garden Infront of Barasat Hospital in ward no-16 & Garden Infront of Ashim Industry ward no-24&27 & Garden Beside of Cancer Hospital in ward no-14 under Barasat Municipality	(i)Cleaning and Treeming of Plants (ii) daily Watering of plants	2000.00	11 Months	CDF	16,24&27,14
11	Regular, Only Garden Maintenance and Cleaning Madhumurali Park Beside play ground & Beside Pond in ward no-22 under Barasat Municipality	(i)Cleaning and Treeming of Plants (ii) daily Watering of plants	2000.00	11 Months	CDF	22
12	Regular, Only Garden Maintenance and Cleaning Bidhan Park in ward no-16 under Barasat Municipality	(i)Cleaning and Treeming of Plants (ii) daily Watering of plants	2000.00	11 Months	CDF	16

  
Chairman  
Barasat Municipality

