



OFFICE OF THE MUNICIPAL COUNCILLORS OF BARASAT
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Memo No.: 901 - BM/WD-05/NieQ-6/2025-26

Dated, Barasat, the 28th. August 2025

NOTICE INVITING e- QUOTATION

Tender No. :- *BM/PWD/ NieQ-6 /25-26*

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

**This quotation is invited only for rate obtaining for the purpose of preparation of estimate for different works in different places within Barasat Municipal area.*

***The approved schemes/works will be executed from municipal own source of fund as per availability.*

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

*****GST & L W cess will be added while preparing the estimate as per prevailing Govt. Norms.*

Table-I: - LIST OF WORKS

Sl. No.	DESCRIPTION OF ITEM/ WORK	Quantity	Unti	Rate	Amount
<i>AS PER ENCLOSED ANNEXURE</i>					

Table-2: - Date and Time Schedule

Sl No	Particulars	Date & Time
i)	Date of uploading of NieQ and Quotation Documents online (Publishing Date)	30/08/2025.
ii)	Documents download start date (Online)	30/08/2025 from 14.00 Hrs.
iii)	Date of Pre Quotation Meeting with the intending bidders at Municipality	03/09/2025 at 14.00 Hrs.
iv)	Quotation submission starting date (On line)	30/08/2025 from 14.00 Hrs.



v)	Quotation Submission closing (On line)	09/09/2025 at 14.00 Hrs.
vi)	Quotation opening date for Technical Proposals (Online)	11/09/2025 from 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: -

<p>Eligibility Criteria & Documents to be produced in support of Credential for tender Part-I (Prequalification Documents):-</p>	<p>i) Having experience and technical acumen in Executing & Completion of any Govt. work The credential should be issued from any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc. <i>copies of work Completion certificate issued by the competent authority shall have to be furnished</i></p> <p>ii) Having valid GST registration certificate</p> <p>iii) Having valid PAN Card</p> <p>iv) Income Tax Return (For last yrs).</p> <p>v) Having up to date Professional Tax clearance Certificate/challan.</p> <p>vi) Particulars of Ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm</p> <p>vii) Having up to date Trade Permission</p> <p>viii) Other certificates if any <i>(Copies of all above mentioned documents shall have to be furnished)</i></p>
<p><u>All documents in original to be produced in due course of time as & when asked by the QIA.</u></p>	
<p>Quotation documents:-</p>	<p>A full set of Quotation documents consists of 2 Parts. These are</p> <p><u>PART I</u> :-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><u>PART II</u> :-Containing the quotation Price / Price Schedule. (BOQ in MS-excel format)</p>
<p>Validity/ Withdrawal/ Acceptance of Quotation:-</p>	<p>A quotation submitted shall remain valid for a period of 365 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.</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</p>

lowest quotation and reserves to himself/herself the right to reject any or all of the quotation received without assigning any reason thereof.

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. All taxes will be deducted as per order of Govt. of West Bengal. Time to time.
4. Place of work may change at the time execution within the jurisdiction of Barasat Municipality if required.

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

1. General Guidance for e-quotation:

Intending bidders 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:

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:

All Govt. Contractors, Registered Engineers Co-operative Societies, Partnership firms registered with the State Government and contractors of equivalent Grade / Class registered with Central Government / MES / Railways for 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 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. 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

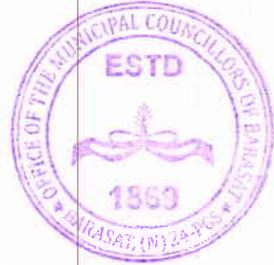
Barasat Municipality

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. Special 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.
21. O C. I.T. Dept. Barasat Municipality.
22. Bangla Sahayata Kendra (BSK), Barasat Municipality.



Chairman

Barasat Municipality

Chairman
Barasat Municipality

E-QUOTION

Encloser to memo no : 901 BM/WD-05/NleQ-6/2025-26 Dated 28/08/2025

BARASAT MUNICIPALITY

ANNEXURE

Sl.no.	Name of scheme
1	Quotation for Non scheduled Item for Interior Works with Furniture at Chairman's Chamber and Maintenance of Anti Chamber at 1 st floor of Barasat Municipality in ward no-26.
2	Quotation for Supply & Installation of Statu of "Gopal Mukherjee" at Natunpukur More in ward no-27&28. Under Barasat Municipality.
3	Quotation for Supply And Installation of Statu of "Ashoke Chakraborty" at Seth pukur in ward no-26. Under Barasat Municipality.
4	Quotation for Supplying , fitting ,fixing street named Board & Location Board at Ghola Katchari Road , Park beside Ghola Burning Ghat in ward no-22,23,24&27. Under Barasat Municipality.
5	Quotation for Repairing and Maintenance of Road side existing FRP Model and supply and Instalation of New Model by the side of Jessore Road from Star Mall to Rath Tala Math in ward no-30. Under Barasat Municipality.
6	Quotation for Supply and Installation Chairman Name Board & Vice Chairman Name Board at First Floor of Barasat Municipality in ward no-26.



28/8/25
Sub-Assistant Engineer
Barasat Municipality

Chairman
Barasat Municipality