.OFFICE OF THE ADMINISTRATOR OF BARASAT MUNICIPALITY
RISHI BANKIM CHANDRA CHATTERJEE STREET
BARASAT, KOLKATA – 700 124.
Phone : 2552 3211
2562 3535
Email: - barasatmunicipality05@gmail.com
Web site: - www.barasatmunicipality.org

Memo No.: 213 -BM/WD-05/NIeT-5/2026-27, Dated,Barasat, the 23rd November 2026

NOTICE INVITING e- TENDER

Tender No. :-**BM/PWD/NIeT-5/26-27**

Administrator, Barasat Municipality invites online bids in four parts from bonafide, reliable, experienced &resourceful firms / individuals contractors, joint ventures / consortium who have successfully completed works in Government/Govt. Undertaking / Autonomous Bodies / Semi-Govt. / Statutory Bodies/Local Bodes having credentials of **1 (One) Similar Nature** of Completed Work of the minimum value of **40%** of the estimated amount put to tender during last **5 (five) years** prior to the date of issue of the tender notice, **or** Intending tenderers should produce credentials of **2 (Two) Similar Nature** Of Completed Work, each of the minimum value of **30%** of the estimated amount put to tender during last 5 (Five) years prior to the date of issue of the tender notice, or Intending tenderers should produce credentials of 1 (**One) Single Running Work** of similar nature which has been completed to the extent of **80%** or more.

Table-I :- LIST OF WORKS

Sl. No.	Name of Work	Estimated value put to tender (Rs.)	Earnest Money (Rs.)[Online through e-Procurement System of Govt. of W.B]	Time of Completion	Defect Liability Period	Fund	Place of work /Ward No.
1	Renovation of the Maheshwarpur Mrinalini Pathagar Badu, North 24 Parganas Kolkata-700128 in ward no-21.under Barasat Municipality.(Civil,Electrical,Furniture and Water related)	1069327.00	21387.00	60 days	3(three) Years	As per AA & FS	21

1. Intending bidders may download the tender documents from the website (https://tenders.wb.gov.in). directly with the help of Digital Signature Certificate.
2. Earnest Money deposit (EMD) is to be remitted by the Tenderer in favour of BARASAT MUNICIPALITY. Payable at BARASAT, as mentioned in the column 4 above through Net- Banking/ RTGS/NEFT in respect of the Tender ID as per requirement of e-Procurement System of Government of West Bengal (https://tenders.wb.gov.in).

In addition, instruction by the Finance Department **MEMORANDUM**, vide no. - **3975-F(Y); Dated, 28th July, 2016** to be followed for ready reference and guidance.

3. Bidders should quote the rate including all Gov. statutory Tax's and GST as applicable. The Tax invoice(s) need to be issued by the supplier for raising claim under the contract showing separately, the tax charged in accordance with the provisions of GST Act, 2017.

4. Submission of Tender: - a) Pre-qualification/Technical Bid and Financial Bid both will have to be submitted online concurrently duly digitally signed in the website https://wbtenders.gov.in as per time schedule stated herein under. Time will be reckoned as per Server Clock. b) The Financial Bid of the prospective tenderers will be opened only if the tenderer qualifies in the Technical Bid the decision of the Tender Inviting Authority will be final and binding to all concerned and no challenge against such decision will be entertained.

5. The intending Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information's that may be necessary for preparing the Bid and entering into a contract for the services as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

6. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The Tender accepting authority reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.

7. Conditional / Incomplete Tender will not be accepted under any circumstances.

8. The intending Tenderers are required to quote the rate online.

9. During scrutiny, if it comes to the notice of the Tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the Tender and that application will be rejected without any prejudice.

10. **The Tender Inviting Authority** reserves the right to cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained.

11. Successful bidder will have to install display board as instructed by Engineer-In-Charge and have to maintain that board at his own cost. No payment shall be made in this regard from Barasat Municipality.

12. Before issuance of the WORK ORDER, the Tender inviting authority may verify the credential and other documents of the lowest Tenderer if found necessary. After verification if it is found that the documents submitted by the lowest Tenderer is either manufactured or false in that case work order will not be issued in favour of the said.

Table-2 :- Time Schedule for Downloading, Uploading and Opening of Tender Documents:-		
Sl. No	Particulars	Date & Time
i)	Date of uploading of NIeT and Tender Documents online (Publishing Date)	26/11//2026
ii)	Documents download start date (Online)	26/11//2026 from 10.00 Hrs.
iii)	Date of Pre-bid Meeting with the intending Contractors at Municipality office	30/11/2026 at 15.00 Hrs.
iv)	Tender submission starting date (Online)	26/11//2026 from 10.00 Hrs.
v)	Tender Submission closing (Online)	11/12/2026 up to 14.00 Hrs.
vi)	**Time and Date of Opening of Technical Bid (Bid will be opened by the Authorized Officer)** (Online)	After 48 hours of closing date
vii)	Date of uploading list for Technically Qualified Contractor (online)	To be notified later
viii)	Date and time for opening of Financial Proposal (Online)	To be notified later
ix)	Date of uploading of list of qualified Contractor along with the offered rates (online)	To be notified later.
x)	If necessary for further negotiation through offline for final rate.	To be notified later.

Tenders will be opened by the Administrator, Barasat Municipality or his authorized representative in presence of tenderers or their authorized representatives who may like to be present.

5. Eligibility criteria for the bidders:-

A) (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 natures 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 or debarment has been initiated against the executing agency, i.e. the tenderer.**

All above credentials 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)

All documents in original are to be produced in due course of time as & when asked by the Tender Inviting Authority.

B) Scanned copy of PAN card, valid P. Tax clearance Certificate, Valid income tax (For Last 3 yrs), GST clearance certificate, **Last 3 yrs audited balance sheet**, Credentials, Work Orders, Payment certificates, Bank Solvency Certificate in Current Financial Year and other supporting documents, Registration Certificate and/or

trade license of the company must be submitted duly digitally signed at desired location in the website (https://tenders.wb.gov.in). C) Scanned Copy of one affidavit before Notary will have to be submitted mentioning the correctness of the documents and a declaration of penalty debarment etc. faced by him under any Govt./Semi-Govt./Autonomous body/Institution through online at desired location.

d) Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm. Partnership Firm/Consortium should submit necessary deed at desired location through online.

e) Particulars regarding Joint Ventures/Consortium.

i. Each of the other partners shall meet individually not less than 25% of the qualifying criteria mentioned above under any Govt./Semi-Govt organization/Autonomous body as principal employer within last 5 (Five) years.
ii. The lead partner shall have to apply for tender on behalf of Joint Ventures/Consortium along with MoA/MoU.
iii. In case of any litigation or in the event of any default arises during the execution/contract period of the agreement, the lead partner will remain fully responsible.
iv. The successful Joint Ventures/Consortium will have to submit GST Registration, Pan Card, Trade License immediately after issuance of LOI.

Tender documents:- 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)

Earnest Money:- 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 e-NIT. Any tender without such on line payment of E.M. (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.** The balance earnest money if any to fulfill 2 (two) percent of the tender value is to be deposited at the time of execution of formal agreements.

6. a) List of common documents shall have to be uploaded by each tendered at the time of submission of Tender through online:-

i. Income Tax Return (For last 3yrs).
ii. Audited Balance Sheet (For last 3yrs).
iii. Pan Card.
iv. Having up to date Professional Tax clearance Certificate.
v. Having valid GST registration certificate with up-to-date GST return (GSTR- 3B or 3B/1, whichever applicable).
vi. Having up to date Trade Permission .
vii. Technical Credential.
viii. Work Order for the work in technical credential.
ix. Payment certificate of the said work.
x. Bank Solvency Certificate to be issued before six months from the dated of e-NIT @ 10 % (minimum) has been considered in Current Financial Year in conformity with the total project cost for this NIT.
xi. B.O.Q of the similar nature of work.

xii. **Average annual Turn Over of last 3 (three) years, of the intending bidder, should be more than 40% of tender value with the individual/ Cumulative Total Project Cost against for this NIT. For multiple applications TIA will consider up to the exhaustion limit starting from the first response.**

b) List of documents shall have to be uploaded by a Partnership Firm in addition to Sl. No. 6.a)

i) The power of Attorney for the firm for signing the tender by a partner.

ii) Partnership Deed.

c) List of documents shall have to be uploaded by a Partnership Firm in addition to Sl. No. 6.a)

i) Valid N.O.C. from concern ARCS.

d) List of documents shall have to be uploaded by a Joint Venture/Consortium in addition to Sl. No. 6.a)

i) copy of MoA/MoU on a stamp paper of Rs.100.00 outlining the joint interest to work on the project and specifying the other terms of agreement.

7. **Language of Tender:-** The tender shall be submitted in the prescribed form in English. All literatures and correspondence in connection with the tenders shall be in English.

8. **Others :-** The Tender Notice along with other documents like Tender Form, 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 Tender.

9. **Declaration:-** Tenderer must upload and submit duly digitally signed a declaration as per prescribed format for confirmation of his awareness of the contract.

The tender inviting authority reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.

For detail information please visit: (https://tenders.wb.gov.in).

❖ **Other terms and condition of the credentials :-**

i) Payment certificate will not be treated as credential.

ii) Completion Certificate issued by the Executive Engineer or equivalent competent authority of a State/Central Govt., State/Central Govt. undertaking, Statutory/Autonomous bodies constituted under the Central/State Statute on the executed value of completed/running works will be considered as Credential.

iii) No credential will be considered as valid unless it is supported by work order, price schedule or BOQ of work and completion certificate mentioning the date of completion issued by the competent authority not below the rank of Executive Engineer or equivalent or competent authority of a State / Central Government, State / Central Government undertakings, Statutory / Autonomous bodies constituted under the Central / State Statute. The completion certificate should indicate the value of the work (equal to booked expenditure).

N.B. Estimated amount, Date of completion of project & detail communicational address of Client must be indicated in the Credential Certificate.

a) Scanned copy of **PAN card, P. Tax, Valid income tax (For Last 3 yrs), GST registration. Last 3 yrs audited balance sheet, Credentials, BOQ's of the respective credentials, Work Order, Payment certificate, Bank Solvency Certificate in Current Financial Year and other supporting documents,**

Registration Certificate and/or **trade license** of the company must be submitted duly digitally signed at desired location in the **website** (https://tenders.wb.gov.in).

b) Scanned Copy of one original **affidavit before Notary will have to be submitted as per prescribed format, attached in the tender documents**, mentioning the correctness of the documents and a declaration of penalty, debarment etc. faced by him under any Govt./Semi-Govt./Autonomous body/Institution through online at desired location.
Agencies against which departmental proceedings or legal actions are pending or have been identified by Barasat Municipality as having violated the terms of existing contract(s) shall be debarred from participating in this bid.

10. ***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.750/-(seven hundred fifty) only for tender value up to Rs.5(five) lakhs and

ii. 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

iii. 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

11. **Security Deposit: - Security Deposit (as per prevailing norms)** will be deducted from gross bill value of each and every running bill and from final bill without any upper ceiling limit. Deposited EMD will be adjusted as part of Security Deposit. Refund of security Deposit will only be made after completion of works as well as **Defect Liability Period** without any kind of defect/damage of the property.
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 will be deducted from each and every running bill as per prevailing govt. norms. The Total amount of Security Deposit (Initial 2% EM + additional Security) will be refunded without any interest only as mentioned below, **As per Defect Liability period against each individual work mentioned in the table above.**

a) For work with three months Defect Liability Period:

i) Full security deposit shall be refunded to the contractor on expiry of three months from the actual date of completion of the work.

b) For work with one year Defect Liability Period:

i) Full security deposit shall be refunded to the contractor on expiry of one year from the actual date of completion of the work.

C) For work with three year Defect Liability Period:

i) 30% of the security deposit shall be refunded to the contractor on expiry of two year from the actual date of completion of the work.

ii) The Balance 70% of the security deposit shall be refunded to the contractor on expiry of three year from the actual date of completion of the work.

d) For work with five year Defect Liability Period:

i) No security deposit shall be refunded to the contractor for 1st three years from the actual date of completion of the work.

ii) 30% of the security deposit shall be refunded to the contractor on expiry of four years from the actual date of completion of the work.

iv) The Balance 70% of the security deposit shall be refunded to the contractor on expiry of five year from the actual date of completion of the work.

12. **Additional Performance Security: -**

a) To ensure the quality and proper execution of the work in public interest, the **Additional Performance Security @10%** of the tender amount shall be obtained from the successful bidder if the **accepted bid value is 80% or less** of the Estimate put to tender in the form of Bank Guarantee from a Scheduled Bank, valid up to the date of completion of work. 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 and other necessary action as per NIT like blacklisting of the contractor, etc. may be taken. The Bank Guarantee shall have to be valid up to end of the contract period and shall be renewed accordingly, if required.

b) The Additional Performance Security shall be submitted in the form of Bank Guarantee from any scheduled bank before issuance of work order.

c) The Bank Guarantee shall be returned immediately on successful completion of the contract.

d) If the bidder fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during pendency of the contract period after serving proper notice to the contractor. Necessary provisions regarding deduction of security deposit from the progressive bills of the contractor as per relevant clauses of the contract shall in no way be altered / affected by provision of this Additional Performance Security.

13. **Mismatch in Name: -** All documents uploaded by the Bidder, in support of his eligibility/credential for Pre-qualification to participate in this Tender should be same and identical & with Digital signature certificate (DSC). Minor mismatch like "M/S", "Kr/Kumar"," "Co-Op/Co-Operative" etc. has to be legalized /authenticated by the Bidder by uploading of proper Affidavit (duly Notarized) in this regard.

14. Neither prospective bidders nor any of constituent partner had been debarred to participate in tender by the **Barasat Municipality during the last 5 (five) years** prior to the date of this NIT. Such debar will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format without which the Technical Bid shall be treated non-responsive).

15. For (a) Procurement of goods and services and (b) Works related contract involving supply of goods and services by contractor. Tax Invoice (s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provision of **GST Act 2017**.

16. There shall be no provision of Arbitration.

17. No Adjustment of Price or Price Escalation of any kind will be allowed.

18. No mobilization advance and secured advance will be allowed.

19. **Addenda/Corrigenda: -** During the tenure of the tender if any addenda/corrigenda take place that will be circulated only through the Government e-Procurement system. Contractors are to keep track of all the Addendum / Corrigendum issued with a particular tender and upload the same digitally signed along with the NIT. Tenders submitted without the Addendum / Corrigendum will be informal and liable to be rejected.

20. All possible precautions should be taken for the safety of the people and work force deployed at worksite as per safety rule in force Contractor will remain responsible for his labour in respect of his liabilities

under the Workmen's Compensation Act etc. He must deal with such cases as promptly as possible. Proper road signs as per P.W.D. practice will have to be made by the contractor at his own costs.

21. The work to be executed with necessary arrangements for safety, machineries, temporary Barricading, labour hutments, electricity and other miscellaneous items at contractors own cost.

22. **Bid Validity: -** A Tender submitted / Bids shall remain valid for a period of **120** calendar **days (One Hundred Twenty)** from the date set for opening of tenders. Any extension of this validity period if required will be subject to concurrence of the Tenders.

23. 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 forthwith without assigning any reason thereof and even a legal action may be taken by TIA.

24. 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.

25. During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice with forfeiture of earnest money forthwith.

26. List of **"Technically Qualified Bidders"** will be published in the web portal only. Financial Bid will be opened within a short period after such publication. Therefore, Bidders are requested to view the tender status on a regular basis. In case if there be any objection regarding Pre-qualification/ list of **"Technically Qualified Bidders"**, that objection should be lodged to the Administrator, Tender/Bid Evaluation Committee within **24 hours** from the date and time of publication of list of qualified Agencies and beyond that time schedule no objection will be entertained by the **Tender/Bid Evaluation Committee.**

27. Before issuance of the LOI, the tender inviting authority may verify the credential & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufactured or false, in that case, LOI will not be issued in favour of the tenderer under any circumstances.

The tender inviting authority reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.

FUND FOR THE WORK WILL BE MENTIONED BEFORE ISSUE OF WORK ODER AS PER ADMINISTRATIVE APPROVAL & FINANCIAL SANCTION.

For detail information please visits https://tenders.wb.gov.in

Administrator
Barasat Municipality

Administrator
Barasat Municipality

INSTRUCTION TO BIDDERS

Instruction / Guidelines for tenders for electronic submission of tenders online have been annexed for assisting the contractors to participate in e- tendering.

1. **Registration of Contractor: -** Any contractor willing to take part in the process of e – Tendering will have to be enrolled & registered with the Government e – Procurement system through logging on to https://wbtenders.gov.in. The contractor is to click on the link for e – Tendering site as given on the web portal.
2. **Digital Signature Certificate (DSC):-** Each contractor is required to obtain a class - II or class – III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the national Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause -1 of Guideline to Bidder. DSC is given as a USB e – Token.
3. **Collection of Tender documents: -** The contractor can search & download NIT & Tender documents electronically from computer once he logs on to the website mentioned Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender documents.
4. **Submission of Tenders: -**

   a) General process of submission: -

   b) 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.

   c) **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.

   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.

d) **Technical Bid:** - Technical Bid contain scanned copies of the followings further in two covers (folder).

A-1. Statutory Cover Containing.

i) Demand Draft/Pay Order towards earnest money (EMD) as prescribed in the NIT.

ii) NIT (download & upload the same digitally signed).

Sl. No.	Category Name	Sub-Category Description	Details
A.	Certificates	Certificates	i) Pan Card. ii) Professional Tax clearance certificate. iii) Acknowledgement of IT return (For last 3 hrs.) iv) GST registration.
B.	Company Details	Company Details-1	i) Trade License ii) Partnership Deed, iii) Society Registration, Power of Attorney, iv) MoA/MoU etc. as applicable.
C.	Financial Info	Financial Info-1	i) Audited Balance Sheet (For last 3 yrs.).
D.	Credential	Credential-1	i) Credential, Work Order, Payment certificate, Bank Solvency Certificate. Engineers Certificate Etc.

iii) Declaration as per prescribed format.

N.B: Bidder must download Tender, General Terms and Condition, Special Terms & Conditions, Bill of quantity(BOQ)/Specific price schedule, Tender drawing, all other addendum, Corrigendum etc. whatever documents uploaded by the department in the web under the NIT and must go through carefully before quoting his rate. These documents are necessarily be uploaded by the bidder.

Note: Failure of submission of any of the above mentioned documents (as stated in A-1 & A-2) will render the tender liable to summarily rejected for both statutory & non statutory cover.

5.THE ABOVE STATED NON-STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER.

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non-Statutory Documents" to send the selected documents to non-Statutory folder. Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

e) Financial Bid: -

i) The financial bid should contain the following documents in one cover (folder) i.e., Bill of Quantities (BOQ). The contractor is to quote the rate through on line in the space marked for quoting rate in the BOQ.

ii) Only downloaded copies of the aboye documents are to be uploaded, virus scanned & digitally signed by the contractor.

6. **Opening & Evaluation of Tender: -**

a) **Opening of Technical Bid:**

i) Technical bid will be opened by the Tender inviting authority. Intending tenderers may remain present if they so desire. Statutory Cover (folder) would be opened first & if found in order and correct Non Statutory Cover (folder) will be opened. If there is any deficiency in the Statutory & Non statutory documents the tender will summarily be rejected.

ii) Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded & handed over to the evaluation committee.

iii) List of technically qualified tenderers would be uploaded.

NB: While evaluation, the committee may summon of the tenderers & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will liable for rejection.

b) **Opening and evaluation of Financial Bid:**

i) Financial bid of tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal on the prescribed date and time.

7. **Penalty for suppression / distortion of facts:**

Submission of false document by tenderer is strictly prohibited. **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 NIeT 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.

Administrator
Barasat Municipality

Administrator
Barasat Municipality

Affidavit Format

One Affidavit before Notary will have to be submitted mentioning the correctness of the documents and Declaration of penalty, debarment etc. faced by the declarant under any Govt / Semi- Govt / Autonomous body / Institution / local body in hard copy along with serial no (d) above within stipulated date & time.

Points/Declaration to be furnished in the AFFIDAVIT

i) I (Name), Son of (Father's Name), residing at (Residential Address) having office at (Business Address) do hereby solemnly affirm and declare as follows :

ii) Partnership Details:

iii) Reference NIT No, Sl. No.

iv) All Documents submitted by me are genuine, authentic, true and valid.

v) All information furnished are true to the best of my knowledge & behalf. Department has got full right to cancel the same with penal measure, if any, in case any of the statements is proved to be false.

vi) Neither any penalty or debarment was made against me nor against the firm in any way at any Govt./Autonomous Body/Institution.

vii) That I am a citizen of India.

All above statements are true to the best of my Knowledge and belief

APPLICATION FORM FOR TENDER

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

NIT 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 _____ 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 / Tenderer

Memo No.: 213(1-29)-BM/WD-05/NIeT-5/2026-27, Dated,Barasat, the 23rd November 2026

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 Developmet& 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. Executive Officer , Barasat Municipality,
7. Finance Officer, Barasat Municipality,
8. Executive Engineer, 24 Parganas Division, M.E.Dte.7, K.B.Bose Road, Barasat,
9. Executive Engineer(Civil) KMDA, Barasat Head Quarter
10. Assistant Engineer, Barasat Municipality,
11. Members of Tender Committee, Barasat Municipality,
12. Office Superintendent, Barasat Municipality.
13. Head Clerk, Barasat Municipality,
14. Accountant, Barasat Municipality,
15. Cashier, Barasat Municipality,
16. Receive & Dispatch section, Barasat Municipality,
17. Office Notice Board, Barasat Municipality,
18. Municipal Website : www.barasatmunicipality.org.
19. O C. I.T. Deptt , Barasat Municipality.
20. Bangla Sahayata Kendra (BSK), Barasat Municipality.

Administrator
Barasat Municipality

Administrator
Barasat Municipality