Office of The Burdwan Municipality

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Memo No. : 549/i/E.D./e-N.I.T.-13/2025-26/3rd Call/Sl.1-1/2025 *Dated:- 06/02/2026*

NOTICE INVITING ELECTRONIC TENDER NO.-13/2025-26/3rd Call
(Submission Through Online)
Tender Ref: No. WBMAD/BM/CIVIL/13/2025-2026/3rd Call

1. ***The Chairman, Burdwan Municipality*** invites online percentage rate tender from reliable, resourceful, bonafide and experienced Partnership firms / companies / individual contractors, for execution of the following works.

Sl no	Name of the Works	Amount Put to Tender (Rs.)	Earnest Money @ 2% (Rs.)	Price of agreement papers consisting of Technical and Financial Bid Documents and other annexure and W.B. as per Govt. Norms (3 copies)	Fund	Period of Completion	Defect Liability Period
1.	Construction of New Kitchen Cum Store of Burdwan Vivekananda Balika Vidyalaya (H.S.) in ward No. 10 under Burdwan Municipality.	2,76,856.73	2% of Tendered Amount (The EarnestMoney such deposited by lowest bidderwill be transferred as part of Security Deposit. The remaining 8% will be deducted from successive running account bill)	Only successful bidder (L1) shallpay as per usualgovt. norms	Contributory Fund (MOF)	25 Days	As per Govt. norms

2. The Tender Inviting Authority may call the bidders/L1 for verification of credentials if required.

3. 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.

4. **Time Schedule for Downloading, Uploading and Opening of Tender Documents:-**

a)	Date of uploading of e-N.I.Q. and other Documents(online) (Publishing Date)	16-02-2026 from 10.00 hrs
b)	Documents download start date (Online)	16-02-2026 from 11:00 hrs
c)	Documents download end date (Online)	16-02-2026 from 12:00 hrs
d)	Online Bid Submission Start Date and Time	23-02-2026 up to 18:00 hrs
e)	Online Bid Submission Last Date and Time	24-02-2026 from 14:00 hrs
f)	Time and Date of Opening of Technical Bid (Bid will be opened by the Authorized Officer)	26-02-2026 from 10.00 hrs
g)	Date for opening of Financial Bid (Online)	To be notified later on.

Tenders will be opened by the Tender Inviting Authority or his representatives in presence of tenderer or their authorized representatives who may like to be present.

NOTE :-

1. **Scrutiny of technical proposal and recommendation thereafter and processing of Comparative Statement for acceptance etc. will be made by Tender Committee as constituted by Chairman, Burdwan Municipality as per order no. 1074/UDMA-13014(99)/142/2021-BDG-MA,dt.-24.11.21.**

5. **Eligibility criteria for the bidders:-**

Requirement of Credentials:

A. For Work value less than 5 Lakh:
As per order no.-1177-F(Y),Dt.-28.02.2014 & 410_A/PW/O/10C-9/14,Dt.-01.12.2014

B. For Work value above 5 Lakh:
As per order no. 03_A/PW/O/10C-02/14,Dt.-12.03.2015

For 3rd. Call of NIeT:

a) Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 20% (twenty percent) of the estimated amount during 5 (five) years prior to the date of issue of the tender notice;

or,

b) Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 70% (seventy percent) or more and value of which is not less than the desired value at (a) 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 executed agency, i.e., the tenderer.

Other terms and conditions of the credentials:-

i) Payment certificate will not be treated as credential;

ii) Credential certificate issued by the Executive Engineer or equivalent or competent authority of a State/ Central Government, State /Central Government undertaking, Statutory/ Autonomous bodies constituted under the Central/ State statute, on the executed value of completed/ running work will be taken as credential.

6. Scope of Work:-

i) All items in the works schedules to be executed as per specification and as per direction of the TIA. Cleaning of sites to be done after completed of work in all respect.

ii) A security deposited equivalent to 10 (Ten percent of the total value of work shall be deducted from the bill(s) which will be released after the schedule security period.

List of common documents shall have to be uploaded by each tenderer at the time of submission of Tender through online:-

i) Income Tax Return (Any One of last 3 yrs)
ii) Pan Card.
iii) Professional Tax clearance certificate.
iv) GST certificate.
v) Trade License.
vi) Technical Credential.
vii) Work Order for the work in technical credential.
viii) Payment certificate of the said work.
ix) BOQ/Price Schedule of the said work.
x) Application by the Tenderer must be filled up properly and the same must be scanned and uploaded.
xi) **Earnest Money:-** The tenderer shall have to deposit the EMD through online mode only. No scan copy will be accepted. The requisite Earnest Money (As stated earlier) Deposit shall accompany with Bid Proposal, as specified in this NIeB shall be paid by online internet bank transfer or NEFT or RTGS ***(Ref No.3975-F9Y) dated 28th July 2016 of Finance Department, Govt.of West Bengal)***\

b) List of documents shall have to be uploaded by a Partnership Firm)

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

8. 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.

9. Others:- The Tender Notice along with other documents like Tender Form No. 2911(ii), General Terms and Conditions, Special Terms and Conditions, Technical Specification, BOQ, Addendum and corrigendum etc. whatever documents uploaded by the department concerned thereto shall be part and parcel of the Tender.

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

10. Intending bidders are requested to visit https://wbtenders.gov.in **check their e–mail regularly for any corrigendum / addendum for further information regarding to this e-NIT**.

Chairman,
Burdwan Municipality.

Memo No. :- **549** */1(10)/i/E.D./e-N.I.T.-13/2025-263rd Call/Sl.1-1/2025* Dated. : *06/02/2026*

Copy Forwarded for information and for favour of wide circulation to:

1. Vice Chairman, Burdwan Municipality.
2. The DPLO, Purba Barddhaman.
3. The Executive Officer, Burdwan Municipality
4. The Executive Engineer, MED, Burdwan Division, Burdwan.
5. The Finance officer, Burdwan Municipality.
6. Subarna Mahiuddin,U.I.S,AMRUT & In-Charge Engg(Dev), Burdwan Municipality
7. I T Co-Ordinator, Burdwan Municipality to upload in the website of Burdwan Municipality
8. CA to The S.D.O. Sadar (North), Burdwan for his kind appraisal to authority.
9. The Office Notice Board, Burdwan Municipality for wide circulation.
10. Relevant File, Eng. (Dev) Deptt., Burdwan Municipality

Chairman,
Burdwan 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 and 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 and download e-NIQ and 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:- Tenders are to be submitted through online to the website stated in Cl. – 1 in two folders at a time for each work, one is Technical bid and other is Financial Bid before the prescribed date and time using the Digital Signature Certificates.

b) Technical Bid:- Technical Bid contain scanned copies of the followings further in two cover (folder).

A-1. Statutory Cover Containing

i. e-NIQ (Download the e-NIQ and upload the same by digitally sign).
ii. Scan Copy of Declaration as per prescribed format.

N.B: Bidder must download Tender Form No-2911(ii), General Terms and Condition, Special Terms and Conditions, Technical Specifications, all other addendum, Corrigendum etc. whatever documents uploaded by the department in the web site under the e-NIQ and must go through carefully before quoting his rate.

A-2. Non Statutory/Technical documents Cover containing.

i. Income Tax Return (Any One of last 3yrs)
ii. Pan Card.
iii. Professional Tax clearance certificate.
iv. G.S.T Certificate.
v. Trade License.
vi. Technical Credential.
vii. Work Order for the work in technical credential.
viii. Payment certificate of the said work.
ix. BOQ/Price schedule of the said work

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

c) 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.

i) Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor.

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

Sl. No	Category Name	Sub-Category Description	Details
A.	Certificates	Certificates	i) Pan Card ii) Professional Tax clearance certificate. iii) GST Certificate. iv) Acknowledgement of IT Return (Any One of last 3 years.)
B.	Company Details	Company Details	i) Trade License ii) Partnership Deed,,
C.	Credential	Credential	i) Credential, Work Order, Payment certificate, Completion Certificate.

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.

6. Opening and Evaluation of Tender:- Opening of Technical Bid:

i) Technical bid will be opened by the Tender Inviting Authority or his representatives. Intending tenderer may remain present if they so desire. Statutory Cover (folder) would be opened first and if found in order and correct Non Statutory Cover (folder) will be opened. If there is any deficiency in the Statutory and 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 and handed over to the evaluation committee.

iii) List of technically qualified tenderers would be uploaded in due course.

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

Opening and evaluation of Financial Bid:

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

7. Suspension and Debarment of Contractor, Supplier and Consultant will be applicable as per order **Vide Memo No. 547-W (C)/1M-387/15 dt. 16.11.2015** of Joint Secretary to Govt. Of West Bengal PWD.

8. ADDITIONAL PERFORMANCE SECURITY Will be applicable as per order **Vide Memo No. 4608-F(Y) dt. 18.07.2018** of Additional Chief Secretary, Finance Department, Govt. Of W.B.

Chairman,
Burdwan Municipality.

Other Important Terms & Conditions :-

A) The detailed N.I.Q, documents and other relevant particulars may be seen by the intending bidder during office hours within the date mentioned above in the office of the Board of Councilors, Burdwan Municipality.

B) The materials are to be supplied in accordance with the specification of the B.O.Q of the Burdwan Municipality who would issue the Work order as per the terms and conditions as laid down hereunder and the payment will be made by them as per the actual materials supplied with entire satisfaction of those authorities.

A security deposited equivalent to 10 (Ten percent of the total value of work shall be deducted from the bill(s) & the same will be released after guarantee Period as per agreement from the date of actual work done subject to fulfillment of the conditions applied.

Work order shall be issued by the Chairman, Burdwan Municipality and payment will be made by him.

C) If the agency fails to do the work as per the agreement with the municipality, penal action in the form of forfeiture of earnest money and or security deposit money, as decided by the authority will be imposed on the agency and the decision of the authority will be conclusive and binding. In this respect, the Chairman, Burdwan Municipality shall be empowered to invoke the Earnest Money deposited in favour of him.

No price escalation, in any form, within the contract period will be entertained.

D) If any work executed by the agency with under specification the same will have to be replaced, as per the specified specification, by the agency at their own cost without any claim within 7 (seven) days (or as suggested by the authority). In case of failure to do so the authority shall have the right to recover the whole damage amount from the contractor. In this regard the claim will be ascertained by a competent State Government authority as per the decision of Municipal authority.

E) The rate quoted should be inclusive of all cost of transportation, loading, unloading, staking at site within any municipal area of the State of West Bengal, and all Taxes, etc. what so ever.

F) Deduction viz (i) G.S.T (ii) IT or any other taxes, due as per rules, will also be deducted from the bill of the agency. **Successful agency shall have to make an agreement (by three copies) with the Burdwan Municipality, in the prescribed pro-forma by depositing the cost of each tender form in cash (as specified earlier) stating that the agency is agreeable to execute the works as and when require (as per the rates quoted and terms and conditions laid down in the quotation papers) to the Municipality with in the Municipal/Adjoining areas (as the case may be).**

1. The authority reserves the right to accept or reject any or all offer without assigning any reason.

2. **Special condition:** A declaration in the form of Affidavit in a non judicial stamp paper should be submitted stating clearly that the applicant is not burred /delisted/blacklisted by any Govt. Deptt. / Govt. undertaking/Statutory Body/Municipality and of the like Govt. Bodies in execution of the civil nature of works during last five years and if any such incident is found at any point of time, the tender will be cancel summarily without assigning any reason on what so ever. Bidders are hereby requested to upload the above declaration as Technical document.

Chairman,
Burdwan Municipality.

(Download it & fill-up it properly and upload the same after scanning and digitally signed)

APPLICATION

To
The Chairman
Burdwan Municipality
Burdwan.

Ref:- Tender for_____

(Name of Work)_____

_____ _

_____ Tender ID No.:_____

N.I.T. No ..... of 2022-23 of Chairman, Burdwan Municipality

Dear Sir,
Having Examined the Statutory, Non Statutory & NIT documents, I/we here by submit all the necessary information and relevant documents for evaluation.
The application is made by me/we on behalf of_____
In the capacity_____duly authorized to submit the order.
The necessary evidence admissible by law in respect of authority assigned to us on behalf of the groups of firms for Application and for completion of the contract documents is attached herewith.
We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:
(a) Tender Inviting & Accepting Authority/Engineer-in-Charge can amend the scope & value of the contract bid under this project.
(b) Tender Inviting & Accepting Authority/Engineer-in-Charge reserve the right to reject any application without assigning any reason whatsoever.

Enclosure:- e-Filling:-
1. Statutory Documents.
2. Non Statutory Documents.
3. BOQ.

Name of Agency (In block capital) ----------

Full Address (In block capital)----------

---------- Pin No.----------

PAN No.----------GST No.---------- Mobile No.----------

Bank Account No.---------- IFSC Code.---------- Email ID.----------

Date:

Signature of applicant including title
And capacity in which application is made

Signature Not Verified
Digitally signed by SOURAB BOSE
Date: 2026.02.14 08:49:21 IST
Location: West Bengal-WB