

**E-N.I.Q. No: - 04 of 2025-26**

**BID DOCUMENTS**

**Project of Development Scheme under 'Water Supply scheme'**

***Tender for- TWO PART BID***

***Part –I: Technical Bid***

***Part-II: Financial Bid***

**Memo No- 1246 /Nal/Muni dated: 15-07-25**

**E-N.I.Q. No: - 04 of 2025-26 of Chairperson, Nalhati Municipality, Birbhum**

**1. List of Scheme: -**

SL.NO	NAME OF SCHEME	TENDER AMOUNT	EARNEST MONEY	COST OF TENDER PAPER	TIME OF COMPLETION	ELIGIBILITY
01.	Renovation and Maintenance of Pipe line from (1) Gopalpur more to Kabar danga in ward no 1. (2) Gopalpur more to selim house in ward no 1. (3) Gopalpur Hat to Collage more in ward no 1. (4) Badam house Hasibul house in ward no 1. (5) Imam Hossan house to Masjid in ward no 1. (6) Bus stand to Khas para in ward no 1. (7) Mohi house to Sadaman house in ward no 1 under Water Supply scheme under Nalhati Municipality. for one (1) year.	Quotation Rate	Rs. 10000.00	NIL	365 days	similar nature of work in a single contact within 5 years
02.	Renovation and Maintenance of Pipe line from (1) Lal Kuthi to Usha Cloth store ward no-2, (2) Usha Cloth store to C.I. office & Dompara ward no-2, (3) Usha Cloth store to Post Office more ward no-2 & 5, (4) Post Office more to Kabar Danga, Kabar Danga to Santoshi Mandir via PNB and Sitala para ward no-5 under W/S scheme under Nalhati Municipality. for one (1) year.	Quotation Rate	Rs. 10000.00	NIL	365 days	similar nature of work in a single contact within 5 years
03.	Renovation and Maintenance of Pipe line from (1) Pintu singh house to Khalasi para in ward no 3. (2) Rail gate to Indra nagar & Rail gate to P.H.E. office in ward no 03, (3) Electric office to Harijon pally via Thakur para in ward no 4. (4) Allahabad Bank to Harijon Pally & Nilkanta tee shop to Hazra Pukur in ward no-4, (5) Thana more to Rampur canel in ward no 9, and Thana more to Nurshing home, Tarun kr. chandra house to Boral pukur in ward no-9, (6) Khatal tala to Khota tala and Hari prasad high school to Khota tala, Hari prasad high school to Khatal tala in ward no 10 under W/S scheme under Nalhati	Quotation Rate	Rs. 10000.00	NIL	365 days	similar nature of work in a single contact within 5 years

	Municipality. for one (1) year.					
04.	Renovation and Maintenance of Pipe line from (1) OHR Tank to Pakur tala more, Pakur tala more to Mal para via Dighi para in ward no 6. (2) Dighi para to Allahabad bank more via Nazrul Pally in ward no 6. (3) Hazi para to Rail gate, Misti Mahal to Rice mill via Nurshing home in ward no 6. (4) Nurshing home to Ramjan Hardwaer via old cinema hall and bypass road to Rakib Dr. house via Nazrul pally in ward no-6, (5) S.B.I. Bank to Thana more via das para in ward no 8. (6) Das para to Dack Bangla para via Dakita pukur in ward no 8. (7) Thana more to Baniour road and Dack banglo para to Netija club in ward no 8 under W/S scheme under Nalhati Municipality. for one (1) year.	Quotation Rate	Rs. 10000.00	NIL	365 days	similar nature of work in a single contact within 5 years
05.	Renovation and Maintenance of Pipe line from (1) H.D.F.C. Bank to Boy's Pry. school via Meloni Sangha and Thana more to H.D.F.C. Bank in ward no 7. (2) Mukbul house to Pakur tala via Girja para in ward no 07, (3) Ashim house to Madrasha, Foot ball ground to Khota tala in ward no 11. (4) Khota tala to Madrasha in ward no 11. (5) Foot ball ground to Sangi club in ward no-11, (6) Anar house to bypass, Madrasha to toll get in ward no 12. (7) Nazrul stachu to P.H.E. pump house and Madrasha to Mainu house in ward no 12 under W/S scheme under Nalhati Municipality. for one (1) year.	Quotation Rate	Rs. 10000.00	NIL	365 days	similar nature of work in a single contact within 5 years
06	Renovation and Maintenance of Pipe line from (1) Kotha tala more to Pahari Durga Mandir, Jharna pukur to Khas pukur in ward no 13. (2)Notun gram Mosjid to Babur pukur via pahari Jharna Para in ward no 13. (3) Soidul house to Pahari Mosjid and Pahari Mojibur Grosarry shop to Kamarul sk house and Notun gram canel para to Kabul sk house to Kalu sk house in ward no-13, (4) Sura canel para Minhaj sk house to Jugnu sk house in ward no 13. (5) Sura Pry. school to Sura Masjid in ward no 16. and Sura purba para to Sanowar sk house to Kibriya house ward no- 16 under W/S	Quotation Rate	Rs. 10000.00	NIL	365 days	similar nature of work in a single contact within 5 years

	scheme under Nalhati Municipality. for one (1) year.					
07	Renovation and Maintenance of Pipe line from (1) Karimpur more to CADC More & CADC more to Kandar ward no-14, (2) CADC More to Burning ghat ward no-15, (3) Burning ghat to Jagdhari Moth ward no-15, (4) Shyam sagar pukur to Power house more ward no-15, (5) Jagdhari purba & Karimpur chase para ward no-15&14 under W/S scheme under Nalhati Municipality. for one (1) year.	Quotation Rate	Rs. 10000.00	NIL	365 days	similar nature of work in a single contact within 5 years

## 2. Date and time Schedule: -

1	<b>Date of uploading of N.I.Q. &amp; Tender Documents (online) (Publishing Date)</b>	15-07-25
2	<b>Tender documents download start date (online)</b>	15-07-25
3	<b>Tender documents download end date (online)</b>	06-08-25
4	<b>Bid proposal submission start date (online)</b>	15-07-25
5	<b>Bid proposal submission end date (online)</b>	06-08-25
6	<b>Date of open Technical bid</b>	08-08-25

3. Any contractor willing to take part in the process of E-Tender will have to be enrolled & registered with the Government E-Procurement system; through logging on to <https://etender.wb.nic.in> using the option “Click here to Enroll”. Possession of a valid Class II Digital Signature Certificate (DSC) in the form of smart card /Etoken in the company’s name is a prerequisite for registration and participating in BID submission activities through this website. Digital Signature Certificates can be obtained from the authorized certifying agency, details of which are available in the web site <https://etender.wb.nic.in> in under the link “Information about DSC”

4. Intending tenderers can search and download NIT and tender documents electronically by logging on the website <https://etender.wb.nic.in> or <https://wbenders.gov.in> using his Digital Signature Certificate (DSC). This is the only mode of collection of tender documents.

5. Submission of the EMD (Earnest Money Deposit) and cost of Tender paper if applicable should transfer via The cost of the EMD as specified should be deposited only on line basis .The documents during execution of formal agreement, the contractor shall submit Rs.10 non judicial stamp paper in favour of Agency/Contractor’s name for Tender agreement.

6. A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner.

## 7. Eligibility criteria for participation in the tender.

i) Other contractor as mentioned in the statement of the NIT, the prospective tenders who are eligible to participate as per relevant GO mentioned in the statement, should have satisfactorily completed as a prime agency during the last 3(three) years prior to the date of issue as this notice at list one work of similar nature under the above mentioned authority, having a magnitude of 40%(fifty percent) of the estimated amount put to tender (without consideration on any price devolution). In support of the credential, scanned copy of the **Completion Certificate** issued by the executing authority should be loaded as **Non-Statutory Document** through online.

ii) **Annual average turn-over last three consecutive audited financial year should be greater than the tender value.**

iii) Uploading of scanned copies of pan card, Income Tax (salar) Acknowledgement receipt for

Assessment year 2018-19, Professional Tax receipt for the year 2019-20, GST registration Certificate including GST return in the technical proposal as **Non Statutory Documents**. Enlisted contractor are to upload scan copy of their Certificate of Enlistment.

iv) Registered Unemployed Engineer's Co-Operative Societies and registered Labour Co-Operative Societies are to upload the documents apart from the documents mentioned under Cl. 6(i), registration paper in support of their registration, bye Laws, audited balance sheet showing account up to last 3(three) years. latest valid clearance certificate from the ARCS, eligible list of the Registered Unemployed Engineer's Co-Operative Societies and registered Labor Co-Operative Societies issued by the concerned ARCS showing the name of their society as Non Statutory Document.

v) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association of Memorandum [Non Statutory Documents].

vi) Quantity of any item may vary 10% for which no change of rate will be allowed.

**vii) The successful contractor must completed the work within the time specified for completion No Question of time will be allowed except in special case**

**viii) M10% (Ten) of bill amount including earnest money will be kept in this office as security money for 5 years for buildory works as per the latest Govt. norms from the date of work completion.**

**ix) Authority to reserves the right to issue of tender paper and accept or the reject any or all the tender assigning any reason**

#### A-2. Non statutory / Technical Documents

i. Professional Tax (PT) deposit receipt challan for the financial year 2024-25, PAN Card, GST Registration Certificate.

ii. Registered Deed of partnership Firm

iii. Trade License from the respective Municipality/Panchayet etc.

iv. Requisite Credential Certificate for completion of at least one similar nature of work in any Govt. Department having a magnitude of at least 40 (Forty) percent of the estimated amount of the work put to tender on or after 11.08.2018 (in applicable cases)

v.. Upto date IT return

### 8. General process of submission

Tenders are to be submitted online through the website stated in Clause 2, in two folders, at a time of each work, one is Technical proposal and another is Financial proposal, before the prescribed date and time mentioned under Cl. 8. Using the Digital Signature Certificate (DSC), the documents are to uploaded various scanned and Digitally signed. The documents will be encrypted (Transformed in to non readable formats).

**N.B.:** *if the stipulated dates (offline) being is holiday otherwise disrupted then next working days will be fixed for necessary works.*

### 8.1 Technical Proposal

The technical proposal should contain scanned copies of the following in farther two covers (folders).

#### **a. Statutory / Technical file cover containing,**

ii. Earnest Money Deposit (EMD) as prescribed in the NIT against each serial of work if applicable. The cost of the EMD as specified should be deposited only on line basis through ICIC Bank Payment gateway.

iii. Notice inviting tender.

iv. Municipality tender From. No. 2911 (ii)

**Note:**

- i. Only download copies of the documents mentioned under Cl. 7(iii) & (iv) are to be uploaded, virus scanned and digitally signed by the contractor.
- ii. If any contractor is exempted from payment of EMD, copy of relevant Government order needs to be furnished.

**iii. Tender will be summarily rejected if any item in the statutory cover is missing.**

**b. Non statutory / Technical file cover containing,**

- i. Professional Tax (PT) clearance certificate and IT PAN shall remain valid up to date of opening of the tender. Application for such clearance address to the component authority may also be considered.
- ii. GST registration Certificate and Return Certificate of the last quarter of the current financial year.
- iii. Registered Deed for partnership firm.
- iv. Completion Certificate [as stated in the Clauses 6(i)] for one single work of similar nature work /worth at least 40% of the amount put to tender for the work the contractor intends to participate.
- v. For Registered Unemployed Engineer's Co-Operative Societies and Registered Labour Co-Operative Societies registration papers in support of their registration, Bye Laws, audited balance sheet showing accounts up to date

**THE ABOVE STATED NON-STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANER.**

Sl. No.	Category Name Sub	Description	Details
A	CERTIFICATES	CERTIFICATES	<b>1. PAN CARD</b> <b>2. P.Tax (Challan) /Professional clearance certificate</b> <b>3. GST Registration Certificate.</b> <b>4. Upto date IT return</b> <b>5. pf &amp; esi</b> <b>6. Technical Person &amp; Machineries</b>
B	COMPANY DETAILS	COMPANY DETAILS	1. Proprietorship Firm (Trade License 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD. Company (Incorporation Certificate, Trade License) 4. Co-Operative Society(Society Registration Certificate, By Laws, Audited Balance sheet for the Last five years. Power of Attorney (Registration)
C	CREDENTIAL	Credential1 Credential2	Similar Nature of Work Done as stated Sl no 1 . Completion Certificate which is applicable for eligibility.
D	Financial(Info)	Payment certificate, profit & Loss Balance sheet	Only payment certificate, profit & Loss Balance sheet

**Note:** failure of submission of an one of the above mentioned documents will render the tender liable to summary rejection. The original copies of the **NEFT/RTGS** receipt both towards cost of Tender Documents and Earnest Money Deposit (if applicable) should be dropped in sealed envelope in the office of the Chairperson Nalhathi Municipality, P.O-Nalhathi(TS), Dist.-Birbhum, PIN- 731243, at least one day before the date of opening of Technical Proposal.

**7.3 Financial Proposal**

The Financial proposal should contain the following documents in one cover(folder),i.e. Bill of Quantities(BOQ). The Contractor is to quote the rate (percentage above or below) online through computer in the space marked for

quoting rate in the BOQ, only download copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor.

**Penalty for submission /distortion of facts :** *if an Tenderer fails to product the original hard copies of the documents uploaded or any other documents on demand of Tender inviting Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies if there is any suppression, the Tenderer will be suspended from the participating in the tenders on e-tender platform for a period of 3(three) years. In addition,his user ID will be deacti GSTed and Earnest Mone Deposit will stand forfeited, Chairperson Nalhati Municipality, P.O-Nalhati(TS), Dist.-Birbhum, PIN-731243 may take appropriate legal action against such defaulting tenderer.*

## **9. Opening and evaluation of Tender**

### **9.1 Opening of Technical Proposal**

- i) Technical Proposal will be opened by The Chairperson, Nalhati Municipality, Po-Nalhati(TS), Dist-Birbhum, Pin-731243, and/or his authorized representatives electronically from the website stated in Clause 2, using their Digital Signature Certificate (DSC) at the office of the Chairperson, Chairperson, Nalhati Municipality, Po-Nalhati(TS), Dist-Birbhum, Pin-731243 on the date
- ii) Intending tenderers may remain present if they so desire.
- iii) Cover (Folder) for statutory Documents will opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is an deficiency in the Statutory Documents, the tender will summarily be rejected.
- iv) Decrypted (transformed into readable formats)documents of the Non-statutory cover will be download, and evaluated for eligibility.
- v) pursuant to scrutiny & decision after evaluation the summary list of eligible tenders & the serial number of work for which their proposal are considered will be uploaded in the web portals.
- vi) While evaluation the tender inviting authority ma summon the tenderers & seek clarification /information or additional or original hard copy of an of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

### **9.2 Opening and evaluation of Financial Proposal**

- i) Financial Proposal of the Tenderers found technically eligible, will be opened electronically from the web portal stted in clause 2 on the prescribe date, by the Chairperson, Chairperson, Nalhati Municipality, Po-Nalhati(TS),Dist-Birbhum, Pin-731243 at the office of the Chairperson Chairperson, Nalhati Municipality, Po-Nalhati(TS),Dist-Birbhum, Pin-731243ii) The encrypted copies will be decrypted and retes will be read out of contractors remaining present at that time.

iii) After Evaluation of the Financial proposal, b the Chairperson Nalhati Municipality, At+Po- Nalhati, Dist-Birbhum, Pin-731243ma upload the final summary result containing inter-alia, name of contractor and the rates quoted them against each work provided he is satisfied that the rates obtained are fair and reasonable and the is no scope of further lowering down of rate.

**10.** Lowest valid rate should normally be accepted, However, the Tender accepting Authority, i.e Chairperson, Chairperson, Nalhati Municipality, Po-Nalhati(TS), Dist-Birbhum, Pin-731243, does not bind himself to do so and reserves the right to reject an/or all the tenders, for valid reasons and also reserve the right to distribute the work amongst more than one tenderer.

**11.** All materials required for the proposed works shall be of approved brand in accordance with relevant ode of practice and manufacturer accordingly and shall be procured and supplied b the agency at their own cost. Authenticated evidence for purchase of cement and steel are to be submitted along with the challan and test certificate. If required b the Engineer-in-charge, further testing from any Government approved Testing Laboratory shall have to be conducted By the agency at their own cost.

**12.** The intending Bidders shall clearly understand that whatever may be outcome of the present invitation of Tenders, no cost of Bidding shall be reimbursable b the department Chairperson, Nalhati Municipaity, at+Po-Nalhati,Dist- Birbhum, Pin-731243 reserves the right to reject an application for participating and to accept or Reject an offer without assigning any reason whatsoever and is not liable for an cost that might have incurred by any Bidder at the stage of Bidding.

**14.** No Conditional Tender/incomplete tender will be accepted.



**15. The Tender Documents shall consist of the following documents**

- i) Municipality Tender Form 2911(ii)
- ii) NIT
- iii) BOQ

**16. if an discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one of the following sequence.**

- a) Municipality Tender Form 2911 (ii)
- b) NIT
- c) Technical bid
- d) Financial bid

**17** The Successful tenderer shall have to submit the copies of the tender documents within 7 (seven) days of the receipt of the notice of acceptance of tender of execution of Formal Agreement. Failure to complete within the specified time, the contractor shall render his contract liable to termination with forfeiture of earnest money.

**18.** Earnest Money deposited by the successful tenderers will be refunded on application to the Chairperson, Nalhati Municipality, At+Po- Nalhati, Dist- Birbhum, Pin-731243.

**19.** Prospective Bidders shall have to execute the work in such a manner so the appropriate service level for the stipulated stretches/length of road under the improvement is to be maintained during stipulated contractual period till completion of and a period of 1(one) year from the date of successful completion of the work to the entire satisfaction of Engineer –in-charge. If any defect/damage is found during the period as mentioned above the contractor shall make the same good at his own expense to the specification at par with instant project work, or in default, the Engineer-in-charge may cause the same to be made good by the other agency the deduct the expense (of which the certificate of the Engineer-in-charge shall be final) from an sums that may be then, or any time thereafter become due to contract or from his security deposit, or the proceeds of the sale thereof, or of sufficient portion hereof. Refund of Security Deposit will only be made on the pro-rate basis i.e release of such security Deposit on (30% OF THE SECURITY DEPOSIT SHALL BE REFUNDED TO THE CONTRACTOR EXPIREY OF FOUR YEAR OF ACTUAL DATE OF COMPLETION , THE BALANCE 70% OF SECURITY DEPOSIT REFUNDED EXPIRE OF 5 YEAR OF ACTUAL DATE OF COMPLETION )

**20.** Payment for the executed work will be made as per the availability of the fund and no claim whatsoever will be entailed for any delay of payment, if any intending tenderers may consider this criterion while quoting their rates.

**21)** These shall be no provision of arbitration. Hence clause 25 of Municipality Tender Form 2911 (ii) is not omitted vide notification no 558/SPW dated 13/12/2011 of Principal Secretary, P.W & P.W(Roads) Department.

**22.** In case of any inadvertent typographical mistake found in the BOQ, the same shall be treated to be corrected as to conform to the prevailing relevant schedule of rates and /or technical sanctioned estimate.

**iii)** Cess @ 1% (One Percent) of the cost of construction works will be deducted from the bills of the contractors on all contracts awarded on or after 01/11/2006 in pursuance with G.O No-599A/4M-28/06 dated 27/09/2006.

**23.** For details information and other condition standard Bid document as circulate vide no-1005/MA/C-10/Misc-14/2008 dated 11/11/2019 of UDMA dept. Govt. of W.B. is to be referred(copy enclose).

**Copy forwarded for information and wide publicity in his notice board to-**

Memo No: - 1246 / / (12)/Nal/Muni/24 Dated: 15-07-25

Copy forwarded for information and wide publication to the:-

- 1) The District Magistrate, Birbhum.
- 2) The Executive Engineer, M.E.D. Birbhum Division Suri.
- 3) Executive Officer, Nalhati Municipality.
- 4) Finance Officer, Nalhati Municipality.
- 5) Sub-Assistant Engineer, Nalhati Municipality.
- 6) Concerned Ward Councillors are requested to kindly consult the SAE/ N.M. and Agency.
- 7) President of P.W.D. Standing Committee, Nalhati Municipality.
- 8) Accountant, Nalhati Municipality.
- 9) A.F.C. Nalhati Municipality.
- 10) I.T. for Web uploading.
- 11) Office Notice Board.
- 12) Daily News Paper

  
**Chairperson**  
**Board of Administrator**  
**Nalhati, Municipality**  
Chairperson  
Nalhati Municipality

