

# Office of the Board of Councillors of Santipur Municipality

P.O.: SANTIPUR, DIST.: NADIA, WEST BENGAL

Ph. No. 03473-210030, Fax No.: 03473 210029

E-Mail: Santipurmunicipality@gmail.com

Memo No.:- 84/DS

Dated: 17.10.2025

## **NOTICE INVITING E-TENDER**

**BID NO :- WBMAD/SM/APAS/46e/2025-26(1<sup>st</sup>. call)**

**Scheme/Project(s) Id No: APAS/01/086/166/0002**

**Priority Sequence NO.-02**

Online Tenders are invited by the Executive Officer, Shantipur Municipality through electronic tendering (e-tendering) on **Percentage Rate** basis for the following listed works from eligible and resourceful Companies/Firms/Contractors having sufficient credential and financial capability for execution of works as depicted hereunder for participating in the tender.

Sl. No.	Name of Work	Estimated amount put to tender (in ₹)	Earnest Money (in ₹)	Time for completion of work (in days)	Defect Liability Period
1	Construction of surface drain by the side of Fakir para lane , starting from house of Nabakumar Dutta up to the house of Swapan Sen of ward no.-20, Booth no.-166, under APAS P-2	₹ Rs.324115.00	₹ 6482.00	90 Calendar Days	3(Three) Years

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

Sl No	Particulars	Date & Time
i)	Date of uploading of NIT and Tender Documents online (Publishing Date)	29/10/2025 at 5.00 PM
ii)	Documents download start date (Online)	29/10/2025 at 5.10 AM
iii)	Tender submission start date (On line)	30/10/2025 at 10.00 AM
iv)	Tender Submission closing (On line)	15/11/2025 at 10.10 AM
v)	Tender opening date for Technical Proposals(Online)	17/11/2025 at 10.15 AM
vi)	Date of uploading list for Technically Qualified Contractor (online)	To be notified letter
vii)	Date and Place for opening of Financial Proposal (Online)	To be notified letter
viii)	Date of uploading of list of qualified Contractor along with the offer rates (on line)	To be notified letter
ix)	Also if necessary for further negotiation through offline for final rate.	

<b>Table-3 :-</b>	
<b>Eligibility Criteria &amp; Documents to be produced in support of Credential for tender Part-I(Prequalification Documents):-</b>	<p>i) Having experience and technical acumen in Executing, Construction &amp; Completion of similar nature of work with a work value <b>not below 40% of the estimated amount put to tender</b> in a single contract during last 5(five) years prior to the date of issue of tender Notice in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc (<b><i>copies of Completion certificate, work order, price schedule or BOQ of the work shall have to be furnished</i></b>)</p> <p style="text-align: center;">Or,</p> <p>Having experience of two completed works each with value <b>not less than 30% of the estimated amount put to tender</b> in a single contract during last 5(five) years prior to the date of issue of tender Notice in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc</p> <p style="text-align: center;">Or,</p> <p>Having experience of one single work which has been <b>completed to the extent of 80% or more</b> and value which is not less than the desired value at (i) above. 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. <b>In the required certificate it should clearly be stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executing agency.</b></p> <p>ii) Having valid GST registration certificate.</p> <p>iii) Having valid PAN Card.</p> <p>iv) Having valid P. Tax clearance Certificate/Challan shall be accompanied with the Technical Bid Documents to be submitted.</p> <p>v) Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm</p> <p>vii) Having preceding 5 years balance sheet &amp; Income Tax Acknowledgement Receipt for AY, 2023-2024 or 2024-2025 to be accompanied with the Technical Bid Documents to be submitted.</p> <p>viii) <b>Having audited annual turnover not less than 40% of the value of amount put to tender in any one of preceding 5 years financial years &amp; Bank Solvency certificate in any schedule Bank amounting to not less than 40% of the amount put to tender , issued within 12month prior to Date of N.I.T</b></p> <p>N.B. – 1. No joint venture, consortium etc will be accepted. Work completed as sub-contractor will also not be accepted as credential.</p>

<b>Tender documents :-</b>	<p>A full set of Tender documents consists of 2 Parts. These are</p> <p><b>PART I :-</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>PARTII :-</b> Containing the Tender Price / Price Schedule.(BOQ in MS-excel format)</p>
----------------------------	--

<b>Earnest Money:-</b>	<p>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 (<b>ICICI payment Gateway</b>) in respect of tender ID .Every such transfer shall be done on or after the date of published of NIE-T. Any tender without such on line payment of EM (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.</p>
------------------------	--

<b>Security Deposit &amp; other taxes:-</b> (G.O.No-5784-PW/L&A/2M-175/2017 Date. 12.09.17)	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. Retention money towards performance Security / Security Deposit amount to <b>8 %</b> ( eight percent) of the value of the work will be deducted from the running account bill of the tender. 2 % EMD of L1 bidder will be converted to Security Deposit and total Security Deposit will be 10%. No interest will be paid on security deposit. <b>Total Security Deposit will be refunded as per</b> G.O. No. 5784-PW/L&A/2M-175/2017 Dated: 12.09.2017
	<p><b>Additional Performance Security@</b> 10% of the tendered amount in the form of Bank Guarantee from a Scheduled Bank, valid up to the date of completion of work, shall be obtained from the successful bidder, <b>if the accepted bid value is 80% or less than the estimated amount put to tender. ( Ref. Order No. 4608-F(Y) dt. 18.07.2018 )</b></p> <p>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.</p> <p>If the bidder fails to complete the works successfully, the Additional Performance Security along with Security Deposit lying with the Government shall be forfeited at any time during the pendency of contract period as per relevant Clauses of the Contract.</p> <p>Necessary provisions regarding deductions of Security Deposit from the progressive bills of the Contractor as per relevant clauses of the contract will in no way be affected/ altered by this Additional Performance Security.</p> <p><b><u>Additional provisions in substituted Clause 17 of the Condition of Contract of the printed tender form as per G.O. no. 52-CRC/2M-06/2014 dated 27/10/2014 and G.O. no. 5951-PW/L&amp;A/2M-175/2017 dated 02/11/2017.</u></b></p>
<b>Validity/ Withdrawal/ Acceptance of Tender:-</b>	<p>A Tender submitted shall remain <b>valid for a period of 180 calendar days</b> from the date set for opening of tenders. Any extension of this validity period if required will be subject to concurrence of the Tenders.</p> <p>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 and even a legal action may be taken by TIA.</p> <p>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.</p>
<b>Fees for formal Agreement</b>	<b>Applicable for the successful L1 Bidder at the time of formal Agreement as per notification no. 452-A/PW/O/10C-35/10 DT.26.07.2011 in triplicate set.</b>
<b>EIC of the work</b>	<b>S.A.E., Santipur Municipality</b>

**Scope of the works:-.** As per BOQ and drawing.

**Other tems& conditions if any:-**

1. Successful bidder can collect hard copy for respective work from the office of the Executive Officer, Santipur Municipality at the time of formal agreement.
2. All taxes will be deducted as per order of Govt. of West Bengal time to time.
3. Successful bidder shall have to execute formal agreement with the Executive Officer, Santipur 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 to the office of the Executive Officer, Santipur Municipality.
4. 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.

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

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

Intending tenderers desirous of participating in the tender are to log on to the website <https://ubtenders.gov.in>. The tender can be searched by typing the First Four Letters in the search engine provided in the website.

#### **2. Registration of Contractors :**

Tenderers willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt of India. (viz. nCode Solution, Safescrypt, 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, 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 Tender Documents:**

Tenders are to be submitted online and intending tenderers are to download the tender 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 Tenders**

#### **5.1 General process of submission**

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.

#### **5.2 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.

**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** Annual turnover from contracting business as stated it should be at least 40% of the amount put to tender of the works in which the contractor intends to participate.

#### **5.5 Penalty for suppression / distortion of facts**

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 Superintending Engineer (East Circle) for a maximum period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited and may take appropriate legal action against such defaulting tenderer.

5.6 Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Certificate of Registration and Valid Clearance Certificate from A.R.C.S. for the year 2022-2023 Professional Tax Deposit Challan for the Financial Year 2023-2024, PAN Card, Valid 15-digit Goods & Service Tax Payer Identification Number (GSTIN) under GST Act, 2017 with relevant document with up-to-date return along with other relevant supporting papers.

**Executive Officer  
Shantipur Municipality**

**Memo No.:- 84(9)/DS**

**Dated: 17.10.2025**

Copy forwarded for information and with a request for wide publicity through the Notice Board to: -

1. The District Magistrate, Nadia.
2. The Additional District Magistrate(ZP), Nadia.
3. The District Nodal Officer, "Amader Para Amader Samadhan" Programme, Nadia.
4. The Sub-Divisional Officer, Ranaghat Sub-Division, Nadia.
5. The Executive Engineer, Nadia Division, ME Dte. 15 D.L. Roy Road, Krishanagar, Nadia.
6. The Executive Officer, Santipur Municipality.
7. The Finance Officer, Santipur Municipality.
8. The IT Coordinator for uploading the notice in the Santipur Municipality Web site.
9. Office Notice Board.

**Executive Officer  
Shantipur Municipality**

**FORM -I  
PRE-QUALIFICATION APPLICATION**

**To.  
The Executive Officer,  
Shantipur Municipality**

**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: \_\_\_\_\_

---

**AFFIDAVIT "Y"**

**Declaration of the Tenderer**

(Affidavit to be affirmed on a Non Judicial Stamp Paper of Rs. 10/- and enclosed with the Tender documents which is required to be submitted in time duly)

I, \_\_\_\_\_, son of

.....

....., aged about ..... years by  
occupation ..... do hereby solemnly affirm and confirm as follow:

1. That, I am the ..... Of ..... have duly  
authorized by and competent to affirm this affidavit on behalf of the said Tenderer.

2. That, I have inspected the site of work covered under NIEB (NIEB No ) circulated through Office memo bearing No -----dated ----- and have made myself fully acquainted with the site conditions existing level/proposed level and local conditions in and around the site of work. I have also carefully and meticulously gone through the Tender documents. Tender of the above named Tenderer is offered and submitted upon due consideration of all factors and if the same is accepted, I on and for behalf of the aforesaid Tenderer, being lawfully and duly authorized, promise to a Tenderer by all the covenants, conditions and stipulations of the Contractual documents and to carry out, complete the works to the satisfaction of the Tender accepting Authority of the Work and a Tenderer by all instructions as may given by the Engineer in Charge of the work time to time. I also hereby undertake to a Tenderer by the provisions of Law including the provisions of Contract Labour (Regulation & Abolition) Act, Apprentice Act 1961, West Bengal Sales Tax Act, VAT Act, Income Tax Act as would be applicable to the Contractor upon entering into formal Contract / agreement with the Tender Inviting/Accepting authority.

3. That I declare that, no relevant information as required to be furnished by the Tenderer has been suppressed in the Tender documents.

4. That the statement above made by me is true to my knowledge.

Deponent

Solemnly affirmed by the said

.....

before me. ....

(1<sup>st</sup> class Judicial Magistrate / Notary Public)

**Form - II  
FINANCIAL STATEMENT**

**B.1 Name of Applicant:**

**B.2 Summary of assets and liabilities on the basis of the audited financial statement of the last five financial years.**

**(Attach copies of the audited financial statement of the last five financial years)**

	<b>1st Year (Rs. In lakh)</b>	<b>2nd Year (Rs. In lakh)</b>	<b>3rd Year (Rs. In lakh)</b>	<b>4th Year (Rs. In lakh)</b>	<b>5th Year (Rs. In lakh)</b>
<b>a) Current Assets : (It should not include investment in any other firm)</b>					
<b>b) Current liabilities : (It should include bank over draft)</b>					

<b>c) Working capital : (a) - (b)</b>					
<b>d) Net worth : (Proprietors Capital or Partners Capital or Paid up Capital + Reserve and surplus )</b>					
<b>e) Bank loan/ Guarantee : (As per clause G.2. with all sub clauses)</b>					
<b>Work in hand i.e. Work order issued</b>	<b>As on 31.01.2025</b>	<b>As on 31.03.2024</b>	<b>As on 31.03.2023</b>	<b>As on 31.03.2022</b>	<b>As on 31.3.2021</b>

**Signed by an authorized officer of the firm**

\_\_\_\_\_  
**Title of the officer**

\_\_\_\_\_  
**Name of the Firm with Seal**

**Date** \_\_\_\_\_

**FORM- III**

**STRUCTURE AND ORGANISATION**

**A.1 Name of applicant:**

**A.2 Office Address:**

**Telephone No. and Cell Phone No. :**

**Fax No. :**

**E mail id:**

**A.3 Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data. :**

**Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation,**

**Signature of applicant including title**

**and capacity in which application is made.**