

# BALURGHAT MUNICIPALITY



OFFICE OF THE  
SOVA MAJUMDER SARANI  
BALURGHAT : DAKSHIN DINAJPUR

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Memo No – 3937/APAS/PW(Elec)-4

Date – 07.02.2020

## **NOTICE INVITING e-TENDER NO: MAD/ULB/BLGT/APAS(ELECTRICAL)/03/25-26(2<sup>nd</sup> Call)**

Name of the Work: “Installation of steel tubular poles with LED light, installation of LED mini-mast & installation of new LED lights in different Wards under APAS scheme within Balurghat Municipality(Phase- III)”.

1. Applications are invited as specified by the Executive Officer, Balurghat Municipality on behalf of the Chairman, Balurghat Municipality on behalf of Balurghat Municipality, P.O- Balurghat, Dist- Dakshin Dinajpur. Invites e-Tender (Electronic Quotation) from eligible resourceful & bonafied suppliers as per the enclosed list of Items (Table -1)
2. Applicants willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Portal system through logging on to <https://tenders.wb.gov.in> using the option —Click here to Enroll. Possession of a Valid Class II Digital Signature Certificate (DSC) in the form of smart card/e-token in the Company's name is a prerequisite for registration and participating in the Tender submission activities through this web site. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://tenders.wb.gov.in>
3. Intending tenderer can search and download NIT and other tender documents electronically by logging on to the website <https://tenders.wb.gov.in>, using his Digital Signature Certificate (DSC). This is the mode of collection of tender documents electronically.
4. For participating in the tender, the tenderer shall have to deposit the Earnest Money @ 2% of the estimated amount shall be submitted in the form of a Demand Draft drawn from any nationalized bank in favour of Balurghat Municipality, Balurghat, D/Dinajpur payable at Balurghat or in cash at cash section of Balurghat Municipality. The intending agency shall upload the scanned copy of the Demand Draft or cash receipt during e-tender submission and the original Demand Draft or cash receipt, along with a covering letter addressed to the Chairman mentioning the NIT No. and Tender ID, must be submitted to the received section of Balurghat Municipality before the last date of tender submission. Failing to comply with these requirements, the bidder's bid will not be evaluated. Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of Statuary bid documents. Tender will be declared informal if earnest money is not submitted as directed above.
5. *A prospective tenderers shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.*

### **6. Eligibility criteria for participation in tender:**

- i) The prospective tenderers who are eligible to participate (Bonafide Outsider Contractors / Engineers Co.Op. / Labour Co. Op. etc.) should have govt. electrical contractor license, sufficient resources, sufficient experience during the last 5 (five) years prior to the date of issue of this Notice for similar nature of works in a single tender under the State/Central Govt. Undertaking, Board/Corporation, Local Bodies or similar Govt. Organization etc., having a credential of a similar nature of completed work at least 30% of the estimated amount put to tender or 2 (two) similar nature of completed work, each of the minimum value of 25% of the estimated amount put to tender or one single running work of similar nature which has been completed to the extent of 75% or more and value of which is not less than the desired value i.e. 40% of the estimated amount put to tender., Scanned copy of Payment certificates or completion certificates issued by the Concerned Executing Authority should be uploaded as Non-Statutory Document through online.



- ii) Uploading of scanned copies of Pan Card, up to date Income Tax Return receipts, up to date Professional Tax receipts, up to date GST registration Certificate, valid Trade License in the Technical Proposal as Non Statutory Documents.
- iii) 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(ii) Registration certificate, Bye Laws, audited balance sheet showing up to date accounts as Non Statutory Documents.
- iv) The Partnership Firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum as Non Statutory Documents.
- v) Valid challans of minerals have to be submitted at the time of submission of bill, otherwise necessary deduction will be done as per Govt order
- vi) Test certificate has to be submitted for new works

**The Tender Documents shall consist of the following documents:**

- i. Tender Form Municipal K Form
- ii. NIT
- iii) BOQ/ Price Schedule

## **7. Submission of Tenders**

### **7.1 General process of submission**

Tenders are to be submitted online through the website, in two folders, at a time for each work, one is Qualifying Bid and the other is Financial Bid, before the prescribed date and time mentioned in Table-1.

Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. The documents will get encrypted (transformed into non-readable formats).

#### **a. Statutory folder containing,**

- i) Application in letter headed pad duly signed in. Letter head should contain full address, telephone no. mobile no, fax & e-mail.
- ii) Scanned copy of Earnest Money Deposit (EMD) as prescribed in the NIT, in favour of "Balurghat Municipality *payable at* Balurghat,
- iii) Notice Inviting Tender
- iv) Tender Municipal K Form
- v) BOQ/Price Schedule

#### **Note:**

- i. Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the contractor.
- ii. Tenders will be summarily rejected if any item in the statutory cover is missing.
- iii. In case of any inadvertent typographical mistake the same to be treated to be corrected as to confirm to the prevailing relevant schedule of rates or technically sanctioned estimate.
- iv. Necessary deduction i.e. GST registration Certificate, I.T, Royalty etc. will be made as per relevant Govt. order.

#### **b. Non-Statutory Technical cover containing,**

- i. Up to date Professional Tax (PT) Clearance receipts, PAN Card & Income Tax Return receipts valid up to the date of opening of the tenders. Valid application for such clearance addressed to the competent authority may also be considered, if necessary.
- ii. Up to date GST registration Certificate.



- iii. Registered Deed for Partnership Firm, if applicable with notary.
- iv. Certificate during the Last 5 (five) consecutive years [as stated in Clauses 6 (i)].
- v. A self declaration must be uploaded by the Bidder whether the Agency is not black listed from any Govt/Semi Govt/Urban local bodies during last 5(five) financial years, otherwise the application will be rejected.
- vi. For Registered Unemployed Engineers'Co-Operative Societies and Registered Labour Co-Operative Societies *registration papers in support of their registration, Bye Laws*, up to date audited balance sheet.
- vii. Experience profile should be furnished as per following table.

**Experience profile**

**List of projects completed of single similar nature work having a credential value as stated in Clauses 6 (i) for the work for the last 5(five) years.**

Name of Agency	Name location & nature of work	Tender No. & Work order No.	Name of E.I.C. responsible supervision of for work	Estimated amount put to tender(Rs)	Contractual rate	Date of commencement	Schedule date of completion	Actual date of completion of work	Reason for delay in completion (If any)

**Note:** Applicant may add necessary column and space, if required from his end.

**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 Documents 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.

Sl. No	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES (ALL CERTIFICATE SHOULD BE UP TO DATE)	1. GST registration Certificate 2. PAN Card 3. P Tax (CHALLN) 4. Income Tax Return receipts (refer clause 6-ii ) 5. Pre-Qualification Application (Form I) 6. Valid Trade license 7. Govt. electrical contractor license. 8. Supervisory competency certificate. (Part no. 1, 2 & 11)
B.	COMPANY DETAILS	COMPANY DETAILS	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD. Company (Registration Certificate, Trade License) 4. Co-Operative Society (Society Registration Certificate) Bye Laws, up to date Audited Balance Sheet. 5. Power of Attorney (Registered)

C.	CREDENTIAL	Credential	1. Payment and Completion Certificate with Work Order for similar nature of Work Done within last 5(five) years (refer clause 6. i )
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**NOTE: FAILURE OF SUBMISSION OF ANY ONE OF THE ABOVE MENTIONED DOCUMENTS WILL RENDER THE TENDER LIABLE TO BE REJECTED.**

### 8. Financial Proposal

- Financial proposal should contain the following documents in one folder i.e. Bill of quantities - (BOQ) the contractor is to quote the rates against each item online filled up in all respect including of all taxes.
- Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor.

**9. Penalty for suppression / distortion of facts:** *If any tenderer fails to produce the original hard copies of the documents uploaded or any other documents on demand of the Tender Inviting Authority 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 for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Chairman, Balurghat Municipality P.O Balurghat, Dist Dakshin Dinajpur may/shall take appropriate legal action against such defaulting tenderer. The authority may ask to show hard copies of all credentials, certificates, company details, partnership deeds etc. etc. as uploaded by the tenderer and allied papers in connection with this tender as and when necessary for verification purpose as per convenience of the authority during processing of this tender.*

### 10. Rejection of Tender

*The Tender accepting authority reserves the right to accept or reject any tender and to cancel the tendering process and reject all tenders at any time prior to the award of contract without thereby incurring any liability to the affected tenderers or any obligation to inform the affected tenderers of the ground for employer's (Tender accepting authority) action.*

### 11. Date & schedule

**(Table-I)**

a)	Name of the work:-	Installation of steel tubular poles with LED light, installation of LED mini-mast & installation of new LED lights in different Wards under APAS scheme within Balurghat Municipality(Phase- III).
b)	Name and Address of the Tendering authority	Executive Officer, Balurghat Municipality P.O Balurghat, Dist Dakshin Dinajpur.
c)	Eligibility of the Contractor :-	Enlisted contractor of PWD. Dte, Govt Bonafide outsiders, Reputed firm, Engineers Co-Operative, having an experience of single similar nature work of a credential <b>as stated in Clauses 6 (i)</b> executed under Government/Semi Government, Public Sector, Government autonomous body Municipality, Gram Panchayet within last 5(five) years and also should possess valid <b>PAN card., GST registration Certificate, Professional Tax Clearance Certificate and Valid trade license</b> , MOU / Joint Venture/ sub contract in any form will not be allowed or provided in this contract.(refer clause 6-i). Only payment certificate and completion certificate with Work Order in respect of credential value may be included in NIT.



d)	Estimated cost: -	As per Annexure I
e)	Earnest money:-	As per Annexure I, Earnest Money will be submitted in the form of a Demand Draft drawn from any nationalized bank in favour of Balurghat Municipality, Balurghat, D/Dinajpur payable at Balurghat or in cash at cash section of Balurghat Municipality. The intending agency shall upload the scanned copy of the Demand Draft or cash receipt during e-tender submission and the original Demand Draft or cash receipt, along with a covering letter addressed to the Chairman mentioning the NIeT No. and Tender ID, must be submitted to the received section of Balurghat Municipality before the last date of tender submission. Failing to comply with these requirements, the bidder's bid will not be evaluated. Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of Statuary bid documents. Tender will be declared informal if earnest money is not submitted as directed above
f)	Time of completion	As per Annexure I
g)	Terms and condition	<p>i) 3 (three) years maintenance cost will be borne by the Agency ii) Security money will be refunded in two installments i.e, 30% of the security money will be refunded after 2(two) years from the date of completion of the work and rest 70% of the security money will be refunded after 3(three) years from the date of completion of the work</p> <p>ii) One Agency can apply for one Scheme only. If applied for more than one work their all applications will be rejected</p> <p>In case of defective lights the L1 bidders are bound to provide replacement warranty for three years from date of completion of the works.</p>
i)	<b><u>Date and Time Schedule as follows:</u></b>	
i)	Date of uploading of NIeT, and Tender Documents online (Publishing Date)	09.02.2026
ii)	Document downloaded / sell start date (on line)	09.02.2026 at 11.00 hour
iii)	Tender submission starts date (on line)	09.02.2026 at 17.00 hour
iv)	Tender submission closing date (on line)	16.02.2026 at 15.00 hour
v)	Tender opening date for Technical proposals (on line)	19.02.2026 at 12.00 hour
vi)	Date of uploading list for Technically Qualified Tenderers (on line)	To be notified later
vii)	Date and place for opening of Financial	To be notified during uploading of Technical

	proposals (on line)	Evaluation Sheet of Tenderers.
viii)	Date of uploading of list of Tenderers along with the offer rates through (on line)	To be notified later. (L1 should submit original papers physically before issue of Work Order)
ix)	Also if necessary for further negotiation through offline for physical verification	Original documents of all participants may be produced for physical verification before technical evaluation as and when required by the TIA and the date and time of physical verification will be uploaded to Municipal website and also displayed to Municipal Notice Board.

**Note:**

1. In case of bundh/strike /holiday etc. falls on the schedule dates as mentioned above, the same will be treated on the next working day on the same time as scheduled above only for Sl. No. h) (v) to (x) of Table-1 unless otherwise notified through Net (e-PORTAL)
2. The Tender Inviting Authority shall have every right to choose the Bidder as he deem fit and proper for good quality of work, in that regard no objection or complain shall be entertained and granted.
3. The contractors shall have to procure all materials including steel and cement as and when necessary, as per directive of EIC whose decision is final and binding.
4. Recovery of 1% (one percent) for labour welfare cess of gross value of the bills to be made as per regulation of employment and conditions of service act 1996.
5. Site inspection should be made before submission of tender.
6. In case of any dispute arising in this regard the Court of Balurghat will have exclusive Jurisdiction to deal with the same.
7. The work order will be issued after receiving required fund from the competent Authority.

Executive Officer  
Balurghat Municipality

FORM -I  
PRE-QUALIFICATION APPLICATION

To  
The Executive Officer,  
Balurghat Municipality,  
Dakshin Dinajpur.

Ref: - Tender for \_\_\_\_\_  
(Name of work)

**NIeT.No.:**

Dear Sir,

Having examined the Statutory, Non statutory and NIeT documents, I /we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / us 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 group 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 and Accepting Authority/Engineer-in-Charge can amend the scope and value of the contract bid under this project.



(b) Tender Inviting and Accepting Authority/Engineer-in-Charge reserves the right to reject any application without assigning any reason.

**Encls:- e-Filling:-**

1. Statutory Documents
2. Non Statutory Documents

Date: -


**Signature of applicant including title**  
and capacity in which application is made.

**Memo No – 3937 /1(08)/APAS/ PW(Elec)-4**

**Date – 07.02.2026**

Copy Forwarded for information and for wide circulation to:

1. The District Magistrate, Dakshin Dinajpur, Balurghat.
  2. The Sub Divisional Officer, Balurghat Sadar, Dakshin Dinajpur.
  3. The District Information & Cultural Officer, Dakshin Dinajpur, Balurghat.
  4. The Executive Engineer, P.W.D., Dakshin Dinajpur, Division, Balurghat.
  5. The Executive Engineer, P.W.D. Electrical, Dakshin Dinajpur, Electrical Division, Balurghat.
  6. The Divisional Manager WBSEDCL, Dakshin Dinajpur, (D) Division, Balurghat.
  7. The Assistant Engineer, P.W.D., Balurghat Electrical Sub Division, Balurghat, Dakshin Dinajpur.
  8. The Assistant Engineer, WBSEDCL, Balurghat Customer Care Centre, Balurghat, Dakshin Dinajpur
- For information and wide publication through their Notice Board please.

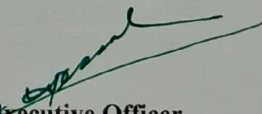
  
**Executive Officer**  
**Balurghat Municipality**

**Memo No – 3937 /2(13)/APAS/ PW(Elec)-4**

**Date – 07.02.2026**

Copy to:-

1. The Chairman, Balurghat Municipality.
2. The Vice-Chairman, Balurghat Municipality.
3. The Finance Officer, Balurghat Municipality.
4. The Executive Engineer, Malda Division, M.E.Dte.
5. The Assistant Engineer, Malda Sub-Division, M.E.Dte.
6. The Assistant Engineer, Balurghat Municipality.
7. The Head Clerk, Balurghat Municipality.
8. The Accountant, Balurghat Municipality.
9. The Cashier, Balurghat Municipality.
10. Sri. Saumyadip Dey, S.A.E. Electrical (contractual), Balurghat Municipality.
11. In-charge receive section, Balurghat Municipality.  
For information and necessary action.
12. Sri Mrinmoy Das, I.T. Support Specialist / Sri. Ramkrishna Sikdar, I.T. Coordinator, Balurghat Municipality.  
He is directed to upload the N.I.e.T. on municipal website.
13. Municipal Notice Board for wide publication.


  
**Executive Officer**  
**Balurghat Municipality**

**ANNEXURE – I**

**Enclosure to this office Tender Notice No. MAD/ULB/BLGT/APAS(ELECTRICAL)/03/25-26(2<sup>nd</sup> Call) & Memo No – 3937**  
**/PW(Elec)-4, dt. 07.02.2020**

**List of the Schemes within Balurghat Municipality**

Sl. No.	Name of work	Estimated Cost (Rs.)	Eligibility of Contractor	Time of completion	Earnest Money (Rs)
1	Installation of LED Tubular pole with chain light near Bata Krishna Pally park in ward no. 05 within Balurghat Municipality, Dakshin Dinajpur.	97985.77	Out sider with similar credential. One Agency can apply for one Scheme only. If applied for more than one work their all applications will be rejected.	60 days	2000.00
2	Installation of Light and LED chain near the house of Partha Ghosh in ward no. 13 under Balurghat Municipality, Dakshin Dinajpur.	195867.96		60 days	4000.00
3	Installation of LED light near H/O Nanda Kundu to H/O Biswanath Shil in ward no. 17 under Balurghat Municipality, Dakshin Dinajpur.	93288.96		60 days	1900.00
4	Installation of LED Light near H/O Sonita Bafore, Rambilash Mallik, Ratna Sarkar, Ganesh Roy Karmakar in ward no.17 under Balurghat Municipality, Dakshin Dinajpur.	122441.75		60 days	2500.00
5	Requirement of LED light near H/O- Krishnendu Roy in ward no. 17 under Balurghat Municipality (Installation of LED Mini-Mast near H/O- Krishnendu Roy, in ward no. 17 under Balurghat Municipality).	147054.73		60 days	3000.00
6	Repairing of cc road, rcc slab and led light beside h/o- Sanat Panchanan & h/o- Babua in ward no 21 under Balurghat Municipality (Installation of new LED light near the H/O Sanat Panchanan to H/o Babua, in ward no.21 within Balurghat Municipality, Dakshin Dinajpur.)	93288.96		60 days	1900.00
7	Repairing of cc road, m-drain, rcc slab and led light near the shop of Nagarjuna to Sare tin number more in ward no 21 under Balurghat Municipality (Installation of new LED light near the shop of Nagarjuna to Sare tin number more, in ward no.21 within Balurghat Municipality, Dakshin Dinajpur).	93288.96		60 days	1900.00
8	Requirement of High Mast light at Yuktra Sangha Club Library in ward no 21 under Balurghat Municipality [Installation of LED Mini-Mast at Yukta Sangha Club, in ward no.21 under BalurghatMunicipality].	147054.73		60 days	3000.00
9	Installation of a new LED light in front of Mira Bhattacharjee's House in ward no 21 under Balurghat Municipality (Installation of a new tubular poles with LED light in front of Mira Bhattacharjee's House in ward no 21 under Balurghat Municipality, Dakshin Dinajpur).	196033.91		60 days	4000.00

  
**Executive Officer**  
**Balurghat Municipality**

