

OFFICE OF THE  
**BALURGHAT MUNICIPALITY**



SOVA MAJUMDER SARANI  
BALURGHAT : DAKSHIN DINAJPUR

e-mail – [bmipality@gmail.com](mailto:bmipality@gmail.com)  
website : [www.balurghatmunicipality.org](http://www.balurghatmunicipality.org)

Memo No – 5025 /G - 8

Date – 12.02.2026

**NOTICE INVITING e-QUOTATION NO: MAD/ULB/BLGT/(COMP) /05/25-26**

Name of work: - Supply and Installation of Outdoor LED Screen at Suresh Ranjan Park under Balurghat Municipality including all taxes and 1(One) year maintenance.

1. Applications are invited as specified by the Chairman, Balurghat Municipality, P.O- Balurghat, Dist- Dakshin Dinajpur. Invites e-QUOTATION (Electronic Quotation) from eligible resourceful & bonafied contractors for the year 2025-26.
2. Applicants willing to take part in the process of e-Quotation will have to be enrolled & registered with the Government e-Portal system through logging on to <https://wbtenders.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 Quotation 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://wbtenders.gov.in>
3. Intending quotationers can search and download NIEQ and other tender documents electronically by logging on to the website <https://wbtenders.gov.in>, using his Digital Signature Certificate (DSC). This is the mode of collection of quotation documents electronically.
4. For participating in the tender, the earnest money will be deposited by the bidder through the following payment mode as per Finance Department Order No. 3975-F(Y) dated 28<sup>th</sup> July, 2016 (Annexure – A) – a) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway. b) RTGS/NEFT in case of offline payment through bank account in any bank. Tender will be declared informal if Earnest money is not submitted as directed above.
5. *A prospective Quotationers 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 Quotation:**

- i) The prospective Quotationers who are eligible to participate (Manufacturer / Authorized Dealer of a reputed company/Supplier etc.) should have sufficient resources, financial solvency, sufficient experience during the last 3 (Three) years prior to the date of issue of this Notice single similar nature work under the State/Central Govt. Undertaking, Board/Corporation, Local Bodies or similar Govt. Organization etc., Scanned copy of Works orders and 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.

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

- i. NIeQ
- ii. Form K

## **7. Submission of Quotations**

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

Quotations are to be submitted online through the website, in one folder, 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) Notice Inviting Quotation

#### **Note:**

- i. Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the contractor.
- ii. Quotations will be summarily rejected if any item in the statutory cover is missing.
- iii. Necessary deduction i.e. G.S.T., I.T., CESS, 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, GST, 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. Registered Deed for Partnership Firm, if applicable with notary.
- iii. 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.
- iv. Experience profile should be furnished as per following table.

#### **Experience profile**

Name of Agency	Name location & nature of work	Quotation No. & Work order No.	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 <b>(ALL CERTIFICATE SHOULD BE UP TO DATE)</b>	1. PAN Card 2. P Tax (CHALLN) 3. Income Tax Return receipts (refer clause 6-ii ) 4. Pre-Qualification Application (Form I) 5. Valid Trade license 6. GST Registration Certificate 7. Sufficient experience of supply and installation of LED Display Board or Heavey electronics items similar types of works; work order and Payment certificate.
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. Power of Attorney (Registered)

**NOTE: FAILURE OF SUBMISSION OF ANY ONE OF THE ABOVE-MENTIONED DOCUMENTS WILL RENDER THE TENDER LIABLE TO BE REJECTED.**

#### 8. Financial Proposal

- i) The contractor is to quote the rates against each item online filled up in all respect including totaling.
- ii) 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 quotationers fails to produce the original hard copies of the documents uploaded or any other documents on demand of the Quotation 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 quotationers will be suspended from participating in the tenders on e-Quotation 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 Balurghat Municipality P.O Balurghat, Dist Dakshin Dinajpur may/shall take appropriate legal action against such defaulting quotationers. The authority may ask to show hard copies of all credentials, certificates, company details, partnership deeds etc. etc. as uploaded by the quotationer and allied papers in connection with this quotation as and when necessary for verification purpose as per convenience of the authority during processing of this quotation.*

#### 10. Rejection of Quotation

*The Authority/Chairman of Balurghat Municipality reserves the right to accept or reject any quotation and to cancel the quotationing process and reject all quotationers at any time prior to the award of contract without thereby incurring any liability to the affected quotationers or any obligation to inform the affected quotationers of the ground for employer's (Quotation accepting authority) action.*

#### 11. Date & schedule

**(Table-I)**

a)	Name of the work: -	Supply and Installation of Outdoor LED Screen at Suresh Ranjan Park under Balurghat Municipality including all taxes and 1(One) year maintenance.
b)	Name and Address of the Quotationing authority	Chairman, Balurghat Municipality P.O Balurghat, Dist. Dakshin Dinajpur.
c)	Eligibility of the Contractor: -	Quotationers having similar type of experience within last 3 years, sufficient resources and financial solvency.
d)	Earnest money: -	Rs.20000.00 (Rupees Twenty thousand) only earnest money will be deposited by the bidder through the following payment mode as per Finance Department Order No. 3975-F(Y) dated 28 <sup>th</sup> July, 2016 (Annexure – A) – i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway. ii) RTGS/NEFT in case of offline payment through bank account in any bank. Tender will be declared informal if Earnest money is not Submitted as directed above. Earnest Money Deposit i.e. 2% of bid amount beyond <b>Initial Earnest Money</b> (if any) shall have to be deposited after acceptance of Bid Proposal. MSME certificate will be granted for exemption of Earnest Money.
e)	Terms and condition	(A) i) Security money will be refunded in two installment i.e, 30% of the security money will be refunded after 1(One) year from the date of completion of the work. Next 70% of the security money will be refunded after 3(Three) years from the date of completion of the work. (B) Additional Clauses: - 1. A warranty of LED Display along with related accessories (one) years shall have to be submitted by the bidder. 2. To be considered eligible for participation in this project, bidders must provide valid authorization certificates from at least any two of the following three companies: i) Ovel LED Display ii) Indotronix Innovations iii) Queppelin Only bidders who submit valid authorization certificates from any two of the above-listed companies will be deemed eligible for this project.

		<p>3. Authorized Service Center at least any two of the following three companies:</p> <ol style="list-style-type: none"> <li>Ovel LED Display</li> <li>Indotronix Innovations</li> <li>Queppelin</li> </ol> <p>must be within 20 KM from the Balurghat Municipality office.</p> <p>4. In case of any technical problem, it should be repaired within 48 Hours.</p> <p>(C ) Completion time will be 7 (Seven) days from the date of issue of Work order.</p>
f)	<b><u>Date and Time Schedule as follows:</u></b>	
i)	Date of uploading of NIeQ, and Quotation Documents online (Publishing Date)	12.02.2026
ii)	Document downloaded / sell start date (on line)	13.02.2026 at 09.00 hrs
iii)	Quotation submission start date (on line)	13.02.2026 at 17.00 hrs
iv)	Quotation submission closing date (on line)	20.02.2026 at 15.00 hour
v)	Quotation opening date for technical proposals (on line)	24.02.2026 at 12.00 hour
vi)	Date of uploading list for Technically Qualified quotationers (on line)	To be notified later
vii)	Date and place for opening of financial proposals (on line)	To be notified during uploading of Technical Evaluation Sheet of Quotationers.
viii)	Date of uploading of list of Quotationers along with the offer rates through (on line)	To be notified later.
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.

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 successful quotationers shall have to execute an agreement with the authority as per usual norms in the K Form within 7 days after the issue of acceptance letter.
3. In case of any dispute arising in this regard the Court of Balurghat will have exclusive Jurisdiction to deal with the same.

  
 Chairman  
 Balurghat Municipality



FORM -I  
PRE-QUALIFICATION APPLICATION

To ,

The Chairman  
Balurghat Municipality  
Dakshin Dinajpur,  
Ref: - Quotation for \_\_\_\_\_

(Name of work)

**NIeQ No.:**

Dear Sir,

Having examined the Statutory, Non statutory and NIeQ 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) Quotation Inviting and Accepting Authority/Engineer-in-Charge can amend the scope and value of the contract bid under this project.

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

**Enclo:- e-Filing:-**

1. Statutory Documents
2. Non Statutory Documents

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

**Memo No:-** /1(35)/G -8

**Date -**

Copy to:-

1. The All MCIC, Balurghat Municipality.
2. The All Councillors, Balurghat Municipality.
3. The Executive Officer, Balurghat Municipality.
4. The Finance Officer, Balurghat Municipality.
5. The Head Clerk, Balurghat Municipality
6. The Assistant Engineer, Balurghat Municipality
7. The Assistant Engineer, MED, Balurghat Sub-Division.
8. The Accountant, Balurghat Municipality.
9. The Cashier, Balurghat Municipality.
10. The Received Section, Balurghat Municipality.
11. Municipal Notice Board for wide publication.
12. The Computer Section for up loading to Municipal web site.

*Sale*  
Chairman  
Balurghat Municipality

*Sale*

**FORM -I**  
**PRE-QUALIFICATION APPLICATION**

**To**

The Chairman  
Balurghat Municipality  
Dakshin Dinajpur,  
Ref: - Quotation for \_\_\_\_\_

(Name of work)

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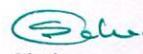
**Date: - Signature of applicant including title**  
and capacity in which application is made.

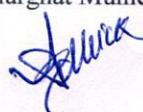
**Memo No:- 5025 /1(35)/G -8**

**Date -**

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Chairman  
Balurghat Municipality



## ANNEXURE – I

Enclosure to this office Quotation Notice No. MAD/ULB/BLGT/(COMP) /05/25-26 & Memo No - 5025 /G - 8,  
dated.12.02.2026

### List of articles with specification

Sl. No.	Items	Quantity	Specification
1	Outdoor P4 Display Unit	1	Type Outdoor Display Unit, P4: IP65 MS Cabinet Screen, 3D Video Supported by screen Module, Module Size: 320 * 160 mm, Refresh rate – 3840Hz, SMPS-Rong, Receiving – Huidu, Screen Size: Length 9.45ft, Height 7.35ft LAN:1000 Mbps / Wifi Control / 5GHz +24GHz/USB playback, HDMI,

  
Chairman  
Balurghat Municipality

