

OFFICE OF THE BALURGHAT MUNICIPALITY



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Memo No. 5043 /PW(Elec)-2

Date: 13/02/26

NOTICE INVITING e-QUOTATION NO: MAD/ULB/BLGT(ELECTRICAL)06/25-26

(Through Pre-qualification)
(Submission of Quotation through online)

On behalf of the Executive Officer, Balurghat Municipality, invites e-Quotations electronic quotation process, to obtain rate for "Annual maintenance contract of 63 (sixty three) nos. air-conditioner machines of Balurghat Municipality for the period from 01.03.2026 to 28.02.2027". Details of quotation with necessary requirement towards submission/download of Quotation Papers will be available from website: - <http://etender.wb.nic.in> or <http://wb.tenders.gov.in> directly with the help of Digital Signature Certificate (DSC).

1. Applicants willing to take part in the process of e-Quotations will have to be enrolled & registered with the Government e-Procurement system; through logging on to <http://wb.tenders.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 Certificate can be obtained from the authorized certifying agencies, details of which are available in the web site <http://wb.tenders.gov.in>
2. Intending Quotationers can search and download Nic-Q and other Quotation documents electronically by logging on to the website <http://wb.tenders.gov.in>, using his Digital Signature Certificate (DSC). This is the mode of collection of Quotation documents electronically.
3. 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 28th 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. Quotation will be declared informal if earnest money is not submitted as directed above.

4. Eligibility criteria for participation in quotation:

- i) The prospective tenderers who are eligible to participate (Bonafide Outsider firm/ Contractors / Engineers Co.Op. / Labour Co. Op. etc.) should have sufficient resources, sufficient experience during the last 5 (five) years prior to the date of issue of this Notice for 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 completed work at least 40% of the estimated amount put to tender or 2 (two) nos. of completed work, each of the minimum value of 30% of the estimated amount put to tender or one single running work which has been completed to the extent of 80% 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 including work order 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, G.S.T. 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. Tender Form Municipal K Form
- ii. NIQ
- iii) BOQ/ Price Schedule

5. Submission of Quotations

5.1 General process of submission

Quotations 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,

- Application in letter headed pad duly signed in. Letter head should contain full address, telephone no, mobile no, fax & e mail
- Notice Inviting Quotation
- Tender Municipal K Form
- BOQ

Note:

- Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the contractor.
- Quotations will be summarily rejected if any item in the statutory cover is missing.
- 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.
- Necessary deduction i.e. G.S.T., S.T., I.T., C.E.S., Royalty etc. will be made as per relevant Govt. order.

b. Non-Statutory Technical cover containing,

- Up to date Professional Tax (PT) Clearance receipts, IT PAN Card & Income Tax Return receipts, G.S.T. registration certificate valid up to the date of opening of the quotations. Valid application for such clearance addressed to the competent authority may also be considered, if necessary.
- Registered Deed for Partnership Firm, if applicable with notary.
- Certificate during the Last 5 (five) consecutive years as stated in Clauses 6 (i).
- 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.
- Experience profile should be furnished as per following table.

Experience profile

List of projects completed for similar nature of 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. 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.
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) Byelaws. up to date Audited Balance Sheet. 5. Power of Attorney (Registered)
C.	CREDENTIAL	Credential	1. Payment Certificate or completion certificates including work order for similar nature of works (refer clause 4. i)

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

6. 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 totaling.
- Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor.

7. 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 quotationer 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.

8. Rejection of Quotation

The employer (Quotation accepting authority) receives the right to accept or reject any quotation and to cancel the quotation process and reject all quotations 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.

9. Date & schedule

(Table-I)

a)	Name of the work:-	Annual maintenance contract of 63 (sixty three) nos. air-conditioner machines of Balurghat Municipality for the period from 01.03.2026 to 28.02.2027.
b)	Name and Address of the Tendering authority	The Executive Officer, Balurghat Municipality P.O Balurghat, Dist Dakshin Dinajpur.

c)	Eligibility of the Contractor :-	Bonafide Outsider firm/ Contractors having credential of a completed work at least 40% of the estimated amount put to tender or 2 (two) nos. of completed work, each of the minimum value of 30% of the estimated amount put to tender or one single running work which has been completed to the extent of 80% or more and value of which is not less than the desired value i.e. 40% of the estimated amount put to tender for works, tender executed under Government/Semi Government, Government autonomous body Municipality within last 5(five) years and also should possess valid PAN card., G.S.T., Professional Tax Clearance Certificate, Valid trade license. MOU / Joint Venture/ sub contract in any form will not be allowed or provided in this contract.(refer clause 4-i)
d)	Earnest money:-	Rs.8800.00 earnest money will be deposited by the bidder through the following payment mode as per Finance Department Order No. 3975-F(Y) dated 28 th 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. Balance amount of 2% of the quoted amount will be deposited by the L1 Bidder after acceptance of Bid Proposal.
e)	<u>Date and Time Schedule as follows :</u>	
i)	Date of uploading of NleQ, and Quotation documents online (Publishing Date)	16.02.2026
ii)	Document downloaded / sell start date (on line)	17.02.2026 at 11.00 hour
iii)	Quotation submission start date (on line)	17.02.2026 at 15.00 hour
iv)	Quotation submission closing date (on line)	24.02.2026 at 15.00 hour
v)	Quotation opening date for Technical proposals (on line)	27.02.2026 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 final rate	To be notified later.

10. Terms & Conditions:-

1. The agency will inspect every unit biweekly and will take necessary action immediately towards restoration of the same if any defect found there.
2. The agency will attend the calls from this office over telephone or otherwise within 6 hours from receiving the calls during working days and holidays and will take action accordingly towards restoration of the machines.
3. The agency will clean every unit quarterly.
4. The agency will keep a maintenance register wherein all his services to be endorsed with due certificate signed by concern employees.
5. The undersigned reserves the right to cancel or accept any quotation without assigning any reason. The continuation of the work order may be cancelled at any time with 7 (seven) days previous notice.

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. e) (v) to (ix) of Table-1 unless otherwise notified through Net (e-PORTAL)
2. The successful quotationer shall has to execute an agreement with the authority as per usual norms in the K Form and a formal agreement on a non-judicial stamp of Rs.10/-.
3. 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.
4. Site inspection should be made before submission of quotation.
5. In case of any dispute arising in this regard the Court of Balurghat will have exclusive Jurisdiction to deal with the same.
6. Payment will be made as per availability of fund.

Executive Officer
Balurghat Municipality

FORM-I
PRE-QUALIFICATION APPLICATION

To
The Executive Officer,
Balurghat Municipality,
Dakshin Dinajpur.

Ref: - Quotation for _____
(Name of work)

NleQ.No.:

Dear Sir,

Having examined the Statutory, Non statutory and NleQ 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.

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 - 5043 /1(8)/PW(Elec)-2
Copy to:-

Date:- 13/02/26

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, Division, Balurghat.
 6. The Divisional Manager WBSEDCL, Balurghat Division, Dakshin Dinajpur.
 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

Date:- 13/02/26

Memo No:- 5043 /2(10)/PW(Elec)-2
Copy to:-

1. The Chairman, Balurghat Municipality.
 2. The Vice-Chairman, Balurghat Municipality.
 3. The Finance Officer, Balurghat Municipality.
 4. The Assistant Engineer, Balurghat Municipality.
 5. The Head Clerk, Balurghat Municipality.
 6. The Accountant, Balurghat Municipality.
 7. The Cashier, Balurghat Municipality.
 8. Sri. Saumyadip Dey, S.A.E. Electrical (contractual), Balurghat Municipality.
 9. In-charge receive section, Balurghat Municipality.
 10. 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.
- Municipal Notice Board for wide publication.

Executive Officer
Balurghat Municipality