

**BALURGHAT MUNICIPALITY**

SOVA MAJUMDER SARANI  
BALURGHAT : DAKSHIN DINAJPUR

e-mail – [bmpality@gmail.com](mailto:bmpality@gmail.com)

website : [www.balurghatpurasava.webs.com](http://www.balurghatpurasava.webs.com)

Memo No – 746 /WS/PW – 3

Date – 12.06.2026

**NOTICE INVITING e-TENDER NO: MAD/ULB/BLGT/WS/O & M/01/26-27**

Name of the Work: Day to Day Operation & Maintenance of Water Supply Distribution System majority based on DI Pipe within Zone I to IV under Balurghat Municipality for the Period of 24 (Twenty four) months

1. Applications are invited as specified by 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://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 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 NleT 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 tender documents electronically.
4. For participating in the tender, the tenderer shall have to deposit the Earnest Money @ 2% of the estimated amount 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) – 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. Balance Earnest Money Deposit if any shall be deposited after acceptance of Bid Proposal as per direction of TIA/EIC.

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 sufficient resources, financial solvency, **sufficient experience of DI Pipe maintenance and specials is essential** during the last 5 (five) years prior to the date of issue of this Notice single similar nature work (**O & M of water supply based on DI Pipe**) under the State/Central Govt. Undertaking, Board/Corporation, Local Bodies or similar Govt. Organization etc., **having a credential of a single similar nature of completed work of at least 40% of the estimated amount put to tender or 2 (two) similar nature of completed work, each of the minimum value of 30% of the estimated amount put to tender or one single running work of similar nature 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 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, 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) 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 same 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 <b>(ALL CERTIFICATE SHOULD BE UP TO DATE)</b>	<ol style="list-style-type: none"> <li>1. GST registration Certificate</li> <li>2. PAN Card</li> <li>3. P Tax (CHALLN)</li> <li>4. Income Tax Return receipts (refer clause 6-ii )</li> <li>5. Pre-Qualification Application (Form I)</li> <li>6. Valid Trade license</li> <li>7. EPF registration certificate</li> <li>8. ESI registration certificate</li> </ol>
B.	COMPANY DETAILS	COMPANY DETAILS	<ol style="list-style-type: none"> <li>1. Proprietorship Firm (Trade License)</li> <li>2. Partnership Firm (Partnership Deed, Trade License)</li> <li>3. LTD. Company (Registration Certificate, Trade License)</li> <li>4. Co-Operative Society (Society Registration Certificate) Bye Laws, up to date Audited Balance Sheet.</li> <li>5. Power of Attorney (Registered)</li> </ol>
C.	CREDENTIAL	Credential	<ol style="list-style-type: none"> <li>1. Payment or Completion Certificate and Work Order for similar nature of Work Done (O &amp; M of water supply with DI Pipe) within last 5(five) years (refer clause 6. i)</li> </ol>

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

#### 8. Financial Proposal

- i) 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.
- 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 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:-	Day to Day Operation & Maintenance of Water Supply Distribution System majority based on DI Pipe within Zone I to IV under Balurghat Municipality for the Period of 24 (Twenty four) months
b)	Name and Address of the Tendering authority	Chairman, 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, EPF &amp; ESI registration certificate.</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 or completion certificate in respect of credential value may be included in NIT.
d)	Estimated cost: -	As per Annexure I (Page No – 7)
e)	Earnest money:-	As per Annexure I, 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) – 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
f)	Time of completion	As per Annexure I (Page No – 7)
g)	Terms and condition	<ol style="list-style-type: none"> <li>1. Security money will not be deducted. All existing staff who are maintaining all operational system at all Zones will remain same, existing manpower cannot be changed without reasonable ground and permission should be taken from the Authority of Balurghat Municipality before changing the existing any staff.</li> <li>2. Any leakage of pipe line must be repaired within 24 hrs</li> <li>3. Bib cock if damaged or stolen of any Street Stand Post must be replaced within 24 hrs</li> </ol> Failing to perform the work as mentioned in SI No – 2 & 3 within stipulated time then the work order will be terminated without any further correspondence.
i)	<b>Date and Time Schedule as follows :</b>	
ii)	Date of uploading of NleT, and Tender Documents online (Publishing Date)	13.06.2026
iii)	Document downloaded / sell start date (on line)	15.06.2026 at 15.00 hour
iv)	Tender submission start date (on line)	16.06.2026 at 11.00 hour
v)	Tender submission closing date (on line)	30.06.2026 at 18.00 hour
vi)	Tender opening date for Technical proposals (on line)	03.07.2026 at 12.00 hour
vii)	Date of uploading list for Technically Qualified Tenderers (on line)	To be notified later
viii)	Date and place for opening of Financial proposals (on line)	To be notified during uploading of Technical Evaluation Sheet of Tenderers.
ix)	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)
x)	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.

**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.

  
 Chairman  
 Balurghat Municipality

FORM -I  
PRE-QUALIFICATION APPLICATION

To  
The Chairman  
Balurghat Municipality  
Dakshin Dinajpur,

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

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.

**Encl:- e-Filling:-**

1. Statutory Documents
2. Non Statutory Documents

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

**Memo No - 746 /1(13)/WS/PW - 3**

**Date - 12.06.2026**

Copy Forwarded for information and for wide circulation to:

1. The District Magistrate, D/Dinajpur, Balurghat
2. The Vice-Chairman, Balurghat Municipality
3. The MCIC (Water Supply), Balurghat Municipality
4. The Executive Officer, Balurghat Municipality
5. The Finance Officer, Balurghat Municipality
6. The Assistant Engineer, Balurghat Municipality
7. The Assistant Engineer, MED, Balurghat Sub-Division, Malda Division
8. The Head Clerk, Balurghat Municipality.
9. The Accountant, Balurghat Municipality
10. The Cashier-in-charge, Balurghat Municipality.
11. The Received Section, Balurghat Municipality.
12. Computer Section, Balurghat Municipality for up loading at Municipal web site
13. Municipal Notice Board

  
Chairman  
Balurghat Municipality

**ANNEXURE – I**

Enclosure to this office Tender Notice No. MAD/ULB/BLGT/WS/PW/01/26-27 & Memo No – 746/  
/WS/PW - 3, dated – 12.06.2026

**List of the Schemes within Balurghat Municipality**

SI No	Name of work	Estimated cost (Rs)	Eligibility of Contractor	Time of completion	Earnest Money (Rs)
1	Day to Day Operation & Maintenance of providing safe Drinking Water uninterruptedly to consumer Premises by making Distribution System in functioning within Zone I of Newly laid DI Pipes lines , Raw Water, Clear Water pipe lines and PHE lines under Balurghat Municipality for the Period of 24 (Twenty four) months	2209179.00	Out sider with similar credential	730 days	44200.00
2	Day to Day Operation & Maintenance of providing safe Drinking Water uninterruptedly to consumer Premises by making Distribution System in functioning within Zone II of Newly laid DI Pipes lines , Raw Water, Clear Water pipe lines and PHE lines under Balurghat Municipality for the Period of 24 (Twenty four) months	2209179.00		730 days	44200.00
3	Day to Day Operation & Maintenance of providing safe Drinking Water uninterruptedly to consumer Premises by making Distribution System in functioning within Zone III of Newly laid DI Pipes lines , Raw Water, Clear Water pipe lines and PHE lines including Chakvrigu Newly Added area under Balurghat Municipality for the Period of 24 (Twenty four) months	2287214.00		730 days	46000.00
4	Day to Day Operation & Maintenance of providing safe Drinking Water uninterruptedly to consumer Premises by making Distribution System in functioning within Zone IV of Newly laid DI Pipes lines , Raw Water, Clear Water pipe lines and PHE lines under Balurghat Municipality for the Period of 24 (Twenty four) months	2209179.00		730 days	44200.00

  
Chairman  
Balurghat Municipality