

Office of the Board of Administrator
Panskura Municipality

P.O. PANSKURA, □DIST. Purba Medinipur.

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Memono: -PM/PW/558/03/2036

Dated-19.09.2025

NOTICE INVITING ELECTRONIC TENDER NO.:- WBMAAD/Panskura/NIT-08e/2025-26

The Chairperson, Panskura Municipality on behalf of Board of Administrator, invites e-Tender on percentage rate basis from reputed and resourceful contractor/Company /firm /Public Sector Undertaking / Government Company having experience in Govt. Departments for execution of similar nature of works for the works as given in the table below (Submission of both technical and price Bid through online).

Sl. No.	Name of the works	Estimated amount put to tender	Earnest Money	Period of Supply	Source of Fund
1.	Supply and installation of CPCB IV Emission complaint 25-3 PH, 415 VOLT Silent DG Set of Panskura Girls High School within Panskura Municipality	Rs.695785.00	Rs.13916.00	15 days (from date of work order receive)	BEUP

Scope of Work:	Supply and installation of CPCB IV Emission complaint 25-3 PH, 415 VOLT Silent DG Set
Location for supply:	Panskura Girls High School

1. In the event of e-filing, intending tenderer may download the tender documents consisting of this NIEt. Instruction to tenderer (section-A), different forms & affidavits (Section-B), Special Terms & Conditions (Section- C), Specification of work (Section-D), Schedule of works (BOQ), Form-‘2911(II) and Corrigenda & Addenda (if any) from the website <http://wbtenders.gov.in> directly with the help of digital signature certificate. Necessary cost of earnest money may be remitted through online by Net Banking through ICICI Bank Payment Gateway and also to be documented through e-filing the original through online by net banking against Earnest Money Deposit (EMD). Intending tenderer will not have to pay the cost of tender documents for the purpose of participating in e-tendering as per notification no. 199-CRC/2M-10/2012, dated 21.12.2012 of the Secretary, Public Works Department, CRC Branch, Government of West Bengal. However the successful L1 (Lowest) bidder will have to pay the cost of Tender Documents of 3 (three) sets @ price mentioned in the list prescribed in Notification no. 452-A/PW/O/10C-35/10, dated 26.07.2011 of Secretary, Public Works Department (Accounts Branch), Government of West Bengal.
2. Both Technical Bid & Financial Bid are to be submitted concurrently duly digitally signed in the Website <http://wbtenders.gov.in>
3. Tender documents may be downloaded from website and submission of Technical Bid & Financial Bid will be done as per time schedule.

4. The FINANCIAL OFFER of the prospective tenderer will be consider only if the TECHNICALBID of the tenderer is found qualified by the ‘Tender Evaluation Committee ‘formed by the Chairperson, Board of Administrator, Panskura Municipality. The decision of the ‘Tender Evaluation Committee’ will be final and absolute in this respect. The list of qualified tenderer will be displayed in the website.

5. Eligibility criteria for participation in the tender:

i. Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 40% (forty percent) of the estimated amount put to tender during 5 (five) years prior to the date of issue of this tender notice.

OR [Non-statutory document]

ii. Intending tenderers should produce credentials of 2(two) similar nature of completed works, each of the minimum value of 30% of the estimated amount put to tender during last 5 (five) years prior to the date of issue of this tender notice.

N.B.: Estimated amount ,Date of completion of project and detail communicational address of client must be indicated in the Credential Certificate. Only work order or payment certificate will not be treated as a credential.

[Non-statutory documents]

iii. **Income Tax Return Receipt for the Latest Assessment year, copy of up-to-date P.T. Deposited Challan/ Certificates, GST Registration Certificate, up to date GST clearance Certificates, PAN Card , valid trade license are to be accompanied with the Technical Bid Documents.**

[Non-statutory documents]

iv. The prospective tenderer or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last5(five)years. Such abandonment of rescission will be considered as disqualification towards eligibility. (A declaration in this respect through affidavit has to be furnished by the prospective tenderer without which the Technical Bid shall be treated as non-responsive)

[Non-statutory documents]

v. Register partnership deed for partnership firm is to be submitted. The company shall furnish the Article of Association and Memorandum. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners or such firm to upload such tender.

[Non-statutory documents]

vi. Joint Ventures will not be allowed.

vii. A prospective tenderer shall be allowed to participate in a particular job either in the capacity of individual or as a partner of a firm. If found to have an applied severally in a single job, all his applications will be rejected for that job without assigning any reason thereof.

6. The successful tenderer shall establish field testing laboratory equipped with requisite instruments in conformity with relevant code of practice and technical staff according to the requirement so works to be executed.

7. No Mobilization Advance and Secured Advance will be allowed.

8. Bids shall remain valid for 120 (one hundred and twenty). If the tenderer withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited without assigning any reason thereof.

9. Date & Time schedule:-

Sl. No.	Particulars	Date & Time
1	Date of publishing NleT documents (Publishing Date)	25.09.2025
2	Date of start of downloading tender documents, etc.	25.09.2025 from 11:00 AM
3	Date of start of submission of Technical Bid & Financial Bid	25.09.2025 from 11:00 AM

4	Date of Pre-Bid Meeting with the intending bidders in the office of the Superintending Engineer, South Circle, Municipal Engineering Directorate, Koushallya, Kharagpur, Dist.-Paschim Medinipore. (Optional for the bidders)	NA
5	Date of closing of downloading the tender documents etc.	13.10.2025 from 01:00 PM
6	Date of closing of submission of Technical Bid & Financial Bid	13.10.2025 from 01:00 PM
7	Date of opening of the Technical Bid	15.10.2025 up to 01:00 PM.

10. There shall be no provision of arbitration since Clause 25 of the Conditions of Contract of the West Bengal Form No. '2911(II)' is omitted vide notification no. 558/SPW, dated 13.12.2011 of Secretary to the Government of West Bengal, Public Works Department.

11. Acceptance of Bid: The "Chairperson, Board of Administrator, Panskura Municipality" will accept the Bid. He / She reserves to himself / herself the right to reject any or all of the Bids received without assigning any reason thereof.

12. Escalation of Cost: There will be no escalation in cost format erials or labour and the contract price mentioned in the contract stands valid till completion of the contract, and other obligation, if any.

13. Execution of Work : The Contract or is liable to execute the whole work as per direction and instruction by the Chairperson Panskura Municipality.

14. Payment: Payment will be made to the successful Bidder by "Chairperson, Board of Administrator, Panskura Municipality" periodically on the progress of work as per availability of fund.

15. Influence: Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly prohibited and any Bidder who resorts to this will render his Bid liable to rejection.

16. Earnest Money: The amount of earnest money @2% (two percent) of the Estimated Amount put to tender in the shape of online by Net Banking through ICICI Bank Payment Gateway drawn in favour of "Chairperson, Board of Administrator, Panskura Municipality" payable at Panskura against the work. This clause is also applicable for all categories of applicants except those are exempted as per prevailing Government Order. Total EMD to be paid throughonline (any of the banks listed in the ICICI bank payment Gateway).Incase of payment through ICICI bank payment Gateway,ICICI bank through online will also be valid as per Memorandum No.3975-F(Y) dated-28/07/2016 of Finance Department, Govt. of WB. Retention money towards performance security/Security Deposit amount @ 3% of the value of work shall be deducted from the running account bill in terms of Memorandum No. 201-F(Y), dated 18.01.2021 of Finance Department, Audit Branch, Group-T, Government of West Bengal.

17. Thetenderer's own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting e-Tender, the cost of visiting the site shall be at the tenderer's own expense.

18. The intending tenderer shall clearly understand that whatever may be the outcome of the present invitation of Bids no cost of binding shall be reimbursable. The Chairperson, Board of Administrator, Panskura Municipality reserves the right to reject any application for purchasing Bid documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any tenderer at the stage of bidding.

19.Prospective applicants are advised to note carefully the minimum qualification criteriaas mentioned in Instructions to tenderer before bidding.

20. In case of Ascertainng Authority at any stage of tender process or execution of work necessary registered irrevocable power of attorney is to be produced.

21. All intending tenderer are requested to be present in the chamber of the Chairperson, Board of Administrator, Panskura Municipality during opening of the tender to observe the tender opening procedure.

22. CONDITIONAL and INCOMPLETE TENDER will not be accepted under any circumstances.

23. Necessary requirement of principal machineries and laboratories which must be possessed either owned

or leased by the tenderer.

[Non-statutory documents]

Other modern machinery required for the work to be executed by Mechanical means as far as practicable.

Necessary certificate should be submitted for authenticity of own / leased machineries.

N.B: Original documents in support of own possession / arrange through lease hold registered agreement of the aforesaid machineries is to be furnished if required by the Tender Inviting Authority.

In the event of acceptance of lowest tendered rate, no multiple lowest rates will be considered by the department.

24. The Chairperson, Board of Administrator, Panskura Municipality reserves the right to cancel the NIE T due to unavoidable circumstances and no claim in this respect will be entertained.

25. During scrutiny, if it is come to the notice to Tender Inviting Authority that the credential or any other papers found incorrect / manufactured / fabricated, that tender will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice with forfeiture of earnest money forthwith.

26. Before issuance of the work order, the Tender Inviting Authority may verify the credential & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the tenderer under any circumstances.

27. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence:

- i. Form-‘2911(II)’
- ii. NIE T
- iii. Special terms & Condition
- iv. Technical Bid
- v. Financial Bid

Qualification Criteria

The Tender Inviting & Accepting Authority will determine the eligibility of each tenderer, the tenderer shall have to meet all the minimum criteria regarding:

- a. Financial Capacity.
- b. Technical Capability comprising of personal & equipment capability.
- c. Experience.

The eligibility of a tenderer will be ascertained on the basis of the documents in support of the minimum criteria as mentioned in (a), (b) & (c) above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a tenderer is either manufactured or false, in such cases the eligibility of the tenderer /tender will be rejected at any stage without any prejudice.

28. This NIE T shall form a part of the contract document. The successful tenderer on acceptance of his bid by the Accepting Authority sign the contract consisting of NIE T. All tender documents forming part of the time of the Bid uploaded at the time of invitation of bid, their rates quoted online at the time of submission of bid and standard Form- ‘2911(II)’ (Ref. Sl. No.A.9.-Section-A).

29. Corrigenda if any will publish in website only.

**Sd/-
Chairperson
Board of Administrator
Panskura Municipality**

Copy forwarded for information and wide circulation to:-

1. The District Magistrate, Purba Medinipur.
2. Phiroja Bibi, Hon' M.L.A, 205-Panskura Paschim Assembly Constituency, Purba Medinipur.
3. The S.D.O. ,Tamluk, Purba Medinipur
4. The Executive Officer, Panskura Municipality
6. The Finance Officer, Panskura Municipality

Sd/-
Chairperson
Board of Administrator
Panskura Municipality

INSTRUCTION TO TENDERERS

SECTION – A

1. General guidance for e-tendering

Instructions/ Guidelines for tenderers for electronic submission of the tenders have been annexed for assisting them to participate in e-tendering.

2. Registration of Tenderer

Any tenderer willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-procurement system, through logging on to [https:// wbtenders.gov.in](https://wbtenders.gov.in). The tenderer is to click on the link for e-tendering site as given on the web portal.

3. Digital Signature certificate (DSC)

Each tenderer is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the service provider of the National Information's Centre (NIC) or any other bonafide service provider on payment of requisite amount. Details are available at the Web Site stated in Clause 2 of Guideline to tenderer. DSC is given as a USB e-Token.

4. The contractor can search and download NIeT and tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of tender Documents.

5. Submission of Tenders.

General process of submission, tenders are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal and the other is Financial Proposal before the prescribed date and time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

A. Technical proposal

The Technical proposal should contain scanned copies of the following further two covers (folders).

A-1. Statutory Cover Containing

- a) **Notice Inviting e-tender (NIeT)**, all Corrigendum & Addendum should be properly downloaded & uploaded the same Digitally Signed.
- b) **Prequalification & others documents** (To be download, filled, scanned and upload the same digitally Signed in a single PDF file in sequence)
 - i. Pre-qualification Application (Section-B, Form – I).
 - ii. Financial Statement (Section – B, Form – II).
 - iii. Affidavits (Ref:- format for general affidavit “Y”)
 - iv. Structure and Organisation (Section-B, Form-III)
 - v. Special Terms, condition and specification of works.
- c) In the event of e-Filing intending tenderer may download the tender document from the website <http://wbtenders.gov.in> directly by the help of Digital Signature Certificate & necessary cost of tender document (if any) may be remitted online by net Banking through ICICI Bank Payment Gateway. Technical Bid& Financial Bid both will be submitted concurrently duly

digitally signed in the Website <http://etender.wb.nic.in>. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per tender Schedule.

Financial Tender will be submitted duly digitally signed in the Website <https://wbtenders.gov.in> Tender document may be downloaded from website & submission of Financial part as per Tender Schedule.

The requisite cost of tender documents and Earnest Money, as specified in this NIT shall be paid online by net Banking through ICICI Bank Payment Gateway. If the status of deposition of earnest money is found unsuccessful, any such tender (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled.

A-2. Non statutory Cover Containing

- i. Professional Tax(PT) deposit receipt challan (up to date), PAN Card, IT, IT Return for the Current Assessment year, GST Registration Certificate(up to date).
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm/ Article of Association and Memorandum
- iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- v. Tax Audit Report along with Balance Sheet and Profit and Loss A/c for the last five years(year just preceding the current Financial Year will be considered as year – I)
- vi. Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op(S) (ARCS) by laws are to be submitted by the Registered labour Co-Op(S) Engineers' Co.-Opt.(S)
- vii. List of machineries possessed by own/arranged through lease deed along with authenticated documents of lease / sub-lease / hire basis etc.
- viii. List of laboratory Instrument.
- ix. List of technical staff along with structure and organization (Section – B, Form – III).
- x. Credential: Scanned copy of Original Credential Certificate as stated in NIE T (under Sl. no -5).

Note: - Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the tender liable to be summarily rejected for both statutory and non statutory cover.

B. Tender Evaluation

- i. Opening and evaluation of tender: - If any tenderer is exempted from payment of EMD, copy of relevant Government order needs to be furnished (applicable in case of Registered Labour Co-Operative Society).
- ii. Opening of Technical proposal: - Technical proposals will be opened by the Tender Inviting Authority electronically from the website using his/ her Digital Signature Certificate.
- iii. Cover (folder) of statutory documents (vide Cl. No. 5.A-1) should be opened first and if found in order, cover (Folder) for non statutory documents (vide Cl. No. – 5.A-2) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- iv. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded and handed over to the Tender Evaluation Committee. Scrutiny of technical proposal and recommendation thereafter and processing of comparative statement for acceptance etc. will be made by the Municipal Engineering Directorate, under the Deptt. Of Urban Development &Municipal Affairs, Govt. of West Bengal. Comparative Statement may be forwarded to appropriate authority depending on the value of the work as applicable as per existing norms and guidelines.

v. Uploading of summary list of technically qualified tenderers.

vi. Pursuant to scrutiny and decision of the screening committee the summary list of eligible tenderer and for which their proposal will be considered and uploaded in the web portals.

vii. While evaluation, the committee may summon the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

C. Financial proposal

As per Sl. 10 , Part II. To be uploaded Digitally signed by the tenderer.

6. Financial capacity of a tenderer will be judged on the basis of working capital and available tender capacity as mentioned in the NIeT to be derived from the information furnished in **FORM-I and II** (Section-B) i.e., Application (for Pre-qualification) and Financial Statement. If an applicant feels that his/their Working Capital beyond own resource may be insufficient, he/they may include with the application a letter of guarantee issued by a first class Bank to supplement the applicant. This letter of guarantee should be addressed to the Tender Inviting/ Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the tenderer, the tenderer will be provided with a revolving line of credit. Such revolving line of credit should be maintained until the works are taken over by the Authority.

The audited Balance sheet for the last five years, net worth tender capacity etc. are to be submitted which must demonstrate the soundness of tenderer's financial position, showing long term profitability including an estimated financial projection of the next two years.

7. REJECTION OF TENDER

The Employer (Tender Accepting Authority) reserves the right to accept or reject any tender and to cancel the tendering processes and reject all tenders at any time prior to the award of Contract without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the ground for Employer's (Tender Accepting Authority) action.

The tenderer whose tender has been accepted will be notified by the Tender Inviting and Accepting Authority through acceptance letter/ Letter of Acceptance

The Letter of Acceptance will constitute the formation of the Contract.

The Agreement in Printed Tender Form will incorporate all necessary documents e.g. NIeT, all addenda-corrigendum, special terms and condition (Section –C), different filled-up forms (Section –B), Price Schedule and the same will be executed between the Tender Accepting Authority and the successful tenderer.

N.B.: Failure of submission of any of the above mentioned documents as stated in NIeT may render the tenderer liable to be rejected for both statutory & non statutory cover.

Sd/-

**Chairperson,
Board of Administrator
Panskura Municipality**

SECTION - B
FORM- III
STRUCTURE AND ORGANISATION

A.1 Name of applicant:

A.2 Office Address:

Telephone No. and Cell Phone No. :

Fax No. :

E mail :

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.

AFFIDAVIT "Y"

Declaration of the Tenderer

(Affidavit to be affirmed on a Non Judicial Stamp Paper of Appropriate Value And Duly Notarized)

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 NIeT (NIeT 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 Quotation 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
tender 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 tender by all
instructions as may given by the Engineer in Charge of the work time to time. I also hereby undertake
to tender by the provisions of Law including the provisions of Contract Labour (Regulation &
Abolition) Act, Apprentice Act 1961, West Bengal Sales Tax Act, GST Act, Income Tax Act as would
be applicable to the Contractor upon entering into formal Contract / agreement with the Quotation
Inviting/Accepting authority.

3. That I declare that, no relevant information as required to be furnished by the tender 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.
.....
(1st class Judicial Magistrate / Notary Public)