

OFFICE OF THE COUNCILLORS OF UTTARPARA-KOTRUNG MUNICIPALITY

Uttarpara, Hooghly.

Tele Fax No: 033-2663-3863

Official web site: [www.uttarparamunicipality.in](http://www.uttarparamunicipality.in)

email ID: [uttarparamunicipality@gmail.com](mailto:uttarparamunicipality@gmail.com)

**Notice Inviting e-N.I.Q.No. : UKM/PWD/002(e)/2024-25**

Memo No: 4/4429

Dated: 21-03-2025

Chairman on behalf of Uttarpara-Kotrung Municipality invites e-quotation for the work detailed in the table below. (Submission of Bid through online) List of Schemes:

Sl. No	Name of the work (1)	Earnest Money (Rs.) (2)	Period of Completion (3)	Name of the Quotation Inviting Authority (4)	Eligibility of Contractor (5)
01	<p>Providing 24X7 Security Service in 03 (Three) different zone (Uttarpara-kotrung Municipal office, Mahamaya-Sishu-O-Matrimongal Kendra and Bhorer Alo) for 02 (Two) years under Uttarpara-Kotrung Municipality.</p> <p>(Rate should be quoted per month including G.S.T and all Applicable Taxes)</p> <p>(Under-Municipal Fund)</p>	<p>(20,000.00) Rs. -Twenty Thousand only. To be submitted online(NEFT/RTGS) in favour of "Uttarpara-Kotrung Municipality" payable at Uttarpara through ICICI payment gateway during submission of quotation</p>	<p>730 Days from the date of issuing work order</p>	<p>Chairman, U.K.M, Uttarpara, Hooghly</p>	<p>Bonafied, resourceful contractors/Suppliers/ Agencies having experience of execution of similar type of works/supply in Govt. Organization and with a valid payment certificate of executing a single contract of value not less than 40% of the quoted value of this work/supply within last 5 years. No private credentials will be considered. Satisfactory completion certificate must have to be produced while depositing the tender. b) Intending Contractors /Tenderers must be financially sound and have their machineries required for the job.</p>

  
Chairman  
Uttarpara-Kotrung  
Municipality

The cost of tender paper fee of Rs 1005/- (One thousand and five) for Sl no-1 has to be paid only by the L1 (lowest bidder) after the financial evaluation and before the formal agreement. The lowest bidder will contact the concerned department in this regard, failing which the bid will be treated as cancelled.

**No E.M.D. exemption will be allowed for M.S.M.E. certificate holders.**

- i) Intending tenderers should produce credentials of a similar nature of completed work of at least 40% (forty percent) of the tendered amount during last 5 (five) years prior to the date of issue the tender notice, or
- 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 the tender notice, or
- iii) Intending tenderers should produce credentials of 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. In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned engineer in charge will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the contractors.

**Necessary Earnest Money will be deposited by the bidder electronically: online – through his net banking enabled bank account, maintained at any bank or through any bank by generating NEFT/ RTGS challan from the e-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name(ICICI Bank) & IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit EMD of their bid at before the bid submission closing date and time as it requires time for processing of Payment of EMD. 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.**

- 1) In the event of e-filing, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary Earnest Money should be submitted through online in favour of the "Uttarpara-Kotrung Municipality" payable at Uttarpara and also to be documented through e-filing.
- 2) Both **Technical Bid (Bid –A)** and **Financial Bid(Bid –B)** are to be submitted concurrently duly digitally signed in the website <http://www.wbtenders.gov.in>
- 3) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per time Schedule stated.
- 4) The financial offer of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the U.K.M. The decision of the tender committee. will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

  
**Chairman  
Uttarpara-Kotrung  
Municipality**

5) Eligibility criteria for participation in the Quotation :-

Sl. No	Statutory Cover (For Bid -A)
01.	Photo Copy of Earnest Money deposition slip (Amounting Rs 20,000/)
02.	Income Tax Return as submitted for the Assessment Year 2024-25
03.	GST Registration certificate & PTPC.
04.	PAN card of the Company/ Authorized Signatory(who will upload the BID).
05.	Any three Audited Financial Statement P/L & Balance Sheet for the Financial year 2021-22/2022-23/2023-24
06.	Valid Trade License
07.	EPF registration certificate with last month EPF Payment Challan
08.	ESI registration certificate with last month ESI Payment Challan
07.	Registration with Registrar of Company
08.	Document related with Credential criteria .

The L-1 bidder shall submit the original hard copy of the documents to the Quotation inviting authority with his acceptance letter of the LOI. Failure to submit the original hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder."

"Tax invoice needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017"

[Non-statutory documents]

The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 3 (three) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.)

Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted. The company shall furnish the Article of Association and Memorandum.

[Non-statutory documents]

**Joint Ventures will not be allowed.**

A prospective bidder 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 applied severally in a single job, all his applications will be rejected for that job without assigning any reason thereof.

**No mobilization advance and secured advance will be allowed.**

  
**Chairman**  
**Uttarpara Kotrung**  
**Municipality**

Bid shall remain valid for a period not less than 120 (one hundred twenty) days from the last date of submission of Financial Bid / Sealed Bid. If the **bidder withdraws the bid** during the validity period of bid, the **earnest money as deposited will be forfeited** forthwith without assigning any reason thereof.

**6) Date and Time Schedule:**

Sl. No	Particulars	Date & Time
01	Date of NIQ & Other Documents	21/03/2025
02	Documents download/sell start date (Online)	22/03/2025 at 18:00 Hrs
03	Bid submission start date (Online)	22/03/2025 at 18:00 Hrs
04	Bid submission closing (Online)	08/04/2025 at 16.00 Hrs
06	Bid opening date for Technical Proposals (Online)	11/04/2025 after 11.00 Hrs
07	Date of uploading list for Technically Qualified Bidder (Online)	To be Notified Later
08	Date for opening of Financial Proposal (Online)	To be Notified Later

**Other Important Terms & Conditions :-**

- A) Earnest money be deposited @ 2% of Quoted Rate = [20,000.00 (in time of submission of quotations) + Extra Amount beyond **Twenty Thousand** if any to be Submitted in time of Formal agreement in favour of 'Uttarpara Kotrung Municipality' (Bank Draft)] and shall be refunded as per law.
- B) Providing 24X7 Security Service in 3 (Three) different zone (Uttarpara-kotrung Municipal office, Mahamaya-Sishu-O-Matrimongal Kendra and Bhorer Alo) for 02 (Two) years and at a time 01 (one) security in every zone (3x3x8)
- C) Payment to be paid monthly basis

The Chairman, Uttarpara-Kotrung Municipality, shall issue work order & the Chairman, Uttarpara-Kotrung Municipality, will make the payment.

D) If the agency fails to do the work as per the agreement with the Department, penal action in the form of forfeiture of earnest money and or security deposit money, as decided by the authority, will be imposed on the agency and the decision of the authority will be conclusive and binding. In this respect, the Chairman, Uttarpara-Kotrung shall be empowered to invoke the Earnest Money deposited in favour of him.

7) If any defect / damage is found during the period as Maintenance above, the contractor shall make the same good at his own cost to the specification at par with instant project work. On failure to do so, penal action against the contractor will be imposed by the Department as deem fit. Refund of Security Deposit will only be made after successful maintaining of appropriate service level of the work as mentioned above for 2 (Two) year from the date of completion of the work. Provision in Clause No. 17 of Form No. -2911(ii)(of Uttarpara-Kotrung Municipality ) shall be treated as superseded.

8) Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regards will be entertained.

9) Earnest Money to be deposited in favour of "Uttarpara-Kotrung Municipality" in the form of online submission, payable at Uttarpara.

10) The Bidder, at his 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

  
Chairman  
Uttarpara-Kotrung  
Municipality

into a contract for the work as mentioned in the Notice Inviting Quotation, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

11) The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The Quotation accepting authority of **Uttarpara-Kotrung Municipality** reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.

12) **Refund of EMD:** The Earnest Money of all the unsuccessful bidders will be refunded through online process after uploading Financial Evaluation as per Government Order.

13) Prospective applicants are advised to note carefully the **minimum qualification criteria** as mentioned in '**Instructions to Bidders**' stated in Section – 'A' before tendering the bids

**14) Conditional / Incomplete Quotation will not be accepted under any circumstances.**

**15) The intending Tenderers are required to quote the rate online.**

16) Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.

17) During scrutiny, if it comes to the notice of the Quotation inviting authority that the credential or any other paper found incorrect /manufactured / fabricated, that bidder would not be allowed to participate in the financial part of the Quotation and that bid will be rejected without any prejudice.

18) The Chairman, Uttarpara-Kotrung Municipality reserves the right to cancel the N.I.Q. due to unavoidable circumstances.

19) If there be any objection **regarding prequalifying the Agency** that should be lodged on line to the Chairman i.e. Quotation Inviting Authority within 2 (two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Quotation Inviting Authority. No Claim in this respect will be entertained.

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

- 1) Form No.-2911(ii)(of Uttarpara-Kotrung Municipality)
- 2) N.I.Q.
- 3) Technical Bid
- 4) Financial Bid

  
**Chairman  
Uttarpara-Kotrung  
Municipality**

**21) Qualification criteria:**

The quotation inviting and Accepting Authority will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

- 1) Financial Capacity
- 2) Technical Capability comprising of personnel & equipment capability
- 3) Experience / Credential

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

22) Escalation of price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.

23) All the intending Co-operatives(Labour Co-op ) have to submit all the relevant documents regarding their Co-operatives strictly abiding by the Rules & Regulations of Co-operative Act.

24) The payment will be made only on completion of the work supply of articles/ machineries and successful installation(Installation Certificate be produced) as certified by competent person.



Chairman  
Uttarpara-Kotrung  
Municipality

SECTION - A  
INSTRUCTION TO BIDDERS

**General guidance for e- Quotationing:**

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

**i. Registration of Contractor:**

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://www.wbtenders.gov.in> (the web portal of "Uttarpara-Kotrung Municipality" Uttarpara the contractor is to click on the link for e-Tendering site as given on the web portal).

**ii. Digital Signature certificate (DSC):**

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

iii. The contractor can search & download N.I.Q. & Quotation Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1 using the Digital Signature Certificate. This is the only mode of collection of Quotation Documents.

**iv. Participation in more than one work:**

A prospective bidder 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.

**v. Submission of quotation:**

Quotation are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & 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).

If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.  
**No MSME is allowed for the E.M.D. exemption.**

**Technical Proposal:**

The Technical proposal should contain scanned copies of the following in **one covers (folders)**.

**5 (A). Statutory Cover for Technical Bid :-**

Statutory Cover for Technical Bid will contain documents as mentioned in column No 5 above.

**Financial Proposal :-**

**5(B). The rate will be quoted in the B.O.Q. Base rate per Accounting unit inclusive of Transportation Charges, Installation Charges, Insurance, Testing, Installation etc ,Quoted rate will be encrypted in the B.O.Q. under Financial Bid. Downloaded properly and upload digitally signed.**

  
**Chairman  
Uttarpara-Kotrung  
Municipality**

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 Document 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

**N.B.:** Failure of submission of any of the above mentioned documents as stated in Sl. No.5 will render the tenderer liable to be rejected for both statutory & non statutory cover.

Sl. No	Category Name	Sub-Category Description	Detail(s)
A	Certificate(s)	Certificate(s)	PAN, IT, PTPC, GST Registration Certificate
B	Company Detail(s)	Company Detail(s)	Partnership Deed, Co-operative Societies Bye-Law , MOA, Trade License, Company Registration Certificate ,
C	Credential	Credential	Similar nature of work done & completion certificate which is applicable for eligibility in the quotation.
D	Financial Statement		Audited Financial Statement (Balance Sheet & Profit & Loss A/c.) for the Financial Year, 2021-22, 2022-23 and 2023-24

Seal and Signature of the Tenderer

  
Chairman  
Uttarpara-Kotrung Municipality  
**Chairman  
Uttarpara-Kotrung  
Municipality**



**Opening of Technical Proposal:**

Technical proposals will be opened by the Concerned Quotation Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC). Intending Tenderers may remain present if they so desire.

Cover (folder) for Statutory Documents & Non Statutory Document (Ref. Sl. No -5) will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee. Summary list of technically qualified tenderers will be uploaded online.

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

**1. Financial Proposal**

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate (Presenting Above/Below/At par) online through computer in the space marked for quoting rate in the BOQ.

Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor. Financial capacity of a bidder will be judged on the basis of information furnished in Section - B.

**Penalty for suppression / distortion of facts:**

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and 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, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

**Rejection of Bid:**

Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for employer's action.

**Award of Contract**

The Bidder whose Bid has been accepted will be notified by the Quotation Inviting & Accepting Authority through acceptance letter / Letter of Acceptance. The notification of award will constitute the formation of the Contract. The Agreement in Form No. -2911(ii) will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the Quotation documents including N.I.Q. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website stated in Sl. No. 1 of N.I.Q. along with requisite cost through Demand Draft / Pay Order/DCR issued from any nationalized bank in favour of the " **Uttarpara-Kotrung Municipality** " within time limit to be set in the letter of acceptance.

Seal and Signature of the Tenderer

  
Chairman  
Uttarpara-Kotrung Municipality  
Chairman  
Uttarpara-Kotrung  
Municipality

SECTION – B  
FORM – I  
PRE-QUALIFICATION APPLICATION

---

To  
The Chairman  
Uttarpara-Kotrung Municipality  
Uttarpara, Hooghly.  
712258.

Ref. : Quotation for \_\_\_\_\_

(Name of work) \_\_\_\_\_

**Notice Inviting e-N.I.Q. No. : UKM/PWD/002(e)/2024-25 Dated:- 21/03/2025**

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.Q. 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:

- 1) Quotation Inviting & Accepting Authority /Engineer-in-Charge can amend the scope & value of the contract bid under this project.
- 2) Quotation Inviting & Accepting Authority /Engineer-in-Charge reserve the right to reject any application without assigning any reason.

Enclosure(s) : e-Filling –

- 1) Statutory Documents.
- 2) Non Statutory Documents.

Date:

Seal and Signature of the Tenderer

  
Chairman  
Uttarpara-Kotrung Municipality  
Uttarpara-Kotrung  
Municipality

SECTION – B

Form-II

- 1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/ claim will be raised by the under-signed.
- 2) The under-signed also hereby certifies that neither our firm M/S \_\_\_\_\_ nor any of constituent partner had been debarred to participate in any tender by any Govt. Organization / Undertaking during the last 3 (three) years prior to the date of this N.I.T.
- 3) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
- 4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- 5) Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

\_\_\_\_\_  
Signed by an authorized officer of the firm

\_\_\_\_\_  
Title of the officer

\_\_\_\_\_  
Name of the Firm with Seal

Date: \_\_\_\_\_

Seal and Signature of the Tenderer

  
Chairman  
Uttarpara-Kotrung Municipality  
**Chairman  
Uttarpara-Kotrung  
Municipality**

**SECTION – B  
FORM – III  
STRUCTURE AND ORGANISATION**

- 1) Name of Applicant : \_\_\_\_\_
- 2) Office Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Telephone No:- \_\_\_\_\_
- Fax No:- \_\_\_\_\_
- 3) Name & Address of Bankers:- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4) 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

Seal and Signature of the Tenderer

  
Chairman  
Uttarpara-Kotrung Municipality  
  
Chairman  
Uttarpara-Kotrung  
Municipality

SECTION - B

FORM - IV

Experience Profile

Name of the Firm : \_\_\_\_\_

List of projects completed that are similar in nature to the works having more than 40% (forty percent) of the project cost executed during the last 5(Five) years.

Name of Employer	Name, Location & nature of work	Name of Consulting Engineer responsible for supervision	Contract price in Indian Rs.	Percentage of participation of Company	Original date of start of work	Original date of completion of work	Actual Date of starting the work	Actual Date of completion of work	Reasons for delay in completion (if any)

Note:-

- 1) Certificate from the Employers to be attached
- 2) Non-disclosure of any information in Schedule will result in Disqualification of the firm

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

Seal and Signature of the Tenderer

  
Chairman  
Uttarpara-Kotrung Municipality  
  
Chairman  
Uttarpara-Kotrung  
Municipality