

# Purba Bardhaman Zilla Parishad

Court Compound, 713101

Engineering wing

Email: [bpz.dist.engg@gmail.com](mailto:bpz.dist.engg@gmail.com).



Memo. No:- DE/e-NIT/ 498

Date:- 14/03/2026

## NOTICE INVITING PRE-QUALIFICATION CUM-TENDER (TWO COVER SYSTEM) OF THE DISTRICT ENGINEER, PURBA BARDHAMAN ZILLA PARISHAD

e-NIT No.- 160 of 2025-26

The District Engineer, Purba Bardhaman Zilla Parishad invites e-Tender on behalf of Purba Bardhaman Zilla Parishad for the works in the table below from reputed & resourceful Contractors working under Zilla Parishad, P.W.D., C.P.W.D. & similar other Govt. Deptt. having experience and requisite credential in execution of similar type of work.

(Submission of Bid through online).

### 1. List of Work:-

Sl No	Name of works	Estimated Amount Put to Tender (including GST, Cess) (Rs.)	Amount of Earnest Money (Rs.)	Cost of Tender Fees (Rs.)	Time of completion	Defect Liability Period (Years)
Re-Tender (2 <sup>nd</sup> Call)						
1	Supply & Installation of Solar High Mast (9 mtr. height) at different places of Katwa-I Block & Katwa-II Block under Purba Bardhaman Zilla Parishad (10 nos)	Rs. 26,24,490/-	Rs. 52,500/-	Rs. 5,000/-	60 Days	5 Years

**Table -A**

Sl No	Item Description	Rate
1	A) Stand Alone Solar PV High Mast: Configuration-1 Stand Alone Solar PV High Mast (4 Light) 9m height with a) 9m G.I. Octagonal Pole with hand pulley Metallic Ladder for maintenance b) 4 x 200 Wp Mono PERC PV Module. c) 4 x 100 Ah 12.8V LITHIUM FERRO PHOSPHATE (LiFePO4) Battery d) 4 x 50 LED Luminary	Rs. 2,62,449.00

2. In the event of e-filing intending bidder may download the document from the web-site directly by the help of digital signature certificate/e-Token.

### Earnest Money Deposit of e-Procurement

Online receipt and refund of Earnest Money Deposit of e-Procurement through State Government e-Procurement portal. The following procedure to be adopted for deposit of EMD/Bid Security/Tender Fees related to e-Procurement.

#### A) Login By bidder :-

- A bidder desirous of taking part in a tender shall logging to the e-Procurement portal of the Government of West Bengal :- <https://wbteners.gov.in>, using his login ID and password.
- He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes :-
  - Net Banking (any of the Banks listed in the ICICI Bank Payment-gateway) in case of payment through ICICI BankPayment Gateway.
  - RTGS/NEFT in case of offline payment through bank account in any Bank .

#### B) Payment Procedure:-

##### i) Payment by NetBanking (any listed Bank) through ICICI Bank Payment Gateway

- On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage ( along with a string containing a Unique ID ) where he will select the Bank through, he wants to do the transaction in Account No 026401013669, IFSC Code : ICIC0000264.
- Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- Bidder will receive a confirmation message regarding success/ failure of the transaction.
- If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling Account maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD / Tender Fees .
- If the transaction is failure the bidder will again try for payment by going back to the firststep.

##### ii) Payment through RTGS/NEFT:-

- a) On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- b) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his bank account.
- c) Once payment is made, bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- d) If verification is successful, the fund will get credited to the respective Pooling account of the maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD / Tender Fees.
- e) Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- f) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

**C) Refund/ Settlement Process:-**

- i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful/ unsuccessful which will be made available, along with the details of the unsuccessful bidders to ICICI bank by the e-Procurement portal through web services.
- ii) On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 bank working days, where "T" will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- iii) Once the financial bid-evaluation is electronically processed in the e-procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where "T" will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting Authority. However, the L2 bidder should not be rejected till the LOI process is successful.
- iv) If the L1 bidder accepts the LOI and the same is processed electronically in the e-procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank working days where "T" will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the tender inviting authority.
- v) All refunds will be made mandatorily to the any account from which the payment of EMD / (if any) were initiated.

**3. Eligibility criteria for participation in tender:**

- i) The prospective bidders shall have satisfactorily completed as prime agency at least one similar nature of work (i.e- **Supply & Installation of Solar high Mast of height 9 m or above**) having **minimum value of 40% ( forty percent)** of the estimated cost for which bid is invited during the last 5(five) years prior to the date of issue of this notice, under Zilla Parishad, P.W.D., C.P.W.D., & similar other Govt. Deptt. Credentials for successful completion ( certificate for executed work obtained from the officer not below the rank of **Executive Engineer /District Engineer /Block Development Officer /Executive Officer of Panchayat Samity, Municipality, Development Authority or equivalent** ) (N.B.- Estimated amount , work done amount, date of completion of work and detailed communicational address of the client must be indicated in the credential certificate) and **Work order, detailed estimate, payment certificate (if available) must be submitted along with work completion certificate**
- ii) The Bidder must have valid Electrical Contractors License duly issued by the Licensing Board/Directorate of Electricity of concerned State Government [West Bengal Licensing Board in case of West Bengal]. The Contractor must have full time Supervisor or Engineer holding Electrical Supervisor's Certificate of Competency (granted by the authorities of the concerned State Government/ West Bengal Licensing Board) on the parts 1, 2, 3, 6A, 7A, 10 & 11 as per I.E. Rules or National Supervisors Certificate of competency. The bidder should have the acknowledgement of authentication from Directorate of Electricity, West Bengal or concerned State Government in respect of the Supervisor attached with the firm. The contractor shall have scan copy of valid electrical contractor license and valid supervisor competency certificate with proper engagement/appointment letter incl. mentioning time validity. The contractor should deploy Supervisor at site as and when required. If the intending bidder does not have any Electrical Contractors License, then he may be allowed to participate in the Tender subject to having MOU/Joint venture on Non-Judicial Stamp Paper of requisite value with an Electrical Contractor for execution of Electrical portion of work and in that case, the said Electrical Contractor should have valid Electrical Contractor Licence issued by Directorate of Electricity, W.B with Electrical Supervisor having Electrical Supervisor's Certificate of Competency in Parts 1, 2, 3, 6A, 7A, 10 & 11 as per I.E. Rules or National Supervisors Certificate of competency and the related supporting documents are required to be uploaded online through e-Tender portal.
- iii) The contractor should have sufficient technical manpower, tools and plants to complete the work.
- iv) Copy of a) Valid PAN Card issued by Income Tax Department b) Current Professional Tax Receipt Challans) Valid 15-digit Goods & Services Taxpayer Identification Number (GSTIN) under GST Act,2017.d) Trade License. [Statutory Documents].


- v) Neither prospective bidders nor any of constituent partner had been debarred to participate in tender by any Govt. Deptt. during the last 5 (five) years prior to the date of this e-NIT. Such debar will be considered as disqualification towards eligibility.
- vi) Registered Unemployed Engineers' co-operative Societies/ Unemployed Labour Co-Operative Societies are required to furnish Valid Bye Law, Valid Register Certificate issued by the Co-operative Department, Current Audit Report, Annual General Meeting along with other relevant supporting papers. [ Non Statutory Documents].
- vii) 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 applicants will be rejected for that job only.
- viii) A prospective bidder (including his participation in partnership) shall be allowed to participate maximum three works as mentioned in the list of schemes. **(Not Applicable)**
- ix) The Partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum. [Non Statutory Documents].
- x) Where there is a discrepancy between the rate in figures & words, the rate in words will govern.
- xi) Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by quantity, the unit rate quoted shall govern.
- xii) Any change of BOQ will not be accepted under any circumstances.
- xiii) Tax invoice(s) needs to be issued by the supplier /agency for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017.
4. Constructional Labour Welfare Cess @ 1(one) % of cost of construction will be deducted from every bill of the selected agency. GST, Royalty & all other Statutory levy/ Cess will have to be borne by the contractor & the rate in the schedule of rates inclusive of all the taxes, cess & all other charges etc. Necessary deduction will be made from the contractor's bills as per prevailing Govt. orders and rules towards deposit & other taxes & charges etc.
5. The Agency shall quote their rate in percentage basis i.e. Excess /Less/At par (Both in figures as well as in words) in the given space of Financial Bid Documents only.
6. a) No Mobilization Advance and Secured Advance will be allowed.  
b) No Price Variation will be allowed.
7. Agency shall have to arrange land for creation of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility.
8. Bids shall remain valid for period not less than 90 (Ninety) days from the date of opening of Financial Bid. "Bid valid for a shorter period shall be rejected by the 'Purba Bardhaman Zilla Parishad' as non response".
9. Estimate put to tender includes 18% GST (9% CGST & 9% SGST) as applicable at the time of tender for all works contract & 1% Labour welfare cess.
10. Payment is subject to available of necessary fund and deduction of GST, TDS, Income Tax, Security Deposit & Labour welfare Cess, or any other deductions applicable.

11. **Date & Time Schedule :-**

Sl No.	Particulars		Date	Time
1	Published Date	On	14.03.2026	17.50Hrs
2	Documents Download / Sale Start Date	From	14.03.2026	17.50Hrs
3	Documents Download / Sale End Date	To	28.03.2026	16.00Hrs
4	Pre-Bid Meeting	On	16.03.2026	15.00Hrs
5	Bid Submission Start Date	From	14.03.2026	17.50Hrs
6	Bid Submission End Date	To	28.03.2026	16.00Hrs
7	Bid Opening Date (Technical)	On	30.03.2026	16.00Hrs
8	Bid Opening Date (Financial)	After Evaluation of technical Bid		
9	Place of Opening Bid	Purba Bardhaman Zilla Parishad		
10	Officer Inviting Bid	District Engineer		
11	<b>Last Date of Bid Validity</b>	<b>90 days from the date of opening</b>		

12. There shall be no provision of Arbitration.
13. Cost of Earnest Money: Documents (Scanned copies of originals) of depositing EMD to be submitted along with the tender documents.
14. The Bidder, at the Bidder'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 e-Notice Inviting Tender, the cost of visiting the site shall be at the Bidder's own expense.
15. The intending Bidders shall clearly understand that whatever may be outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. Purba Bardhaman Zilla Parishad reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of bidding.
16. Prospective applications are advised to note carefully the minimum qualification criteria as mentioned in "Instructions to Bidders" before bidding.
17. In case of Ascertaining Authority at any stage of application or execution of work necessary registered power of attorney is to be produced.
18. **No CONDITIONAL/INCOMPLETE TENDER** will be accepted under any circumstances.
19. In case of quoting rates, no multiple lowest rate will be entertained by the Department.

20. The District Engineer, Purba Bardhaman Zilla Parishad reserves the right to cancel the e-N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
21. 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 tenders will not be allowed to participate in the tender and that application will be out right rejected without any prejudice.
22. 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.
23. Bid from Joint Venture are not allowed.
24. The Defects Liabilities period for the work is **05(five) year** from completion date. The annual maintenance work (including replacement of damaged parts ) will be done by the agency on regular basis.
25. **Security deposit** – on the satisfactory completion of the whole of the construction work, 25% of the total amount retained as security deposit will be repaid to the contractor, 12.5% of the total amount retained as security deposit will be repaid to the contractor at the end of 3<sup>rd</sup> year & 4<sup>th</sup> year respectively after completion of the completion work & balance of the amount(i.e- 50%) retained as security deposit will be repaid to the contractor subject to condition that the engineer has certified all defects notified by the engineer to the contractor before the end of period prescribed for repayment have been corrected.
26. In case of any change of date, corrigenda, addenda due intimation will be given in web site/ Notice Board
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 No. 2911
  - ii) e-NIT
  - iii) Technical Bid
  - iv) Financial Bid
  - v) Model Drawing
28. No Departmental materials will be issued for the works from Purba Bardhaman Zilla Parishad.

  
 District Engineer  
 Purba Bardhaman Zilla Parishad

Memo. No:- DE/e-NIT/ 498/71

Date:- 14/03/2026

Copy of Tender Notice(SI.No. 160 of 2023-24) forwarded for favour of information with request to kindly display in his Notice Board for giving wide publicity to the:-

1-2)	Sabhadhipati/Sahakari-Sabbhadhipati ,PurbaBardhamanZillaParishad .
3)	District Magistrate ,PurbaBardhaman& Executive Officer , Bardhaman.
4-6)	Additional Executive Officer /Financial Controller & Chief Accounts Officer/Secretary, PurbaBardhamanZillaParishad.
7)	Additional Secretary, Govt. of W. B.,Panchayats& Rural Development Department, Joint Administrative Building,HC-7, Sector-III, Salt Lake,Kolkata-106.
8-19)	Adhyaksha, District Council/ Karmadhakshya (All), PurbaBardhamanZillaParishad.
20-23)	Superintending Engineer , P.W. Directorate , Western Circle-I , PurbaBardhaman / Superintending Engineer , Western Highway Circle No-I, P.W. (Roads) Directorate, PurbaBardhaman./Superintending Engineer , Damodar , Irrigation Circle, I & W.D. Kanainatsal, PurbaBardhaman.
24-27)	Sub-Divisional Officer(All),PurbaBardhaman
28-33)	Executive Engineer, WBSRDA, Bardhaman Division, Bardhaman / Executive Engineer, WBSRDA, Bardhaman -2 Division, Kanksa / Executive Engineer-I, Bardhaman Division , P.W.D./ Executive Engineer-II, Bardhaman Division , P.W.D./ Executive Engineer,BurdwanSouthHighwayDivision,P.W.(Roads) Directt./ Executive Engineer,Burdwan North Highway Division, P.W.(Roads) Directt/ Executive Engineer, Burdwan Division ,PHE Dte, Bardhaman
34-35)	District Programme Co-ordinator, CHCMI, PBZP/ District Coordinator, MNB/Sanitation Cell, PBZP
36-56)	Sabhapati/ Executive Officer, PanchayetSamity (All),PurbaBardhaman
57)	D.I.O. & T.D., NIC, PurbaBardhaman is requested to arrange publication in Web Site <a href="http://www.bardhaman.nic.in">http://www.bardhaman.nic.in</a>
58-59)	Dy. Secretary/D.I.A., PurbaBardhamanZillaParishad is requested to arrange publication in Web Site <a href="http://www.burdwanzp.org">http://www.burdwanzp.org</a>
60-62)	Assistant Engineer (All)/ Assistant Engineer(Estimate Section),PurbaBardhamanZillaParishad.
63-71)	Sub-Assistant Engineer (All) /Sub-Assistant Engineer, Estimate Section/ H.C./ Acctt., PurbaBardhamanZillaParishad
	Notice Board, Engineering Wing, PurbaBardhamanZillaParishad./One Extra Copy to District Engineer, PurbaBardhamanZillaParishad.

  
 District Engineer  
 PurbaBardhamanZillaParishad

# INSTRUCTION TO BIDDERS

## SECTION – A

### 1. **General guidance for e-Tendering**

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

### 2. **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://wbetenders.gov.in>. (the web portal of P & R.D. Department) the contractor is to click on the link for e-Tendering site as given on the web portal.

### 3. **Digital Signature certificate (DSC)/e-Token**

Each contractor is required to obtain a Digital Signature Certificate (DSC)/ e-Token for submission of tenders from the approved service provider of the National Information Centre(NIC) on payment of requisite amount, details are available at the Web Site.

4. The Contractor can search & download e-NIT & Tender Documents electronically from computer once he logs on to the website mentioned in clause 2 using the Digital Signature Certificate)/ e-Token. This is the only mode of collection of Tender Documents.

### 5. **Participation in more than one work**

A prospective tenderer shall be allowed to participate in the work either in the capacity of individual or as a partner of a firm . If he is found to have applied severally in a single work all his applicants will be rejected for the work.

### 6. **Submission of Tenders.**

General process of submission: - Tenders are to be submitted online through online the website in two folders at a time for each work, one is 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)

## **A. Technical Bid**

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

### **A-1. Statutory cover containing documents**

- i. Prequalification Application (Section-B, Form-I)
- ii. Photo copy of EMD as prescribed in the e-NIT, against each of the serial of work in favour of PurbaBardhamanZillaParishad.
- iii. Copy of PAN Card & Copy of Valid 15-digit Goods & Services Taxpayer Identification Number (GSTIN) under GST Act,2017
- iv. STRUCTURE AND ORGANISATION (Section-B, Form-II).Valid e-mail & mobile no to be mentioned.
- v. Tender Form –No. 2911 & e-NIT ( *properly filled in & upload the same Digitally signed except quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 2911, the tender is liable to summarily rejected*).

### **A-2. Non statutory cover containing documents**

- i. a) Current Professional Tax Receipt Challan b) Current Income Tax acknowledgement Receipt. c) Trade Licence.
- ii. Registration Certificate under Company Act(if any)
- iii. Registered Deed to Partnership Firm/Article of Association & Memorandum (if applicable)
- iv. Power of Attorney (For Partnership Firm /Private Limited Company( if any)
- v. Registered Unemployed Engineers' Co-operative Societies /Unemployed Labour Co- operative Societies are required to furnish Valid Bye Law, valid Register Certificate issued by the Co-operative Department, Current Audit Report , Annual General Meeting alongwith relevant supporting papers.

Sl No	Category Name	Sub- Category Description	Details
A	CERTIFICATES	CERTIFICATES	1. Valid 15-digit Goods & Services Taxpayer Identification Number (GSTIN) under GST Act,2017 2. Valid Pan issued by IT Department Govt. of India. 3. Current Professional Tax Receipt Challann 4. Latest ITReturn Acknowledgement .
B	Company Details	Company Details	1. Proprietorship firm (Trade License) 2. Partnership firm (Partnership deed, Trade license) 3. LTD. Company (Incorporation certificate , Trade license ) 4. Society (Trade License) 5. Power of Attorney 6. Valid Bye Law

			<p>7. Valid Registration Certificate issued by the Co-operative Department:  8. Current Audit Report  9. Annual General Meeting.</p>
C	Credential	Credential	<p>The prospective bidders shall have satisfactorily completed as prime agency at least one similar nature of work (i.e- <b>Supply &amp; Installation of Solar high Mast of height 9 m or above</b>) having <b>minimum value of 40% ( forty percent)</b> of the estimated cost for which bid is invited during the last 5(five) years prior to the date of issue of this notice, under Zilla Parishad, P.W.D., C.P.W.D., &amp; similar other Govt. Deptt.</p> <p>Credentials for successful completion ( certificate for executed work obtained from the officer not below the rank of <b>Executive Engineer /District Engineer /Block Development Officer /Executive Officer of Panchayat Samity, Municipality, Development Authority or equivalent )</b> (N.B.- Estimated amount , work done amount, date of completion of work and detailed communicational address of the client must be indicated in the credential certificate) and <b>Work order, detailed estimate, payment certificate (if available) must be submitted along with work completion certificate</b></p> <p>The Bidder must have valid Electrical Contractors License duly issued by the Licensing Board/Directorate of Electricity of concerned State Government [West Bengal Licensing Board in case of West Bengal]. The Contractor must have full time Supervisor or Engineer holding Electrical Supervisor's Certificate of Competency (granted by the authorities of the concerned State Government/ West Bengal Licensing Board) on the parts 1, 2, 3, 6A, 7A, 10 &amp;11 as per I.E. Rules or National Supervisors Certificate of competency. The bidder should have the acknowledgement of authentication from Directorate of Electricity, West Bengal or concerned State Government in respect of the Supervisor attached with the firm. The contractor shall have scan copy of valid electrical contractor license and valid supervisor competency certificate with proper engagement/appointment letter incl. mentioning time validity. The contractor should deploy Supervisor at site as and when required. If the intending bidder does not have any Electrical Contractors License, then he may be allowed to participate in the Tender subject to having MOU/Joint venture on Non-Judicial Stamp Paper of requisite value with an Electrical Contractor for execution of Electrical portion of work and in that case, the said Electrical Contractor should have valid Electrical Contractor Licence issued by Directorate of Electricity, W.B with Electrical Supervisor having Electrical Supervisor's Certificate of Competency in Parts 1, 2, 3, 6A, 7A, 10 &amp;11 as per I.E. Rules or National Supervisors Certificate of competency and the related supporting documents are required to be uploaded online through e-Tender portal.</p>
d	<u>Table -A</u>	As Follows	<p>A) Stand Alone Solar PV High Mast:  Configuration-1  Stand Alone Solar PV High Mast (4 Light) 9m height with  a) 9m G.I. Octagonal Pole with hand pulley Metallic Ladder for maintenance  b) 4 x 200 Wp Mono PERC PV Module.  c) 4 x 100 Ah 12.8V LITHIUM FERRO PHOSPHATE (LiFePO4) Battery  d) 4 x 50 LED Luminary</p>

#### B. Tender Evaluation Committee (TEC)

- i) Opening & Evaluation of Tender :-
- ii) Opening of Technical proposal :  
Technical proposals will be opened by the District Engineer, Purba Bardhaman Zilla Parishad or his authorized representative electronically from the web site.
- iii) Decrypted (transformed in to readable formats) documents of the statutory/ non statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

- iv) Pursuant to scrutiny & decision of the Tender Evaluation Committee, the summary list of eligible tenders will be uploaded in the web portals/ Notice Board before opening of financial bid.
- vi) While evaluation the Committee may summon of the bidders & seek clarification/ information or additional documents or 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.
- vii) Intending tenderers may remain present, if they so desire.

**C. Financial Bid**

- i. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ). **The Bidder is to quote the rate (on Percentage basis i.e. Excess/ Less/At par) online through computer in the space marked for quoting rate in the BOQ.**
- ii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.
- iii. Intending tenderer may remain present, if they so desire.

**7. Penalty for suppression/distortion of facts**

Submission of false document by tenderer is strictly prohibited and if found action may be referred to the appropriate authority for prosecution as per relevant IT Act in vogue.

**8. Rejection of Bid**

The PurbaBardhamanZillaParishad reserves the right to accept or reject any bid and to cancel the bid process and reject all bids at any time prior to the award of contract without there by incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for ZillaParishad's action.

**9. Award of Contract**

The Bidder whose bid has been accepted will be notified byPurbaBardhamanZillaParishadthrough(LOI).

The Letter of Intent will be constitute the formation of the Contract.

The Agreement in Form No.-2911 will incorporate all agreements between PurbaBardhamanZillaParishadand the successful Bidder. All the tender documents including e-NIT & BOQ will be the part of the contract document.

**10. Additional terms and conditions**

- a) **Work order will be issued after availability of the fund.**
- b) A work programme in the form of Bar chart should be submitted by the successful bidder at the time of execution of agreement.
- c) The bidder must upload scanned copies of list of machineries possessed by own /arranged through lease deed along with authenticated copy of invoice /challan (Engine number and /or chesis number of all machineries either owned or leased should be provided).
- d) Additional Performance Security @ 10.00% (ten percent) of the tendered amount shall be obtained from the successful bidder if the accepted bid value is 80% or less of the estimate put to tender at the time of execution of agreement, in the form of Bank Guarantee from any schedule Bank /Fixed Deposit as per direction as per memo no-4608-F(Y) dated-18/07/2018 of Finance Department, Govt. of W.B.

  
15/07/2016  
District Engineer  
PurbaBardhamanZillaParishad

**SECTION -B**  
**FORM- I**  
**PRE-QUALIFICATION APPLICATION**

To  
The District Engineer,  
Purba Bardhaman Zilla Parishad

Tender for (Name of Work )-----  
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**Reference :-** e-NIT.No-....of .....,(SI No-----.)

Dear Sir,

Having examined the Statutory, Non statutory & e-NIT documents, I/we hereby submit all 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 & Accepting Authority/Engineering-in-Charge can amend the scope & value of the contract bid under this project.
- (b) Tender Inviting & Accepting Authority/Engineering-in-Charge reserve the right to reject any application without assigning any reason.

Encl : e-Filling :-

- 1. Statutory Documents
  - 2. Non Statutory Documents
- Date :-.....

made.

\_\_\_\_\_  
Signature of applicant including title  
and capacity in which application is

**SECTION -B**  
**FORM-II**  
**STRUCTURE AND ORGANISATION**

- A.1.i) Name of Applicant  
(Proprietor/Secretary/Partner ) : \_\_\_\_\_
- ii) Status of Farm  
(Proprietorship /Society/Partnership/Ltd Comp. ) : \_\_\_\_\_
- A.2 i) Office Address : \_\_\_\_\_
- ii) **E-Mail** (Mandatory) : \_\_\_\_\_
- iii) Telephone No.(Land) (if any) : \_\_\_\_\_
- iv) **Mobile No.** (Mandatory) : \_\_\_\_\_
- v) PAN No : \_\_\_\_\_
- vi) GST : \_\_\_\_\_
- vii) e-Procurement No (UTR No if any)- : \_\_\_\_\_
- A.3.i) Name of Bank : \_\_\_\_\_
- ii) Address of Bank : \_\_\_\_\_
- iii) Account No : \_\_\_\_\_
- iv) IFSC Code : \_\_\_\_\_
- A.4 Attach one 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.

**SAMPLE FORMAT FOR BANK CREDIT CERTIFICATE  
(BANK LETTER HEAD WITH ADDRESS)**

**BANK CERTIFICATE**

This is to certify that ----- is a reputed company with a good financial standing.  
If the contract for the work, namely, \_\_\_\_\_ (Tender No. &  
Name of work) is awarded to the above firm, we shall be able to provide overdraft/credit facilities to the  
extent of Rs. \_\_\_\_\_ to meet their working capital requirements for executing the above  
contract.

Signature of Senior Bank Manager \_\_\_\_\_  
Name of the senior Bank Manager \_\_\_\_\_  
Address of the Bank -----

Stamp of the Bank

**Note: Certificate should be on the letterhead of the bank and phone, fax and e-mail  
address should be written clearly.**

**ANNEXURE-A**

**BANK GURANTEE FOR ADDITIONAL PERFORMANCE SECURITY DEPOSIT**

To  
The District Engineer,  
Purba Bardhaman Zilla Parishad

	Account Details
Account Name	
Beneficiary Bank Account No	
IFSC Code	
MICR Code	
Branch Address	

WHEREAS ..... [NAME AND ADDRESS OF CONTRACTOR] (here after called "The Contractor") has undertaken, in pursuance of to execute..... (Hereinafter called "The Contract").

AND WHEREAS it has been stipulated by you in the said contract that the contractor shall furnish you with a Bank Guarantee by a scheduled commercial bank for the sum specified therein for 'ADDITIONAL PERFORMANCE SECURITY DEPOSIT' for compliance with his obligation in accordance with the Contract.

AND WHEREAS we ..... (Indicate the name of the bank branch) have agreed to give the contractor such a Bank Guarantee.

NOW THEREFORE we ..... (Indicate the name of the bank & branch) hereby affirm that we are the Guarantor and responsible to you on behalf of the contractor, up-to a total of Rs..... [amount of guarantee] .....(in words). We undertake to pay you, upon your first written demand and without cavil or argument, a sum within the, limits of

[amount of guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein to the above beneficiary bank account.

We .....(indicate the name of the bank & branch) hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand.

We .....(indicate the name of the bank & branch) further agree to pay to you any money so demanded not withstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto. Our liability under this present guarantee is absolute and unequivocal.

The payment / so make by us under this bond shall be a valid discharge of our liability for payment there under and the contractor (s) shall have no claim against us for making such payment.

We ..... (Indicate the name of the bank & branch) further agree that no change or addition to or other modification of the terms of the contract or of the works to be performed there under or of any of the contract documents, which may be made between you and the contractor, shall, in anyway, release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

We, ..... (Indicate the name of the bank & branch) also undertake not to revoke this guarantee except with your prior written consent.

The Guarantee shall be valid up to ..... It comes into force with immediate effect and shall remain in force and valid for a period of ..... Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. ....(Rs.....) and unless a claim in writing is lodged with us within the validity period of this Guarantee, i.e. up to ....., all our liabilities under this Guarantee shall cease to exist.

Signed and sealed this ..... day of 20.....at

SIGNED, SEALD AND DELIVERED  
For and on behalf of the BANK by

(Signature)  
(Name)  
(Designation)  
(Code Number)  
(Address)

**NOTES:**

- (i) The bank guarantee should contain the name, designation and code number of the officer (s) signing the guarantee.

The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.

## ANNEXURE-B

### FORMAT FOR LEASE AGREEMENT

(To be furnished in Non Judicial Stamp paper of appropriate value (Not less than Rs. 50) duly notarized on or after the date of publication of this NIT)

This Agreement is made on..... (Date of Agreement)

#### Between

1).....(Name of Lessee firm/ Company) represented by  
.....(Name of authorized signatory) in the capacity  
of..... (Proprietor/Power of Attorney holder) with office  
address.....  
..... having PAN .....(Proprietor/Power of Attorney holder/ firm/Company)  
being  
**LESSEE AS FIRST PARTY**

#### And

2).....(Name of Lessor firm/ Company i.e Owner of the machine)  
represented by..... (Name of authorized signatory) in the capacity  
of.....(Proprietor/Power of Attorney holder) with  
office  
address.....  
..... having PAN ..... (Proprietor/Power of Attorney holder/ firm/Company) being  
**LESSOR AS SECOND PARTY**

That the FIRSTPARTY approached the SECOND PARTY for the following machine/ machines to be Leased out and it is mutually agreed by both the parties for such Lease Agreement with a condition that the FIRST PARTY shall pay

Rs.....(in words) per month for the machine/machines to SECOND PARTY for completion of the project invited by the Tender Inviting Authority (TIA) vide NIT No.....(Tender ID No.....) till its completion /for.....years.

### **Machinery Information**

Serial No.	Quantity (No)	Capacity	Name of the Machine	Machine No	Chassis No.	Engine No.	HSN Code	No. and date of Invoice	No. and date of Challan	No. of e-Way Bills/ Way Bill(s)	Present Location of Machine	Date of release if engaged
1												
2												

-----  
(Signature of LESSOR)

-----  
(Signature of LESSEE)

-----  
(Signature of IDENTIFIER)

Name and Address of Lessor / Owner of the Machine

1. Owner Name:
2. Detailed address:
3. Mobile No:
4. Email Address:

[NB1: Additional condition may be inserted in the Lease Agreement if necessary.]

[NB2 :i) Attach photocopy of Notarial Certificate

ii) Photocopy of tax invoice, chalan, way bill of the machineries

ii) Photocopy of Pan & Adhar card of signatories (lessor, Lessee & identifier)

iii) POA of signatories of lessor (for partnership firm / company)

[NB 3: In case of lessor firm is a partnership firm then please attach photocopy of partnership deed And in

case of company attach photocopy of Article of Association and Memorandum

**TEMPLATE FORMAT OF AFFIDAVIT (To be submitted in Non-Judicial Stamp Paper and to be Notarised)**

(To be submitted in Non-Judicial Stamp Paper and to be Notarised)

I, Sri.....S/o  
Sri..... aged.....years, Residing  
at.....Proprietor/ Partner/ Director of ....., PAN  
NO,.....GST No....., Mob No.  
..... E- Mail-..... do hereby solemnly affirm and  
declare in connection with ..... is as  
follows :

1. That I, the undersigned do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
2. That the undersigned also hereby verifies that neither any near relations of staff and officers of the department nor any retired gazetted officers are in our employment.
3. The undersigned 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 undersigned understands and agrees that the bid shall remain open for Acceptance 90 days from the date of opening of financial bid.
5. The undersigned agrees to invest 30% of the contract price of works by cash during the implementation of the works.
6. The undersigned agrees to authorize the authority to seek references from the bankers of the undersigned.
7. If the contract is awarded to us, we will deploy at site all necessary T&P and equipments immediately on receipt of the work order. We would commence the work only on deployment of machineries at site to the full satisfaction of the Engineer-in-Charge. We would be duty bound to use those equipments at site to achieve the best result as per requirement of the contract. We would upkeep and maintain those equipments in running condition till completion of the Project. Any breakdown of any equipment will be replaced immediately. No part of equipment will be shifted to another site without the written permission of the E.I.C.
8. We would establish a site laboratory with minimum testing equipments/ apparatus to conduct the various tests on soil, aggregates and cement concrete to maintain the quality at site. We will upkeep the laboratory set-up in good condition of the project.
9. We would deploy at site all necessary technical personnel for efficient contract management and supervision of works to the full satisfaction of the Engineer in Charge with a view to achieving best quality of works at site.
10. We would carry out all necessary tests of all major items at frequency spelled out in the contract document to the full satisfaction of the Engineer in Charge to achieve the best quality work at site. We will be contract bound to bring to the notice of the EIC any non-compliance of test results along with the action taken report.
11. Any departure whatsoever in any form will be considered as breach of contract. In such situation the department at his liberty may withhold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, Departmental decision will be final and binding.
12. The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.
13. The Credential that I have submitted is authentic and the Tender ID of that work is a) .....  
b).....

PURBA BARDHAMAN ZILLA PARISHAD  
Bidding Document  
REF: e-NIT- 160 OF 2025-26  
(Memo. No. DE/e-NIT/498 Dated- 14/05/2026)  
END OF  
TECHNICAL BID  
PURBA BARDHAMAN ZILLA PARISHAD  
Engineering Wing  
Court Compound, P.O.-Bardhaman  
Dist.-Purba Bardhaman  
PIN- 713101