MEMARI MUNICIPALITY
P.O. Memari, Dist. Purba Bardhaman

Phone No. 0342-2250825 *e-mail:* memarimunicipality@gmail.com

Memo No.212/XVI/9 Date: 07/11/2026

From,

The Administrator
Memari Municipality

NOTICE INVITING e-TENDER
NIT NO: - WBMAD/MEMARI/e-NIT- 04 OF 2026-27, Dated: - 07/11/2026

Electronically tenders are hereby invited by the Administrator, Memari Municipality from the bonafide and experienced Contractors and/or General Order Suppliers, Registered Co-Operative formed by unemployed Engineers and labor Co-Operatives having credentials Of at least 40% (Forty percent) value of a similar type of work/Civil Construction Work and they have to abide by the following Conditions and item of works as mentioned in the enclosed schedule. (Submission Of Bid through).

SL NO.	Particulars	Date & Time
1	Uploading of NIT, Tender Documents (online)	**14/11/2026 AT 11:00 AM**
2	Start downloading the documents etc.	**14/11/2026 AT 11:00 AM**
3	Start of submission of Technical Bid & Financial Bid.	**14/11/2026 AT 11:00 AM**
4	Closing of submission of technical bid and financial Bid.	**30/11/2026 AT 4:00 PM**
5	Date of opening of Technical Bid	**03/12/2026 AT 11:00 AM**

LIST OF WORKS

SL NO	NAME OF WORK	Tender Amount (Rs.)	EMD 2% (Rs.)	Chargeable Head	Completion Date
1	RENOVATION OF SECOND FLOOR OF URBAN HAT AT NEW BUS STAND , AT WARD NO-12, UNDER MEMARI MUNICIPALITY, MEMARI PURBA BARDHAMAN.	2577832/-	51557/-	State Plan Fund	30 Days

INSTRUCTION TO BIDDERS

SECTION –A

General guidance fore-tendering instructions/guidelines for tender's foreleg Electronic submission of the tenders online has been annexed for assisting the contractors to participate in e-tendering.

1. **Registration of contractor.**

Any contractor willing to take Part In the processes of e-tendering will have to be Enrolled & registered With the Government E-procurement System, by logging on to https://wbtenders.gov.in .(The Web Portal of UD & MA Department). Click on the tendering site link as given on the contract or web portal.

2. **Digital signature certificate(dsc).**

Each contractor is required to obtain a digital signature certificate (DSC) for submission of tenders from the approved service provider of the National Information Centre (nic) on payment of the requisite amount, which is available on the website.

3. The contractor can search & download e-nit & tender documents electronically from the 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.

4. **Participation in more than one work.**

Participation in more than one work, a prospective bidder shall be allowed to participate in the job for one work niet either in the capacity of an 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. A prospective bidder (including his participation in partnership) shall single work as mentioned in the loss of being allowed to participate in schemes.

5. **Submission of Tenders.**

General submission process: tenders are to be submitted online through the website in two folders at a time for each work, one is a technical proposal & the other is a financial proposal before the prescribed date & time using the digital signature certificate (DSC). The documents are to be uploaded virus-scanned copies duly digitally signed. The documents will get encrypted (transformed into non-readable formats).

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

(Cumulative credentials shall be required by the bidders if apply for more than one work.)

2.1. Requirement of Credentials:-

2.1.1 For 1st call of NIT:

2.1.1.1. 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 the tender notice; or,

2.1.1.2. Intending tenderers should produce credentials of 2 (two) similar nature of completed work, each of the minimum value of 30% (thirty percent) of the estimated amount put to tender during 5 (five) years prior to the date of issue of the tender notice; or,

2.1.1.3. Intending tenderers should produce credentials of one single running Work of similar nature which has been completed to the extent of 80% (eighty percent) or more and value of which is not less than the desired value at (2.1.1.1.) above;

In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority 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 executed agency, i.e., the tenderer.

2.1.2 Annual Turn Over - Any one year (in 3CB/3CD format) of at least 40% of amount put to tender in preceding/last 5 Financial years from the publication of this NIT.

2.1.3 Bank solvency Certificate not less than 40% of amount put to tender and should be issued from Nationalized/Scheduled Banks during one year prior to the last dates of submission of the tender.

7. Bids shall remain valid for a period not less than 180 (one hundred eighty) days from the last date of submission of Financial Bid / Sealed Bid. In case of inadvertent typographical mistake found in the specified schedule of rates / BOQ, the same will be treated to be so corrected as to conform with the relevant schedule of rates prevailing at the time of floating of tender and / or technically sanctioned estimate. No claim whatsoever for such inadvertent typographical mistake will be entertained.

A. Technical bid

The technical bids contain scanned copies of the following in two covers (folders).

A-1. Statutory cover containing documents.

a. Pre-qualification application(sec-b,form-i).
b. Scanned copy of NEFT/RTGS of tender as prescribed in then it, against the teaching of the serial of work favor of Administrator, Memari municipality.
c. Structural andorganization (section-biform-ii)
d. Experience Profile (Section-B, Form-III)
e. Tender Form –No. 2D & e-NIT (properly filled in & uploaded the same Digitally signed except quoting rate will only be encrypted in the B.O.Q. under Financial Bid. In case quoting animation 2D, thunders are liable to be summarily rejected).

A-2. Non-statutory cover containing documents.

a. Pan Card, Current Professional Tax Receipt Challan, GST Registration Certificated, 3-year Income Tax Acknowledgement Receipted, Current Trade License, Credentials similar type of work.
b. Registration Certificate under Company Act (if any).
c. Registered Deed to partnership Firm /Article of Association & Memorandum (if applicable).
d. Power of Attorney (For Partnership Firm /Private Limited Company (if any).
e. Registered Unemployed Engineers "Co-operative Societies /Unemployed Laboure 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 relevant supporting papers.

Note: -Failure of submission of any of the above-mentioned documents as stated Dinas "A-1" & "A-2" will render the tender liable to be summarily rejected.

SLNo.	Category	Subject	Description
A.	**CERTIFICATES**	*CERTIFICATES*	i. GST Registration Certificate ii. Acknowledgement Pan card iii. Professional tax challan iv. Latest IT Return Acknowledgement
B.	**COMPANY DETAILS**	*COMPANY DETAILS*	i. Proprietorship Firm (Trade License) ii. Partnership Firm (Partnership Deed, Trade License). iii. LTD. Company (Incorporation Certificate, Trade License). iv. Society (Trade License). v. Power of Attorney, (Valid by law). vi. Valid Registration certificate issued by the Co-Operative Department. vii. Current Audit Report (If) viii. Electrical Supervisory Licence/ certificate for Electrical works only.
C.	**CREDENTIAL**	*CREDENTIAL*	Satisfactorily completed as prime agency one Similar work equal to at least Forty percent value for Which bid Is invited during the Last 5 (five)years Prior to The date of issue of this Notice. 1. For the first call of NIT: i) Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 40% of the estimated *amount* pot to tender during 5(five) years prior to the date of issue of the tender notice; or, ii) Intending tenderers should produce credentials of 2(two) similar nature of completed work, each of the minimum value of 30% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice; or, iii) Intending tenderers should produce credentials of one single running work of a similar nature that has been completed to the extent of 80% or more and the value of which is not less than the desired value at(i) above; In the case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent

			authority 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 executed agency, i.e., the tenderer. (AS per memoNo. 410-A/PW/O/10C-9/14, dated 01/12/14 credential bellow 5 lakhs not mandatory).
D.	**Defect Liability Period:**	***DLP***	DLP will be calculated As par Notification No. 5784-PW/L&A/2M-175/2017 dt. 12.09.2017 of Principal Secretary, PWD & 1M-32/23/285-R/PL Dated 02.8.2024 of PWD (Roads Wing) Planning Branch and relevant clause of Form no. 2911. **N.B-**"Additional performance Security "clause may be imposed on special cases as per Govt Rules (if needed).

SECTION –B

FORM- I

PRE-QUALIFICATION APPLICATION

To

The Administrator

Tender for (Name of Work)

Reference: - e-NIT No- ....., SL.No. ..... of 20.....

Respected 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 reserves the right to reject any application without assigning any reason.

Enclo: e-Filling :-
1. Statutory Documents
2. Non-Statutory Documents

Signature of applicant including title and capacity in which applications made

Date :- .....

SECTION –B

FORM-II

STRUCTURE AND ORGANISATION

A.1 Name of Applicant : _____

A.2 Office Address : _____

_____

Telephone No. : _____

Fax No. : _____

A.3 Name and address of Bankers: _____

A.4 Attach one organization chart: _____
Showing the structure of the
Company with names of Key _____
personnel and technical staff
with Bio-data. _____

B.1. PAN No. _____

B.2. GST No. : _____

B.3. Professional Tax No. : _____

B.4. Legal Status of Organization : _____
(Proprietorship/Partnership/Society
Company by Category/Consortium. etc.)

Note:- Application covers Proprietary Firm, Partnership, Limited Company or Corporation,

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

SECTION –B

FORM-III

EXPERIENCE PROFILE

Name of agency/firm: -_____

List of projects completed as a prime agency during the last 5 years at least one work of similar in nature having a value of work at least 40% of the estimated amount put to tender.

NAME OF THE AGENCY.	NAME LOCATION & NATURE OF WORK.	NAME OF E-I-C RESPONSIBLE FOR SUPERVISION OF WORK.	ESTIMATED AMMOUNT.	CONTRACTUAL RATE (Rs.).	DATE OF COMMENCEMENT.	SCHEDULE OF DATE OF COMPLETION OF WORK.	ACTUAL DATE OF COMPLETION OF WORK.	REASON OF DELAY (if any)

Note – a) Certificate from the Employers to be attached.
b) Non–disclosure of any information in the schedule will result in disqualification of the firm.

_____

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

Memo No.- 212(12)/XVI/9

Date: 07/11/2026

Copy Forwarded for information and for favor of wide circulation to:

1. The Sabhadipati, Purba Bardhaman Zilla Parishad, Bardhaman. 2.
The Chief Engineer, MED, Bikash Bhavan, 2nd Salt Lake, Kolkata-3.
The Director, SUDA, Ilgus Bhaban, Sec-IV, Kolkata-700106,
4. The Superintending Engineer West Circle, M. E Dte, Patal Bazar, Bardhaman-1
5. The District Magistrate, PurbaBardhaman.
6. The Executive Engineer, MED, Bardhaman Division, 5th Floor, Purta Bhawan, Burdwa-3
7. The Sub-Divisional Officer, Bardhaman Sadar (South) Sub-Division, Bardhaman.
8. The District Information & Cultural Officer, Purba Bardhaman.
9. The CMOH, Purba Bardhaman.
10. The State Nodal Officer, NUHM
11. The Executive officer, of Memari Municipality
12. The office Notice Board, Memari Municipality for widecirculation.

S/d-

Administrator
Memari Municipality

Administrator
MEMARI MUNICIPALITY
& SUB-DIVISION OFFICER (SADAR SOUTH)
PURBA BARDHAMAN