

Office of the Councillors of Birnagar Municipality

P.O.: BIRNAGAR, DIST.: NADIA, WEST BENGAL

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Notice Inviting e-Tender

Notice Inviting e-Tender No.: WBMAD/BM/33e/2025-26

Memo. No.: 06/PWD

Dated: 05.01.2026

Chairman, on behalf Board of Councilors of Birnagar Municipality invites sealed competitive Bid on percentage rate basis from reliable and resourceful Companies/ Firm/Contractors having experience similar nature of work as noted below the eligibility as depicted hereunder for participating in the Bid. (Submission of Bid through online)

List of Works(Table-1):

Sl No.	Name of Work	Estimated Amount put to Tender (Rs.)	EMD (Rs.)	Defect Liability Period	Time of Completion
1	DEVELOPMENT OF GREEN SPACE AT A-BLOCK OF WARD NO- 03 WITHIN BIRNAGAR MUNICIPALITY UNDER AMRUT 2.0	16,64,161.29 (Civil- 12,87,242.20, Electrical- 3,76,919.09)	33,283.00	5 years	180 days.

Table-2 :-

Eligibility Criteria & Documents to be produced in support of Credential for tender Part-I (Prequalification Documents):	<p>i) Having experience and technical acumen in Executing, Construction & Completion of similar nature of work with a work value not less than 40 % of the estimated amount put to tender in a single contract during last 5(five) financial years in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc.</p> <p>Or.</p> <p>Having experience and technical acumen in Executing, 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. In any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/ Undertaking etc.</p> <p>Or.</p> <p>Intending bidders 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 at (i) above (In case of running works, only those tenderers who will submit</p>
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	<p>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.</p> <p>(Copies of Completion certificate need to be submitted along with Work order, price schedule & payment certificate issued by the competent authority, if required during technical evaluation.)</p> <p>ii) Having valid GST registration certificate.</p> <p>iii) Having valid PAN Card and Income tax return for last A.Y. (2024-2025).</p> <p>iv) Having up to date P-Tax deposit Challan.</p> <p>v) Having valid up to date Trade License.</p> <p>vi) Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm.</p> <p>VIII) Bank Solvency certificate not less than 40% of the tendered amount within twelve month prior to Date of N.I.T from any recognized bank.</p> <p>N.B- All document in original to be produced in due course of time as & when asked by the TIA for verification purpose.</p>
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As per memorandum no. 311-W(c)/1M-132/15 dated.28.03.2018 of PWD, for building works worth value less than Rs. 25 crorer & which are predominantly Civil work in nature with electrical components less than 25% of the estimated amount put to tender, the Civil contractor is allowed to submit an agreement in non-judicial stamp paper of requisite value with an electrical contractor for execution of the electrical components of the work. In that case the electrical contractor will have to qualify for all requirements set forth in the NleT for electrical works including credential, electrical supervisor's certificate (Part no-1, 2, 11, 7A, 4) of competency (SCC) etc. The Civil contractor will have to qualify for all requirements set forth in the NleT including requisite credential for Civil component of such works but excluding credential and SCC requirements for electrical works. However the onus and full responsibility of execution of the total work (Civil & Electrical) will be on the civil contractor who will execute the agreement with the Department. Payment will also be made to the civil contractor only.

Tender documents :-	<p>A full set of Tender documents consists of 2 Parts. These are</p> <p>PART I Containing all documents in relation to the name of the Companies/Firms/Contractors applied for and credentials possessed along with all documents as specified in above Eligibility Criteria and its all corrigenda's.</p> <p>PART II Containing the Tender Price / Price Schedule. (BOQ in MS-excel format)</p>
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Table-1 :- Date and Time Schedule		
Sl No	Particulars	Date & Time
i)	<u>Date of uploading of NleT and Tender Documents online (Publishing Date)</u>	09.01.2026 at 17.00 Hrs. I.S.T.
ii)	<u>Documents download start date (Online)</u>	09.01.2026 at 17.00 Hrs. I.S.T.
iii)	<u>Tender submission start date (On line)</u>	09.01.2026 at 17.00 Hrs. I.S.T.
iv)	<u>Tender Submission closing (On line)</u>	27.01.2026 at 15.00 Hrs. I.S.T.
v)	<u>Tender opening date for Technical Proposals(Online)</u>	29.01.2026 at 15.30 Hrs. I.S.T.
vi)	<u>Date of uploading list for Technically Qualified Contractor (online)</u>	To be notified latter
vii)	<u>Date and Place for opening of Financial Proposal (Online)</u>	To be notified latter

Security Deposit & other taxes:-

SD at a rate as per prevailing govt order i.e. @ **10% will be deducted**; EMD @ 2% submitted during tender will be converted to SD and **rest SD @ 8 % will be deducted from each running bill**. All usual deductions for taxes i.e. GST, IT, and Labour welfare cess, Revenue etc. as applicable will be made from the bills time to time.

Additional Performance Security Deposit @ 10% of the accepted amount is to be deposited in due course as per GoWB norms if the accepted amount to be found to be @80% or less than the departmental justified amount in terms of GO No. 4608 f(Y) dated 18.07.2018.

15. **Defect Liability Period:-** As par Notification No. **5784-PW/L&A/2M-175/2017 dt. 12.09.2017** of Principal Secretary, PWD and relevant clause of Form no. 2911.

For this work defect liability period is 5 years from the date of completion of the work as per completion certificate issued by the concerned Executive Engineer, MED. However, completion certificate should be issued after completion of all items of works as per schedule as required including supplementary items (if any) in all respect.

Earnest Money:-

The Earnest Money (2% of estimated amount put to tender), as specified in work list shall be remitted by the Contractor through net banking or NEFT or RTGS wbtenders.gov.in portal payment gateway in respect of tender ID. Every such transfer shall be done on or after the date of published of Nle-T. Any tender without such online payment of EM (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded

as statutory documented. EMD **should not be exempted for any bidders including MSME except specific Govt. order.**

E.I.C of the Work.- The Municipal Engineer, Birnagar Municipality, Nadia.

Additional Performance Security: as per G.O. no.4608 F(Y) dated 18.07.2018

Cost of Tender Documents: Applicable for the successful L1 Contractor only at the time of formal agreement.

Validity of Bid: 180 days from bid submission closing date.

Scope of the works:- As per BOQ/SOQ and drawing.

Other terms & conditions if any:-

1. No construction related or other materials will be issued from Department. So, Recovery of material need not be accounted in this case.
2. Bidders should go through item wise price schedule (as uploaded with e-tender) before submitting tender. No Rate enhancement will be entertained in any variation of market rate.
3. The proposed site of work may change into another location if required within respective municipality. In such case no price enhancement will be entertained.
4. All taxes will be deducted as per order of Govt. of West Bengal time to time.
5. Successful agency shall have to execute formal agreement with the The Chairman, Birnagar Municipality In the Revised West Bengal Form No-2911 free of cost within the time period mentioned in the LOA/ work order.
6. Among all the workers engaged with the firm, those who will be working at the site of the said tender must be use safety measures. If any casualty occurs then the total responsibility will go to the contractor's end.
7. The prevailing clauses listed under West Bengal Form No.-2911 shall be valid as usual.

Instructions/guidance to the contractors for e-tendering:-

1. General Guidance for e-tendering:

Intending tenderers desirous of participating in the tender are to log on to the website **<https://wbttenders.gov.in>**. The tender can be searched by typing the First Four Letters in the search engine provided in the website.

2. Registration of Contractors:

Tenderers willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt of India.

(viz. nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT) DSC is given as a USB e-Token. After obtaining the Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

3. Eligibility for participation:

Contractors, Registered Engineers Co-operative Societies, Consortiums and Partnership firms registered with the State Government and contractors of equivalent Grade / Class registered with Central Government / MES / Railways for execution of civil works are eligible to participate.

4. Collection of Tender Documents:

Tenders are to be submitted online and intending tenderers are to download the tender documents from the website as stated above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below.

5. Submission of Tenders

5.1 General process of submission

Tenders are to be submitted online through the website as stated above. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The Tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. He needs to fill up the rates of items/percentage in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (Tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

5.2 Addenda/Corrigenda: if published.

Note: Contractors are to keep track of all the Addendum/Corrigendum issued with a particular NIT till the bid submission ends and in general upload the downloaded copies of the above documents and merge the Addenda/Corrigenda with respective NIT in the NIT folder. , however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends, overriding any other terms/conditions if mentioned anywhere else in the concerned NIT.

5.3 Completion Certificate(s) submitted by the bidder should indicate the gross value of the 100% completed work only. Completion certificates should clearly contain the Name, Designation, Address and contact no of the Officer issuing the credential.

5.4 Penalty for suppression / distortion of facts

If any Tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform of the for a maximum period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited to may take appropriate legal action against such defaulting tenderer.

5.5If more than one Bidder quoted same rate and which are found lowest at the time of opening, such similar multiple rates will not be entertained / accepted. Lowest offer will be ascertained by sealed bid amongst the lowest bidder.

5.6 The Earnest Money may be forfeited if;-

- a) If the Bidder withdraws the Bid during the period of Bid validity.
- b) In case of successful Bidder, if the Bidder fails to execute formal agreement within the stipulated time period.
- c) During scrutiny, if it is come to the notice of tender inviting authority that the credential or any other Document which were uploaded& digitally signed by the Bidder are incorrect / manufactured / fabricated.

5.7 The eligibility of the Bidder will be ascertained on the basis of document submitted / uploaded & digitally signed in support of the minimum criterion as mentioned above. If any document submitted / uploaded by the Bidder is either manufactured or false the eligibility of Bidder will be out rightly rejected at any stage without prejudice and action will be taken as per stipulation of IT Rules in force.

5.8For any typographical mistake in case of Unit, Rate, Quantity, Amount, any type of nomenclature in items of Works / item itself including description etc. whatsoever as stated in BOQ, that can't be claimed during agreement or so. In that case sanctioned estimate will be binding criteria.

Sd/-

The Chairman,
Birnagar Municipality

INSTRUCTION TO BIDDERS/BIDDERS
SECTION – A-I

1. General guidance - e-Bidding

Instructions/ Guidelines - bidders - electronic submission of the Bids have been annexed - assisting them to participate in e-Bidding.

2. Registration of Bidder

Any Bidder willing to take part in the process of e-Bidding will have to be enrolled and registered with the Government e-procurement system, through logging on to **<https://wb.tender.gov.in>** The Bidder is to click on the link - e-Bidding site as given on the web portal.

3. Digital Signature certificate (DSC)

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

4. The contractor can search and download NleB and Bid 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 Bid Documents.

5. Submission of Bids.

General process of submission, Bids are to be submitted through online to the website stated in Cl. 2 in two folders at a time - each work, one in Technical Proposal and the other is Financial Proposal be-e 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 (trans-med into non readable -mats).

A. Technical proposal

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

A-1. Statutory Cover Containing

1. Prequalification Document
 - i. As per Table -2
 - ii. Prequalification Application (Sec-B, Form – I)
 - iii. Scanned Copy of earnest money (EMD) payment as prescribed in the Nle-B
2. NleB (download and upload the same Digitally Signed)

3. Technical Document (To be filled, scanned & digitally signed)

- i. Financial Statement (Section – B, form – II).
- ii. Affidavits (Ref:-Declaration Of The Bidder)
- iii. Bank Solvency Certificate.
- iv. Form III & IV of Section B.
- v. Declaration by the Bidder.

A-2. Non statutory Cover Containing/ My Documents

- i. Registration Certificate under Company Act. (if any).
- ii. Registered Deed of partnership Firm/ Article of Association and Memorandum

- iii. Power of Attorney (- Partnership Firm/ Private Limited Company, if any)
- iv. Tax Audit Report along with Balance Sheet and Profit and Loss A/c - the last five years(year just preceding the current Financial Year will be considered as year – I)
- v. Clearance Certificate - the Current Year issued by the Assistant Registrar of Co-Op(S) (ARCS) bye laws are to be submitted by the Registered labour Co-Op(S) Engineers' Co.-Opt.(S)
- vi. List of machineries possessed by own/arranged through lease deed along with authenticated documents of lease / sub-lease / hire basis etc.
- vii. List of technical staff along with structure and organization (Section – B, Form – III).

Note: - Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the Bid liable to be summarily rejected.

Intending Bidders should upload Non-Statutory documents as per following folders in My Document:

E-Bidding system of Government of West Bengal			
Bidder Document Sub Category Master			
Sl. No.	Category Name	Sub Category Name	Sub Category Description
A	CERTIFICATES		
		A1. CERTIFICATES	1. GST Registration P.F/PAN / P. Tax Clearance Certificate 2.E.S.I & EPF Registration Certificate.
B	COMPANY DETAILS		
		B1. COMPANY DETAILS 1	1. Proprietorship Firm (Trade License). 2. Registered Deed of partnership Firm and Trade License. 3. Registration Certificate under Company Act. (if any). Ltd. Company (Incorporation Certificate , Trade License) 4. Power of Attorney (- Partnership Firm/ Private Limited Company, if any) 5. Society (Society Registration copy, Trade License)
C	CREDENTIAL		
		C1. CREDENTIAL1	Similar nature Work & Completion Certificates issued by competent authority (as per Table-2 of NIEB)
D	EQUIPMENT		
		D1.LABOURTARY	1. List of Machineries and equipment necessary - field as well as laboratory test of all materials as per NIEB
		D2. CIVIL MACHINERIES	
		D2. ELECTRICAL MACHINERIES	
		D2. MECHNANICAL MACHINERIES	
		D2.	

		MISCELLANEOUS MACHINERIES	
E	FINANCIAL INFO		
		E1. P/L & BALANCE SHEET	P/L & BALANCE SHEET (As per NleB)
		E2. PAYMENT CERTIFICATE 1	
		E3. PAYMENT CERTIFICATE 2	
F	MANPOWER		
		F1. TECHNICAL PERSONNEL	1. List of sufficiently qualified technical person (as per Table-2 of NleB)
		F2. TECHNICAL PERSONNEL ON CONTRACT	1. List of technical personnel employed under the organisation (or on contract basis) in details with name, qualification, experience and, address with contact number.
G	DECLARATION	DECLARATION 1	1. Bank Solvency Certificate (As per NleB)
		DECLARATION 2	2. Valid Document in support of annual turnover (As per NleB)
		DECLARATION 3	3. Corrigendum and additional document (if any).

Note:- Failure of submission of any of the above mentioned documents (as stated in A1 & A2) will render the Bid liable to summarily rejected for both statutory & non statutory cover. All Corrigendum & Addendum Notices, if any, have to be digitally signed & uploaded by the contractor in the Declaration Folder of My Documents.

B. Bid Evaluation

- i. Opening and evaluation of Bid :- If any Bidder 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 Bid 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) - non-statutory documents (vide Cl. No. – 5.A-2) will be opened. If there is any deficiency in the statutory documents the Bid 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 Bid Evaluation Committee. Scrutiny of technical proposal and recommendation thereafter and processing of comparative statement for acceptance etc. will be prepared by the **Municipal Engineering Directorate, under the Urban Development and Municipal Affairs Department, 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 under AMRUT programme.
- v. Uploading of summary list of technically qualified bidders.

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

vii. While evaluation, the committee may summon the bidders 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 to rejection.

C. Financial proposal

Bid Price / Price Schedule to be uploaded digitally signed by the Bidder.

6. Financial capacity of a Bidder will be judged on the basis of working capital and available bid capacity as mentioned in the NleB 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 Bid Inviting/ Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Bidder, the Bidder 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 bid capacity etc. are to be submitted which must demonstrate the soundness of Bidder financial position, showing long term profitability including an estimated financial projection of the next two years.

7. Penalty for suppression / distortion of facts

Submission of false document by Bidder is strictly prohibited and in case of such act by the Bidder the same may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

8. Rejection of Bid

The Employer (Bid accepting authority) 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 (Bid accepting authority) action. The Bidder whose Bid has been accepted will be notified by the Bid 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 Bid Form (form no. 2911) will incorporate all necessary documents, e.g. Nle-B , all addenda-corrigendum, different filled-up forms (Section – B), Price Schedule and the same will be executed between the Bid Accepting Authority and the successful Bidder.

Chairman
Birnagar Municipality

SECTION – B
Form –I
PRE-QUALIFICATION APPLICATION

To
The Chairman,
..... **Municipality,**
PO:-....., Dist:-.....,
West Bengal,

Ref: - Bid - _____
_____ (Name of work) _____
_____ **NieB**

No.:

Dear Sir,

Having examined the Statutory, Non statutory and NieB documents, I /we hereby submit all the necessary information and relevant documents - 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 - Application and - completion of the contract documents is attached herewith.

We are interested in bidding - the work(s) given in Enclosure to this letter.

We understand that:

(a) Bid Inviting and Accepting Authority can amend the scope and value of the contract bid under this project.

(b) Bid Inviting and Accepting Authority reserves the right to reject any application without assigning any reason.

Enclo:- e-Filling:-

1. Statutory Documents
2. Non-Statutory Documents

Date: -

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

SECTION - B
Form - II
FINANCIAL STATEMENT

B.1 Name of Applicant :

B.2 Summary of assets and liabilities on the basis of the audited financial statement of **the last five financial years.** (Attach copies of the audited financial statement of the last five financial years)

	1st Year (Rs. In lakh)	2nd Year (Rs. In lakh)	3rd Year (Rs. In lakh)	4th Year (Rs. In lakh)	5th Year (Rs. In lakh)
a) Current Assets : (It should not include investment in any other firm)					
b) Current liabilities : (It should include bank over draft)					
c) Working capital : (a) – (b)					
d) Net worth : (Proprietors Capital or Partners Capital or Paid up Capital + Reserve & surplus)					
e) Bank loan/ Guarantee : (As per clause G.2. with all sub clauses)					

B.3 Annual value of construction works undertaken :

Work in hand i.e. Work order issued	As on	As on	As on	As on	As on	As on

Signed by an authorized officer of the firm

Title of the officer

Name of the Firm with Seal

Date_____

Declaration of the Bidder

(Affidavit to be affirmed on a Non Judicial Stamp Paper of Rs. 10/- and enclosed with the Bid documents which is required to be submitted in time duly)

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 Bidder.

2. That, I have inspected the site of work covered under NleB (NleB 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 Bid documents. Bid of the above named Bidder is offered and submitted upon
due consideration of all factors and if the same is accepted, I on and - behalf of the a-e said
Bidder, being lawfully and duly authorized, promise to abide by all the covenants,
conditions and stipulations of the Contractual documents and to carry out, complete the
works to the satisfaction of the Bid accepting Authority of the Work and abide by all
instructions as may given by the Engineer in Charge of the work time to time. I also hereby
undertake to abide by the provisions of Law including the provisions of Contract Labour
(Regulation & Abolition) Act, Apprentice Act 1961, West Bengal Sales Tax Act, VAT Act,
Income Tax Act as would be applicable to the Contractor upon entering into -mal Contract /
agreement with the Bid Inviting/Accepting authority.

3. That I declare that, no relevant information as required to be furnished by the
Bidder has been suppressed in the Bid 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)

**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,

**SECTION – B
-FORM – IV**

C. DEPLOYMENT OF MACHINERIES (in favour of owner / lessee):-

(Original document of own possession arranged through lease deed to be annexed)

(If engaged be-e Certificate from E.I.C. to be annexed in respect of anticipated dated of release of Machineries.)

Name of Machine / Instrument	Make	Type	Capacity	Motor / Engine No.	Machine No.	Possession Status		Date of release If Engaged
						Idle	Engaged	

- each item of equipment the application should attach copies of

- (i) Document showing proof of full payment, (ii) Receipt of Delivery,
(iii) Road Challan from Factory to delivery spot, is to be furnished.

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

SECTION-C

Additional Terms & Conditions and specification for Electrical works

- D. 1. The contractor shall meet the following required eligibility criteria for electrical component of Work.
- D. 1.1. The contractor shall have at least the following technical person:
- D. 1.1.1. One Electrical Supervisor having valid Electrical Supervisor's Certificate of competency issued by the West Bengal Licensing Board, Government of West Bengal in full time engagement with the bidder for this work.
- D. 1.1.2. The supervisor deployed by the contractor should have valid Electrical SCC Part No. 1, 2, 4, 7A & 11 issued by the West Bengal Licensing Board, Government of West Bengal.
- D. 1.2. The contractor shall have to meet the following requirements:
- D.1.2.1. The contractor shall have valid Electrical Contractor's License issued by the West Bengal Licensing Board, Government of West Bengal.
- D. 1.2.2. The contractor shall have valid Electrical supervisory certificate having SCC Part No. 1, 2, 4, 7A & 11 issued by the West Bengal Licensing Board, Government of West Bengal.
- D. 1.2.3. The contractor shall have to ensure presence of at least one licensed Electrical Supervisor, as stated in Clause No. D. 1.1.2. & D. 1.2.2. above during execution of Electrical Works.
- D. 2. The EIC will act as Nodal Engineer.
- D. 3 The contractor will give detailed execution programme of the electrical work to the EI. The contractor will indicate time / stage of the work in the work programme.
- D. 4 Supervision of Civil and Electrical components of works will be carried out by concerned wings of the Department under overall coordination of the Nodal Superintending Engineer / Nodal Engineer in charge as the case may be.
- D. 5 Payment to the contractor for the work shall be made through the Chairman, Birnagar Municipality. Engineer-in-Charge of the work will submit the 'passed for payment' Bill to the Chairman, Birnagar Municipality, on getting the recorded Measurement Book(s) with requisite certificates for making payment to the contractor from the concerned Engineer-in-Charge.
- D. 6 Final Bill for whole work shall be finalized and paid by the EIC of the work.

EIC of the work shall be competent authority to give fair and reasonable extension of time under provision of relevant clause of West Bengal Form No. 2911 and Chairman of the work shall be competent authority to reschedule milestones of the work.

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

MemoNo.:- 06(14)/PWD

Dated: 05.01.2026

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1. The Sabhadhipati, Nadia Zilla Parishad, Krishnagar, Nadia.
2. The State Mission Director, AMRUT, ILGUS Bhawan, Sector-III, Bidhannagar, Kol.-106.
3. The Chief Engineer(South), MED, Bikash Bhavan, SaltLake, Kol.-91.
4. The Additional Chief Engineer (South), MED, Bikash Bhavan, SaltLake, Kol.-91.
5. The Superintending Engineer, East Circle, M.E.Dte., Prashasan Bhavan, DD-1, Sector-1, Saltlake, Kolkata-700064.
6. The District Magistrate, Nadia.
7. The Executive Engineer, MED, Nadia Division.
8. The Sub-Divisional Officer, Ranaghat, Nadia.
9. The District Information & Cultural Officer, Nadia.
10. The Executive officer, Birnagar Municipality.
11. The Finance Officer, Birnagar Municipality.
12. The Nodal Officer, AMRUT 2.0, Birnagar Municipality.
13. The Urban Infrastructure Expert, AMRUT 2.0, Birnagar Municipality.
14. The Office Notice Board and website, Birnagar Municipality for wide circulation.

Chairman
Birnagar Municipality