



HOWRAH MUNICIPAL CORPORATION

4, MAHATMA GANDHI ROAD, HOWRAH-711 101

☎ 033 2638 3211/12/13 ☎ 033 2641 0830

Health Department

No. WB-HMC/TN/HEALTH/129/26-27

Date: 25.08.2026

E-TENDER

Executive Engineer, Howrah Municipal Corporation invites e-Tender in prescribed form from reputed resourceful and bona-fide Contractors/ Firms having previous experience in similar nature of job as per particulars given below. Intending Tenderers will have to apply through online with self attested photo copies of valid Pan Card, GST, P.T, ITR, Trade License along with proper credentials of similar nature of works of work within last 5 (Five) years regarding their ability to execute the work etc. duly signed by the applicant with the seal of the firm / company.

Eligibility criteria for participation in tender:

As per order no. **04-A/PW/O/10C-02/14 Dated:- 18.03.2015** of the Principal Secretary, PWD, (Accounts Branch), Government of West Bengal, Credential certificate issued by the Executive Engineer or equivalent or competent authority of a State / Central Government., State / Central Government undertaking, Statutory / Autonomous bodies constituted under the Central / State statute, on the executed value of completed / running work of similar nature of work with allied works like Sanitary and Plumbing, Fire Fighting Works, Electrical works etc. will be taken as credential as follows:

For First call of NIT:

- Intending tenderers should produce credentials of a similar nature of work, of minimum value of 40% of the estimated amount put to tender during Five (5) years prior to the date of issue of the tender notice Or
- Intending tenderers should produce credentials of 2(two) similar nature of completed work, each of minimum value of 30% of the estimated amount put to tender during last five (5) years prior to the date of issue of the tender notice. Or
- Intending tenderers should produce credentials of one (1) single running work of similar nature of the minimum value of 80% of the estimated amount put to tender prior to the date of issue of the tender notice
- In case of running works, only those tenderers who will submit the certificate of satisfactory running work from their concerned Executive Engineer of equivalent 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. (Vide notification No. 04-A/PW/O/10C-02/14 Dt:- 18.03.2015).

For Eligibility Criteria of Clerical Staff & Cleaning Staff

- Education qualification of **Clerical Assistant** is Graduate and must have knowledge of Computer in M.S. Office and Internet and the age limit should be 40 years or less as on the 1st date of year of publication of the advertisement with relaxation for SC/ST/OBC candidates as per Govt. norms.
- Education qualification of **Cleaning Staff** is no limit and the age limit should be 40 years or less as on the 1st date of year of publication of the advertisement with relaxation for SC/ST/OBC candidates as per Govt. norms.

(Vide memorandum No. 311-W(C)/1M-132/15 Date: 28/03/2018 pf P.W.D, works Branch, Govt. of West Bengal)

Earnest Money and The cost of Tender Papers to be deposited online as is available in E-Tender Portal of Govt. of West Bengal in favour of "MUNICIPAL AFFAIRS DEPARTMENT // URBAN LOCAL BODIES // HOWRAH MC".

Sl No	Name of Work	Estimated Amount (₹)	Earnest Money (₹)	Time of Completion
1	Supply of Clerical Assistant & Cleaning Staff at different UH&WC and Polyclinic for 1 year.	₹ 61,73,052.00	₹ 1,23,461.00	365 Days

Date and Time Schedule:

Sl No:	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online)	25.08.2026 5:00 p.m.
2	Documents download start date (Online)	25.08.2026 5:00 p.m. onwards
3	Bid submission start date (On line)	25.08.2026 5:00 p.m. onwards
4	Bid Submission closing (On line)	15.09.2026 upto 5.00 p.m.
5	Date for opening of Part – I Proposal (Online)	18.09.2026 12:00 p.m.
6	Date of uploading list for Technically Qualified Bidder(online)	INTIMATED AFTERWARDS
7	Date for opening of Financial Proposal (Online)	INTIMATED AFTERWARDS

Corporation reserve the right to accept or reject part or whole tender without showing any reason what so ever. Detail Information may be had from the office of the undersigned.

N B: - 1) Intending bidder may download the tender document from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

2) Hard copied (Part-I) will be verified from originals if required.

Executive Engineer
Howrah Municipal Corporation

No. WB-HMC/TN/HEALTH/129/26-27

Date: 25.08.2026

Copy to:-

1) Hon'ble Chairman, BOA, HMC 2) Commissioner, HMC, 3) C.O.F, HMC, 4) Engg. Accounts 5) E.E./A.E. Borough - I to VII, HMC, 6) Sabhadhipati Zilla Parishad, Howrah 7) Chief Engineer, HIT, 19, G.T.Road, Howrah, 8) Asst. Engg. PWD Constn Divn. No. 1, P.T. Road, Howrah, 9) Chief Engineer, HMC (Govt Audit), 10) I.T. Department, HMC Website 11) Secretary Department (General) - For Paper Publication

Signature Not Verified
Digitally signed by ALOK CHOWDHURY
Date: 2026.08.25 13:04:35 IST
Location: West Bengal-WB

Executive Engineer
Howrah Municipal Corporation