



GUSKARA MUNICIPALITY
GUSKARA, PURBA BURDWAN
NOTICE INVITING E-TENDER

Notice Inviting e-Tender No: 02/2026-27

Memo No-726/GM

DATE: -02.09.2026

The Chairman, Guskara Municipality invites online percentage rate tender from reliable, resourceful, bonafide and experienced companies / individual contractors who have successfully completed the work of value not less than 40% of similar nature of works in a single contract within last 5 (five) years from the date of this NleT in any Govt. /Semi-Govt. / Govt. Undertakings / Autonomous Bodies / Statutory Bodies and Local Bodies is eligible for the under mentioned work:-

Sl. no.	Name of the Scheme	Amount (Rs)	Earnest Money @ 2% (Rs.)	Security deposit	Cost of Agreement Paper including Other Tender Documents	Period of Completion of Work	Fund	Defect Liability Period
1.	UPGRADATION OF ROADS AT DIFFERENT LOCATIONS UNDER GUSKARA MUNICIPALITY: *Upgradation of bituminous road with ICBP along with concrete edge wall from Alutia Bus Stand to Alutia Dompura in Ward No.14 under Guskara Municipality, *Renovation of Concrete road with ICBP along with concrete edge wall in front of Alutia Rammandir to Alutia F.P. School in Ward No.14 under Guskara Municipality, *Renovation of bituminous road with ICBP along with concrete edge wall from Guskara Telephone Exchange to Ananda Press via. Tilottama lodge in Ward No.07 under Guskara Municipality, *Renovation of cement concrete road from Meghnad Rabidas to Subhashpalli Bangla School in Ward No.12 under Guskara Municipality)	1,47,20,279.95	2,94,406.00	As per Govt. Norms	Rs. 5005/- For 02 (two) agreement papers for work above Rs. 125.00 lac upto Rs. 500.00 lac Including Other Tender Documents to be deposited offline at the ULB by the lowest & successful bidder at the time of agreement.	60 days	State Plan Fund (RSP-Road)	As per Notification No. 5784-PW/L&A/2M-175/2017 dt. 12.09.2017 of Principal Secretary, PWD and relevant clause of Form no. 2911 and latest G O as available.

- 1. E.I.C. of the Project:** i) Sri Manas Sadhu, A.E./UIDSSMT, Guskara Municipality
- The Tender Inviting Authority may call the bidders/L1 for verification of credentials if required.
- 3. Submission of Tender:** - a) Pre-qualification/Technical Bid and Financial Bid both will have to be submitted online concurrently duly digitally signed in the website <https://wbttenders.gov.in> as per time schedule stated herein under. Time will be reckoned as per Server Clock.
b) The Financial Bid of the prospective tenderers will be opened only if the tenderer qualifies in the Technical Bid. The decision of the Tender Inviting Authority will be final and binding to all concerned and no challenge against such decision will be entertained.



4. Time Schedule for Downloading, Uploading and Opening of Tender Documents:-

a)	Date of uploading of NIeT & other Documents(online) (Publishing Date)	02-09-2026 from 18:00hrs
b)	Documents download start date (Online)	03-09-2026 from 17:00 hrs
c)	Documents download end date (Online)	27-09-2026 upto 17:00 hrs
d)	Online Bid Submission Start Date & Time	04-09-2026 from 10:00 hrs
e)	Online Bid Submission Last Date & Time	28-09-2026 upto 17:00 hrs
f)	Time and Date of Opening of Technical Bid (Bid will be opened by the Authorized Officer)	01-10-2026 at 10:00 hrs onwards
g)	Date for opening of Financial Bid (Online)	To be notified later on.

Tenders will be opened by The Chairman, Guskara Municipality in presence of tenderer or their authorized representatives who may like to be present.

5. Eligibility criteria for the bidders:-

a) i) Intending tenderers should produce credentials of a similar nature of Completed work at least minimum value of 40% (forty percent) of the estimated amount 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% (thirty percent) of the estimated amount during 5 (five) years prior to the date of issue of the tender notice;

b) Annual Turn Over - Having average audited annual turnover (in 3CB format or similar) of at least 40% of amount put to tender in preceding three Financial years from the publication of this NIeT.

c) Bank solvency Certificate not less than 40% of amount put to tender within 12 (Twelve) month prior/after to date of publication of this NIeT.

d) Scanned copy of PAN card, P. Tax, Valid G.S.T clearance certificate, Credentials, Work Order, BOQ and other supporting documents, Registration Certificate and/or trade License of the company must be submitted duly digitally signed at desired location in the website <https://wbtennders.gov.in>.

6) List of common documents shall have to be uploaded by each Tenderer at the time of submission of Tender through online:-

- Income Tax Return (For last 3 yr.)
- Pan Card.
- Professional Tax clearance certificate.
- GST clearance certificate.
- Valid Trade License.
- Technical Credential.
- Work Order with BOQ for the work in technical credential.
- Declaration by the Tenderer must be filled up properly and the same must be scanned and uploaded.
- Declaration of penalty debarment.
- Annual Turn Over Certificate
- Bank solvency Certificate

Earnest Money:- The Tenderer shall have to deposit the EMD through online mode only. No scan copy will be accepted. (Ref No.3975-F9Y) dated 28th July 2016 of Finance Department, Govt. of West Bengal)& Cost of Agreement Paper including Other Tender Documents to be deposited offline at the ULB by the lowest & successful bidder at the time of agreement.

7. Language of Tender:- The tender shall be submitted in the prescribed form in English. All literatures and correspondence in connection with the tenders shall be in English.



8. Others:- The Tender Notice along with other documents like Tender Form No. 2911(ii), General Terms and Conditions, Special Terms and Conditions, Technical Specification, BOQ, Addendum and corrigendum etc. whatever documents uploaded by the department concerned thereto shall be part and parcel of the Tender.
The tender inviting authority reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.

9. Intending bidders are requested to visit <https://wbtcenders.gov.in> check their e-mail regularly for any corrigendum/ addendum for further information regarding to this NIT.

10. Defect Liability Period:- As per Notification No. 5784-PW/L&A/2M-175/2017 dt. 12.09.2017 of Principal Secretary, PWD and relevant clause of Form no. 2911 and latest G.O.as available

The defect liability period is considered from the date of completion of the work as per completion certificate issued by the concerned Engineer In Charge. 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.

Security deposit shall be re- fundable to the contractor in the manner provided here under:-

(a) For work with three months Defect Liability Period:

(i) Full security deposit shall be refunded to the contractor on expiry of three months from the actual date of completion of the work.

(b) For work with one year Defect Liability Period:

(i) Full security deposit shall be refunded to the contractor on expiry of one year from the actual date of completion of the work.

(c) For work with three years Defect Liability Period:

i) 30% of the security deposit shall be refunded to the contractor on expiry of two years from the actual date of completion of the work;

ii) The balance 70% of the security deposit shall be refunded to the contractor on expiry of three years from the actual date of completion of the work;

d) For work with five years Defect Liability Period:

i) No security deposit shall be refunded to the contractor for 1st 3 years from the date of completion of the work;

ii) 30% of the security deposit shall be refunded to the contractor on expiry of four years from the actual date of completion of the work;

iii) The balance 70% of the security deposit shall be refunded to the contractor on expiry of five years from the actual date of completion of the work.

Memo No. -726/1(08)/GM

Copy forwarded for information to:-

1. The Executive Officer, Guskara Municipality.
2. The Executive Engineer, M.E.Dte., Purba Bardhaman.
3. The Finance Officer, Guskara Municipality.
4. Sri Manas Sadhu, A.E./UIDSSMT, Guskara Municipality.
5. The Accountant, Guskara Municipality.
6. Office Notice Board of Guskara Municipality, Purba Burdwan.
7. The IT Co-Ordinator with a request to upload the following in the website of Guskara Municipality.
8. The ITCO-Ordinator (UD & MA Department) with a request to upload the following in the website of UD & MA Department, Govt. Of West Bengal.

Chairman
Guskara Municipality
Chairman
Guskara Municipality
Date: 02.09.2017

Chairman
Guskara Municipality
Chairman
Guskara Municipality

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INSTRUCTION TO BIDDERS

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

1. 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://wbidders.gov.in>. The contractor is to click on the link for e – Tendering site as given on the web portal.

2. Digital Signature Certificate (DSC) :- Each contractor is required to obtain a class - II or class – III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause -1 of Guideline to Bidder. DSC is given as a USB e – Token.

3. Collection of Tender documents: - The contractor can search & download NleT & Tender documents electronically from computer once he logs on to the website mentioned Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender documents.

4. Submission of Tenders:-

a) **General process of submission:** - Tenders are to be submitted through online to the website stated in Cl. – 1 in two folders at a time for each work, one is Technical bid and other is Financial Bid before the prescribed date and time using the Digital Signature Certificates.

b) **Technical Bid:** - Technical Bid contains scanned copies of the followings further in two cover (folder).

A-1. Statutory Cover Containing

- i. NleT (Download the NleT and upload the same by digitally sign).
- ii. Scan Copy of Declaration as per prescribed format.

N.B: Bidder must download Tender Form No-2911(ii), General Terms and Condition, Special Terms & Conditions, Technical Specifications, all other addendum, Corrigendum etc. whatever documents uploaded by the department in the web site under the NleT and must go through carefully before quoting his rate.

A-2. Non Statutory/Technical documents Cover containing.

- i. Income Tax Return (For last 3yrs)
- ii. Pan Card.
- iii. Professional Tax clearance certificate.
- iv. G.S.T Clearance Certificate.
- v. Valid Trade License.
- vi. Technical Credential.
- vii. Work Order with BOQ for the work in technical credential.
- viii. Completion Certificate of the said work.
- ix. Declaration of penalty debarment.
- x. Annual Turn Over Certificate
- xi. Bank solvency Certificate

Note: Failure of submission of any of the above mentioned documents (as stated in A- 1 & A-2) may render the tender liable to summarily rejected for both statutory & non statutory cover.

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c) Financial Bid:-

- i) The financial bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through on line 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.

THE ABOVE STATED NON STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER.

Sl. No	Category Name	Sub-Category Description	Details
A.	Certificates	Certificates	i) Professional Tax clearance certificate. ii) GST Certificate. iii) Acknowledgement of IT Return (Any One of last 3 years.) iv) Pre-Qualification Application v) Declaration of penalty debarment vi) Annual Turn Over Certificate vii) Bank solvency Certificate
B.	Company Details	Company Details	i) Pan Card ii) Valid Trade License
C.	Credential	Credential	i) Credential, ii) Work Order, BOQ, iii) Completion Certificate.

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non Statutory folder. Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

5. Opening & Evaluation of Tender: - Opening of Technical Bid:

i) Technical bid will be opened by The Chairman, Guskara Municipality in presence of tenderer or their authorized representatives who may like to be present.

Intending tenderer may remain present if they so desire. Statutory Cover (folder) would be opened first & if found in order and correct Non Statutory Cover (folder) will be opened. If there is any deficiency in the Statutory & Non statutory documents the tender will summarily be rejected.

ii) Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded & handed over to the evaluation committee.

iii) List of technically qualified tenderers would be uploaded in due course.

NB: While evaluation, The Chairman, Guskara Municipality may summon of the tenderers & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will liable for rejection.

Opening and evaluation of Financial Bid:

i) Financial bid of tenderers declared technically eligible by the Tender Inviting Authority will be opened electronically from the web portal on the prescribed date and time.

6. Penalty for suppression / distortion of facts:

Submission of false document by tenderer is strictly prohibited.


Chairman
Guskara Municipality
Chairman
Guskara Municipality



FORM - I

PRE-QUALIFICATION APPLICATION

To
The Chairman,
Guskara Municipality,
Guskara, Purba-Bardhaman-713128

Ref: e-Tender for(name of
work).....

NleT No..... Sl. No..... of
The Chairman, Guskara Municipality, Guskara, Purba Bardhaman-713128

Dear Sir,

Having examined the Statutory, Non-statutory & NleT documents, I /we hereby submit
all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of.....

in the capacity..... duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the
group of firms for Application and for completion of the contract documents is attached herewith.

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

We understand that:

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

Enclosure(s): e-Filling:-

1. Statutory Documents.
2. Non Statutory Documents.

Date.....

Signature, Name and designation of authorized signatory
For and on behalf of
(Name of the applicant)