



**NORTH DUM DUM MUNICIPALITY**  
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**Memo No. NDDM/ESTT/1280**

**Date: 18.02.2026**

**NOTICE INVITING e-TENDER**

Tender No :WBMAD/NDDM/ESTT/NIeT-291/25-26

Dated: 19.02.2026

Online Tenders are invited by the Chairman on behalf of the North Dum Dum Municipality through electronic tendering (e-tendering) for the following listed works from eligible and resourceful Companies/Firms/NGOs having sufficient credential and financial capability for execution of works as depicted hereunder for participating in the tender.

1. A.) Name of Work, Time of completion of work, Estimated Value of work put to Tender, Earnest Money, location of work and Source of fund :

Note: Tender fees nil for the above mentioned work

Table 1 :- List of works							
Sl. No	Name of Work	Estimated amount put to tender (in Rs)	Earnest Money (in Rs.)	Cost of Tender Documents (Applicable for the successful Companies/Firms/NGOs only at the time of formal agreement) (in Rs.)	Fund	Time for completion of work (in days)	Defect Liability Period
01.	Details of Yearly Remuneration and others for Engagement of Clerical Assistant and Cleaning Assistant through bonafide NGO under XV Finance Commission Health Grant/ NUHM under North Dum Dum Municipality	33,47,955.00	NIL	5000.00	XV Finance Commission Health Grant/ NUHM	30	<b>One (01) Year</b>

B.) Eligibility, All important dates & materials issue status for the above mentioned work.

TABLE - II

i	Eligibility of the Contractor :-	Bonafide NGO or any Agency or outsiders or reputed firm having an experience for engaged as Clerical Assistant & Cleaning Assistant similar nature of work.
ii	Printed form in which tender is to be submitted:-	As stated in the respective clauses given below.
iii	Date of Publishing of Tender i.e. the date of up loading of NleT and tender documents (on line)	19.02.2026 at 18:00 Hrs.
iv	Document download starting date (on line) / sells starting date (on line)	19.02.2026 at 18:00 Hrs.
v	Date of Prebid Meeting	23.02.2026. at 15:00Hrs
vi	Date of starting of Bid submission i.e. Technical and financial BID submissions starting date (on line)	19.02.2026 at 18:00 Hrs
vii	Last date & time for bid submission i.e. Technical and financial BID submissions closing date (on line)	As per E-tender Portal Date and Time.
viii	Date of opening technical proposal (on line)	As per E-tender Portal Date and Time.
ix	Date of opening of financial proposal (on line)	To be notified during uploading of Technical Evaluation Sheet of Tenderers.
x	Date of uploading of list of Tenderers along with the rates through (on line), also if necessary for further negotiation through (offline) for final rate. Date to be intimated later in due course of time for further negotiation.	To be notified later.
xi	Materials:-	No material will be supplied by the Department.
xii.	EIC	M.M.O.H,NDDM / Establishment Department, North Dum Dum Municipality

Note: In case of Bundh/strike /holiday etc. falls on the schedule dates as mentioned above for sl. no vii to ix , the same will be treated next working day of the fixed dates and time as scheduled above (refer Table-II).

2. Applicants 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://wbtenders.gov.in> using the option —Click here to Enroll. Possession of a Valid Class

II Digital Signature Certificate (DSC) in the form of smart card/e-token in the Company's name is a prerequisite for registration and participating in the bid submission activities through this web site. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://wbtenders.gov.in>

3. Intending Tenderer can search NIEt and other tender documents electronically by logging on to the website <https://wbtenders.gov.in>, using his Digital Signature Certificate (DSC). This is the mode of collection of tender documents electronically.

4. In the event of e-filing, intending bidder may download the tender documents from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate and Earnest Money may be remitted through NEFT/RTGS challan from the e-tendering portal in favor of the BOA, North Dum Dum Municipality and also to be documented through e-filing. The scan copy of NEFT/RTGS challan from the e-tendering portal should be uploaded in file. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the <https://wbtenders.gov.in>. Intending bidders will have to submit document in proper way from original copy or fresh / current photocopy duly attested /self-attested. The documents submitted by the bidders should be properly indexed & digitally signed.

4A. Earnest Money: The process of deposit of Earnest Money through offline instruments like bank Draft, pay Order etc. stopped for e-tender procurement as per G.O. Finance Department vide Memo No. 3975-F(Y) Dt. 28.07.2016 Necessary Earnest Money, mentioned in Table - I will be deposited by the bidder electronically online through his net banking enabled bank account, maintained at any bank or offline through any bank by generation NEFT/RTGS challan from the e-Tendering portal. Intending bidder will get the beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per Beneficiary Name & Account No., Amount, Beneficiary Bank Name (ICICI Bank) & IFSC Code and e-Procurement Reference Number.

Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from e-Procurement site. Bidders are also advised to submit EMD of their bid, at least 3(three) working days before the bid submission closing date as it requires time for processing of Payment of EMD.

Bidders eligible for exemptions of Earnest Money (EMD) have to select exempted: Yes and then upload the undertaking / exemption G.O.

4B. Refund of E.M.D.: 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 or 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. 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 generally 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.

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 bidder will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund generally 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. .

4C. Both the Technical document and Financial Bid are to be submitted in technical (Statutory & Non- Statutory folder) and financial folder concurrently duly digitally signed in the website <https://wbtenders.gov.in>.

4D. The Technical document and Financial Bid submission should be done as per clause no. 7 of this NIEt.

4E. The FINANCIAL OFFER of the prospective bidder will be considered only if the TECHNICAL DOCUMENT (both Statutory and non- statutory) of the bidder found qualified .The decision of the TIA will be final and absolute in this respect.

5. 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 applications will be rejected for that job.

6. Eligibility criteria for participation in tender:

**a) Prebid meeting is mandatory: Our Official will discuss about type of manpower and related matters.**

b)

i) The prospective tenderer who are eligible to participate (Bonafide Outsider Contractors / Engineers Co. Op. / Labour Co. Op. etc. etc.) should have sufficient resources, financial solvency, sufficient experience & should have satisfactorily completed during the last 5 (Five) years prior to the date of publishing of this Tender at least one work of similar nature under the State/Central Govt. Undertaking, Board/Corporation, Local Bodies or similar Reputed Govt. Organization etc., having a magnitude as per clause no.1.B put to tender supported by Completion Certificate in support of the credential. Scanned copy of the same issued by the Concerned Executing Authority should be uploaded as Non-Statutory Document through online.

ii) Uploading of scanned copies of Pan Card, up to date Professional Tax receipts, up to date GST Registration Certificate, Valid Trade License in the Technical Proposal as Non Statutory Documents.

iii) Registered Unemployed Engineer's Co-Operative Societies and registered Labour Co-Operative Societies are to upload the documents apart from the documents mentioned under Cl. 6(i). Registration certificate, Bye Laws, audited balance sheet showing up to date accounts as Non Statutory Documents.

iv) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum as Non Statutory Documents.

All Tenderers should have to upload only their self-attested copies of the requisite documents in the web site for submitting their bid.

The Tender Documents shall consist of the following documents:

- i) NIEt
- ii) WEST BENGAL FORM NO-2911(ii)
- iii) PREQUALIFICATION
- iv) BOQ

## 7. Submission of Tenders

### 7.1 General process of submission

Tenders are to be submitted online through the website, in two folders, at a time for each work, one is Technical Proposal and the other is Financial Proposal, before the prescribed date and time mentioned in Table-I.

Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. The documents will get encrypted (transformed into non-readable formats).

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

#### A. Statutory Technical folder containing,

i) PREQUALIFICATION (Properly filled & upload the same Digitally Signed) (Uploaded as additional tender document)

a) Application (As Shown in the given format in Annexure-A in Prequalification Document, download - filled & upload Digitally Signed.), in letter headed pad duly signed in. Letter head should contain full address, telephone no. mobile no. & FAX, e-mail id of applicant.

b) Experience Profile (As Shown in the given format in Annexure-B in Prequalification Document - download, filled & upload Digitally Signed.)

ii) EMD (Properly scanned & upload the same Digitally Signed)

e-Procurement Reference No./ NEFT/RTGS Challan towards Earnest Money (EMD) as prescribed in the NIEt in favour of the North Dum Dum Municipality concerned with the work. Bidders eligible for exemptions of Earnest Money (EMD) have to upload the undertaking / exemption G.O.

iii) NIEt (Properly download & upload the same Digitally Signed)

Notice Inviting e-Tender (NIEt), all Corrigendum & Addendum should be properly downloaded & uploaded the same Digitally Signed.

iv) WEST BENGAL FORM NO-2911(ii) (Properly download & upload the same Digitally Signed)

West Bengal Form No-2911(ii) (Properly download & upload the same Digitally Signed except quoting rate, quoting rate will only be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in West Bengal Form No-2911(ii) the tender liable to summarily reject.)

Note:

i) Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the contractor.

ii) If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

iii) Tenders will be summarily rejected if any item in the statutory cover is missing.

iv) In case of any inadvertent typographical mistake the same to be treated to be corrected as to confirm to the prevailing relevant schedule of rates or technically sanctioned estimate.

v) Necessary deduction i.e. GST, I.T. etc. will be made as per relevant Govt. order.

B. Non-Statutory Technical folder containing,

i) Up to date Professional Tax (PT) Clearance receipts & PAN. Application for such clearance addressed to the competent authority may also be considered.

ii) Up to date GST Registration Certificate.

iii) Registered Deed for Partnership Firm.

iv) Completion Certificate for the last 5 (Five) years prior to the date of publishing of this Tender [as stated in Clauses 6(i)] for one single work of similar nature work for the work, the contractor intends to participate.

vi) For Registered Unemployed Engineers 'Co-Operative Societies and Registered Labour Co-Operative Societies registration papers in support of their registration, Bye Laws, up to date audited balance sheet.

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

Click the check boxes beside the necessary documents in the —My Documents 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.

Sl. No.	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES (ALL CERTIFICATES SHOULD BE UP TO DATE)	1. GST Registration Certificate with up to date return. 2. PAN Card 3. Up to date P.Tax (Certificate) 4. Valid Trade License (refer clause 6-ii) 5. EPF Registration Certificate 6. ESIC Registration Certificate
B.	COMPANY DETAILS	COMPANY DETAILS	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD. Company (Registration Certificate, Trade License) 4. Co-Operative Society (Society Registration Certificate) Bye Laws, up to date Audited Balance Sheet. 5. Power of Attorney (Registered)
C.	CREDENTIAL	Credential	1. Completion Certificate for Similar Nature of Work Done (refer clause 6-i )

NOTE: FAILURE OF SUBMISSION OF ANY ONE OF THE ABOVE MENTIONED DOCUMENTS MAY RENDER THE TENDER LIABLE TO REJECT.

### C. Financial Proposal

i) The Financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ). The Companies/Firms/NGOs is to quote the rate (Percentage Above (+)/ Below (-)/ At per (+0.00)) over the total estimated cost of the intended job 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.

### 8. Penalty for suppression / distortion of facts:

If any Tenderer fails to produce the original hard copies of the documents uploaded or any other documents on demand of the Tender Inviting Authority 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 face the appropriate action as deem fit. Besides, the TIA may take appropriate legal action against such defaulting Tenderer.

### 9. Rejection of Bid

The employer (Tender accepting authority) reserve the right to accept or reject any bid and to cancel the bidding process and reject all bids at any time prior to the award of contract without thereby incurring any liability to the affected Tenderers or any obligation to inform the affected Tenderer or Tenderers.

### 10. Award of Contract (AOC)

The Tenderer who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority. The notification of award will constitute the formation of the Contract. The Agreement in West Bengal Form No-2911(ii) with incorporation of all the required documents, i.e., NIEt including all its addenda & corrigendum, Application and Financial Offer on Bill of Quantities (BOQ) will be executed between the Tender Accepting Authority and the successful Tenderer. The Tender Inviting Authority may ask L1 to produce the copy of Employee State Insurance (ESI) and Provident Fund (PF) documents in original & to submit photocopy of the same before issuing the AOC. The Tender Inviting Authority may ask for submission of the hard copy of all the uploaded documents of all eligible tenderers along with original, before awarding contract. AOC will be issued only after getting the necessary Administrative & Financial approval from competent authority.

### 11. Formalities

During execution if any approval from the competent authorities is required the same has to be obtained by the tenderer/agency.

### 12. Work Site, Drawing & Machinery

Before quotation of rate the tenderer should inspect the site and get fully acquainted with the all physical and technical parameters related to the successful completion of the work. Intending tenderers may see the drawing of work from the Office of the ....., Municipality in the office hour of all working days till last date of submission of Tender. The intending Agency should have own minimum Tools and Machinery for successful completion of the work.

### 13. Mode of Payment

Payment will be made as per the availability of the fund from the govt. for the respective project. No mobilization advance and secured advance will be allowed.

### 14. Security Deposit

a) Retention money towards Security shall be deducted from the running account bill of the tenderer as per relevant prevailing Govt. order. No interest will be paid on Security Deposit.

b) Additional performance security @10% of the tender amount shall be obtained from the successful bidder if the accepted bid value is 80% or less of the Estimate put to tender. The Additional performance security shall be submitted in the form of bank guarantee from any schedule bank before issuance of the work order (please refer G.O No – 4608 –F (Y) of finance department ,Audit Branch dated 18th July 2018 for details

C) Refund of Security Deposit will be made on the pro-rate basis i.e release of such security deposit to the tune of 30% on expiry of 2nd year (from date of completion of the work) & rest 70% on expiry of 3rd year. Hence CI No. 17 of 2911(ii) is hereby superseded. Within this period, if any defect arises, the concerned agency will be liable for repair and maintenance.

### 15. Other Deduction will be made from every Bill of the selected agency as per Government Rules.

16. If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence.

(a) WEST BENGAL FORM NO-2911(ii)

(b) NIEt

(c) All Corrigendum & Addendum.

17. Supplementary/Additional Items of Works:

Notwithstanding the provisions made in the related printed tender form, any item of work which can legitimately be considered as not stipulated in the specific price schedule of probable items of work but has become necessary as a reasonable contingent item during actual execution of work will have to be done by the Contractor, if so directed by the Engineer-in-Charge and the rates will be fixed in the manner as stated below:-

(a) Rate of Supplementary items shall be analyzed in the 1st instant extended possible from the rates of the allied items of work appearing in the tender schedule.

(b) Rate of supplementary items shall be analysed to the maximum extent possible from rates of the allied items of work appearing in the schedule of rates of probable items of work as will be in force at the time of NlET.

(c) If the rates of the supplementary items cannot be computed even after application of clauses stated above, the same shall be determined by analysis from market rates of material, Labour and carriage cost prevailing at the time of execution of such items of work. Profit and overhead charges (both together) as per Govt. norms will be allowed only.

(d) Black market rates shall never be allowed.

(e) It may be noted that the cases of supplementary items of claim shall not be entertained unless supported by entries in the Work Order Book or any written order from the tender accepting authority.

18. Periodical quality test of materials supplied by the agency and final products are to be made as per guideline of schedule of PWD / I.S. at Contractor's cost. Testing of materials / final products will be done from the outside recognized laboratory at the discretion of Engineer-in-Charge. In both the cases necessary cost of testing charges will be borne by the agency.

Chairman  
North Dum Dum Municipality.

FORM –I  
PRE-QUALIFICATION APPLICATION

To  
The Chairman  
North Dum Dum Municipality  
Birati, Kolkata – 700051

Ref: - Tender for

(Name of work)

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NIE T.No.:

Dear Sir,

Having examined the Statutory, Non statutory and NIE T 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 of 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 and Accepting Authority/Engineer-in-Charge can amend the scope and value of the contract bid under this project.
- (b) Tender Inviting and Accepting Authority/Engineer-in-Charge 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 )

Chairman / Executive Officer

..... Municipality

**Memo No.** NDDM/ESTT/1280.

**Date:** 18.02.2026.

E-Tender Copy will be forwarded for information and necessary action to :-

- 1) The District Magistrate, North 24 Pgs.
- 2) The Chief Medical Officer of Health, North 24 Pgs.
- 3) The Vice Chairman, North Dum Dum Municipality.
- 4) The Member, Chairman-in-council (Health), North Dum Dum Municipality
- 5) The Executive Officer, North Dum Dum Municipality.
- 6) The Finance Officer, North Dum Dum Municipality.
- 7) The Municipal Medical Officer of Health, NDDM.
- 8) The Establishment Department, NDDM.
- 9) Office Notice Board for wide publication.
- 10) Municipal Website for wide publication.

Chairman  
North Dum Dum Municipality.



**Signature valid**

Digitally signed by BIDHAN BISWAS  
Date: 2026.02.19 16:03:23 IST  
Location: West Bengal, WB