

OFFICE OF THE ADMINISTRATOR
RAIGANJ MUNICIPALITY

.....P.O. RAIGANJ, DIST. UTTAR DINAJPUR.....

Website: www.raiganjmunicipality.com
Email: www.raiganjmunicipality@gmail.com

Memo no. – 171 /PWD-II/Dev./RM/2026-27

Date –07.09.2026

Notice Inviting e-Tender No. –NIeT/RM/PWD-II/07/2026-27

(“Certified that the e-tender norms of the state government as specified in Finance Department memo nos. 3060-F(Y) dtd.11.06.2014 and 3112-F(Y) dtd. 13.06.2014 is being followed by the organization for its procurements”.)

1.Raiganj Municipality, invites percentage e-Tender (electronic Tender) from eligible resourceful & bona-fide contractors as per the enclosed list of works (Table-1)

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://tenders.wb.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 Tender submission activities through this web site. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <https://tenders.wb.gov.in>.

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

4.For participating in the e-Tender, the tenderer must pay the Earnest Money online through ICICI bank payment gateway / through RTGS/NEFT.

5.A prospective tenderer 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 the applications will be rejected for that job.

6.Eligibility criteria for participation in tender:

i)Credential

a) Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 40% of the estimated amount put to tender during last 5(five) years prior to the date of issue of the tender notice

OR

b) 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 last 5(five) years prior to the date of issue of the tender notice

OR

c) Intending tenderers 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 (a) above; in any Government Municipality/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc.

NOTE: 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 works is in progress satisfactorily** and also that **no penal action has been initiated against the executed agency** i.e. the tenderer. [Non statutory Documents]

N.B.: - 1) Completion certificate, obtained from the Engineer-in-Charge should contain (a) Name of work, (b) Name and address of Client, (c) Amount put to tender mentioning estimated amount of Civil work (d) Date of commencement of work (e) Date of completion of work (f) Final bill value.

2) Payment Certificate will not be treated as Credential.

3) Credential certificate issued by the Executive Engineer or equivalent competent authority 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 will be taken as credential.

AND

Having adequate qualified technical personnel (to be employed under the firm for at least 3 consecutive years) with sound knowledge and experience in execution of similar nature of works.

ii) Uploading of scanned copies of Valid PAN issued by the IT Dept. Govt. of India, up to date Income Tax Return receipts of last 5 years, valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 & up to date P. Taxpayment Challan / P. Tax payment certificate, **Bank Solvency** in the Technical Proposal as Non-Statutory Documents. L1 bidder has to submit up-to-date P. Tax Payment Certificate at the time of making agreement.

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

iv) All Tenderers should have to upload only their self-attested copies of the requisite documents in the website for submitting their Tender.

v) Earnest money exemption is allowed for labour CO-operative.

vi) Audited balance sheet showing up-to-date accounts (last three years).

vii) "Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017."

viii) **original documents are may be verified at the time of technical bid evaluation if required.**

ix) **For Labour & Engineer Co-operative society submission of following documents are mandatory: -**

a) **Up to date NOC of ARCS (Asst. Registrar of Cooperative Societies).**

b) **By Laws of Co-operative Society.**

c) **Registration certificate of Co-operative Society.**

d) Resolution of last AGM.

The Tender Documents shall consist of the following documents:

- i. NIT.
- ii. BOQ
- iii. Price Schedule (Rate should be quoted as per Price Schedule).

7.Submission of Tenders

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-1.

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).

a. Statutory Technical folder containing,

- i) Application in letter headed pad duly signed in. Letter head should contain full address, telephone no. mobile no. FAX & e-mail.
- ii) Notice Inviting Tender.
- iii) BOQ/Price Schedule.

Note:

- i. Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the contractor (self-attested).
- ii. Tenders will be summarily rejected if any item in the statutory cover is missing.
- iii. 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.
- iv. Necessary deduction i.e. GST, IT, CESS etc. will be made as per relevant Govt. order.

b. Non-Statutory Technical cover containing,

- i. Up-to-date P. Taxpayment certificate / up-to-date P. Tax payment Challan, Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017, PAN Card & I.T. clearance certificate of last 5 Assessment years. Valid application for such clearance addressed to the competent authority may also be considered, if necessary.
- ii. **Registered** Deed for Partnership Firm.
- iii. Completion certificate [as stated in Clauses 6(i)].
- iv. Affidavit “Y” (Declaration of the Bidder) Sec B.
- v. Structure and Organisation (Sec. B; Form III).
- vi. Checklist duly signed by the authorized signatory should be submitted.
- vii. Audited balance sheet showing up to date accounts as Non-Statutory Documents.

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 Nam	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES (ALL CERTIFICATE SHOULD BE UP-TO-DATE)	1. GST Registration Certificate 2. PAN Card 3. P Tax (Challan) up to date 4. Income Tax Return receipts of last 5 years (refer clause 6-ii)
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) Byelaws, 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) 2. Experience profile (refer clause 7(b)-x)

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

8. Financial Proposal

- i) financial proposal should contain the following documents in one folder i.e. Bill of quantities - (BOQ), the contractor is to quote the rate online. The item wise rates should be inclusive of all charges and taxes including supplying, fitting and fixing all complete as per direction.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor.

9. 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 be suspended from participating in the tenders on e-Tender platform for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Administrators, Raiganj Municipality may take appropriate legal action against such defaulting Tenderer. The authority may ask to show hard copies of all credentials, certificates, company details, partnership deeds etc. etc. as uploaded by the Tenderer and allied papers in connection with this tender as and when necessary for verification purpose as per convenience of the authority during processing of this tender.

10. As decided in the resolution of B.O.C. meeting dt.07/03/2018, a **non-refundable Participation** fee shall be procured either through a demand draft or payment transfer in the Municipal A/C through Bank. In case of submission in the form of

a) Demand draft, the draft to be drawn in favor of “Raiganj Municipality”, payable at Raiganj, from any Nationalized Bank, a scan copy (self-attested) of the demand draft to be uploaded along with Bid documents&

b) **In case of payment transfer into the Municipal A/C, vide Municipal A/C no. 0335012166957, IFSC code PUNB0033520** on PNB, Raiganj branch for an amount as specified in Sl no. 13(I), Page no.- 9/15 mentioned in paragraph of Date & Schedule (Table-I) [i.e., @ 0.25% (zero-point two five percent) on estimated cost].

In case of deposition of participation fees in the form of Demand draft, the original draft shall be submitted in a sealed envelope subscribing the NIT no. & Name of Agency on or before the date and time as specified in Sl no. 13(H), Page- 8/18, failing which the bid is liable to be rejected. Also, in case of submission of Demand draft, its validity should not be less than 2 months from date of deposit.

11. Performance Security: Security money will be deducted @10% (regardless of being an Agency or a Co-Operative Society) from the billed amount. No interest will be payable on the EMD/Bid security or the performance security.

N.B. (vide Notification no.- 5784-PW/L&A/2M-175/2017 dated 12th September 2017)- Now, therefore, the Governor is pleased to make partial modification in the West Bengal Form No.: 2911/2911(i)/2911(ii) (hereinafter referred to as Printed Tender Form), in cancellation of earlier notification no. 177- CRC/2M-57/2008 dated 12/07/2012, in the manner mentioned here under: -

(1) Clause 17 of CONDITIONS OF CONTRACT of the Printed Tender Form shall be substituted by the following: -*Clause 17*—If the contractor or his workmen or servants or authorized representatives shall break, deface, injure, or destroy any part of building, in which they may be working, or any building, road, road-curbs, fence, enclosure, water pipes, cables, drains, electric or telephone posts or wires, trees, grass or grassland or cultivated ground contiguous to the premises, on which the work or any part of it is being executed, or if any damage shall happen to the work from any cause whatsoever or any imperfection become apparent in it at any time whether during its execution or within a period of three months or one year or three years or five years, as the case may be (depending upon the nature of the work as described in the explanation appended hereto) hereinafter referred to as the Defect Liability Period, from the actual date of completion of work as per completion certificate issued by the Engineer-in-Charge, the contractor shall make the same good at his own expense, or in default, the Engineer-in-Charge may cause the same to be made good by other workmen and deduct the expense (of which the certificate of the Engineer-in-Charge shall be final and binding on all concerned) from any sums, whether under this contract or otherwise, that may be then, or at any time thereafter become due to the contractor from the Government or from his security deposit, either full, or of a sufficient portion thereof and if the cost, in the opinion of the Engineer-in-Charge (which opinion shall be final and conclusive against the contractor), of making such damage or imperfection good shall exceed the amount of such security deposit and/or such sums,

it shall be lawful for the Government to recover the excess cost from the contractor in accordance with the procedure prescribed by any law for the time being in force.

Provided further that the Engineer-in-Charge shall pass the "Final Bill" and certify thereon, within a period of thirty days with effect from the date of submission of the final bill in acceptable form by the contractor, the amount payable to the contractor under this contract and shall also issue a separate completion certificate mentioning the actual date of completion of the work to the contractor within the said period of thirty days. The certificate of the Engineer-in-Charge whether in respect of the amount payable to the contractor against the "Final Bill" or in respect of completion of work shall be final and conclusive against the contractor. However, the security deposit of the work held with the Government under the provision of Clause 1 hereof shall be refundable 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 (three) years from the actual 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;

Explanation:

The word 'work' means and includes road work, bridge work, building work, sanitary and plumbing work, electrical work and/or any other work contemplated within the scope and ambit of this contract.

For (i) The work of patch repair or patch maintenance in nature or a combination thereof, the Defect Liability Period of the work shall be three months from the actual date of completion of the work.

(ii) Thorough Bituminous Surfacing work with bituminous thickness less than 40 mm, Repair & Rehabilitation of any road / bridge / culvert / building / Sanitary & Plumbing work, the Defect Liability Period of the work shall be one year from the actual date of completion of the work;

(iii) Extension of building / bridge / culvert, Construction of new flexible pavement up to bituminous level which has been designed for a period of 3 years or more, Widening and strengthening of flexible pavement designed for a period of 3 years or more, Improvement of riding quality / Strengthening of flexible pavement designed for a period of 3 years or more; Providing only mastic asphalt layer over existing bituminous surface without providing

bituminous profile corrective course / bituminous base course, the Defect Liability Period of the work shall be three years from the actual date of completion of the work;

- (iv) Construction of new building / new bridge / new culvert, Reconstruction of building / bridge / culvert including construction of approach roads for bridge / culvert, Construction of rigid pavement, Reconstruction of rigid pavement, Construction of new flexible pavement covered by mastic work which has been designed for a period of 5 years or more, Widening and strengthening of flexible pavement covered by mastic work which has been designed for a period of 5 years or more, Improvement of riding quality / Strengthening of flexible pavement covered by mastic work which has been designed for a period of 5 years or more, the Defect Liability Period of the work shall be five year from the actual date of completion of the work.

(2) The following paragraph shall be added to the Interpretation Clause of CONDITIONS of CONTRACT: -

“The word 'Government' means the Government of the State of West Bengal in Public Works Department.”

This bears concurrence of Group-T of Finance (Audit) Department vides their U.O. No.417 dated 22.08.2017

12. Rejection of Tender: -

The employer (Tender accepting authority) holds the right to accept or reject any Tender and to cancel the Tendering process and reject all Tenders 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 Tenderers of the ground for employer's (Tender accepting authority) action.

13. Date & schedule (Table-I): -

(A)	Name of the work: -	CONSTRUCTION OF MASTIC ASPHALT ROAD LEADING FROM H/O- NIL RATAN MODAK TOWARDS WEST UPTO KULIK RIVER BUND VIA SAMADHAN KALI MANDIR IN WARD NO.- 07 & 08 UNDER RAIGANJ MUNICIPALITY.
(B)	Eligibility of the Contractor: -	(a) Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 40% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice or (b) 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 (c) Intending tenderers 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 (a) above in any Government Municipality / Board / Semi-Govt. /Corporation / Statutory Authority/Undertaking etc.

(C)	Cost Price of Tender documents: -	NA
(D)	Estimated cost put to Tender:	₹ 54,58,134.00
(E)	Earnest money: -	2% of estimated cost put to tender, i.e. ₹ 1,09,163.00/- . The intending tenderer is asked to deposit the earnest money through the e-procurement portal of the Govt. of West Bengal https://tenders.wb.gov.in . Refer instruction in this regard as stated earlier.
(F)	Name of Fund: -	STATE PLAN FUND
(G)	Time of completion: -	90 Days
(H)	<u>Date and Time Schedule as follows:</u>	
(i)	Date of uploading of NleT, and Tender Documents online (Publishing Date)	08.09.2026 at 06:00 P.M.
(ii)	Document downloaded / sell start date (on line)	09.09.2026 at 09:00 A.M.
(iii)	Tender submission start date (online)	09.09.2026 at 09:30A.M.
(iv)	Tender submission closing date(online)	25.09.2026 at 05:00P.M.
(v)	Tender opening date for technical proposals (on line)	28.09.2026 at 11:00 A.M.
(vi)	Date of Technical Bid Scrutiny (Offline)	To be notified during Technical Bid opening.
(vii)	Date of uploading list for Technically Qualified Tenderers (on line)	To be notified later.
(viii)	Date and place for opening of financial proposals (on line)	To be notified during uploading of Technical Evaluation Sheet of Tenderers.
(ix)	Date of uploading of list of Tenderers along with the offer rates through (on line)	To be notified later.

(x)	Security period	Security or defect liability period will be applicable as per relevant Govt. order.
	Also, if necessary for further negotiation through offline for final rate	To be notified later
(I)	Participation fees (Nonrefundable)	₹ 13,645.00[@ 0.25% of estimated cost put to tender]

Note: -

1. In case of Bandh/strike /holiday etc. falls on the schedule dates as mentioned above, the same will be treated next working day of the fixed dates and time as scheduled above only for Sl. No. (h) (vi) to (ix) of Table-I under Clause 12.
2. Scrutiny of Technical & Financial Bid Documents and recommendation for processing of Comparative Statement for acceptance etc. will be made by Municipal Authority, Raiganj Municipality.
3. The Municipal Authority shall, on its own discretion, have the dominion to call for a Scrutiny of Technical Bid documents submitted by the prospective bidders, which will be done only after opening of Technical bid (The date & time in which case will be intimated during technical bid opening, or later); failing to present original documents for verification during such a Technical Bid Scrutiny within the mentioned time frame shall lead to the disqualification of the bidder(s) in the technical evaluation.
4. **Earnest money must be submitted through the e-procurement portal of the Govt. of West Bengal <https://tenders.wb.gov.in>**
5. The successful tenderer shall have to be executed an agreement with the authority as per usual norms in the Municipal tender agreement form (sample of which is available in the Municipal Office at working hours) within 7 days after the issue of acceptance letter. **L1 bidder need to submit up to date P. Tax payment certificate at the time of making agreement if not submitted earlier.**
6. The contractors shall have to procure all materials including steel and cement as and when necessary, as per directive of EIC whose decision regarding brand of cement and steel is final and binding. Cement should not be less than of 43 grades.
7. Recovery of 1% (one percent) for labour welfare cess of gross value of the bills to be made as per regulation of employment and conditions of service act, 2006 (if applicable at the time of making payment.)
8. Site inspection should be made before submission of tender.

9. The authority reserves the right to seek clarification from intending Tenderer regarding rate offered of any item e.g. pilling work, which should be proportionate and justified to available Govt. schedule of rates. It is desirable to maintain parity between different components of sub-structure and super structure. In case of parity does not exist and further in case after negotiation with the lowest bidder, if the bidder failed to resolve desired parity, then the rate offered by the lowest bidder is liable to be rejected.
10. Successful agency shall have to make an agreement (in 3 copies) with the Raiganj Municipality, in the prescribed proforma by depositing @ Rs. 2000.00 (Rupees two thousand only.) for cost of each tender form in cash stating that the agency is agreeable to execute the work as and when require (as per the rates quoted and terms and conditions laid down in the tender papers) to the Municipality within the Municipal/Adjoining areas (as the case may be).
11. **No price escalation with be admissible under any circumstance.**
12. Bidder need to fill up the check list attached with NIT and upload with all other relevant documents.
13. Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017.
14. Deduction if any from the bill shall be made in accordance with prevailing laws laiddown by the State / Central Govt. as the case may be.
15. The intending bidder may visit the particular site before participation during office working hours, only after consulting with concerned EIC.
16. A prospective bidder shall be allowed to participate in Bidding system either in the capacity of individual or as a partner of a firm. If found a prospective bidder has applied severally in a single job of this N.I.T., all his/her/their applications & bid will be rejected without assigning any reason thereof.
17. The executing agency (successful bidder) will have to get payment of bill/bills of the respective work on availability of fund for which Provisions in Clause(s) 7, 8, & 9 contained in W.B. Form No. 2911 (ii) so far as they relate to quantum and frequencies of payment are to be treated as superseded.
18. Additional Performance Security in Road Projects: (As per Memorandum No.: 1T-06/2017/444-R/PL, Dated- 18.04.2017) The Additional Performance Security shall be

obtained from the successful bidder, if the accepted bid value is more than 20% less than the estimated amount put to tender, from the successful bidder having own prime machineries for construction of road works as detailed in N.I.T. If the successful bidder not having ownership of any of the prime machineries as stated in N.I.T, the Additional Performance Security shall be obtained from the successful bidder if the accepted bid value is more than 10% less than the estimated amount put to tender. The Additional Performance Security shall be equal to 10% of the tendered amount.

19. Bids shall remain valid for a period of 365 days from the last date of submission of Bid (Technical & Financial) or from the date offered final rate through sealed bid/open bid/negotiation (as the case may be) whichever is to be conducted at latter. If the bidder withdraws his/her/their bid during the period of bid validity, the earnest money as deposited by him/her/them will be forfeited forthwith to the govt. of West Bengal without assigning any reason thereof & apart from that, penal action may be taken by the department by the competent authority. Bidder are requested to quote their rate accordingly.

20. MAIN TOOLS & PLANTS AND MACHINERY REQUIRED: By fulfilment of criteria as narrated above the bidders having the following main Tools Plants and Machinery ownership/ arranged (in working condition) if applicable have to be deployed by the Bidders as per M.O.R.T. and H's specification:

Requirement of Principal Machineries which must be possessed by own/ Lease Hold agreement (as the case may be) are as mentioned in below: -

Machineries for Bituminous road work: i) Power Roller (8-10 Ton), ii) Mobile HMP (Light Duty), iii) Tar boiler.

Original documents in support of own / lease possession of the aforesaid machineries are to be furnished if required by the Tender Inviting Authority.

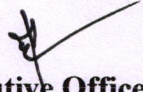
A specified machine/set of machineries is not allowed to deploy for more than one work in a particular NIT having multiple work. If same machine/set of machineries is found deployed by different bidder for different works/multiple works under same NIT, then the bidder/bidders may be disqualified.

21. If any documents or information is found false or fabricated at any point of bid validity period, Legal action may be taken against agency / bidder.

22. Proper safety measure in course of barricading of the work site with proper road safety tape and movable Iron barricade should be provided by the successful bidder during actual execution of the work at his/her/their own cost.

23. The successful bidder shall provide and display a suitable signboard at the work site indicating the salient details of the work, as directed by the Engineer-in-Charge.

24. The agency shall, at its own arrangement and cost, carry out such quality control tests of materials and works as may be required by the Engineer-in-Charge from nearest Govt. recognized lab.
25. Upto date EPF & ESI registration certificate/ subscription statement to be submitted along with all tender documents from bidder's end.


Executive Officer
Raiganj Municipality
 Executive Officer
RAIGANJ MUNICIPALITY

Memo no. – 171/()15/PWD-II/Dev./RM/2026-27

Date –07.09.2026

Copy forwarded for favour of information & wide circulation to: -

1. Hon'ble Member of Parliament, 5 No. Raiganj Parliamentary Constituency, West Bengal.
2. Hon'ble MoS Fire & Emergency service and Education, Govt. of West Bengal and MLA, 35 no. Raiganj Assembly Constituency
3. The Sabhadipati, Uttar Dinajpur Zilla Parishad
4. The District Magistrate, Uttar Dinajpur, Karnajora, Uttar Dinajpur
5. The Administrator, Raiganj Municipality
6. The Executive Engineer, M.E. Dte., Dinajpur Division
7. The District Information & Cultural Officer, Uttar Dinajpur, Karnajora, Uttar Dinajpur
8. The Deputy Labour Commissioner, Uttar Dinajpur, Karnajora, Raiganj.
9. The Executive Officer, Raiganj Municipality.
10. The Finance Officer, Raiganj Municipality.
11. The Accountant, Raiganj Municipality.
12. The Cashier, Raiganj Municipality.
13. IT, Raiganj Municipality is requested to upload in the official website "www.raiganjmunicipality.com"
14. The Nova Add Agency, Siliguri More, Raiganj for publishing in three dailies, i.e., Sangbad Pratidin (Bengali), Janpath Samachar (Hindi) & The Echo of India (English).
15. The Office Notice Board, Raiganj Municipality for wide circulation.


Executive Officer
Raiganj Municipality
Executive Officer
RAIGANJ MUNICIPALITY
20/7/9/26

Annexure – I

FORM –I
FORMAT OF THE BANK GUARANTEE FOR ADDITIONAL PERFORMANCE
SECURITY DEPOSIT

To

-----[Administrator, Raiganj Municipality]

-----[Office address]

WHEREAS [name and address of Contractor] (hereafter called. “the Contractor”) has undertaken, in pursuance of Letter of acceptance No.:

dated to execute [name of Contract and brief description of Works] (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a Scheduled commercial bank for the sum specified therein for ‘ADDITIONAL PERFORMANCE SECURITY DEPOSIT’ for compliance with his obligation in accordance with the Contract;

AND WHEREAS we (Indicate the name of the bank & branch) have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we ; (Indicate the name of the bank & branch) hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, upto a total of Rs. [amount of guarantee] (in words). We undertake to pay you, upon your first written demand and without cavil or argument, a sum within the limits of [amount of guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We (Indicate the name of the bank & branch) hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand.

We (Indicate the name of the bank & branch) further agree to pay to you any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.

We (Indicate the name of the bank & branch) further agree that no change or addition to or other modification of the terms of the Contract or of the works to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

We (Indicate the name of the bank & branch) lastly undertake not to revoke this guarantee except with the previous consent of you in writing.

This Guarantee shall be valid upto ----- . It comes into force with immediate effect and shall remain in force and valid for a period upto the time of completion of the work under the stated contract plus claim period of Six months for the Bank Guarantee. Not with standing, anything mentioned above, our liability against this guarantee is restricted to Rs. (Rs.) and unless a claim in writing is lodged with us within the validity period, i.e. upto----- of this guarantee all our liabilities under this guarantee shall cease to exist
Signed and sealed this day of 20 at

DELIVERED SIGNED, SEALED AND

For and on behalf of the BANK by

(Signature)
(Name)
(Designation)
(Code Number)
(Address)

NOTES:

(i) The bank guarantee should contain the name, designation and code number of the officer(s) signing the guarantee.

The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.

SECTION – B
FORM –II
PRE-QUALIFICATION APPLICATION

To
The Administrator,
Raiganj Municipality

Ref: - Tender

for _____

_____ (Name of work) _____

N.I.e.T.No.:

Dear Sir,

Having examined the Statutory, non-statutory and NIT 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 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.**

AFFIDAVIT “Y” (Form III)

Declaration of the Bidder

(Affidavit to be affirmed on a Non-Judicial Stamp Paper of Appropriate Value and Duly Notarized)

I,....., son
of

....., aged about
..... years by occupation

do hereby solemnly affirm and confirm as follow:

1. That, I am the Of
..... haveduly 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 NIB (NIB 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 for behalf of the
aforesaid 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 formal 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- IV

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,

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

RAIGANJ MUNICIPALITY

Check List for NI-eT No. -NIeT/RM/PWD-II/07/2026-27

• Name, address &cont. no. of Agency: -	
• e-mail: -	
• Name of authorized person: -	
• GST Registration no. of agency: -	
• PAN No. of the entity: -	
• Experience (enclosed certificate): -	
• Bank solvency certificate (yes/no): -	
• EMD details: -	
• Undertaking: -	
• Copy of income tax returns of the (FY): -	
• Agency (sole owner/partnership/copy): -	
• Participation fees details: -	
• Authorization from all the owners/ partners/ directors in case the tender signed by another person of their behalf (if applicable): -	

Certified that each and every page of the tender/ attached documents have been serially numbered and duly signed by me. -

Signature.....

Name of bidders.....

Designation.....

Address.....