

OFFICE OF THE BALURGHAT MUNICIPALITY



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Date :- 02.06.2026

Memo No. 597 /PW(Elec)-2

NOTICE INVITING e-QUOTATION NO: MAD/ULB/BLGT/(ELECTRICAL)02/26-27

(Through Pre-qualification)
(Submission of Quotation through online)

On behalf of the Balurghat Municipality, The Chairman, invites e-Quotations electronic quotation process, to obtain rate for Annual maintenance contract for the work “Operation & maintenance of the electric crematorium within khidirpur burning ghat” for the period from 01.07.2026 to 30.06.2027. Details of quotation with necessary requirement towards submission/download of Quotation Papers will be available from website: - <https://tenders.wb.gov.in> directly with the help of Digital Signature Certificate (DSC).

1. Applicants willing to take part in the process of e-Quotationing 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 Quotation submission activities through this web site. Digital Signature Certificate can be obtained from the authorized certifying agencies, details of which are available in the web site <https://tenders.wb.gov.in>
2. Intending Quotationers can search and download NIE-Q and other Quotation 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 Quotation documents electronically.
3. For participating in the tender, the earnest money will be deposited by the bidder through the following payment mode as per Finance Department Order No. 3975-F(Y) dated 28th July, 2016 (Annexure – A) – a) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway. b) RTGS/NEFT in case of offline payment through bank account in any bank. Quotation will be declared informal if earnest money is not submitted as directed above.

4. Eligibility criteria for participation in quotation:

- i) The prospective quotationers who are eligible to participate (Bonafide Outsider Contractors / Engineers Co.Op. / Labour Co. Op. etc.) should have **govt. electrical contractor license**, sufficient resources, Average Annual turnover of Rs.1.0 crore of last 3 years, sufficient experience during the last 5 (five) years prior to the date of issue of this Notice for electrical maintenance work under the State/Central Govt. Undertaking, Board/Corporation, Local Bodies or similar Govt. Organization etc., **having a credential of minimum Rs.624000.00/annum for same nature of work during the last 5 (five) years prior to the date of issue of this Notice**. Scanned copy of Payment certificates or completion certificates including work order 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 Income Tax Return receipts, up to date Professional Tax receipts, G.S.T. 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(ii) 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.

The Quotation Documents shall consist of the following documents:

- i. Tender Form Municipal K Form
- ii. NIQ
- iii) BOQ/ Price Schedule

5. Submission of Quotations

5.1 General process of submission

Quotations are to be submitted online through the website, in two folders, at a time for each work, one is Qualifying Bid and the other is Financial Bid, 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 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 Quotation
- iii) Tender Municipal K Form
- iv) BOQ

Note:

- i. Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the contractor.
- ii. Quotations 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. G.S.T., S.T. I.T. CESS, Royalty etc. will be made as per relevant Govt. order.

b. Non-Statutory Technical cover containing,

- i. Up to date Professional Tax (PT) Clearance receipts, IT PAN Card & Income Tax Return receipts, G.S.T. registration certificate, Provident Fund Receipt challan valid up to the date of opening of the quotations. Valid application for such clearance addressed to the competent authority may also be considered, if necessary.
- ii. Registered Deed for Partnership Firm, if applicable with notary.
- iii. Certificate during the Last 5 (five) consecutive years as stated in Clauses 4 (i).
- iv. 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.
- v. Experience profile should be furnished as per following table.

Experience profile

List of projects completed for electric crematorium works for the last 5(five) years.

Name of Agency	Name location & nature of work	Tender No. & Work order No.	Name of E.I.C. responsible supervision of for work	Estimated amount put to tender (Rs)	Contractual rate	Date of commencement	Schedule date of completion	Actual date of completion of work	Reason for delay in completion (If any)

Note: Applicant may add necessary column and space, if required from his end.

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 CERTIFICATE SHOULD BE UP TO DATE)	1. PAN Card 2. P Tax (CHALLN) 3. Income Tax Return receipts (refer clause 6-ii) 4. Pre-Qualification Application (Form I) 5. Valid Trade license 6. GST registration certificate. 7. Govt. electrical contractor license. 8. Supervisory competency certificate (Part no. 1, 2, 4, 6A, 7A & 11). 9. Current working certificate of the electrical supervisor. 10. Provident Fund Receipt Challan 11. Average Annual turnover of Rs.1.0 crore for last 3 years
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. Govt. licensed electrical contractors having S.C.C. Part-1, 2, 4, 6A, 7A & 11 and having credential of Rs.624000.00/annum of same nature of works (electric crematorium works) during the last 5 (five) years prior to the date of issue of this notice will be eligible to participate in the quotation.

NOTE: FAILURE OF SUBMISSION OF ANY ONE OF THE ABOVE MENTIONED DOCUMENTS WILL RENDER THE QUOTATION LIABLE TO BE REJECTED.

6. 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 rates against each item online filled up in all respect including totaling.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor.

7. Penalty for suppression / distortion of facts: If any quotationers fails to produce the original hard copies of the documents uploaded or any other documents on demand of the Quotation 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 quotationer 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 Chairman, Balurghat Municipality P.O Balurghat, Dist Dakshin Dinajpur may/shall 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.

8. Rejection of Quotation

The employer (Quotation accepting authority) receives the right to accept or reject any quotation and to cancel the quotation process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the affected Quotationers or any obligation to inform the affected quotationers of the ground for employer's Quotation accepting authority) action.

9. Date & schedule

(Table-I)

a)	Name of the work:-	Annual maintenance contract for the work "Operation & maintenance of the electric crematorium within khidirpur burning ghat" for the period from 01.07.2026 to 30.06.2027.
b)	Name and Address of the Tendering authority	The Chairman, Balurghat Municipality P.O Balurghat, Dist Dakshin Dinajpur.

c)	Eligibility of the Contractor :-	Govt. licensed electrical contractors having S.C.C. Part no. 1, 2, 4, 6A, 7A & 11 and having credential of similar nature of works within last 5(five) years and also should possess valid PAN card., G.S.T., Professional Tax Clearance Certificate, Valid trade license and Provident Fund Receipt Challan . MOU / Joint Venture/ sub contract in any form will not be allowed or provided in this contract.
d)	Earnest money:-	Rs.31200.00 earnest money will be deposited by the bidder through the following payment mode as per Finance Department Order No. 3975-F(Y) dated 28 th July, 2016 (Annexure – A) – i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway. ii) RTGS/NEFT in case of offline payment through bank account in any bank. Tender will be declared informal if Earnest money is not Submitted as directed above. Balance amount of 2% of the quoted amount will be deposited by the L1 Bidder after acceptance of Bid Proposal.
e)	Date and Time Schedule as follows :	
i)	Date of uploading of NtEQ, and Quotation documents online (Publishing Date)	04.06.2026 at 11.00 hour
ii)	Document downloaded / sell start date (on line)	04.06.2026 at 15.00 hour
iii)	Quotation submission start date (on line)	05.06.2026 at 11.00 hour
iv)	Quotation submission closing date (on line)	19.06.2026 at 15.00 hour
v)	Quotation opening date for Technical proposals (on line)	23.06.2026 at 12.00 hour
vi)	Date of uploading list for Technically Qualified quotationers (on line)	To be notified later
vii)	Date and place for opening of Financial proposals (on line)	To be notified during uploading of Technical Evaluation Sheet of quotationers.
viii)	Date of uploading of list of quotationers along with the offer rates through (on line)	To be notified later.
ix)	Also if necessary for further negotiation through offline for final rate	To be notified later.

10. Terms & Conditions:-

- Govt. licensed electrical contractors having S.C.C. Part- 1, 2, 4, 6A, 7A & 11 and having credential of same nature of works during the last 5 (five) years prior to the date of issue of this notice will be eligible to participate in the quotation.
- Rate to be quoted on monthly basis including supply of materials/spare parts required for operation & maintenance of furnaces & diesel generator including entire electrical system of the crematorium.
- The agency will engage experienced skilled labours 24 hours/day for smooth operation of the crematorium in 3 (three) shifts.
- The agency will supply fuel (diesel, mobil oil etc.) & servicing for diesel generator as and when required for smooth & uninterrupted power supply for the electric crematorium and maintain log book for the same.
- If the cremation process through electric crematorium is closed due to maintenance or disordered condition of any part of electric crematorium, in that case the agency will bound to provide sufficient wood, bamboo and jute stick for manually cremation maintaining best quality. Also he will bound to stock the sufficient materials (wood, bamboo and jute stick) within Khidirpur crematorium premises through maintain log book for manually cremation process.
- If the agency fails to supply the wood, bamboo and jute stick immediately when the Crematorium becomes out of order then the BALURGHAT MUNICIPALITY will supply the same and the cost of the same will be deducted from the bill of the agency.
- The agency will engage licensed electricians for supervision & maintenance of the whole electrical systems of electric crematorium for smooth operation & maintenance.
- The agency will have to engage 02(two) nos. worker namely (i) Swarup Haldar, Khadimpur, Balurghat, (ii) Manoj Nag, Dhaka Colony, Balurghat, who were previously engaged with operation & maintenance works of Khidirpur Crematorium.
- The undersigned reserves the right to cancel or accept any quotation without assigning any reason. The continuation of the work order may be cancelled at any time with 7 (seven) days previous notice.

Note:

- In case of bundh/strike /holiday etc. falls on the schedule dates as mentioned above, the same will be treated on the next working day on the same time as scheduled above only for Sl. No. e) (v) to (ix) of Table-1 unless otherwise notified through Net (e-PORTAL)
- The successful quotationer shall has to execute an agreement with the authority as per usual norms in the K Form and a formal agreement on a non-judicial stamp of Rs.10/-.
- 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 1996.

4. Site inspection should be made before submission of quotation.
5. In case of any dispute arising in this regard the Court of Balurghat will have exclusive Jurisdiction to deal with the same.
6. Payment will be made as per availability of fund.


Chairman
Balurghat Municipality



FORM -I
PRE-QUALIFICATION APPLICATION

To
The Chairman,
Balurghat Municipality
Dakshin Dinajpur,

Ref: - Quotation for _____
(Name of work)

NleQ.No.:

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

Memo No - 597 /1(8)/PW(Elec)-2

Date:- 02.06.2026

Copy to:-

1. The District Magistrate, Dakshin Dinajpur, Balurghat.
2. The Sub Divisional Officer, Balurghat Sadar, Dakshin Dinajpur.
3. The District Information & Cultural Officer, Dakshin Dinajpur, Balurghat.
4. The Executive Engineer, P.W.D., Dakshin Dinajpur, Division, Balurghat.
5. The Executive Engineer, P.W.D. Electrical, Dakshin Dinajpur, Division, Balurghat.
6. The Divisional Manager WBSEDCL, Dakshin Dinajpur, Balurghat Division.
7. The Assistant Engineer, P.W.D., Balurghat Electrical Sub Division, Balurghat, Dakshin Dinajpur.
8. The Assistant Engineer, WBSEDCL, Balurghat Customer Care Centre, Balurghat, Dakshin Dinajpur

For information and wide publication through their Notice Board please.


Chairman
Balurghat Municipality



Memo No:- 597 /2(11)/PW(Elec)-2

Date:- 02.06.2026

Copy to:-

1. The Vice-Chairman, Balurghat Municipality.
2. The Executive Officer, Balurghat Municipality.
3. The Finance officer, Balurghat Municipality.
4. The Assistant Engineer, Balurghat Municipality.
5. The Head-clerk, Balurghat Municipality.
6. The Accountant, Balurghat Municipality.
7. The Cashier, Balurghat Municipality.
8. The In-charge of receive section, Balurghat Municipality.
9. Sri. Saumyadip Dey, S.A.E. Electrical (contractual), Balurghat Municipality.
10. Sri Mrinmoy Das, I.T. Support Specialist / Sri. Ramkrishna Sikdar, I.T. Coordinator, Balurghat Municipality. He is directed to upload the N.I.e.Q. on municipal website.
11. Municipal Notice Board for wide publication.



Chairman

Balurghat Municipality

