

OFFICE OF THE BOARD OF COUNCILORS'
MALMUNICIPALITY

POST- MAL, DISTRICT- JALPAIGURI, PH. NO: 03562 – 255731/255284, e-mail – mal.municipality@gmail.com, Website: <http://www.malmunicipality.org>

MEMO No. MM/C/PWD/2513/2025-2026

DATE: FEBRUARY 16, 2026.

NOTICE INVITING E-NIT

Notice Inviting e-Quotation On behalf of The Chairman, Mal Municipality invites e-tender for the work detailed in the table below. (Submission of Bid through online)

TABLE-I

E-NIT REF NO:		MM/C/APAS/15/2025-26					
SL. NO.	NAME OF THE WORK	AMOUNT PUT TO QUOTATION (RS.) (2)	EARNEST MONEY (RS.) (3)	PRICE OF TECHNICAL & FINANCIAL BID DOCUMENTS AND OTHER ANNEXURES (RS.) (4)	PERIOD OF COMPLETION (5)	NAME OF THE TENDER INVITING AUTHORITY (6)	ELIGIBILITY OF CONTRACTOR (7)
1.	NEW C.C. DRAIN CONSTRUCTION AND WITH COVER SLAB FROM CANARA BANK TO SANJAY SINGH HOUSE UNDER MAL MUNIUCIPALITY, Ward - 03, AC-20 (Mal), Booth 117, Project(s) Id. No- APAS/01/020/117/0002, Source of Fund APAS Fund.	Rs. 7,34,995.00	Rs.14,700.00	NIL	30 (THIRTY) Days from the date of commencement.	CHAIRMAN, Mal Municipality	Govt. bonafied, resourceful contractor or outsiders or reputed firm having an experience of completion of one single works related similar nature of constructional work at least 40% of the estimated amount within last 5 (five) years and also should possess valid PAN card, GST Registration Certificate, Valid Trade License, MOU/Joint Venture/ Sub-contract in any form will not be allowed or provided in this contract. Completion Certificate should be submitted.

1. In the event of e-filling, intending bidder may download the quotation documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

2. **Earnest Money:** The amount of Earnest Money is to be submitted **ONLINE** of any nationalised bank/schedule bank guaranteed by R.B.I. drawn in favour of the concerned **CHAIRMAN, Mal Municipality Payable at Mal**. As per G.O. No. i) 3975 F(Y) dt.: - 28.07.2016, ii) 3060 F(Y) dt.11.06.2014 and iii) 3112F(Y) dt.13.06.2014 in case of e tendering, EMD/ Bid Security is to be submitted **ONLINE**. The L1 bidder shall submit the hard copy of the documents to the tender inviting authority with his acceptance letter of the LOI. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and will be dealt with accordingly legally including blacklisting the bidder.

3. Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>

4. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule.

5. Eligibility Criteria for participation in the tender.

The prospective Tenderers who are eligible to participate (Bonafied Outsider Contractors /Engineers Co.Op./Labour Co. Op. etc.) should have sufficient resources experience of completion of one single works related similar nature of constructional work under the State/ Central Govt. Undertaking, Board/ Corporation, Local Bodies or similar Govt. organization etc. Having a magnitude at least 40% of the estimated amount within last 5 (five) years and in support of the credential. Scanned copy of the Completion Certificate issued by the Concerned Executing Authority should be uploaded as Non-Statutory Document through online.

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

6. Quotation Documents shall consist of the following documents:

- A. Municipal Tender Form With Form-I
- B. NIT
- C. OID FOLDER.
- D. EMD
- E. Corrigendum, if any

7. General Process of Submission:-

Tenderers 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-III

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). Notice Inviting Tender
- ii) Municipal Tender Form
- iii) Pre-Qualification Application (Form – I)
- iv) BOQ/Price Schedule
- v) OID

b. Non-Statutory Technical cover containing,

- i. Up to date Professional Tax (PT) Clearance receipts, IT PAN Card valid up to the date of opening of the tenders. Valid application for such clearance addressed to the competent authority may also be considered, if necessary.
- ii. Up to date GST Registration Certificate and up to date and valid Return Certificate of the last quarter of the current financial year.
- iii. Registered Deed for Partnership Firm.
- iv. Sufficient knowledge and experience of completion of one single works related similar nature of constructional work at least 40% of the estimated amount within last 5 (five) years supported by **completion certificate** in support of the credential.
- v. 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.
- vi. **Submission of No Objection Certificate from A.R.C.S in case of Engineers Co-op. Society is must.**

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. Tenderers 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 .
- v. Necessary deduction i.e. GST, S.T. I.T. CESS etc. will be made as per relevant Govt. order.

NON STATUTORY TECHNICAL COVER FORMAT (TABLE-II)

SL. NO.	CATEGORY NAME	SUB-CATEGORY NAME	DETAIL(S)
A	Certificate(s)	Certificate(s)	1. GST Registration Certificate. 2. PAN Card. 3. Valid Trade License 4. Pre-Qualification Certificate (Form- I)
B	Company Detail(s)	Company Detail	1. Proprietorship Firm (<i>Trade License</i>) 2. Partnership Firm (<i>Partnership Deed, Trade License</i>) 3. Ltd. Company (<i>Registration Certificate, Trade License</i>) 4. Co-operative Society (<i>Society Registration Certificate, Trade License</i>) 5. Power of Attorney(Registered) 6. Submission of No Objection Certificate A.R.C.S. in case of Engineers Co-Op(S) is must.
C	Credential	Credential	1. Govt. bonafied, resourceful contractor or outsiders or reputed firm having an experience of completion of one single works related similar nature of constructional work at least 30% of the estimated amount within last 5 (five) years and also Completion Certificate should be submitted (applicable for Sl. No. 4 only).

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

1. 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 and term sheet filled up in all respect.
- ii. Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor

2. 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 quotations 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, Mal 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 quotation.

3. REJECTION OF TENDER

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

4. DATE & TIME SCHEDULE (TABLE –III):-

SL No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	February 17, 2026 at 14:00 Hrs.
2	Documents download/sell start date (Online)	February 17, 2026 at 14:00 Hrs.
3	Bid submission Start date (Online)	February 17, 2026 at 14:00 Hrs.
4	Bid Submission Closing (On line)	February 24, 2026 at 12:00 Hrs.
5	Bid opening date for Technical Proposals (Online)	February 26, 2026 at 12:00 Hrs.

NOTE:-

1. In case of Bundh/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.

Sd/-
CHAIRMAN
MAL MUNICIPALITY

MEMO No. MM/C/APAS/2513(6)/2025-2026

DATE: FEBRUARY 16, 2026. 24,

Copy forwarded for information to-

1. Sub-Divisional officer, Mal
2. Executive Engineer, M.E.Dte, Jalpaiguri Division.
3. The Executive Officer, Mal Municipality
4. The Finance Officer, Mal Municipality
5. Sri/Smt.....Councilor, Mal Municipality.
6. Notice Board, Mal Municipality.

Sd/-
CHAIRMAN
MAL MUNICIPALITY

FORM – I
PRE-QUALIFICATION APPLICATION

To
CHAIRMAN
MAL MUNICIPALITY
MAL, JALPAIGURI

Ref : _____

Tenderfor(Name of work): _____

e-N.I.T. No.: _____

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.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 capacityduly 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: Tender Inviting & Accepting Authority / Engineer-in-Charge can amend the scope & value of the contract bid under this project.Tender Inviting & Accepting Authority / Engineer-in-Charge reserve the right to reject any application without assigning any reason.

Enclosure(s): e-Filling:- _____

Statutory documents - _____

Non Statutory Documents:- _____

Date: _____

Full Signature of the applicant With Seal