



# MADHYAMGRAM MUNICIPALITY

P.O. : Madhyamgram

Dist. : North 24 Parganas, Kolkata - 700129

MemoNo.:MM/EO/2460/2024-25

Dated:02/12/2024

## NOTICE INVITING e-TENDER

TenderNo.: **WBMAD/MM/NIT-21e/2024-25**

Online Tenders are invited by the Executive Officer on behalf of the Madhyamgram Municipality through electronic tendering (e-tendering) for the following listed works within Madhyamgram Municipal Area in North 24 Parganas District from eligible and resourceful Companies/ Firms /Contractors having sufficient credential and financial capability for execution of works as depicted here under for participating in the tender.

Table 1:-List of works						
Sl. No.	Name of the work	Estimated amount put tender (in Rs.)	Earnest Money (in Rs.)	Cost of Tender Documents (Applicable for the successful Contractor only at the time of formal agreement) (in Rs.)	Time for completion of work (in days)	Defect Liability Period
1	Construction of a drain from h/o, Toyeb Alitoh/o, Kayum Aliat 1 no. Nadibhag Sarani and different places in ward no. 01 under Madhyamgram Municipality.	447036.00	8941	500	30 Days	3 Years
2	Construction of a drain from h/o, Sadhu Alitoh/o, Babua, shop of majitoh/o, Debuchakraborty, from h/o, sarafatalitoh/o, safijulat Palpara and different places in ward no. 02 under Madhyamgram Municipality.	318913.00	6378	400	30 Days	3 Years
3	Construction of a drain from h/o, Yachintoh/o, Amir Aliat Abdalpur, from h/o, Md. Esrail (Khokan) toh/o. Mintuat Patuli Mathpara in ward no. 03 under Madhyamgram Municipality.	318905.00	6378	400	30 Days	3 Years
4	Construction of Drain near h/o, Jagannath Saha at Ramkrishnapally in Ward No. 4 Under Madhyamgram Municipality.	499041.00	9981	500	30 Days	3 Years
5	Construction of a drain from h/o, Palash Ghosh toh/o, Shambhu Ghosh, from h/o, Kajal Detoshop of Hari Ghosh at Ghoshpara, drains slab near h/o, Shaktipada Acharya at Purbachall, slab near Vibekananda F.P. School and different places in ward no. 05 under Madhyamgram Municipality.	478052.00	9561	500	30 Days	3 Years
6	Construction of Drain from h/o, Sujit Sahatoh/o, Ramesh Das at 3 no. Sreenagar in ward no. 07 under Madhyamgram Municipality.	252953.00	5059	300	30 Days	3 Years
7	Construction of Drain from h/o, Ramesh Dastoh/o, Rekha Saha at 3 no. Sreenagar in ward no. 07 under Madhyamgram Municipality.	253783.00	5076	300	30 Days	3 Years
8	Construction of Drain from Tower More near h/o, Subodh Khato Subhraneerat Srinagar 3 no. in Ward No. 8 Under Madhyamgram Municipality.	499811.00	9996	500	30 Days	3 Years
9	Construction of drain from H/O Noma Debnath to Rabiindra Academics school, from shop of Mr Prafullato H/O Deepak Jaiswal, from H/O Pradeep Sardar to H/O Bala, from H/O Kunal to H/O Sitaram in ward no 9 under Madhyamgram Municipality.	304549.00	6091	400	30 Days	3 Years

10	Construction of a Drain Near H/o. Asim Roy Chowdhury to H/o .Asit Mukherjee and H/o. Dipak Roy in Ward No. 12. Under Madhyamgram Municipality.	404026.00	8081	500	30 Days	3 Years
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**Table-2:-**

<b>Eligibility Criteria &amp; Documents to be produced in support of Credential for tender Part-I (Prequalification Documents):</b>	<p>i) Having experience and technical acumen in Executing, Construction &amp; Completion of similar nature of work with a work value not below <b>40%</b> of the estimated amount put to tender in a single contract during last 5 (five) financial years in any Government Department/Board/Semi-Govt./Corporation/Statutory Authority/Undertaking etc. (Work credential will be checked as per WBPWD Notification No. 03-A/PW/O/10C-02/14 dated 12.03.2015) (copies of Completion certificate, Work order, price schedule &amp; payment certificate issued by the competent authority need to be submitted).</p> <p>ii) Having valid GST registration certificate.</p> <p>iii) Having valid PAN Card and Income tax return for last A. Y. (2023-2024 or 2024-2025).</p> <p>iv) Having up to date PT tax deposit Challan or Profession Tax Payment Certificate.</p> <p>v) Having valid up to date Trade License.</p> <p>vi) Scanned copy of online submitted EMD receipt.</p> <p><b>Having valid Electrical Supervisory License for Electrical Works Only (in the name of bidder or other to whom bidder have an agreement/joint venture.)</b></p> <p>vii) Particulars of ownership/partnership or Board of Directors pertaining to the Organization/Company/Firm. Registered</p> <p>viii) Unemployed Engineers' Co-operative Societies/Unemployed Labour Co-operative Societies are required to furnish valid Bye Law, Last Assessment year (2024-2025) Audit Report, Certificate of Registration and Valid Clearance Certificate from A.R.C.S. for the last Financial Year and resolution of A.G.M. mentioning the authority of using D.S.C. along with other relevant supporting papers. N.B-All document in original to be produced in due course of time as &amp; when asked by the TIA for verification purpose.</p> <p>ix) Other certificate if any. (Copies of all above mentioned documents shall have to be furnished) N.B-All document in original to be produced in due course of time as &amp; when asked by the TIA for verification purpose.</p>
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<b>Tender documents:-</b>	<p>A full set of Tender documents consists of 2 Parts. These are</p> <p><b>PART I:-</b></p> <p style="padding-left: 40px;">Containing all documents in relation to the name of the Companies/Firms/Contractors applied for and credentials possessed along with all documents as specified in above Eligibility Criteria and its all corrigenda's.</p> <p><b>PART II:-</b> Containing the Tender Price/Price Schedule. (BOQ in MS-excel format)</p>
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<b>Earnest Money:-</b>	<p>The Earnest Money (2% of estimated amount put to tender), as specified in Table-1 shall be remitted by the Contractor through net-banking or NEFT or RTGS in respect of tender ID. Every such Transfer shall be done on or after the date of publish of NIE T. Any Tender without such online payment of EM (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as statutory document. Additional condition of contract regarding Earnest Money (Clause 1, (1.1)) vide Memorandum No. 5696-F(Y), dated 01.10.2019 of Finance Department, Audit Branch, Government of West Bengal.</p>
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<b>Security Deposit &amp; other taxes:-</b>	<p>SD at rate as per prevailing govt order i.e. @ <b>10% will be deducted</b>; EMD @ 2% submitted during tender will be converted to SD and rest SD @ <b>8% will be deducted from each running bill</b>. All usual deductions for taxes i.e. GST, IT, and Labour welfare cess, Revenue etc. as applicable will be made from the bill's time to time.</p> <p>Defect Liability Period:-</p>
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- 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:
  - ii) 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 these security deposits 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 these security deposits 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 Year from the actual date of completion of the work;
  - ii) 30% of these security deposits 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 these security deposits 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 roadwork, bridgework, buildingwork, 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 40mm, 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 years from the actual date of completion of the work

**Additional Performance Security** @ 10% of the tendered amount in the form of Bank Guarantee from a Scheduled Bank, valid upto the date of completion of work, shall be obtained from the successful bidder, if the accepted bid value is 80% or less than the estimated amount put to tender.

If the bidder fails to submit Additional Performance Security within 7 (seven) working days from the date of LoA or the time period as approved by the Tender Inviting Authority, his Earnest Money will be forfeited.

If the bidder fails to complete the works successfully, the Additional Performance Security along with Security Deposit lying with the Government shall be forfeited at any time during the pendency of contract period as per relevant Clauses of the Contract.

Necessary provisions regarding deduction of Security Deposit from the progressive bills of the Contractor as per relevant clauses of the contract will in no way be affected/altered by this Additional Performance Security.

**Additional provisions substituted Clause 17 of the Condition of Contract of the printed tender form as per G.O. no. 52-CRC/2M-06/2014 dated 27/10/2014 and G.O. no. 5951-PW/L & A/2M-175/2017 dated 02/11/2017.**

In cases of Refunding and Releasing of 100% (one hundred percent) Security Deposit held with the Government, arising out from works contract, Security Deposit will be released after issuance of Completion Certificate on submission of unconditional BANK GUARANTEE by the Contractor for the Security Deposits subject to the following conditions:

- i) The Bank Guarantee will be issued by a Scheduled Commercial Bank in favour of the Engineer-in-Charge of the concern work, MED, Government of West Bengal on behalf of the contractor.
- ii) The Bank Guarantee shall remain valid for the whole Defect liability period/Security period as per contract of the work (No renewal in between should be required).
- iii) The Bank Guarantee will be submitted as per approved Format. The Engineer-in-Charge should obtain confirmation of the Bank Guarantee directly from the Bank before its acceptance.
- iv) The Bank Guarantee, now pledged in the form of Security Deposit will be released to the contractor in the following manner, if not forfeited under conditions of contract:

In cases of Refunding and Releasing of 100% (one hundred percent) Security Deposit held with the Government, arising out from works contract, Security Deposit will be released after issuance of Completion Certificate on submission of unconditional BANK GUARANTEE by the Contractor for the Security Deposits subject to the following conditions:

1. The Bank Guarantee will be issued by a Scheduled Commercial Bank in favour of the Tender Inviting Authority of the concern work, on behalf of the contractor.
2. The Bank Guarantee shall remain valid for the whole Defect liability period/Security period as per contract of the work (No renewal in between should be required).
3. The Bank Guarantee will be submitted as per approved Format. The Engineer-in-Charge should obtain confirmation of the Bank Guarantee directly from the Bank before its acceptance.
4. The Bank Guarantee, now pledged in the form of Security Deposit will be released to the contractor in the following manner, if not forfeited under conditions of contract:

	<p>For work with 3 (three) months Defect Liability Period: For work with 1 (one) year Defect Liability Period:</p> <p>Full amount shall be refunded to the contractor on expiry of 1 (one) year from the actual date of completion of the work.</p> <p>For work with 3 (three) years Defect Liability Period: 30% (thirty percent) of the same shall be refunded to the contractor on expiry of (two) years from the actual date of completion of the work; The balance 70% (seventy percent) of the same shall be refunded to the contractor on expiry of 3 (three) years from the actual date of completion of the work.</p> <p>For work with 5 (five) years Defect Liability Period: No amount shall be refunded to the contractor for first 3 (three) years from the actual date of completion of the work; 30% (thirty percent) of the same shall be refunded to the contractor on expiry of 4 (four) years from the actual date of completion of the work; The balance 70% (seventy percent) of the same shall be refunded to the contractor on expiry of 5 (five) years from the actual date of completion of the work.</p>
<b>Cost of Tender Documents:-</b>	The cost of Tender documents as specified in Table - 1 shall be paid by the successful Contractor only at the time of formal agreement after acceptance of tender.
<b>Validity/Withdrawal/Acceptance of Tender:-</b>	<p>All tenders submitted shall remain valid for a period of 120 calendar days from the dates set for opening of tenders. Any extension of the validity period if required will be subject to concurrence of the Tenders.</p> <p>All tenders once submitted shall not be withdrawn within the validity period. If any Contractor withdraws his/their tender(s) within the validity period then Earnest Money as deposited by him/them will be forfeited and even a legal action may be taken by TIA. The TIA will accept the tender. He/She does not bind himself/herself to accept the lowest tender and reserves to himself/herself the right to reject any or all of the tenders received without assigning any reason thereof.</p>

**Table-2:-Date&Time Schedule**

S/No	Particulars	Date&Time
i)	Date of uploading of NIT & Tender Documents online (Publishing Date)	04/12/2024
ii)	Documents download start date (Online)	04/12/2024 at 11.00 Hrs.
iii)	Date of Pre Tender Meeting with the intending Contractors at Municipality	N/A
iv)	Tenders submission start date (Online)	04/12/2024 at 11.00 Hrs.
v)	Tender Submission closing (Online)	21/12/2024 at 16.00 Hrs.
vi)	Tender opening date for Technical Proposals (Online)	23/12/2024 at 16.00 Hrs.
vii)	Date of uploading list for Technically Qualified Contractor (online)	To be notified later
viii)	Date & Place for opening of Financial Proposal (Online)	To be notified later
ix)	Date of uploading of list of qualified Contractor along with the offer rates (online)	To be notified later
x)	Also if necessary for further negotiation through offline for final rate.	To be notified later.

**NOTE:** As per PWD guideline vide Memo No-410-A/PW/10C-9/14 Dated-

1<sup>st</sup> Dec, 2014, it has been felt that for developing new contractor credential certificate (Work Completion certificate) is not mandatory for determining his/her eligibility in the tendering process (Technical & Financial) for value less than Rs. 5 lakh.

**EMD should not be exempted for any bidders including MSME except specific Govt order. Fund:-**

Development, and payment will be made based on availability of fund by the Govt.

**Additional Performance Security:** as per G.O. no. 4608F(Y) dated 18.07.2018

**Cost of Tender Documents** (Applicable for the successful Contractor only at the time of formal agreement): NIL

**Validity of Bid:** Not less than 120 days from bid submission closing date.

**Scope of the works:-** As per BOQ.

**Other terms & conditions if any:-**

- 1) The partnership firm shall furnish the Registered Partnership Deed and the Company shall furnish the Memorandum of Association (MOA) and Article of Association (AOA.) [Non-statutory Documents]
- 2) The prospective tenderer or any of their constituent partners shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility.
- 3) Joint Ventures will not be allowed.
- 4) No conditional/Incomplete Tender will be accepted under any circumstances.
- 5) Tender Paper will be issued by the CHAIRMAN, Madhyamgram Municipality only to the applicant after verification of all documents.



- 6) Agencies shall have to arrange for required Plant & Machineries, store of materials, labour shed, laboratory etc. and land for creation of the same at their own cost and responsibility.
- 7) The prospective Tenderer shall establish field testing laboratory equipped with requisite instruments and technical staff according to the requirements of work to be executed.
- 8) Work Order or Payment of work will be depended on availability of fund. Intending tenderers may consider this criteria while submission of Tender and quoting their rates.
- 9) ISI standers materials shall be allotted to use in the work supplier by Agency himself.
- 10) The Tenderer, at the Tenderer's own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Tender and entering into a contract for the work as mentioned in the Notice Inviting Tender, the cost of visiting the sites shall be at the Tenderer's own expense.
- 11) The CHAIRMAN, Madhyamgram Municipality, Madhyamgram, North-24 Parganas reserves the right to cancel this N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- 12) Before issuance of the work order, the Tender Accepting Authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer are either manufactured or false in that case, work order will not be issued in favour of the tenderer under any circumstances and legal action will be taken against him. The tenderers who are eligible for exemption of initial Earnest Money shall invariably submit the same amount in this office as Security Deposit money drawn in favour of Madhyamgram Municipality, in the shape of Demand draft/Banker's Cheque before issuance of Letter of Acceptance.
- 13) Contractor or Suppliers whose GST Registration under Composite Scheme is not eligible to participate in e-tender process.
- 14) In case of ascertaining Authority at any stage of application or execution of work necessary registered power of attorney to be produced.
- 15) 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:-  
 Contact with the office of the Madhyamgram Municipality
- 16) In case of inadvertent typographical mistake found in the specified Price Schedule of Rates, the same will be treated to be so corrected as to conform with the relevant P.W.D. (W.B.) Schedule of Rates of Building, Sanitary and Plumbing and/or technically sanctioned estimate.
- 17) Arbitration will not be allowed. As per Condition of Contract of Municipal printed form.
- 18) No Mobilization Advance and Secured Advance will be allowed.
- 19) Time/cost overrun and consequent cost of escalation for any materials, labour, P.O.L. etc. will not be allowed.
- 20) Canvassing in connection with the tender is strictly prohibited in the Tenders submitted by the Contractor.
- 21) Site of work and necessary drawings may be handed over to the successful Tenderer phase wise. No claim in this regard will be entertained.
- 22) The successful Tenderer will have to submit two sets of all the Tender Documents along with BOQ in connection with this Tender in hard copy within 7 (Seven) days from the date of receipt of Letter of Acceptance of the Tender (through e-Tendering System or otherwise). Failure to do so will be liable to termination/rejection of Tender with forfeiture of Earnest Money without any reference to the Contractor. In case of the successful Tenderer who has been exempted from depositing Earnest Money, the Government will be at liberty to recover the forfeited amount (equal to the amount of Earnest Money) either from the Fixed Security Deposit of the Tenderer or by any means that may be deemed suitable.
- 23) The successful Tenderer will have to start the work as per the work order to commence the work.
- 24) The contractor shall not be entitled for any compensation for any loss suffered by him due to delay arising out of modification of the work, due to non-delivery of the possession of site and/or modification of drawing and design.
- 25) Prevailing safety norms shall be followed by the successful Tenderer during execution of the work so that LTI (Loss of time due to injury) is zero.
- 26) The eligibility of a Tenderer will be ascertained on the basis of the documents submitted by a Tenderer in support of eligibility criteria. If any documents submitted by a Tenderer are either incorrect/manufactured/fabricated or false, his Tender will be outrightly rejected at any stage and legal action will be taken against him.
- 27) Any other tax or cess will be borne by the agency (if applicable).

### **Instructions/guidance to the contractors fore-tendering:-**

#### **1. General Guidance fore-tendering:**

Intending tenderers desirous of participating in the tender are to log on to the website <https://wb-tenders.gov.in>. The tender can be searched by typing the First Four Letters in the search engine provided in the website.

#### **2. Registration of Contractors:**

Tenderers willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt of India. (viz. nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT) DSC is given as a USB-Token. After obtaining the Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificate through the registration system available in the website.

#### **3. Eligibility for participation:**

Contractors, Registered Engineers Co-operative Societies, Consortia and Partnership firms registered with the State Government and contractor of equivalent Grade/Class registered with Central Government/MES/Railways for execution of civil works are eligible to participate.

#### 4. Collection of Tender Documents:

Tenders are to be submitted online and intending tenderers are to download the tender documents from the website as stated above, directly with the help of the Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below.

#### 5. Submission of Tenders

##### General process of submission

Tenders are to be submitted online through the website as stated above. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The Tenderers shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated location of Technical Bid. He needs to fill up the rates of items/percentage in the BOQ, downloaded for the work, in the designated Cell and upload the same in the designated location of Financial Bid. The documents uploaded are to be scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (Tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

##### Addenda/Corrigenda: if published.

Note: Contractors are to keep track of all the Addendum/Corrigendum issued with a particular NIT till the bid submission ends and in general upload the downloaded copies of the above documents and merge the Addenda/Corrigenda with respective NIT in the NIT folder, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends, overriding any other terms/conditions if mentioned anywhere else in the concerned NIT.

Completion Certificate(s) submitted by the bidders should indicate the gross value of the 100% completed work only. Completion certificates should clearly contain the Name, Designation, Address and contact no. of the Officer issuing the credential.

##### Penalty for suppression/distortion of facts

If any Tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on the Tender platform for a maximum period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited to may take appropriate legal action against such defaulting tenderer.


If more than one Bidder quotes same rate and which are found lowest at the time of opening, such similar multiplier rates will not be entertained/accepted. Lowest offer will be ascertained by sealed bid amongst the lowest bidder.

The Earnest Money may be forfeited if:-

- a) If the Bidder withdraws the Bid during the period of Bid validity.
- b) In case of successful Bidder, if the Bidder fails to execute formal agreement within the stipulated time period.
- c) During scrutiny, if it is found that the notice of tender inviting authority that the credential or any other Document which were uploaded & digitally signed by the Bidder are incorrect/manufactured/fabricated.

The eligibility of the Bidder will be ascertained on the basis of documents submitted/uploaded & digitally signed in support of the minimum criterion as mentioned above. If any documents submitted/uploaded by the Bidder are either manufactured or false the eligibility of Bidder will be outrightly rejected at any stage without prejudice and action will be taken as per stipulation of ITR Rules in force.

For any typographical mistake in case of Unit, Rate, Quantity, Amount, any type of nomenclature in items of Works/item itself including description etc. whatsoever as stated in BOQ, that can't be claimed during agreement or so. In that case sanctioned estimate will be binding criteria.

  
Executive Officer  
Madhyamgram Municipality :  
Executive Officer  
Madhyamgram Municipality  
North 24 Parganas