COOCH BEHAR MUNICIPALITY

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Memo. No. ESTT/ 6020 / CBM / 26 Dated- 02-11-2026

Notice Inviting Electronic Tender

eNIT No.- COOCH BEHAR/PWD/ 18 / 2026-27 Dt. 02-11-2026

The Executive Officer, Cooch Behar Municipality invites e-Tender from eligible, experienced Individual/ Agencies/Firms/Companies for **Operation and Management of Parking Zone during the ensuing Rash Mela, 2026 for a period of 15 (fifteen) days.**

Table-1 :-

1. **Scope of Work :-**

1. **Name of Work: Operation and Management of Parking Zone during the ensuing Rash Mela, 2026 for a period of 15 (fifteen) days**.
2. **Location:** Designated Parking Zones /near the Rash Mela area as specified by Cooch Behar Municipality.
3. **Period:** 15 (fifteen) days during Rash Mela from 24-11-2026 to 08-12-2026
4. **Base Value:** ₹3,00,000/- (Rupees three Lakh only). **Bids quoted below the Base Value of ₹3,00,000/- shall be treated as non-responsive and shall be rejected.** The quoted amount shall be exclusive/inclusive of GST and other applicable taxes, as specified in the Tender Document.
5. **Mode of Tender:** e-Tender through the prescribed West Bengal e-Tender portal https://tenders.wb.gov.in
6. **Selection Criteria:** The highest eligible bidder quoting above the prescribed base value shall be considered for award of the contract, subject to compliance with the tender conditions and approval of the competent authority.

2. Eligibility Criteria

The bidder shall satisfy the following minimum eligibility requirements:

1. The bidder must be a legally registered Firm/Company/Agency/Organisation/Individual capable of undertaking the proposed work.
2. The bidder shall possess valid PAN and GST Registration, wherever applicable.
3. The bidder shall possess valid Trade Licence/registration or other applicable registration, wherever required. **All documents in original to be produced in due course of time as & when asked by the TIA for verification purpose.**

3. Technical Bid

The Technical Bid shall contain, inter alia:

- Company/Firm registration documents;
- PAN and GST Registration;
- Earnest Money Deposit (EMD);
- Any other document specified in the Tender Document.

4. Financial Bid

The minimum acceptable offer shall be **₹3,00,000/- (Rupees Three Lakh only)**.
The successful bidder shall ordinarily be determined on the basis of the **highest valid financial offer (H1)** among technically qualified bidders, subject to fulfilment of all terms and conditions of the Tender.

5. Earnest Money Deposit (EMD)

The Earnest Money @ 2% of the Quoted Bid price in two parts, vice **Rs.6000.00** only in the form of Net Banking or RTGS/NEFT from the e-Procurement portal of the Government of West Bengal https://tenders.wb.gov.in in favour of the "Executive Officer, Cooch Behar Municipality," payable at Cooch Behar. Balance Earnest Money Deposit if any shall be deposited after acceptance of Bid Proposal. Any tender without such Earnest Money (Excepting exemption as per G.O.) shall be treated as informal and shall automatically stands cancelled. Online transfer of Earnest Money receipt (Scanned coy) shall have to be unloaded as statutory document.

6. Payment and Other Conditions:

The successful bidder shall deposit the accepted bid amount within the prescribed period and comply with all applicable statutory requirements and the detailed terms and conditions of the tender.
The bidder shall not sublet or transfer the allotted space without prior written permission from the Municipality.

7. Period of Agreement
The Agreement shall remain valid for the duration of the Fair, including the period reasonably required for installation before commencement and dismantling after completion, as specified by the Authority.

8. Site Inspection
Interested bidders may inspect the designated site before submission of their bids at their own cost and satisfy themselves regarding the location, accessibility, available space and other site conditions.
No claim arising from lack of site inspection shall ordinarily be entertained after award of the work.

9. Cancellation / Rejection
The Authority reserves the right to:

- Accept or reject any or all bids;
- Cancel the tender process at any stage;
- Modify/amend the Tender conditions by issuing appropriate notice/corrigendum;
- Take any other action permissible under the applicable rules and tender conditions.

No bidder shall have any right to claim compensation or damages on account of cancellation or rejection of the tender.

10. COLLECTION OF PARKING CHARGES
The successful bidder shall collect parking charges from users only at the rates approved by Cooch Behar Municipality.
The bidder shall:
a) Issue proper numbered receipts/tokens to the users.
b) Display the approved rate prominently at the Parking Zone..
c) Not charge any amount in excess of the approved rate.
d) Maintain proper records of receipts/tokens issued.
e) Produce such records before the Municipality whenever required.

11. RESPONSIBILITY OF SUCCESSFUL BIDDER

- The successful bidder shall be responsible for:
- Proper management and operation of the Parking Zone.
- Proper parking and systematic arrangement of cycles/Cars.
- Deployment of adequate manpower.
- Providing necessary supervision.
- Maintaining cleanliness within the Parking Zone.area.
- Preventing obstruction to traffic and pedestrians.
- Proper issue and maintenance of parking tokens/receipts.
- Compliance with instructions of the Municipality and Mela authorities.
- Compliance with directions of Police and other competent authorities.
- Any other arrangement necessary for smooth operation of the Parking Zone..

12. SECURITY OF CYCLES/ CARS
The bidder shall make reasonable arrangements for safe custody and systematic parking of cycles/ Byke/ Car deposited in the Parking Zone.
Any complaint regarding loss, damage or improper handling of cycles / bykes / cars shall be dealt with by the successful bidder in accordance with applicable law and the conditions of operation.
The Municipality shall not be responsible for any private dispute between the bidder and users except to the extent specifically provided under applicable law.

13. NO SUB-LETTING
The successful bidder shall not sublet, transfer, assign or otherwise hand over the operation of the Parking Zone to any third party without prior written permission of Cooch Behar Municipality.

14. INSPECTION BY MUNICIPALITY
The Municipality shall have the right to inspect the Parking Zoneat any time during the Mela period.
The successful bidder shall comply with all lawful directions issued by the authorised officers of the Municipality.

15. TAXES AND OTHER LIABILITIES
All applicable taxes, duties, licence fees, statutory charges, labour-related liabilities and other expenses arising out of operation of the Parking Zone shall be borne by the successful bidder as applicable.
The Municipality shall not be responsible for any liability incurred by the bidder towards his/her employees, workers or agents.

16. COMPLIANCE WITH MUNICIPAL INSTRUCTIONS

The successful bidder shall strictly follow all instructions issued by Cooch Behar Municipality in connection with the Rash Mela and Parking Zone..

In the event of any direction issued by the competent authority concerning public safety, traffic management, law and order or Mela arrangements, the bidder shall comply with such direction immediately.

17. CANCELLATION / TERMINATION

If the successful bidder:

- charges unauthorised rates;
- sublets the **Parking Zone** without permission;
- fails to maintain proper operation;
- creates obstruction or causes public inconvenience; or
- fails to comply with lawful instructions of the Municipality,

the Municipality shall have the right to take appropriate action, including cancellation/termination of the permission/work order, in accordance with the applicable terms and rules.

18. TIE IN HIGHEST BID

If two or more technically qualified bidders quote the same highest amount, the Municipality shall adopt an appropriate procedure for determining the successful bidder in accordance with the tender conditions and applicable rules.

19. RIGHT OF THE MUNICIPALITY

Cooch Behar Municipality reserves the right to:

a) Accept or reject any bid or all bids.

b) Reject any bid which is non-responsive.

c) Seek clarification from bidders wherever considered necessary.

d) Cancel the tender process at any stage before final award for reasons to be recorded as per applicable rules.

e) Modify or amend the tender conditions by issuing appropriate corrigendum/addendum through the e-Tender portal.

No bidder shall have any claim for compensation on account of rejection/cancellation of the tender process.

20. SPECIAL CONDITION

The **Parking Zone** shall be operated strictly within the area earmarked by Cooch Behar Municipality.

The successful bidder shall not encroach upon roads, footpaths, emergency access routes or any area not specifically allotted for the **Parking Zone**.

Table-2 :- Date and Time Schedule

Sl No	particulars	Date & Time
i)	Date of uploading of NIeT and Tender Documents online (publishing Date)	**02.11.2026 From 01:00 P.M. onwards.**
ii)	Documents download start date (Online)	**02.11.2026 From 01:30 P.M. onwards.**
iii)	Tender submission start date (On line)	**02.11.2026 From 02:00 P.M. onwards.**
iv)	Tender Submission closing (On line)	**10.11.2026 Upto 03.00 P.M.**
v)	Tender opening date for Technical proposal (Online)	**12.11.2026 After 04.00 P.M.**
vi)	Date of unloading list for Technically Qualified Contractor (online)	- notified later
vii)	Date and lace for opening of Financial proposal (Online)	- notified later

Tender documents:-	A full set of Tender documents consists of 2 Parts. These are **PART I :-** 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. **PART II** :- Containing the Tender Price / Price Schedule.(BOQ in MS-excel format)

Other terms & conditions if any:-

1. Successful agency shall have to execute a formal agreement with the TIA In the Revised West Bengal Form No-2911.

2. Among all the workers engaged with the firm, those who will be working at the site of the said tender every safety measures have to be taken. If any casualty occurs, the whole responsibility will go to the contractor's end.

Instructions/guidance to the contractors for e-tendering:-

1. **General Guidance for e-tendering:**

Intending tenderers desirous of articulating in the tender are to log on to the website ***htts://wbtenders.gov.in***. The tender can be searched by tying the First Four Letters in the search engine provided in the website.

2. **Registration of Contractors:**

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

3. **Eligibility for participation:**

Contractors, Registered Engineers Co-operative Societies, Consortiums and partnership firms registered with the State Government and contractors 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 e-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 unloaded by the Tender Inviting Authority will form an integral part of the contract. Tenderers are required to unload 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 tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in portable Document Format (DF) to the portal in the designated locations of Technical Bid. He/she needs to fill up the quoted rates of items/percentage in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents unloaded are virus 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 art of the tender, however, in case of failure in unloading 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 from 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.

Penalty for secession / 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 (TEC) within a specified time frame or if any deviation is detected in the hard copies from the unloaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform for a maximum period of 3 (Three) years. In addition, Earnest Money Deposited will stand forfeited to the Govt. and it. may take arrogate legal action against such defaulting tenderer.

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

The Earnest Money may be forfeited if;-

a) 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.

a) During scrutiny, if it is come to the notice of tender inviting authority that the credential or any other Document which were unloaded & digitally signed by the Bidder are incorrect / manufactured / fabricated.

The eligibility of the Bidder will be ascertained on the basis of document submitted / unloaded & digitally signed in short of the minimum criterion as mentioned above. If any document submitted / unloaded by the Bidder is either manufactured or false the eligibility of Bidder will be out rightly rejected at any stage without rejoice and action will be taken as er stipulation of IT Rules in force.

8 Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co-operative Societies are required to furnish valid Bye Law, Last Three (3) years 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.

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.

Sd/-
Executive Officer
Cooch Behar Municipality

SECTION – B-1

FORM –I

PRE-QUALIFICATION APPLICATION

To

The Executive Officer,

Cooch Behar Municipality, Cooch Behar

Ref: - eNIT No.:

Name of work:

Tender ID:

Dear Sir,

Having examined the Statutory, Non statutory and NIeT documents, I /we hereby submit all the necessary information and relevant documents for evaluation. The allocation 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) Notice Inviting and Accepting Authority can amend the scope and value of the contract Notice under this project.

(b) Notice Inviting and Accepting Authority 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.

Declaration of the Bidder

(Affidavit to be affirmed on a Non-Judicial Stamp paper of Rs. 10/- and enclosed with the Bid documents which is required to be submitted in time duly)

I ……., son of ……. ……., aged about …… years by occupation …… do hereby solemnly affirm and confirm as follow:

1. That, I am the …….. of …… have duly 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 NIeT (NIeT 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 Notice 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 Tender 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 Labor (Regulation & Abolition) Act, Arentice Act 1961, revealing GST norms, Income Tax, cess etc. as would be applicable to the Contractor upon entering into formal Contract / agreement with the Tender Inviting/Accepting authority.

3. That I declare that, no relevant information as required to be furnished by the Bidder has been surpassed 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)

Memo No. ESTT / 6020 /CBM/1(5)/26 Date: 02-11-2026

Copy Forwarded for information and for favor of wide circulation to:

1. The Administrator, Cooch Behar Municipality
2. The Executive Engineer, Cooch Behar Division, MED
3. Finance Officer, Cooch Behar Municipality
4. Notice Board, Cooch Behar Municipality.

Sd/-
Executive Officer
Cooch Behar Municipality