COOCH BEHAR MUNICIPALITY

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Memo. No. PWD/ 5697 / CBM / 26 Dated- 14-10-2026

Notice Inviting Electronic Tender

eNIT No.- COOCH BEHAR/PWD/ 13 / 2025-26 Dt. 14-10-2026

The Chairman, Cooch Behar Municipality on behalf of the Board of Councilors, Cooch Behar Municipality, invites e-Tender for the work from the eligible Contractors as detailed in the table below. [Collection (downloading) and Submission (uploading) of Tender can be made online through the website https://tender.wb.gov.in only].

Table-1:-

i)	Name of Work	Grant of permission for display of advertisements by installing Overhead Gates, flexes, banners, etc., at designated locations outside the Rash Mela ground
ii)	Period of Permission	15 (fifteen) days
iii)	Designated Location	Specified locations outside the Rash Mela ground upto 1 km and beyond 1 Km., as identified by Cooch Behar Municipality
iv)	Base/Reserve Rate	Flex/ Banners - Rs.300.00 (Rupees Three hundred) only per square foot for 15 days upto 1 km.
		Flex/ Banners - Rs.225.00 (Rupees Two hundred twenty five) only per square foot for 15 days beyond 1 km.
		Overhead Gates - Rs.20000.00 (Rupees Twenty thousand) only per no. for 15 days upto 1 km
		Overhead Gates - Rs.15000.00 (Rupees Fifteen thousand) only per no. for 15 days beyond 1 km
v)	Basis of Selection	Highest eligible rate quoted per square foot above the base/reserve rate

Table-2 :- Date and Time Schedule

Sl No	particulars	Date & Time
i)	Date of uploading of NIeT and Tender Documents online (publishing Date)	**15.10.2026**
ii)	Documents download start date (Online)	**15.10.2026**
iii)	Tender submission start date (On line)	**15.10.2026**
iv)	Tender Submission closing (On line)	**29.10.2026 Upto 6.00 P.M.**
v)	Tender opening date for Technical proposal (Online)	**31.10.2026 After 6:00 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

Table-3 :-

Eligibility Criteria & Documents to be produced in short of Credential for tender art-I (requalification Documents):	**Credential:-** Intending tenderer(s) should produce credentials of a similar nature of completed work i) Having valid GST registration certificate, valid professional Tax Challan/ TCC. ii) Having valid PAN Card and valid Income Tax return of last three years i.e. from FY 2021-22. iii) Particularsof ownership/partnership or Board of Directors pertaining to the Establishment-Organization/Company/Firm. iv) Having up to date Trade License. v) Audited Report of last three Financial Year i.e. from FY 2022-23. vi) Other certificates if any.

	All documents in original to be produced in due course of time as & when asked by the TIA for verification purpose.

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)

Earnest Money:	The Earnest Money of **Rs. 5000.00** shall be remitted by the Contractor in favor of the Executive Officer, Cooch Behar Municipality through net banking or NEFT or RTGS **(ICICI payment Gateway)** in respect of tender ID (refer Finance Order no. 3975-F(Y) dated 28/07/2016).Every such transfer shall be done on or after the date of NI e-T. Any tender without such online payment of EM (Except exemption as er G.O.) shall be treated as informal and shall automatically be cancelled. Online transfer of Earnest Money receipt (Scanned coy) shall have to be unloaded as statutory document. Earnest Money would be converted to Security Deposit in case of the successful bidder.
payment Authority	The Administrator/Executive Officer, Cooch Behar Municipality, Cooch Behar

Validity/ Withdrawal/ Acceptance of Tender:-	A Tender submitted shall remain valid for a period of 30 calendar days from the date set for opening of tenders. Any extension of this validity period if required will be subject to concurrence of the Tender Inviting Authority. A Tender once submitted shall not be withdrawn within the validity period. If any Contractor withdraws his/her/their tender(s) within the validity period then Earnest Money as deposited 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 otherwise the lowest tender and reserves to himself/herself the right to reject any or all of the tenders received without assigning any reason thereof.

4. Scope of Work :

The successful bidder shall be permitted to install and display advertisements by means of holdings, flexes, banners and other approved advertising materials at the locations specifically designated by Cooch Behar Municipality outside the Rash Mela ground, for the stipulated period of 15 days.

The successful bidder shall arrange for the installation, maintenance and removal of the advertising materials at their own cost and responsibility.

5. Minimum Base/Reserve Rate :

The minimum base/reserve rates for the purpose of this tender mentioned in Table-1. Bidders shall quote their rates in rupees per square foot/per no. Any bid quoting a rate below the prescribed base/reserve rate shall be treated as non-responsive.

The bidder quoting the highest eligible rate above the base/reserve rate shall be considered for award of the work, subject to fulfilment of all tender conditions and approval of the competent authority.

6. Protection of Existing Advertisements :

The advertisements, holdings, flexes, banners or other advertising materials already installed or displayed at the designate locations shall not be disturbed, removed, covered, damaged, shifted or obstructed in any manner.

The successful bidder shall inspect the designated locations before commencing installation and shall ensure that the proposed advertising materials do not interfere with any existing advertisement.

No claim for additional space or compensation shall be entertained on the ground that existing advertisements occupy any portion of the designated locations.

7. General Terms and Conditions :

i. The successful bidder/agency shall be solely responsible for the design, fabrication, supply, erection and installation of all required overhead hoarding structures, frames, supports and related fixtures at its own cost and expense.

ii. All expenses towards materials, labour, transportation, installation, maintenance, dismantling and removal of such structures shall be borne entirely by the successful bidder/agency. No separate payment or reimbursement shall be made by Cooch Behar Municipality on this account.

iii. The structures shall be installed only at the locations approved by the Municipality and shall comply with applicable safety standards and statutory requirements. The successful bidder shall remain responsible for the structural stability and safety of the installations throughout the permitted period.
iv. The permission shall remain valid only for the stipulated period of 15 days and shall not confer any permanent right or ownership over the designated locations. Upon expiry of the 15-day permission period, the successful bidder shall dismantle and remove the structures and advertising materials at its own cost and restore the sites to their original condition, as directed by the Municipality.
v. The successful bidder shall install advertising materials only at locations and within the areas approved by Cooch Behar Municipality.
vi. No advertisement shall be installed in a manner that obstructs roads, footpaths, public movement, traffic visibility, public utilities or emergency access.
vii. The successful bidder shall comply with all applicable municipal rules, safety requirements and other statutory provisions. Any necessary permission from the competent authority shall be obtained before installation, wherever applicable.
viii. The successful bidder shall be solely responsible for the safety, stability and maintenance of the installed structures and advertising materials. Any damage, accident or loss arising from the installation or use thereof shall be dealt with in accordance with applicable law and the tender conditions.
ix. All costs relating to installation, labour, transportation, maintenance, removal and restoration of the locations shall be borne by the successful bidder.
x. The successful bidder shall deposit the accepted tender amount within the time stipulated by the Municipality. Failure to deposit the amount or comply with the conditions may result in cancellation of the permission and forfeiture of the applicable security deposit, subject to the tender conditions.
The Municipality reserves the right to reject any or all tenders, cancel the tender process or modify the tender schedule in accordance with applicable rules and without assigning any reason, where legally permissible.
The decision of the competent authority of Cooch Behar Municipality regarding the award of the tender shall be final, subject to applicable rules and law.

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:// tenders.wb.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 art 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 u the 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.

Completion Certificate(s) submitted by the bidder 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 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 secession, 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 appropriate 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) 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.

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.

SECTION – B-1
Form - II

FINANCIAL STATEMENT

B.1 Name of Applicant:

B.2 Summary of assets and liabilities on the basis of the audited financial statement of the last five financial years (Attach copies of the audited financial statement of the last five financial years)

	1st Year (Rs. In lakh)	2nd Year (Rs. In lakh)	3rd Year (Rs. In lakh)	4th Year (Rs. In lakh)	5th Year (Rs. In lakh)
a) Current Assets: (It should not include investment in any other firm)					
b) Current liabilities: (It should include bank overdraft)					
c) Working capital: (a) – (b)					
d) Net worth : (proprietors Capital or partners Capital or aid u Capital + Reserve and surplus)					
e) Bank loan/ Guarantee: (As er clause G.2. with all sub clauses)					

Work in hand i.e. Work order issued	As on 31.03.2025	As on 31.03.2024	As on 31.03.2023	As on 31.03.2022	As on 31.3.2021

Signed by an authorized officer of the firm

_____

Title of the officer

_____

Name of the Firm with Seal

Date_____

Declaration of the Bidder

(Affidavit to be affirmed on a Non-Judicial Stam aer 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)

SECTION – B-1
FORM- III
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 qualification and experience. :

Note: Application covers proprietary Firm, partnership, Limited Company or Corporation,

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

Memo No. PWD / 5697 /CBM/1(4)/26 Date: 14-10-2026

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