



HOWRAH MUNICIPAL CORPORATION

4, MAHATMA GANDHI ROAD, HOWRAH – 711 101
Tel: (+91-33) 2638-3211-13; Fax: (+91-33) 2641-2613

I. T. Department

No. 010/IT/HOD/23-24

Date: 29-05-2023

E - T E N D E R

E-Tender is invited by the OSD-IT, Assistant Engineer, HMC, for entering Forms of various types under Howrah Municipal Corporation from the reputed resourceful and bona-fide Suppliers / Agencies having experience in this field. Intending Tenderers will have to download the documents which are to be submitted online with digital signature along with valid G.S.T Certificate & Return (Current Quarter), P.T, I.T, Trade License, Credentials along with completion certificate of similar nature of work & fifty percent of work value in single order executed within last 5 (Five) years regarding their ability to execute the work.

Earnest Money and The Cost of Tender Papers to be deposited online as is available in E-Tender Portal of Govt. of West Bengal in favour of "MUNICIPAL AFFAIRS DEPARTMENT // URBAN LOCAL BODIES // HOWRAH MC"

Sl. No	Name of Work	Estimated Amount (Rs.)	Adm. Approval No.	Earnest Money (Rs.)	Cost of Tender Paper (Rs.)	Duration of contract period
1	Data Entry of Forms of various types	5,00,000	COF/AA/23-24/264 Dated- 29/04/2023	10,000	1,500	45 Days

Rate to be quoted per successful Form entry including Documents

Date and Time Schedule:

#	Particulars	Date & Time
1	Date of uploading, of N.I.T. & other Documents (online)	01.06.2023 5:00 PM
2	Documents download/sell start date (Online)	01.06.2023 6:00 PM
3	Bid submission start date (On line)	01.06.2023 6:00 PM
4	Document Download/Sell End Date	09.06.2023 6:00 PM
5	Bid Submission closing date(On line)	09.06.2023 6:00 PM
6	Date of uploading list for Technically Qualified Bidder(online)	14.06.2023 12:00 PM
7	Date for opening of Financial Proposal (Online)	ANY WORKING DAY

Intending participants are requested to visit the **SITE** on any working days prior to submitting **BID** by contacting OSD-IT, Assistant Engineer, Howrah Municipal Corporation, 4, M.G. Road, Howrah-711101 (Phone No- **033 2638 3211/12/13**) Ext. No- **247**.

The Bidder, at his 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 Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.



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During the scrutiny, if it come to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.

Corporation reserve the right to accept or reject part or whole tender without showing any reason what so ever. Details information may be had from the office of the Assistant Engineer (Elec.), H.M.C.

1. Intending bidder may download the tender document from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
2. Tenderers will select the tender to bid and initiate payment of pre-defined EMD/Tender Fees for that tender by selecting from either of the following payments modes:
 - Net Banking (any of the banks listed in the ICICI Bank payment gateway) in case of payment through ICICI Bank payment Gateway;
 - RTGS/NEFT in case of offline payment through bank account in any Bank.

OSD (IT)

Howrah Municipal Corporation

Dated: 29-05-2023

Memo No. 010/1-10/ /IT/HOD/23-24

Copy Forwarded to:

- Commissioner, HMC.
- Dy. Commissioner - I, HMC.
- Dy. Commissioner - II, HMC.
- Controller of finance, HMC.
- Chief Auditor, HMC.
- Secretary, HMC - with a request for publication in newspaper.
- Resident Audit Officer, HMC.
- Notice Board, HMC Central Office.
- HMC Website.
- Office Copy.

OSD (IT)
Howrah Municipal Corporation