

**TOWN CENSUS CHARGE OFFICE
HARINGHATA CHARGE - CENSUS- 2027**

NOTICE INVITING e-Quotation

E-Quotation Reference No.: WBMAD/ULB/HM/NIQ-1e/2026-27

Memo No:- 1026/HM/2026, Date- 09/06/2026

The Charge Officer , on behalf of Haringhata Municipality, invites e-quotation from Manpower Hiring Agency with bonafide credential & experience to Engage 1 no. of Technical Assistant for Census-2027 Related services mentioned below for the services detailed in the following table.

(Submission of Bid through **online**)

List of Works:

Sl. No.	Name of the Service	Duration of Work	Eligibility Criteria	Earnest Money	Name of the Municipality	Eligibility of Contractor
1	Engagement of 1 Nos. of Technical Assistant on fully temporary basis.	18 months (Maximum)	a.) Minimum Educational Qualification : Must be a MCA/BCA from any Govt. approved institution. b) Minimum Working Experience : 5 Years c) Age : 25-45 years. d) Technical Qualification : Able to Handle Software & Hardware Problems, Data Management App, IT/System Management, LAN Etc.	2000.00	Haringhata Municipality	Bonafide resourceful contractor fulfilling the eligibility criteria as mentioned below

1. In the event of e-Filling, intending bidder may download the quotation document from the website <https://wbquotations.gov.in> directly with the help of Digital Signature Certificate. EMD has to be deposited by the bidder through the following payment mode as per memorandum of the Finance Department vide No. 3975-F(Y) dated 28th July, 2016 read with Finance Department vide No. 5688-F(Y)dt.03.11.2016. EMD will be refunded after 6 month of successful work continuation.

1.1. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.

1.2. RTGS/NEFT in case of offline payment through bank account in any bank. (Details of which has been narrated in "Instruction to Bidders").

Quotation document may be download from website & submission of Technical Bid / Financial Bid as per Quotation time schedule stated in "Date & Time Schedule".

The documents submitted by the bidders should be indexed and also should be according to his / their Firm name.

1.3.A bidder desirous of taking part in a quotation shall login to the e-Procurement Portal of the Government of West Bengal <https://wbquotations.gov.in> using his login ID and Password and thereafter may download the quotation document consisting of this NleQ., Instruction to Bidders (Section – A), different Forms & Affidavits (Section - B), Special Terms & Conditions (Section-C), Specification of Work (Section – D) & Schedule of Works (BOQ), W.B. Form No. 2911(ii) and Addenda & Corrigenda (if any) from the website directly with the help of Digital Signature Certificate.

2.1. Terms and conditions of the credentials:

1. The Remuneration of Technical Assistance will be paid as per Govt. Guidelines & will be fixed in nature. No further escalation / Increment will be entertained later.
2. The engagement will be purely on Temporary basis & after completion of 18 months this post will cease to exist.
3. After the completion of the project no liabilities will be arise in terms of any financial liabilities.
4. The Agency will submit Valid Updated GST, ITR, Trade Licence, P. Tax Challan, PAN Details, Govt. Licence for HR Supplying & EPF ESI Registration with Last 3 months Challan.
5. The Agency must have prior experience of Manpower Hiring / Outsourcing preferably in Govt./Semi Govt. Organisation/Autonomous Body in last 5 years. Credential have to be submitted at the time of submission of quotation.

6. The Agency will set minimum qualification for the post mentioned above

- a.) Minimum Educational Qualification : Must be a MCA/BCA from any Govt. approved institution.
 - b) Minimum Working Experience : 5 Years
 - c) Age : 25-45 years.
 - d) Technical Qualification : Able to Handle Software & Hardware Problems, Data Management App, IT/System Management, LAN Etc.
7. The details of Prospective employee is to be uploaded at the time of submission of quotation
 8. The Selection will be made after proper Rate Justification & Technical Evaluation.
 9. If at the time of evaluation or after issuing work order any false document found the quotation will be automatically Terminated
 10. After completion of project there will be no claim of Permanent/Casual Job in any Govt/ULB Charge.
 11. The Agency have to quote a rate as Service Charges on Monthly Remuneration give to Employee.

3 . **Date & Time Schedule:**

Sl. No.	Particulars	Date and Time
1	Date of publishing NleQ & other Documents.(online)(Publishing Date)	09/06/2026, 6.30 PM
2	Quotation Document download start date and time. (online)	09/06/2026, 6.30 PM
3	Start Date of Bid Submission.(Technical and Financial) (online)	09/06/2026, 6.30 PM
4	Closing date and time of download of Quotation Document (online).	17/06/2026 at 6.30 pm.
5	Closing date and time of Bid submission(Technical and Financial) (online).	17/06/2026 at 6.30 pm
6	Date and time of opening of Technical Proposals (online).	20/06/2026 at 11.00 am
7	Date and time of uploading of list of Technically qualified bidders.(online)	To be notified later
8	Date of uploading of final list of technically qualified bidders after disposal of appeals, if any.	To be notified later
9	Date and time of opening of Financial Proposal (online).	To be notified later

4. **Agency Eligibility Condition:-**

1. Bearing updated GST, IT, ST Returns, Trade License and HR Supplying.
2. Similar experience in govt/ govt. aided agency in recent past.
3. EPD/ESI facility
4. No earlier instance of fault/ unlawful activity
5. Proper and regular monthly payment structure.

5 **Selection Norms:-**

1. Rate Justification analysis and Tech Evaluation as well as quality checking.
2. If any false inf. Found in any level even after award of Work Order the contact will be cancelled automatically.
3. Contact period max 18mnts from the date of award/ termination order issued by Dist. Which ever is earlier.
4. No claim of permanency/ casual job in any Govt. /ULB/Charge level.
5. Purely Census oriented temporary contact must not be any Govt./ Statutory Board employee (Permanent/ DRW/ Casual/ Contractual etc).

6. List of deliverables of Agency: -

1. As mentioned in above.
2. Agency have to quote a rate considering the monthly estimated rate as mentioned .
3. Much less rate quotation/ much high of the same will be justified by the agency during table bid

7. Charge related obligations for this activity:-

1. Estimated max. monthly all inclusive compensation/ expences of an amount of Rs. 25000/- all inclusive , as time to time given by Dist. Charge.

N.B- Each rate quated agency will have to participate a Technical evaluation presentation session before selection Committee in this Office.



Charge Officer, Census- 2027
Haringhata Municipality
Executive Officer
Haringhata Municipality

Memo No.:- 1026/HM/2026

Date- 09/06/2026

Copy forwarded for information and for forwarded wide circulation through his Office Notice Board to:-

- (01) The D.M. Nadia, Krishnagar, Nadia.
- (02) The S.D.O., Kalyani Sub-division, Kalyani, Nadia.
- (03) The Executive Officer/ Finance Officer/Head Clerk/ Accoutant/Store Keeper/SAE, Haringhata Municipality, Haringhata, Nadia.
- (04) The Notice Board, Haringhata Municipality, Haringhata, Nadia.



Charge Officer, Census- 2027
Haringhata Municipality
Executive Officer
Haringhata Municipality

SECTION - B
FORM - I
PRE-QUALIFICATION APPLICATION

To
The Chairman
Haringhata Municipality

Ref: Quotation for (name of
work).....
NleQ No. Sl. No. of The Chairman, Haringhata Municipality

Dear Sir,

Having examined the Statutory, Non-statutory & NleQ 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 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) Quotation Inviting & Accepting Authority can amend the scope & value of the contract bid under this project.
- (b) Quotation Inviting & Accepting Authority reserve the right to reject any application without assigning any reason.

Enclosure(s): e-Filling:-

1. Statutory Documents.
2. Non Statutory Documents.

Date.....

Signature, Name and designation of authorized signatory

For and on behalf of

(Name of the Applicant/Firm with Seal)

AFFIDAVIT – “X”

(To be furnished in Non-Judicial Stamp Paper of appropriate value duly notarized)

1. I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted is proved to be false or concealed, the application may be rejected and no objection / claim will be raised by the undersigned.
2. The undersigned also hereby certifies that neither our firm.....nor any of its constituent partners have failed to executed more than one works contract under any directorate of Govt. of West Bengal and that neither our firm..... nor any of its constituent partners was terminated by any sub-rule under Clause 3 of Quotation Form No. 2911 and that neither our firm nor any of its constituent partners was terminated under any clause of Standard Bidding Documents by the Engineer-in-Charge / Employer during last 3 (three) years.
3. The undersigned would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
4. The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of The Department.
5. Certified that I have applied in the quotation vide **NieQ bearing No.....** of the Chairman ,Haringhata Municipality in the capacity of individual/ as a partner of a firm & I have not applied severally for the same job and also not applied more than two works anywhere per set of required machineries.
6. The undersigned also hereby certifies that the Bid shall remain valid for a period not less than 120 (one hundred twenty) days, after the dead line date for Bid submission.
7. I / we do hereby certify that I shall bring all requisite technical personnel and /or plants/ testing machineries / equipment for all the items of works as per relevant IS / IRC codes of practice and as per BOQ and as per direction of the Engineer-in-Charge at the time of execution of work at site even if upon technical evaluation I am declared as “qualified” without having all the requisite technical personnel and /or plants/ testing machineries / equipment at the time of submission of quotation.

Date:

Signature, name and designation of Authorised Signatory.

For and on behalf of-----
(Name of the Applicant/Firm with Seal)

SECTION - B

FORM - III

STRUCTURE AND ORGANISATION

A. 1 Name of Applicant

:

A. 2 Office Address

:

Telephone No.

:

Mobile No.

:

A. 3 Name and address of Banker

:

A. 4 Attach an Organization Chart showing the structure of the Company with names of key personnel and technical staff with Bio-Data.

:

Note: Application covers Proprietary Firm, Partnership, Limited Company or corporation.

Date:

Signature, name and designation Of Authorised Signatory.

For and on behalf of _____
(Name of the Applicant/Firm with Seal)

DECLARATION "Y"

(To be submitted in non-judicial stamp paper of appropriate value, duly notarised)

- I, the undersigned, declare that all the statements made in the attached documents in respect of mode of ownership of machineries are true and correct.
- Certified that required specified machineries for the works under this NleQ will be installed at the working site within 45 (forty five) days (maximum) from the date of LOA / work Order.
- The undersigned also hereby certifies that neither our firm nor any constituent firm had been debarred to participate in quotation by Public Works Department, UD&MA Deptt. Or other Govt. deptt. during the last 5(five) years prior to the date of this NleQ.
- The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- Certified that I have applied in the Quotation videin the quotation vide NleQ bearing No..... of the Chairman, Haringhata Municipality in the capacity of individual / as a partner of a firm and that I have not applied severally for the same job.
- Certified that I have applied in the quotation in the capacity of individual / as a partner of a firm.
- Certified that I have access to or have available liquid assets (aggregate of working capital, Cash-in-Hand, uncommitted Bank Guarantees) and / or credit facilities not less than 10% of the estimated cost put to quotation. In this respect, I have attached necessary documents with this application.
- I, the under-signed, do certify that all the statements made in the attached documents are true and correct. If any declaration submitted is found / ascertain to be incorrect / fabricated / misrepresented / fraudulent etc., accordingly quotation will be liable to be cancelled / terminated immediately & I / my firm / company shall also be liable to be prosecuted under section 197, 199 & 200 of Indian Penal Code, 1860 along with section- 71 & section -73 of Indian Information & Technology Act 2008 & any other applicable law for the time being in force in addition to forfeiture of Earnest Money / Security Deposit.

Date:

Signature, name and designation Of Authorised Signatory.

For and on behalf of.....
(Name of the Applicant/Firm with Seal)

SECTION - B

FORM - V

Experience Profile

Name of the Firm:

List of projects completed that are similar in nature to the work applied for executed during the last 5 (five) years.

Name of Employer	Name, Location & nature of work	Name of Consulting Engineer responsible for supervision	Contract price in Indian Rs.	Percentage of Participation of company	Original Date of start of work	Original Date of completion of work	Actual Date of starting the work	Actual Date of completion of work	Reasons for delay in completion (if any)

Date:

Signature, name and designation Of Authorised Signatory.....

For and on behalf of

(Name of the Applicant/Firm with Seal)