



NAGAR PANCHAYAT KURTHA



EMPANELMENT OF CONTRACTORS FOR EXECUTION OF EMERGENCY WORKS ON SOR

EoI No.: 02/2026-27

Date: 12/06/2026

1. INTRODUCTION

Nagar Panchayat Kurtha invites applications from eligible contractors/agencies for empanelment to undertake emergency and urgent civic infrastructure works within the jurisdiction of Nagar Panchayat Kurtha.

The empanelment is intended to ensure timely execution of emergency works arising due to natural calamities, public safety requirements, urgent repair needs, and unforeseen situations requiring immediate intervention.

The empanelment shall remain valid for a period of 01 (One) years from the date of approval, extendable by another year based on satisfactory performance and requirement of Nagar Panchayat Kurtha.

2. OBJECTIVE

The objective of empanelment is to create a panel of qualified contractors for carrying out emergency works including but not limited to:

- Road repair and restoration
- Drainage repair and cleaning
- Building repair and maintenance
- Removal of debris and encroachments
- Flood control and relief work
- Emergency sanitation works
- Boundary wall and culvert repairs
- Miscellaneous public utility restoration works
- Well Renovation and Handpumps Repair
- Soak Pit Construction and Maintenance

3. ELIGIBILITY CRITERIA

Applicants must fulfill the following criteria:

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3.1 Registration

The contractor must be registered with:

- Government of Bihar / CPWD / State PWD / Urban Development and Housing Department / Any Government Organization.
- Registration should be valid on the date of submission.
- Class IV Registration Certificate of the Contractor/Organization

3.2 Experience

The bidder should have successfully completed any of the following during the last 5 years:

- One similar works costing not less than ₹1 Lakhs; OR
- Two similar works each costing not less than ₹5 Lakhs; OR
- One similar work costing not less than ₹10 Lakhs.

3.3 Financial Capacity

Average annual turnover during the last three financial years should be minimum ₹5 Lakhs.

Supporting documents:

- CA Audited Balance Sheets with UDIN.
- CA Audited Turnover Certificate with UDIN.

3.4 Statutory Requirements

The bidder must possess:

- PAN Card
- GST Registration
- EPF Registration (if applicable)
- Labour License (where applicable)

4. DOCUMENTS REQUIRED

The following documents shall be submitted:

1. Application Form
2. Contractor Registration Certificate
3. PAN Card
4. GST Registration Certificate
5. Experience Certificates
6. Financial Statements for last 3 years
7. Notarized Affidavit regarding non-blacklisting
8. Bank Account Details (Cancelled cheque)
9. Declaration of availability of manpower and equipment
10. Passport Size Photograph
11. Aadhaar Card of Proprietor/Partner/Director
12. Character Certificate

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5. EMPANELMENT PROCEDURE

1. Submission of applications.
2. Scrutiny of documents.
3. Verification of credentials.
4. Approval by competent authority.
5. Publication of empaneled contractor list.

Nagar Panchayat Kurtha reserves the right to accept or reject any application without assigning any reason.

6. ALLOTMENT OF EMERGENCY WORKS

Emergency works shall be allotted by Nagar Panchayat Kurtha as per requirement and subject to the following provisions:

1. Emergency works may be assigned to any suitable empanelled contractor based on the nature, urgency, and requirement of the work.
 2. Selection of the contractor shall be made considering availability of resources, technical capability, experience, past performance, and readiness to execute the work within the stipulated time.
 3. In cases of emergency, urgency, or shortage of time, Nagar Panchayat Kurtha may obtain services/work from any available empanelled contractor without following any order of preference.
 4. Where more than one empanelled contractor is available in the same category of work, Nagar Panchayat Kurtha shall have the sole discretion to select any one or more contractors for execution of the work.
 5. Mere empanelment shall not confer upon any contractor any right, claim, or guarantee for allotment of any specific work or minimum quantity of work in future.
 6. The serial number, ranking, or position of a contractor in the empanelled list shall not be construed as a basis for preference, priority, or entitlement for allotment of work.
 7. No empanelled contractor shall have the right to challenge, dispute, or object to the allotment of work made by Nagar Panchayat Kurtha.
 8. The allotment of work shall be made keeping in view the nature of work, urgency, availability, capability, performance, and administrative requirements, as determined by Nagar Panchayat Kurtha.
 9. The decision of Nagar Panchayat Kurtha regarding selection of contractor and allotment of emergency works shall be final and binding on all empanelled contractors.
 10. Nagar Panchayat Kurtha reserves the right to allot, modify, withdraw, cancel, or reassign any emergency work in public interest or administrative exigencies without assigning any reason
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7. PERFORMANCE REQUIREMENTS

The contractor shall:

- Mobilize resources immediately upon receipt of instructions.
- Commence work within 24 hours or as directed.

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- Maintain quality standards.
- Follow safety regulations.
- Complete work within stipulated time.

Failure may result in removal from empanelment.

8. TENDER FEE & EARNEST MONEY DEPOSIT (EMD)

- The tender fee to the contractor/organization is Rs. (3,000/-) three thousand only which will be payable by bank draft in the name of Executive Officer, Nagar Panchayat Kurtha which will be non-refundable
- The contractor/organization will have to pay an Earnest Money Deposit (EMD) of Rs. (10,000/-) only in the form of bank draft in the name of Executive Officer, Panchayat, which will be released after the expiry of the agreement period of the panel contractors.
- The bidder shall submit the prescribed Tender Fee and EMD in the specified mode. Bids submitted without the prescribed Tender Fee and EMD shall be treated as **non-responsive** and shall be rejected.
- The EMD of unsuccessful bidders shall be refunded as per the applicable Government rules.
- The successful bidder shall furnish the prescribed **Performance Security** before issuance of the Work Order/Execution of Agreement, in accordance with the prevailing Government rules.

9. VALIDITY OF EMPANELMENT

The empanelment shall remain valid for a period of one (01) year from the date of approval/notification.

1. Upon expiry of the empanelment period, Nagar Panchayat Kurtha may, subject to departmental guidelines and administrative requirements, extend the validity of the panel for such period as deemed appropriate.
2. Extension of the empanelment period shall be at the sole discretion of Nagar Panchayat Kurtha, and no empanelled contractor shall have any right or claim for such extension.
3. Nagar Panchayat Kurtha reserves the right to review the performance of empanelled contractors and to continue, suspend, remove, or modify the panel at any time during or after the validity period, without assigning any reason.
4. The decision of Nagar Panchayat Kurtha regarding extension, renewal, modification, or discontinuation of the empanelment shall be final and binding on all empanelled contractors.

10. TERMINATION OF EMPANELMENT

NAGAR PANCHAYAT KURTHA may remove any contractor from the panel if:

- Documents are found false.

- Contractor is blacklisted by any authority.
- Poor performance is observed.
- Repeated delay in emergency response.
- Violation of contract conditions.

Or

- It can also be terminated following directives issued by the Urban Development and Housing Department in this regard.

11. DECLARATION REGARDING BLACKLISTING

The bidder shall submit an affidavit stating that:

- The firm has not been blacklisted by any Central Government, State Government, PSU, Urban Local Body or Autonomous Institution.
- No criminal proceedings affecting business operations are pending.
- It will be mandatory for the tenderer to attach a character certificate (which should not be more than six (06) months old from the date of publication of the tender) issued by the Senior Superintendent of Police / Superintendent of Police. 17.
- From the date after the date of publication, it will be mandatory for the tenderer to attach an affidavit regarding his/her not being included in the black list issued by the First-Class Magistrate/Executive Magistrate.

12. Payment

1. Payment for the work shall be made only subject to the availability of funds under the concerned scheme, head, or source of funding with Nagar Panchayat Kurtha.
2. The empanelled contractor shall acknowledge and agree that release of payment is contingent upon the availability and receipt of funds by Nagar Panchayat Kurtha.
3. In the event of non-availability, insufficiency, or delayed receipt of funds, Nagar Panchayat Kurtha shall not be held liable for any delay in payment.
4. No claim for interest, compensation, damages, escalation, or any other additional payment shall be entertained on account of delay in payment arising due to non-availability or delayed release of funds.
5. Mere issuance of a work order or execution of work shall not create an entitlement to immediate payment. Payment shall be released only after availability of funds and completion of all prescribed formalities, as per applicable rules and regulations.
6. The decision of Nagar Panchayat Kurtha regarding processing and release of payment shall be final and binding on the empanelled contractor.

13. Annexure

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Annexure-I: Application Form

To,

The Executive Officer
Nagar Panchayat Kurtha
District – Arwal, Bihar

Subject: Application for Empanelment of Contractors for Emergency Works.

1. Name of Firm: _____
2. Address: _____
3. Contact Number: _____
4. Email ID: _____
5. Registration Number: _____
6. GST Number: _____
7. PAN Number: _____
8. Experience Details: _____
9. Character Certificate _____

I/We hereby certify that all information furnished is true and correct.

Signature:

Name:

Designation:

Seal of Firm

Date:

Place:

Annexure-II: Document Checklist

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Sl.	Document	Attached
1	Application Form	Yes/No
2	Registration Certificate	Yes/No
3	PAN	Yes/No
4	GST	Yes/No
5	Experience Certificates	Yes/No
6	Financial Statements	Yes/No
7	Notarized Affidavit	Yes/No
8	Equipment Details	Yes/No
9	Cancelled Cheque	Yes/No
10	Character Certificate	Yes/No
11	Any Other Documents	Yes/No

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 12/6/26
 Executive Officer
 Nagar Panchayat Kurtha
 Arwal, Bihar