



Memo No: 53 /KMDA/SD/EE (Plng Divn.)/ W-255

Dated:19.06.2026

**NOTICE INVITING e-TENDER**

**e-NIT NO: - 01/KMDA/SD/EE (Plng Divn.) of 2026-27 (2<sup>nd</sup> Call), Dt: -19/06/2026**

The Executive Engineer (Civil), Planning Division, SD, Sector, KMDA invites online e-tenders in two part system (Part-I Technical Bid and Part-II Financial Bid) from from bonafide, reliable, experienced & resourceful firms / individuals contractors, who have successfully completed works in Government / Govt. Undertaking / Govt. Autonomous Bodies / Semi-Govt. / Statutory Bodies/Local Bodes having credentials having credentials of 1 **(One) Similar Nature Of Completed Work** of the minimum value **not less than 30%** of the estimated amount put to tender during last **5 (five) years** prior to the date of issue of the tender notice, or Intending tenderers should produce credentials of **2 (Two) Similar Nature of Completed Work**, each of the minimum value **not less than 25%** of the estimated amount put to tender during last **5(five) years** prior to the date of issue of the tender notice, or Intending tenderers should produce credentials of **1 (One) Similar Nature of Running having completed 75% or more and value of which is not less than as in i) above**, during last **5(five) years** prior to the date of issue of the tender notice.

Sl. No.	Name of Work	Estimated Value of the work (Rs.)	Earnest Money Deposit (Rs.)	Time of Completion
1.	Cleaning and removing water hyacinth & floating materials debris & jungle cutting for 6 month at Danesh Khal from Lock gate to Mallick para more under Srerampore Municipality, Hooghly (2 <sup>nd</sup> Call)	Rs. 400768.00	Rs. 8015.00	180 days.
2.	Cleaning and removing water hyacinth & floating materials debris & jungle cutting for 6 month at Rynal canal from kata pole to 4 no rail gate under Srerampore Municipality Hooghly (2 <sup>nd</sup> Call)	Rs. 179093.00	Rs. 3582.00	180 days.
8.	Cleaning and removing water hyacinth & floating materials debris & jungle cutting for 6 month of Pravashnagar Chaklapara drain from opposite to Kesto Mukherjee Sishu Uddan to Mahesh Vidyaniketan in ward-27 Under Serampore Municipal area. (2 <sup>nd</sup> Call)	Rs. 106792.00	Rs. 2136.00	180 days.
9.	Cleaning and removing water hyacinth & floating materials debris & jungle cutting for 6 month from Tribeni Konchati towards South upto Tribeni Level crossing under Bansberia Municipal area. (2 <sup>nd</sup> Call)	Rs. 175177.00	Rs. 3504.00	180 days.
10.	Cleaning and removing water hyacinth & floating materials debris & jungle cutting for 6 month from Tirish Bigha Level Crossing towards North upto Saraswati River under Bansberia Municipal area. (2 <sup>nd</sup> Call)	Rs. 399203.00	Rs. 7984.00	180 days.

11.	Cleaning and removing water hyacinth & floating materials debris & jungle cutting for 6 month from KMDA STP to Purashree rail Culvert Main Ditch under Chandernagore Municipal area. (2 <sup>nd</sup> Call)	<b>Rs. 116104.00</b>	<b>Rs. 2322.00</b>	<b>180 days.</b>
12.	Cleaning and removing water hyacinth & floating materials debris & jungle cutting for 6 month from Surer pukur, Guin Bagan to Surer pukur Kala Bagan under Chandernagore Municipal area. (2 <sup>nd</sup> Call)	<b>Rs. 142726.00</b>	<b>Rs. 2855.00</b>	<b>180 days.</b>
13.	Cleaning and removing water hyacinth & floating materials debris & jungle cutting for 6 month of Rash Bhara Khal from G.T. Road Bandel More to River Ganga under Hooghly Chinsurah Municipal area. (2 <sup>nd</sup> Call)	<b>Rs. 345904.00</b>	<b>Rs. 6918.00</b>	<b>180 days.</b>
14.	Cleaning and removing water hyacinth & floating materials debris & jungle cutting for 6 month at Western side of Satyapirtala IYSH project to Taldanga Priyanagar Gaur under Hooghly-Chinchura Municipality Hooghly (2 <sup>nd</sup> Call)	<b>Rs. 290072.00</b>	<b>Rs. 5801.00</b>	<b>180 days.</b>
15.	Cleaning and removing water hyacinth & floating materials debris & jungle cutting for 6 month of Khusigoli Khal from Sri Chaitanya Techno school to River Hooghly under Hooghly Chinsurah Municipal area. (2 <sup>nd</sup> Call)	<b>Rs. 174149.00</b>	<b>Rs. 3483.00</b>	<b>180 days.</b>
16.	Cleaning and removing water hyacinth & floating materials debris & jungle cutting for 6 month from Pankhatuli Park to Chandni Ghat under Hooghly Chinsurah Municipal area. (2 <sup>nd</sup> Call)	<b>Rs. 139319.00</b>	<b>Rs. 2786.00</b>	<b>180 days.</b>
17.	Cleaning and removing water hyacinth & floating materials debris & jungle cutting for 6 month from Kailash nagar Sanhati Club to Rash Bhara Khal under Hooghly Chinsurah Municipal area. (2 <sup>nd</sup> Call)	<b>Rs. 133862.00</b>	<b>Rs. 2677.00</b>	<b>180 days.</b>

- 1) **Earnest Money deposit (EMD)** is to be remitted by the Tenderer in favour of **KMDA**. Payable at **KOLKATA**, as mentioned in the **column 4** above through Net- Banking/ RTGS/NEFT in respect of the Tender ID, as per requirement of e-Procurement System of Government of West Bengal (<https://wbtenders.gov.in/>).

In addition, instruction by the Finance Department **MEMORANDUM**, vide no. - **3975-F(Y)**; Dated, **28th July, 2016** to be followed for ready reference and guidance.

- 2) Intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
- 3) Bidders should quote the rate including all Gov. statutory Tax's and GST as applicable. The Tax invoice(s) need to be issued by the supplier for raising claim under the contract showing separately, the tax charged in accordance with the provisions of GST Act, 2017.
- 4) Submission of Tender: - a) Pre-qualification/Technical Bid and Financial Bid both will have to be submitted online concurrently duly digitally signed in the website <https://wbtenders.gov.in> as per time schedule stated herein under. Time will be reckoned as per Server Clock. b) The Financial Bid of the prospective tenderers will be opened only if the tenderer qualifies in the Technical Bid. The decision of the Tender Inviting Authority will be final and binding to all concerned and no challenge against such decision will be entertained.

- 5) The intending Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information's that may be necessary for preparing the Bid and entering into a contract for the services 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.
- 6) The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The Tender accepting authority of **SD Sector, KMDA** reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.
- 7) Conditional / Incomplete Tender will not be accepted under any circumstances.
- 8) During scrutiny, if it comes to the notice of the Tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the Tender and that application will be rejected without any prejudice.
- 9) **The Executive Engineer (Civil), Planning Division, SD Sector, KMDA** reserves the right to cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained.
- 10) Successful bidder will have to install display board as instructed by Engineer-In-Charge and have to maintain that board at his own cost. No payment shall be made in this regard from KMDA
- 11) 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.
- 12) During execution of the all work safety measure and precaution are taken by the agency.
- 13) **Time Schedule for Downloading, Uploading and Opening of Tender Documents: -**

<b>12. Time Schedule for Downloading, Uploading and Opening of Tender Documents: -</b>		
<b>a)</b>	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	<b>Date: 26/06/2026, Time: 14.00 hrs</b>
<b>b)</b>	Documents download start date (Online)	<b>Date: 26/06/2026, Time: 14.00 hrs</b>
<b>c)</b>	Documents download end date (Online)	<b>Date: 04/07/2026, Time: 14.00 hrs</b>
<b>d)</b>	Seek Clarification Start Date & Time	<b>N.A.</b>
<b>e)</b>	Seek Clarification End Date & Time	<b>N.A.</b>
<b>f)</b>	Pre-bid Meeting Date & Time	<b>N.A.</b>
<b>g)</b>	Issue of Response (As per written queries submitted by the bidders within scheduled period)	<b>N.A.</b>
<b>h)</b>	Starting date & time for sub- mission of tender through online	<b>Date: 26/06/2026, Time: 14.30 hrs</b>
<b>i)</b>	Last date & time limit for sub- mission of tender through online	<b>Date: 04/07/2026, Time: 14.00 hrs</b>
<b>j)</b>	Scheduled date & time for opening the Part-I tender document (Technical Bid) (Bid will be opened by the Authorized Officer)	<b>Date: 06/07/2026, Time: 14.00 hrs</b>
	Date of uploading the List of technically qualified bidders (Online)	<b>To be notified later in <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a></b>
<b>## No financial information should be uploaded to the folder marked for technical bid.</b>		

Tenders will be opened by **The Executive Engineer (Civil), Planning Division, SD Sector, KMDA** or his authorized representative in presence of tenderer or their authorized representatives who may like to be present.

14) Eligibility criteria for the bidders: -

a) The bidders should have the credentials as detailed below:-

- i) Intending tenderers should produce credentials of **1 (one) Similar Nature of Completed Work** of the minimum value of **30%** of the estimated amount put to tender during last 5(five) years prior to the date of issue of the tender notice; or
- ii) Intending tenderers should produce credentials of **2(Two) Similar Nature of completed work** each of the minimum value of **25%** of the estimated amount put to tender during last 5(five) years prior to the date of issue of the tender notice; or
- iii) Intending tenderers should produce credentials of **1 (One) Single Running Work Of Similar Nature** which has been completed to the extent of **75%** or more and value of which is not less than the desired value at (a) above;

❖ Other terms and condition of the credentials :-

- i) Payment certificate will not be treated as credential.
- ii) Completion Certificate issued by the Executive Engineer or equivalent competent authority of a State/Central Govt., State/Central Govt. undertaking, Statutory/Autonomous bodies constituted under the Central/State Statute on the executed value of completed/running works will be considered as Credential.
- iii) No credential will be considered as valid unless it is supported by work order, price schedule or BOQ of work and completion certificate mentioning the date of completion issued by the competent authority not below the rank of Executive Engineer or equivalent or competent authority of a State / Central Government, State / Central Government undertakings, Statutory / Autonomous bodies constituted under the Central / State Statute. The completion certificate should indicate the value of the work (equal to booked expenditure). **N.B.**  
Estimated amount, Date of completion of project & detail communicational address of Client must be indicated in the Credential Certificate.

b) Scanned copy of **PAN card, P. Tax, Valid income tax (For Last 3 yrs), GST registration. Last 3 yrs audited balance sheet, Credentials, BOQ's of the respective credentials, Work Order, Payment certificate, Bank Solvency Certificate in Current Financial Year and other supporting documents, Registration Certificate and/or trade license** of the company must be submitted duly digitally signed at desired location in the website <https://wbtenders.gov.in>.

c) Scanned Copy of one original **affidavit before Notary will have to be submitted as per prescribed format, attached in the tender documents**, mentioning the correctness of the documents and a declaration of penalty debarment etc. faced by him under any Govt./Semi-Govt./Autonomous body/Institution through on line at desired location.

d) Agencies against which departmental proceedings or legal actions are pending or have been identified by KMDA as having violated the terms of existing contract(s) shall be debarred from participating in this bid.

15) **Earnest Money:** - The tenderer shall have to upload scanned copy of requisite documents in support of submission of EMD (as mentioned in the column-4 of the above table) through online, along with the tender document in prescribed manner failing which the tender shall be rejected. The balance earnest money if any to fulfill **2(two) percent** of the tender value is to be deposited at the time of execution of formal agreement.

- 16) **Security Deposit:** - **Security Deposit (as per prevailed norms)** will be deducted from gross bill value of each and every running bill and from final bill without any upper ceiling limit. Deposited EMD will be adjusted as part of Security Deposit. Refund of security Deposit will only be made after completion of works as well as **Defect Liability Period** without any kind of defect/damage of the property.
- 17) **List of common documents shall have to be uploaded by each tenderer at the time of submission of Tender through online:** -
- i) All annexures as annexed.
  - ii) Certificate of Incorporation/Registration of firm or company (Memorandum and Articles of Association, if any).
  - iii) Deed of Partnership (constituted/reconstituted/amended, if any) (only for Partnership Firms).
  - iv) Income Tax Return (for the last 3 financial years).
  - v) Audited Balance Sheet (for the last 3 financial years).
  - vi) Pan Card.
  - vii) Professional Tax clearance certificate.
  - viii) GST registration.
  - ix) Latest valid Trade License.
  - x) Technical Credential.
  - xi) Work Order for the work in technical credential.
  - xii) BOQ of work or price-breakup schedule of similar nature of work.
  - xiii) Payment certificate of the said work.
  - xiv) Completion Certificate for the work completed/running.
  - xv) Affidavit before the Notary mentioning the correctness of the documents and declaration of penalty or debarment etc. before the issuance of this NIT.
  - xvi) Registration certificates and relevant papers of Employees Provident Fund & ESI.
- 18) **Mismatch in Name:** - All documents uploaded by the Bidder, in support of his eligibility/credential for Pre-qualification to participate in this Tender should be same and identical & with Digital signature certificate (DSC). Minor mismatch like "M/S", "Kr/Kumar", "Co-Op/Co-Operative" etc. has to be legalized /authenticated by the Bidder by uploading of proper Affidavit (duly Notarized) in this regard.
- 19) Joint Ventures/Consortiums are not allowed to participate in the bid.
- 20) Neither prospective bidders nor any of the constituent partners had been debarred to participate in tender by the **KMDA during the last 5 (five) years** prior to the date of this NIT. Such debar will be considered as disqualification towards eligibility. (A declaration in this respect must be furnished by the prospective bidders as per prescribed format without which the Technical Bid shall be treated non-responsive).
- 21) For (a) Procurement of goods and services and (b) Works-related contract involving supply of goods and services by contractor. Tax Invoice (S) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provision of **GST Act 2017**.
- 22) There shall be no provision of Arbitration.
- 23) No Adjustment of Price OR Price Escalation of any kind will be allowed.
- 24) No mobilization advance and secured advance will be allowed.
- 25) **Addenda/Corrigenda:** - During the tenure of the tender if any addenda/corrigenda take place that will be circulated only through the Government e-Procurement system. Contractors are to keep track of all the Addendum / Corrigendum issued with a particular tender and upload the same digitally signed along with the NIT. Tenders submitted without the Addendum / Corrigendum will be informal and liable to be rejected.
- 26) All possible precautions should be taken for the safety of the people and work force deployed at worksite as per safety rule in force Contractor will remain responsible for his labour in respect of his liabilities under the Workmen's Compensation Act etc. He must deal with such cases as promptly as possible. Proper road signs as per P.W.D. practice will have to be made by the contractor at his own costs.

- 27) The work to be executed with necessary arrangements for safety, machineries, temporary Barricading, labour hutments, electricity and other misc. at contractors own cost. The contractor have to executed the work at site following all the guidelines of work for the ongoing Covid 19 pandemic situation viz. face mask for every labours, social distancing, application of sanitizer at regular interval etc.
- 28) **Bid Validity:** - Bids shall remain valid for a period of **120 days (One Hundred Twenty)** from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
- 29) During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice with forfeiture of earnest money forthwith. List of **“Technically Qualified Bidders”** will be published in the web portal only. Financial Bid will be opened within a short period after such publication. Therefore, Bidders are requested to view the tender status on a regular basis. In case if there be any objection regarding Pre-qualification/ list of **“Technically Qualified Bidders”**, that objection should be lodged to the Chairman, Tender/Bid Evaluation Committee within **24 hours** from the date and time of publication of list of qualified Agencies and beyond that time schedule no objection will be entertained by the **Tender/Bid Evaluation Committee**.
- 30) Before issuance of the LOI, the tender inviting authority may verify the credential & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufacture or false in that case, LOI will not be issued in favour of the tenderer under any circumstances.
- 31) **Language of Tender:** - The tender shall be submitted in the prescribed form in English. All literatures and correspondence in connection with the tenders shall be in English.
- 32) **Others:** - The Tender Notice along with other documents like Tender **Form No. -1 KMDA, Technical Specification, Special Terms and Conditions, BOQ, Addendum and corrigendum etc.** whatever documents uploaded by the department concerned thereto shall be part and parcel of the Tender.
- 33) **Declaration:** - Tenderer must upload and submit duly digitally signed a declaration as per prescribed format for confirmation of his awareness of the contract.
- 34) **Additional Performance Security:** -
- a) To ensure the quality and proper execution of the work in public interest, the **Additional Performance Security @10%** of the tender amount shall be obtained from the successful bidder if the **accepted bid value is 80% or less** of the Estimate put to tender.
- b) The Additional Performance Security shall be submitted in the form of Bank Guarantee from any scheduled bank before issuance of work order. **“The issuing applicants must mention receiver’s details as ICICI bank, IFSC:ICIC0006950, Branch Salt Lake, Sec-I, in BG Text at which SFMS IFIN 760 message to be sent by the issuing bank to establish the authenticity of the given BG”** If the bidder fails to submit the Additional Performance Security within seven working days from the date of issuance of LOI, his Earnest Money Deposit will be forfeited and other necessary action as per NIT like blacklisting of the contractor, etc. may be taken. The Bank Guarantee shall have to be valid up to end of the contract period and shall be renewed accordingly, if required.
- 35) The Bank Guarantee shall be returned immediately on successful completion of the contract. If the bidder fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during pendency of the contract period after serving proper notice to the contractor. Necessary provisions regarding deduction of security deposit from the progressive bills of the contractor as per relevant clauses of the contract shall in no way be altered / affected by provision of this Additional Performance Security.
- 36) **Defect Liability Period**  
Defect Liability Period of the work is 3 (Three) Months. Release of normal security deposit shall be made after 3 (Three) Months from the date of successful completion of the work. This supersedes the clause 17 of tender form No -1.

**The tender inviting authority reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.**

For detail information please visits <https://wbtenders.gov> in & [www.kmda.wb.gov.in](http://www.kmda.wb.gov.in)

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**Executive Engineer, Planning Division,  
SD Sector, KMDA.**

**Memo No: 53 /KMDA/ SD/EE (Plng Divn.)/ W-255**

**Dated: 19.06.2026**

**Copy forwarded to the Deputy Secretary, P.R. Department, KMDA- enclosed please (One) Detailed copies & 3 (three) Abridge copies of this NIT. He is requested to kindly circulate the NIT as per prevailing norms of KMDA.**

**Executive Engineer, Planning Division,  
SD Sector, KMDA.**

**Memo No: 53 /1(5)/KMDA/ SD/EE (Plng Divn.)/ W-255**

**Dated: 19.06.2026**

**Copy forwarded for kind information to:**

1. The Chief Engineer-in-Charge, SD Sector, KMDA.
2. The Director of Finance, KMDA.
3. The Superintending Engineer (South Circle), SD Sector, KMDA.
4. The Accounts Officer, SD Sector, KMDA.
5. Notice Board, Planning Division, SD, KMDA.

**Executive Engineer, Planning Division,  
SD Sector, KMDA.**

## **INSTRUCTION TO BIDDERS**

Instruction / Guidelines for tenders for electronic submission of tenders online have been annexed for assisting the contractors to participate in e- tendering.

1. **Registration of Contractor:** - Any contractor willing to take part in the process of e – Tendering will have to be enrolled & registered with the Government e – Procurement system through logging on to <https://wbtenders.gov.in>. The contractor is to click on the link for e – Tendering site as given on the web portal.
2. **Digital Signature Certificate (DSC):-** Each contractor is required to obtain a class - II or class – III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the national Information’s Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause -1 of Guideline to Bidder. DSC is given as a USB e – Token.
3. **Collection of Tender documents:** - The contractor can search & download NIT & Tender documents electronically from computer once he logs on to the website mentioned Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender documents.
4. **Submission of Tenders:** -
  - a) **General process of submission:** - Tenders are to be submitted through online to the website stated in Cl.1 in two folders at a time for each work, one is Technical bid and other is Financial Bid before the prescribed date and time using the Digital Signature Certificates.
  - b) **Technical Bid:** - Technical Bid contain scanned copies of the followings further in two covers (folder).

### **A-1. Statutory Cover Containing.**

- i) Demand Draft/Pay Order towards earnest money (EMD) as prescribed in the NIT.
- ii) NIT (download & upload the same digitally signed).
- iii) Declaration as per prescribed format.

**N.B: Bidder must download KMDA Tender Form No-1, General Terms and Condition, Special Terms & Conditions, Technical Specifications, all other addendum, Corrigendum etc. whatever documents uploaded by the department in the web under the NIT and must go through carefully before quoting his rate. These documents are necessarily be uploaded by the bidder.**

### **A-2. Non-Statutory/Technical documents Cover containing.**

- i) All annexures as annexed.
- ii) Certificate of Incorporation/Registration of firm or company (Memorandum and Articles of Association, if any).
- iii) Deed of Partnership (constituted/reconstituted/amended, if any) (only for Partnership Firms).
- iv) Income Tax Return (for the last 3 financial years).
- v) Audited Balance Sheet (for the last 3 financial years).
- vi) Pan Card.
- vii) Professional Tax clearance certificate.
- viii) GST registration.
- ix) Latest valid Trade License.
- x) Technical Credential.
- xi) Work Order for the work in technical credential.
- xii) BOQ of work or price-breakup schedule of similar nature of work.
- xiii) Payment certificate of the said work.
- xiv) Completion Certificate for the work completed/running.
- xv) considered in Current Financial Year in conformity with the total project cost for this NIT.
- xvi) Affidavit before Notary mentioning the correctness of the documents and declaration of penalty or debarment etc., before the issuance of this NIT.
- xvii) Registration certificates and relevant papers of Employees Provident Fund & ESI.

**Note: Failure of submission of any of the above mentioned documents (as stated in A-1 & A-2 ) will render the tender liable to summarily rejected for both statutory & non statutory cover.**

**5. THE ABOVE STATED NON-STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER.**

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non-Statutory Documents" to send the selected documents to non-Statutory folder. Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

**c) Financial Bid: -**

- I) The financial bid should contain the following documents in one cover (folder) i.e., Bill of Quantities (BOQ). The contractor is to quote the rate through on line in the space marked for quoting rate in the BOQ.
- II) Only downloaded copies of the above documents are to be uploaded, virus scanned & digitally signed by the contractor.

**6. Opening & Evaluation of Tender: -**

**a) Opening of Technical Bid:**

- i) Technical bid will be opened by **The Executive Engineer (Civil), Planning Division, SD Sector, KMDA** Intending tenderer may remain present if they so desire. Statutory Cover (folder) would be opened first & if found in order and correct Non Statutory Cover (folder) will be opened. If there is any deficiency in the Statutory & Non statutory documents the tender will summarily be rejected.
- ii) Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded & handed over to the evaluation committee.
- iii) List of technically qualified tenderers would be uploaded.

Sl. No.	Category Name	Sub-Category Description	Details
A.	Certificates	Certificates	i) Pan Card. ii) Professional Tax clearance certificate. iii) Vat clearance certificate. iv) Acknowledgement of IT return (For last 3 hrs.) v) GST registration.
B.	Company Details	Company Details-1	i) Trade License ii) Partnership Deed, iii) Society Registration, Power of Attorney, iv) MoA/MoU etc. as applicable.
C.	Financial Info	Financial Info-1	i) Audited Balance Sheet (For last 3 yrs.).
D.	Credential	Credential-1	i) Credential, Work Order, Payment certificate, Bank Solvency Certificate. Engineers Certificate Etc.

**NB: While evaluation, the committee may summon of the tenderers & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will liable for rejection.**

**b) Opening and evaluation of Financial Bid:**

- i) Financial bid of tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal on the prescribed date and time.

**7. Penalty for suppression / distortion of facts:**

Submission of false document by tenderer is strictly prohibited.

**Executive Engineer, Planning Division,  
SD Sector, KMDA.**

**Annexure 1:**

**Covering Letter**

<To be printed on the Letterhead of the Applicant including full postal address, telephone, faxes and e-mail address>

Memo. No.

Date:

To  
The Executive Engineer (Civil),  
Planning Division, SD Sector  
Kolkata Metropolitan Development Authority,  
Unnayan Bhavan,  
Salt Lake City, Kolkata – 700 091

Subject: Submission of Tender for **“NAME OF THE WORK”**.

Dear Sir,

1. We are submitting this tender for the work mentioned above and our Proposal is valid for a period of 120 days from 'bid submission closing date (online)' as mentioned in the Notice Inviting Quotation above.
2. We understand that KMDA is not bound to accept any or all quotations it may receive.
3. We declare that we have disclosed all material information, facts and circumstances, which would be relevant to and have a bearing on the evaluation of our Quotation and qualification.
4. We do, also, certify that all the statements made and/or any information provided in our bid, are true and correct and complete in all aspects.
5. We declare that in the event that KMDA discovers anything contrary to our above declarations, it is empowered to disqualify us and our Quotation from further participation in the bid evaluation process and to cancel the contract at any time during the contract.
6. We declare that if KMDA discovers any misrepresentation of facts at any point of time KMDA will have the right to forfeit the Earnest Money Deposit (EMD), Contract Performance Guarantee and debar us from participating in any bid in the future.
7. If our Proposal is accepted, we will furnish the Performance Security Deposit as mentioned in this NIT before signing the Contract Agreement.

Dated this \_\_\_\_ date of \_\_\_\_\_ 2026,

(Signature)

**Name:**

**Designation:**

**Name of Firm:**

**Company Seal**

**Annexure 2:**

**AFFIDAVIT**

**(BEFORE NOTARY MENTIONING THE CORRECTNESS OF THE DOCUMENTS  
AND DECLARATION OF PENALTY, DEBARMENT ETC.)**

*(To be executed on Non-Judicial Stamp Paper of appropriate value)*

One Affidavit before Notary will have to be submitted mentioning the correctness of the documents and declaration of penalty, debarment etc. faced by the declarant under any Government/Semi-Government/Autonomous Body/Institution/Local Body in hard copy within stipulated date & time.

**Points/Declaration to be furnished in the AFFIDAVIT:**

- (i) I (Name), Son of (Father's Name), residing at (Residential Address) having office at (Business Address) do hereby solemnly affirm and declare as follows:
- (ii) Partnership Details:
- (iii) Reference NIT No., Sl. No.
- (iv) All Documents submitted by me are genuine, authentic, true and valid.
- (v) All information furnished are true to the best of my knowledge & behalf. Department has got full right to cancel the same with penal measure, if any, in case any of the statements is proved to be false.
- (vi) Neither any penalty nor debarment was made against me nor against the firm in any way at any Government/Semi-Government/Autonomous Body/Institution.
- (vii) That I am a citizen of India.

All above statements are true to the best of my Knowledge and belief.

\_\_\_\_\_  
(Dated & Signature of the Tenderer)

**Annexure 3:**  
**CERTIFICATE**

*(To be submitted on Company Letterhead)*

I/We have inspected the sites of works and have made me/us fully acquainted with the local conditions in and round the sites of works. I/We shall be bound by conditions laid down in the Notice Inviting Tender, Special Conditions, Specification and also KMDA Form No. – 1. I/We have gone through the Schedule of Rates of Public Works Department, Government of West Bengal on Building Works for the year 2017, Sanitary, & Plumbing Works for the year 2017, Road & Bridge Works for the year 2018, unified Schedule of Rates of Irrigation & Waterways Department for the year 2018, Schedule of Rates for Sewerage and Drainage Works and Water Supply Works, 2018-2019, of Urban Development and Municipal Affairs Department and General Specifications, now in force in the Public Works Department, Government of West Bengal and the code of practice by ISI and shall follow them as required unreservedly. I/We shall also uniformly maintain such progress with the work, as any be directed by the Engineer-in-Charge of the work to ensure completion of the same within the target date.

\_\_\_\_\_  
(Dated & Signature of the Tenderer)

**Annexure 4:**

**DECLARATION BY THE TENDERER**

*(To be submitted on Company Letterhead)*

- I. I / We have inspected the site of works and have made me / we fully acquainted with local conditions on and around the site of works. I / We shall be bound by the conditions laid down in the Notice Inviting Tenders, Special Terms & Conditions, Special Specifications, General Specifications, Specific Priced Schedule and also printed Tender Form No. – I (as amended). I/We have gone through the latest amended “P. W. D. (Roads) Schedule”, “P. W. D. (Bldg.) Schedule of Rates”, B. I. S. codes of practices, relevant MoRTH specification and IRC codes of practices of the Special Terms and Conditions. My / Our tenders is offered taking due consideration of all the stipulations of contract documents. I / We shall also uniformly maintain such progress with the works as may be directed by the Engineer – in – Charge of the work to ensure completion of same within the target date.
  
- II. My/Our Permanent Income Tax Account No. is .....
  
- III. My/Our Goods and Services Tax Registration No. is .....
  
- IV. a) I/We declare that I have no relative working under Planning Division, SD Sector of KMDA.  
  
b) I/We declare that the under noted personnel of South Circle, SD Sector of KMDA is related to me/us.

Name	Relationship	Designation with office Address
Sri .....	.....	.....

Postal Address with Telephone No.  
& Mobile No. of the tenderer

\_\_\_\_\_  
(Dated & Signature of the Tenderer)

**FORMAT OF THE BANK GUARANTEE FOR ADDITIONAL PERFORMANCE SECURITY DEPOSIT**

*(To be executed on Non-Judicial Stamp Paper of appropriate value)*

To  
The Executive Engineer (Civil)  
Planning Division, SD Sector  
Kolkata Metropolitan Development Authority

WHEREAS..... [name and address of Contractor] (hereafter called “the Contractor”) has undertaken, in pursuance of e-NIT No:...../KMDA/SD/EE (Plng Divn.) of 2026-27\_dated ..... and Tender No.: ...../ KMDA/SD/EE (Plng Divn.) of 2026-27\_ [Tender No.],to execute the work of “**NAME OF THE WORK**” (hereinafter called “the Contract”).

AND WHERAS it has been stipulated by you in the Said contract that the Contractor shall furnish you with a Bank Guarantee from a scheduled bank for the sum specified therein as ‘ADDITIONAL PERFORMANCE SECURITY DEPOSIT’ for compliance with his obligation in accordance with the Contract.

AND WHEREAS we ..... [Indicate the name of the Bank & Branch] have agreed to give the Contractor such a Bank Guarantee.

Now THEREFORE we..... [indicate the name of the Bank & Branch) hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, up to a total sum of ₹..... [amount of Guarantee]..... (amount in words). We undertake to pay you, upon your first written demand and without cavil or argument, a sum within the limit of ₹ ..... [amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We ..... (indicate the name of the Bank &Branch) hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We ..... (indicate the name of the Bank & Branch) further agree to pay to you any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suite or proceeding pending before any court or Tribunal relating thereto, our liability under this Present Absolute and unequivocal.

The payment/so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.

We ..... (indicate the name of the Bank & Branch) further agree that no change or addition to or other modification of the terms of the Contract or of the works to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of the such change addition or modification.

We ..... (Indicate the name of the Bank & Branch) lastly undertake not to revoke this guarantee except with the previous consent of you in writing.

This Guarantee shall be valid upto ..... [Date of completion] it come into force with immediate effect and shall remain in force and valid for a period upto the time of completion of the work under the stated contract plus claim period of six months for the Bank Guarantee. Notwithstanding, anything mentioned above, our liability against this guarantee is restricted to Rs. .... (Rupees in words) and unless a claim in writing is lodged with us within the validity period, i.e., up to..... of this guarantee all our liabilities under this guarantee shall cease to exist.

Signed and sealed this ..... day of ..... 2026 at .....

**SIGNED, SEALED AND DELIVERED**

For and on behalf of the BANK by:

(Signature)

(Name)

(Designation)

(Code Number)

(Address)

**NOTES:**

- I. The Bank guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee.
- II. The address, telephone number and other details of the Head office of the bank as well of issuing Branch Should are mentioned on the Covering letter of issuing Branch.