

KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY
OFFICE OF THE EXECUTIVE ENGINEER,
DIVISION- IV, HOUSING (RE) SECTOR, K.M.D.A.
UNNAYAN BHAWAN, 2ND FLOOR L-BLOCK, KOLKATA-700091

Memo No.14/EE/RED-IV/HS/KMDA/W387/18Dated: 09.09.2025

ABRIDGE NOTICE INVITING E-QUOTATION

Notice Inviting e-Quotation No:-01/ NIQ/EE/DIVN-IV/HOUSING/KMDA of 2025-26 Dt. 09.09.2025

1. **THE Executive Engineer, R.E Division-IV, Housing Sector, KMDA** for and on behalf of Kolkata Metropolitan Development Authority (**KMDA**) invites **ON LINE e-QUOTATION** in KMDA Form No. 1 from bonafide, reliable and resourceful agency having experience of similar nature of work and successfully & satisfactorily completed the same within last **05(Five) years from the date of publication of this NIQ** in any Government/Semi Government /Undertaking/ Autonomous bodies(constituted under the State/Central statute)/Statutory Bodies and Local Bodies is eligible for the under mentioned works.

Sl. no. (i)	Description of work (ii)	Quoted Service Charges considering cost of uniform, shoe, cap (as per requirement), washing charges and supervision cost but excluding GST (in percentage) (ii)	Earnest Money Deposit (EMD) (iv)	Time of completion in Days.
a.	Deployment of private security Guard/Supervisor for safe guarding of (G+5) storied Logistic Hub for one year (365 days) round the clock in three (03) shifts at Gardenreach.	Bidder(s) should concentrate only about on service charge. Quoted Service Charges (in percentage) only on Daily Rate of Wages	Amount of Rs.57,000/- (Fifty seven thousand) only to be paid through online only as per the system.	365 (Three hundred sixty five) days.

b. Corrigendum/Addendum if any would be published on the website only.

c. The prospective bidders are advised to refer to the bidding documents for complete details.

Cost of Quotation Document:- NIL.

- **Date of uploading of N.I.T. & other Documents (online)(Publishing Date):.22.09.2025.**
- **Last date & time for submission of Quotation:-08.10.2025 -at 15:00 Hrs.**
- **Time and Date of Opening of Technical Bid: -10.10.2025 at 15:30Hrs.**

- 1) **EMD (Earnest Money Deposit) as mentioned above shall be deposited through online only as per requirement of the system.**

For detail information please visit <https://wbtenders.gov.in> & <https://kmda.wb.gov.in>

Executive Engineer, DIV-IV, Housing (RE) Sector, KMDA (Kamal Rajak, Mobile- 6297778061)

Executive Engineer
Div-IV/Housing (RE) Sector/ KMDA

ABRIDGED QUOTATION DOCUMENTS

Memo No.14/EE/RED-IV/HS/KMDA/W387/18

Dated: 09.09.2025

e-NIT No-	e-NIT No.- 01/ NIQ/EE/DIVN-IV/HOUSING/KMDA of 2025-26 Dt. 09.09.2025
Chief/Superintending/ Executive Engineer	Executive Engineer, DIV-IV, Housing (RE) Sector, KMDA(Kamal Rajak, Mobile- 6297778061)
Sector/Circle/Division and office address	OFFICE OF THE EXECUTIVE ENGINEER DIVISION- IV, HOUSING (RE) SECTOR, K.M.D.A. UNNAYAN BHAWAN, 2ND FLOOR L-BLOCK, KOLKATA-700091
Name of Work	Deployment of private security Guard/Supervisor for safe guarding of (G+5) storied Logistic Hub for one year (365 days) round the clock in three (03) shifts at Gardenreach.
Estimated Amount	Bidder(s) should concentrate only about on service charge.
Earnest Money (Rs.)	Amount of Rs.57,000/- (Fifty seven thousand) only to be paid through online only as per the system.
Time of Completion.	365 (Three hundred sixty five) days.
Cost of Quotation Document	NIL
Last date & time of Submission of Quotation	Date:-08.10.2025Time:15:00hrs

For detail information please visit <https://wbtenders.gov.in> & <https://kmda.wb.gov.in/>..

Executive Engineer
Div-IV/Housing (RE) Sector/ KMDA

Memo No.14(1/12) /EE/RED-IV/HS/KMDA/W387/18

Dated: 09.09.2025

Copy forwarded for information and necessary action to:-

- i) The C.E.O., KMDA.
- ii) The Secretary, KMDA.
- iii) The Chief Engineer In-Charge, RE Wing, Housing Sector, KMDA
- iv) The Deputy Secretary, Public Relation Cell, KMDA along with 4(four) copies of this NIT for timely Publication in leading News Papers as per tendering norms and for display this NIT in KMDA Web Site.
- v) The Chief Engineer, P&M Sector, KMDA.
- vi) The Chief Engineer, R&B/PM&C (Design-Vetting)/E&AM/WS/E&M Sector, KMDA.
- vii) The Chief Engineer-I, E&M Sector, KMDA
- viii) The Director of Finance, KMDA.
- ix) The Accounts Officer. , Housing Sector, KMDA.
- x) The Superintending Engineer, Circle-IV, Housing (RE), KMDA.
- xi) The Divisional Estimator, RE Div-IV, Housing Sector, KMDA.
- xii) The Notice Board, RE Div-IV, Housing Sector, KMDA.

Executive Engineer
Div-IV/Housing (RE) Sector/ KMDA



Memo No: 13/EE/RED-IV/HS/KMDA/W387/18

Dt.:- 09.09.2025

DETAILED e -QUOTATION NOTICE

Notice Inviting e-Quotation No: 01/NIQ/EE/DIVN-IV/HOUSING/KMDA of 2025-26 Dt. 09.09.2025

1. **THE Executive Engineer, R.E Division-IV, Housing Sector, KMDA** for and on behalf of Kolkata Metropolitan Development Authority (KMDA) invites **ON LINE e-QUOTATION** in KMDA Form No. 1 from bonafide, reliable and resourceful agency having experience of similar nature of work and successfully & satisfactorily completed the same within last **05(Five) years** from **the date of publication of this NIQ** in any Government/Semi Government /Undertaking/ Autonomous bodies(constituted under the State/Central statute)/Statutory Bodies and Local Bodies is eligible for the under mentioned works.

Sl. no. (i)	Description of work (ii)	Quoted Service Charges considering cost of uniform, shoe, cap (as per requirement), washing charges and supervision cost but excluding GST (in percentage) (ii)	Earnest Money Deposit (EMD) (iv)	Time of completion in Days.
a.	Deployment of private security Guard/Supervisor for safe guarding of (G+5) storied Logistic Hub for one year (365 days) round the clock in three (03) shifts at Gardenreach.	Bidder(s) should concentrate only about on service charge. Quoted Service Charges (in percentage) only on Daily Rate of Wages	Amount of Rs.57,000/- (Fifty seven thousand) only to be paid through online only as per the system.	365 (Three hundred sixty five) days.

NB: Since “Minimum rate of wages” is variable, as revised by the State Government from time to time,the Bidders should only have to furnish the Financial Bid format withthe percentage **Excess/Less/At Par** will be treated as the **Service Charges** (Which is valid throughout the contract period) only on the monthly minimum rate of wages as notified by the State Government from time to time. Considering cost of uniforms, shoes, caps (as per requirement), washing charges and supervision cost while quoting the Service Charges. GST should be paid separately. In case L1 bidder rate is negative or zero that means bidder will not claim any service charges from KMDA,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 the provision of this Additional Performance Security.However, the selected bidder shall have to pay remuneration to the security or housekeeping staff as specified in FD memo. No. 3687-F(Y) dated 02.05.2012.

2. Time Schedule for Downloading, Uploading and Opening of Quotation Documentsonline only:-

a)	Date of uploading of e-N.I.Q. & other Documents (online) (Publishing Date).	Date:-22.09.2025
b)	Documents download start date (Online).	Date:- 22.09.2025, Time: 17.30 hrs
c)	Documents download end date (Online).	Date:- 08.10.2025, Time: 15.00 hrs.
d)	Online Bid Submission Start Date & Time	Date:- 22.09.2025, Time: 17.30 hrs.
e)	Online Bid Submission Last Date & Time	Date:- 08.10.2025, Time: 15.00hrs
f)	Time and Date of Opening of Technical Bid (Bid will be opened by the Authorized Officer)	Date:- 10.10.2025, Time: 15.30 hrs.
g)	Date for opening of Financial Proposal (Online)	To be notified later

3. Quotation will be opened by the **OFFICE OF THE Executive Engineer, R.E Division-IV, Housing Sector, KMDA** and authorized personnel in presence of quotationer or their authorized representatives who may like to be present.
4. Intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
5. **EMD (Earnest Money Deposit) as mentioned above shall be deposited through online only as per requirement of the system.**
6. 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/quotationer 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.
7. **Eligibility criteria for the bidders:-**
 - a) The bidders should have the credentials of similar nature of work i.e. having experience of deployment of security guards **minimum 02(Two) persons per day per shift for three shift in a single contract** during the last five years from the date of publication of this NIQ in any Government/Semi Government /Undertaking/ Autonomous bodies(constituted under the State/Central statute)/ Statutory Bodies and Local Bodies etc.
 - b) The bidders should have the credentials of similar nature of two nos. of work i.e. having experience of deployment of security guards **minimum 01(One) person per day per shift for three shift in a single contract** during the last five years from the date of publication of this NIQ in any Government/Semi Government /Undertaking/ Autonomous bodies(constituted under the State/Central statute)/ Statutory Bodies and Local Bodies etc.
 - c) Scanned copy of valid up to date Professional Tax, GST as per latest Govt. order and PAN card issued by Income Tax Department, Valid Income tax, Last 3yrs audited(if applicable) balance sheet, PF, ESI, Credentials, and other supporting documents, Registration Certificate and/or trade license of the company must be submitted duly signed with the application.
8. **Declaration on Notary:-**

Scanned Copy of one affidavit before Notary will have to be submitted with the application mentioning the

 - i. Correctness of the documents and a declaration of penalty debarment etc. faced by him under any Govt./Semi-Govt./Autonomous body/Institution.
 - ii. The bidder should also give a declaration regarding not being a defaulter of EPF and ESI for last three years in line with the requirement of the NIQ.
9. **Basis of Evaluation**

Since "Minimum rate of wages" is variable, as revised by the State Government from time to time, the Bidders should only have to furnish the Financial Bid format with the percentage **Excess/Less/At Par** will be treated as the **Service Charges** (Which is valid throughout the contract period) only on the monthly minimum rate of wages as notified by the State Government from time to time. Considering cost of uniforms, shoes, caps (as per requirement), washing charges and supervision cost while quoting the Service Charges. GST should be paid separately. For an example, if one bidder quoted his rate Excess(+) 2.54%, then his Service charges will be 2.54% on the monthly minimum rate of wages and if one bidder quoted his rate Less(-) 2.54%, then his Service charges will be **NIL** and if one bidder quoted his rate 0 % (i.e at par) his Service charges will also be **NIL**. So negative and zero service charges mean bidder will not claim any service charges from KMDA. **So in the above case, both the bidders (who have quoted negative or zero) will be treated as L1 bidders.** If these types of situation arise, both (who have quoted negative or zero) are considered as L1 Bidders and next course of action will be followed as per Government rules.
10. **Earnest Money:-**The Quotationer shall have to be submitted the requisite amount of EMD as mentioned above with tender document failing which the quotation shall be rejected. The EMD for successful bidder will be converted to part initial security deposit and it will be refunded only after successful completion of the contract. Security deposit shall be deducted as per latest Govt. rules as and when amended time to time.

11. Cost of Quotation paper will be available in free of cost in the tender portal wbtdnders.gov.in.
12. The tenderer/ quotationer **should not be defaulter of EPF and ESI for the last 3(Three) years**. If found Blacklisting/Penal action will be taken against him as decided by competent authority of KMDA.
13. **List of common documents shall have to be uploaded by each tenderer/quotationer firm at the time of submission of Quotation through online:-**
 - i. Valid license issued by Home dept., Govt. WB under the Private Security (Regulation) Act, 2007 has to be furnished
 - ii. Income Tax e-Return last 3year ending on 31.03.2025
 - iii. Last 3yrs. audited (if applicable) balance sheet ending on 31.03.2025.
 - iv. Pan Card.
 - v. Professional Tax Enrolment certificate with last latest valid challan..
 - vi. Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act. 2017.
 - vii. Credentials (LOI/Work Order, & Completion Certificate of the same work as per eligibility criteria mentioned in the this NIQ.
 - viii. Affidavit before Notary mentioning the correctness of the documents and a declaration of penalty debarment etc.as per prescribed format(Annex-I).
 - ix. E. P.F. and ESI registration Certificate with latest monthly (upto June' 2025) contribution receipt.
 - x. Declaration by Quotationer as per prescribed format (Annex-II) during submission of Tender.
14. **List of documents shall have to upload by a Partnership Firm in addition to Sl. No. 13.**
 - i) The power of Attorney for the firm for signing the tender by a partner and Partnership Deed.
15. **Language of Quotation:-**The tender shall be submitted in the prescribed form in English. All literatures and correspondence in connection with the tenders shall be in English.
16. **Others:-**The Quotation Notice along with other documents like Tender Form No. -1 KMDA, Special Terms and Conditions, BOQ, Addendum and corrigendum etc. whatever documents uploaded by the department concerned thereto shall be part and parcel of the Quotation.The agency must go through carefully the all Terms and Conditions uploaded by the department before quoting his rate
17. **Influence:** Any attempt to exercise undue influence in the matter of acceptance of quotation is strictly prohibited and any quotationer who resorts to this will render his quotation liable to rejection. There shall be no provision of arbitration.
18. **Declaration:-**Quotioner must submit duly signed a declaration as per prescribed format for confirmation of his awareness of the contract.
19. **Submission of bill towards payment:**
 - a) Agency will pay minimum wages as applicable time to time as per govt. order, along with ESI, EPF & Bonus to the engaged security personal for 8(eight) hours shift.
 - b) Supporting documents in respect of sl.(a) above including service charge & GST (as applicable) and attendance sheet is to be submitted to KMDA for payment.
20. The Quotationer own responsibility to obtain all information that may be necessary for quoting the amount.
21. During evaluation of quotation & before issuance of the work order, the quotation inviting authority may verify the credential & other documents with the original of the participated quotationer, if necessary. After verification, if it is found that such documents submitted by the quotationer is either manufacture or false, in that case, L.O.A. / work order will not be issued and Black listing/ penal action including forfeiture of EMD will be taken against him as decided by KMDA.
22. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one.
23. Quotationer should comply with minimum wages as enforced time to time during tenure of contract by the Labour Department Govt. of WB.
24. Deduction of Tax shall be made as per provision of latest Govt. order with up to date amendments.

25. Security money shall be released after successful completion of the contract.
26. All liabilities towards compensation of damages of Government properties and theft of Government materials due to negligence of the personnel engaged must be borne by the Agency whose quotations will be accepted.
27. No extra cost towards any accident of the engaged personnel will be borne by the Department and any compensation towards accident of the engaged personnel will be borne by the Agency.
28. Evaluation of the Contract Value:

Sl. no.	Description (Monthly)	For Security Guard/Supervisor (Considering two digit after decimal)
A	Monthly Minimum Rate of Wages (Rs.)	Variable as per order of Govt. of W.B time to time.
B	EPF @ 13% on Sl. No. A	
C	ESI @ 3.25% on Sl. No. A	
D	Bonus@ 8.33% on Sl. No. A	
E	Service Charges including cost of uniform, shoe, cap (as per requirement), washing charges and supervision cost but excluding GST on Sl. No. A (Quoted by the bidder throughout the contract period)	If Service charges is negative or zero, then this cell value is NIL
F	Total from Sl. no. A to Sl. No. E	
G	Add GST 18% on Sl. No. F	
H	Contract value (Rs) (Sl. No. F + Sl. No. G)	

26. As the Monthly Minimum Rate of Wages is variable then Modified Work Order will be issued by the concerned EIC accordingly after getting revised monthly minimum rate of wages.
27. No claim for employment in Government Service will be accepted under any circumstances.
28. No replacement of the personnel will be allowed without any prior permission of the competent authority.
29. Payment of Wages to the personnel shall be made through Bank A/c transfer only. The respective A/c statement shall have to be produced to the authorized official of KMDA as and when necessary. The selected bidder will have to submit the monthly bill to the respective Division office positively. The selected bidder will have to pay the wages (wages means summation of minimum wages, EPF, ESI, Bonus, and Service Charges) to his respective security personnel within first seven days of every month in spite of delay payment from KMDA. Intending bidder should consider this criterion while quoting his service charges.
30. **Validity of contract will be 365 (Three hundred and sixty five) days and it may be extended if desired by the competent authority.**
31. The TIA reserve the right to modify any terms and conditions if necessary in the interest of the Government which must be accepted by the Agency otherwise the work order will be cancelled forthwith without showing any reasons. The undersigned also reserves the right to cancel the agreement by giving a notice of 1 (one) month before cancellation to the agency without assigning any reason.
32. Payment will depend on availability of fund and no claim whatsoever will be entertained for delay of issuance of work order as well as payment, if any. Intending bidders may consider this criterion while quoting their rates.
33. That the security personnel and supervisors will be in proper prescribed uniform & Identity card and no extra charges / payment will be made in this account.
34. The security guards should submit the copy of Govt. photo identity card and they have to abide by the discipline, rules and regulations as laid by KMDA.
35. The age of the security personnel and supervisors should not be more than 60 years in any case and should submit the age verification documents of each engaged personnel immediately after issuance of Work order.
36. Engagement of child labour shall not be allowed in any circumstances.
37. That the guard will have to be in proper uniform with shoes and no extra payment will be made on this account.
38. The security guards will have to abide by the discipline, rules and regulations as laid by KMDA.
39. To calculate the daily wages, the monthly wages is to be divided by 26.

40. While evaluation, the committee may summon of the Tenderers/ Quotationer & seek clarification/ information or additional documents or original in hard copy if any of the documents already submitted/seeking by TIA during Bid evaluation, if they are not produced within the stipulated time frame, their bid will liable for rejection.
41. Penalty for suppression / distortion of facts: If any document/statement/information submitted by any bidder in the tender is found to be false, the Tender Inviting Authority (TIA) will take legal action against the bidder including forfeiture of Earnest Money Deposit (EMD).”
42. Any person cannot perform his duty more than 26 days in one calendar month.
43. If the work site is not maintained satisfactorily as directed by the EIC the deduction of an amount upto 25% of bill value will be charged as penal measure.
44. The successful quotationer will have to execute 05 (Five) sets of formal agreement with KMDA at the cost of Rs300/- per set as per norms of KMDA (in Cash).
45. Rate shall be quoted through online in the desired location in the tender portal on or before the schedule date and time as mentioned above e-NIQ.
46. The tender inviting authority reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.
47. Bid shall remain valid a period not less than 180 days (One Hundred Eighty Days) from the last date of submission of Financial Bid/ Sealed Bid. If the Bidder withdraws the Bid during the period of Bid validity his Earnest Money Deposit will be forfeited
48. Penalty for suppression / distortion of facts: If any document/statement/information submitted by any bidder in the tender is found to be false, the Tender Inviting Authority (TIA) will take legal action against the bidder including forfeiture of Earnest Money Deposit (EMD).”
49. Debarment for the bidders for suppression Debarment for the bidders for suppression and distortion of materialistic facts will be guided by the orders 547-W(C)/1M-387/15 dt.16.11.2015, 724-W(C)/1M-953/19 dt.19.12.2019 and as per decision of the debarment committee of KMDA
50. For detail information please visit <https://wbtenders.gov.in> & <https://kmda.wb.gov.in/>.

EXECUTIVE ENGINEER
R.E. DIVISION-IV, HOUSING SECTOR,
KMDA

MEMO NO: 13/1(12)/EE/RED-IV/HS/KMDA/W387/18 Dates: - 09.09.2025

Copy forwarded for information and necessary action to:-

- i) The C.E.O., KMDA.
- ii) The Secretary, KMDA.
- iii) The Chief Engineer In-Charge, RE Wing, Housing Sector, KMDA
- iv) The Deputy Secretary, Public Relation Cell, KMDA along with 4(four) copies of this NIT for timely Publication in leading News Papers as per tendering norms and for display this NIT in KMDA Web Site.
- v) The Chief Engineer, P&M Sector, KMDA.
- vi) The Chief Engineer, R&B/PM&C (Design-Vetting)/E&AM/WS/E&M Sector, KMDA.
- vii) The Chief Engineer-I, E&M Sector, KMDA
- viii) The Director of Finance, KMDA.
- ix) The Accounts Officer. , Housing Sector, KMDA.
- x) The Superintending Engineer, Circle-IV, Housing (RE), KMDA.
- xi) The Divisional Estimator, RE Div-IV, Housing Sector, KMDA.
- xii) The Notice Board, RE Div-IV, Housing Sector, KMDA.

EXECUTIVE ENGINEER
R.E. DIVISION-IV, HOUSING SECTOR,
KMDA