



OFFICE OF THE SUPERINTENDING ENGINEER  
CRS CIRCLE, E&AM SECTOR, KMDA  
UNNAYAN BHAVAN 8<sup>TH</sup> FLOOR, BLOCK-A  
KOLKATA-700 091

**Kolkata  
Metropolitan  
Development  
Authority**

**ABRIDGE**

**Notice Inviting e-Quotation No: 02/KMDA/CIVIL/SE(CRS)/E&AM OF 2024-25 Date : 26.09.2024**  
**Quotation Reference No.: KMDA/CIVIL/E&AM/SE (CRS)/02 OF 2024-25**

**SUPERINTENDING ENGINEER, CRS CIRCLE, E&AM 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 5(five) years from the date of publication of this NIQ in any Government/Semi Government /Undertaking/ Autonomous bodies/Local bodies.

Sl. no. (1)	Description of work (2)	Unit (3)	Rate to be quoted (in Rs.) upto two decimal (4)	Earnest Money Deposit (EMD) (5)
1	Deployment of 12 nos. Private Security Personnel for safeguarding of Baruipur Township Project area round the clock in 3(three) shifts for a period of 26 Months upto 31.12.2026	Per head Per DAY	To be quoted in INR (Per head Per DAY)	<b>Rs. 1,10,000/-</b> amount to be paid Online (Net Banking /NEFT/RTGS)

**NB: Only Service Charge quoted by the agency (in Rs. only) shall be excluding of all statutory taxes (Taxes will be paid as per applicable Govt. rate from time to time). Service charge should not be negative or zero. If found negative or zero, the bid will be rejected.**

Intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. **Last Date & Time** for online request for participating in the tender is **Date: 22/10/2024, Time: 13:00 hrs.** Further details may be had from the detailed NIT at the office of the undersigned or from the KMDA website: [www.kmda.wb.gov.in](http://www.kmda.wb.gov.in). However, the detail tendering can be had from <https://wbtenders.gov.in>.

Superintending Engineer,  
CRS Circle, E&AM Sector, KMDA  
**Date: 26/09/2024**

**No. 39 /I(25)/ SE (CRS)/E&AM/KMDA/T-1/89(Pt-II)**  
**Copy forwarded for information & necessary action to:**

1. The CEO, KMDA
2. The Secretary, KMDA.
3. The Advisor, KMDA
- 4-9 The Chief Engineer, E&AM, R&B, W&S, Housing, SD & SWM, E-M, PM&C Sector, KMDA.
10. The Director of Finance, KMDA.
- 11-12. The Superintending Engineer, Construction Circle/Planning Circle, E&AM Sector, KMDA
13. The Deputy Secretary, Public Relation Cell, KMDA, along with 02 Copies of detailed NIQ and 04 copies of abridge NIQ for publication as per KMDA rule and for display this NIQ in KMDA & Govt. of West Bengal Web site.
14. The A.C.F.A, E&AM Sector, KMDA.
- 15.-23. The Executive Engineer-BPPD-I,II/CRS/ECPD.-I,II / CD-II/CSD/SFD/Div.-V, E&AM Sector, KMDA.
24. The Head Estimator, CRS Circle, E&AM Sector, KMDA
25. NOTICE BOARD.

Superintending Engineer,  
CRS Circle, E&AM Sector, KMDA



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**DETAILED e -QUOTATION NOTICE**

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Quotation Reference No.: -KMDA/CIVIL/E&AM/SE (CRS)/02 OF 2024-25**

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**SCOPE OF WORK:**

The Security and Other Manpower Agencies will be required to provide trained and experienced security guards and security supervisors in such manner as required by the KMDA from time to time for the under mentioned activities :

- i. Protection of Land, buildings, fittings and fixtures therein, plants and machineries, etc.
- ii. Safety of trees and safety of the morning walkers in the parks and squares.
- iii. Protection of drainage pumping stations, water treatment plants, etc.
- iv. Restriction of entry of unknown persons into the Head Office and such other KMDA Offices.
- v. Protection of KMDA Garages.
- vi. All other work as may be assigned by concerned officers.
- vii. Services at any other offices, installations, and the like, as also at Stalls, Pandals, Tents, Streets, Water Bodies, Unauthorized Buildings, etc for the KMDA.

1. Intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

2. **Earnest Money deposit (EMD)** is to be remitted by the Tenderer through e-filling as mentioned in the column 5 above through Net- Banking/ RTGS/NEFT in respect of the Tender ID in favour of **KMDA**.

**Additional Earnest Money**, if required, to be submitted in the form of Demand Draft in favour of KMDA from any nationalized bank, after issuance of L.O.I.

3. **Submission of Quotation** :- a) 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 Participant tenderers will be opened only if the tenderer qualifies in the Technical Bid evaluation.

4. **Time Schedule** for Downloading, Uploading and Opening of Quotation Documents:-

a)	Date of uploading of Documents (online)	Date: 04.10.2024 Time: 12.00 hrs.
b)	Documents download start date (Online)	Date: 04.10.2024 Time: 12.30 hrs.
c)	Documents download end date (Online)	Date: 22.10.2024 Time: 13.00 hrs.
d)	Last date of submission of Pre-bid queries (can be raised through e-mail) (email ID- <a href="mailto:secrskmda@gmail.com">secrskmda@gmail.com</a> )	Date: 14.10.2024 Time: 13.00 hrs.
e)	Pre-bid meeting Date & Time & Venue	Date: 14.10.2024 Time: 13.00 hrs
f)	Replies to queries of pre bid meeting to be uploaded	Date: 15.10.2024 Time: 13.00 hrs
g)	Online Bid Submission Start Date & Time	Date: 04.10.2024 Time: 12.30 hrs.
h)	Online Bid Submission End Date & Time	Date: 22.10.2024 Time: 13.00 hrs.
i)	Time and Date of Opening of Technical Bid ( Bid will be opened by the Authorized Officers)	Date: 24.10.2024 Time: 13.00 hrs.
j)	Date for opening of Financial Proposal (Online)	To be notified later on

Tenders will be opened by the Superintending Engineer, CRS Circle, E&AMSECTOR, KMDA or his authorized personnel in presence of tenderer or their authorized representatives who may like to be present.

#### 5. **BID EVALUATION PROCESS:**

##### **Technical Proposal:**

5.1 The tenderer must have at least a minimum of (a) 5 nos Security Manpower as applicable in a singular contract deployed in a Government / Statutory organization, during the last 5 (five) years, prior to the date of issue of tender notice OR (b) 4 nos. security Manpower as applicable of two contracts during last 5 (five) years prior to date of this tender notice in a Government / Statutory organizations in a single contact in each organization,

5.2 **List of common documents shall have to be uploaded by each tenderer at the time of submission of Tender through online:-**

- i. Private Security Agencies Regulation Act(PASARA), Govt. of W.B
- ii. Last 3yrs Income Tax e-Return
- iii. Last 3yrs. audited P/L, balance sheet as per 6(e)
- iv. Pan Card.
- v. Professional Tax Enrolment certificate.
- vi. Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act. 2017.
- vii. Latest renewal Trade License.
- viii. Valid Labour License.
- ix. Technical Credential certificate of the work.
- x. Affidavit before Notary mentioning the (a) correctness of the documents and a declaration of penalty debarment etc. as per prescribed format.
- xi. E. P.F. and ESI registration Certificate along with employer latest monthly contribution receipt. i.e upto March 2024.
- xii. Registered deed of partnership firm/ Article of Association & Memorandum.
- xiii. Power of Attorney (for Partnership Firm/ Private Limited Company) , If any
- xiv. Bank Solvency Certificate with a minimum value of amounting to Rs. 5,48,000.00. The certificate must be issued within 6 (Six) months prior to the publication date of e-NIQ.

## Financial Proposal:

- a. The prospective tenderer is only to quote the agency service charge (in Rs.) per individual employee per day in the BOQ (Bill of Quantities). Service Charge quoted by the agency (in Rs. only) shall be excluding of all statutory taxes (Taxes will be paid as per applicable rate from time to time). The service charge should not be negative or zero. If found negative or zero, the bid will be rejected.
- b. The KMDA will select the agency/agencies with the lowest quoted rate (in Rs.) upto two decimal.
- c. In case of tie bid TIA will follow the Finance Department's Memorandum No. 2320- F(Y) dated, 7th June, 2022 of Principal Secretary to the Government of West Bengal.

The following procedure should be adopted when there is a tie among the L1 Bidders: Keeping the discovered L1 rate as ceiling, sealed bids may be invited from all the L1 bidders and out of those the lowest one may be selected.

If none of the L1 bidders is ready to offer further reduced rates:

A. For items divisible in nature –

- i. The work may be distributed equally among the consenting L1 bidders.
  - ii. If none of the L1 bidders is ready to accept reduced quantity, the bidder with higher credential based on the following parameters, may be selected among L1 bidders in the following manner:
    - a. In case of supply of goods, last three years average turnover of the bidder shall be considered.
    - b. In case of execution of work / supply of service, value of single work/ service of similar nature completed during last 3 years shall be considered.
    - c. In case of supply of man power, number of personnel supplied in a single contract during the last 3 years shall be considered.
6. That the security personnel and supervisors will be in proper prescribed uniform (i.e. full shirt, full pant, cap and shoe, rain coat, umbrella, torch and other accessories) & Identity card and no extra charges / payment will be made in this account. Agency should consider all these expenses while quoting their service charges.
  7. **Earnest Money:-**The tenderers shall have to mention the reference detail in support of remitted RTGS/NEFT of requisite EMD against the tender in prescribed location failing which the tender shall be rejected.
  8. **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.
  9. The Quotation 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.
  10. **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.
  11. **Declaration:-**Tenderer must upload and submit duly digitally signed a declaration as per prescribed format for confirmation of his awareness of the contract.
  12. Payment of Wages to the personnel shall be made through Bank A/C ECS transfer only. The respective A/c statement shall have to be produced to the authorized official of KMDA as and when necessary.
  13. Contract period upto 31.12.2026.
  14. **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. While raising monthly bills, the agency has to enclose previous months ESI and EPF contribution to the workers deployed by it.

15. The Selected Security Agency(s) will have to issue monthly Salary Slip duly signed with stamp to their respective Security employees every month positively.
16. The Selected Agency(s) will have to disburse monthly wages to the Security Personnel within 10<sup>th</sup> day of every calendar month. In the event of failure of timely disbursement of salary maximum 3 times in every year from contract, the agency will be debarred from participating in the next Security Tender under KMDA.
17. 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 TIA 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.
18. Payment from KMDA will depend on availability of fund and no claim whatsoever will be entertained for such delay payment. Intending bidders may consider this criterion while quoting their rates.
19. **To calculate the daily wages, the monthly wages (means Monthly minimum wages+EPF+ESI+Bonus) is to be divided by 26.**
20. The Quotationer own responsibility to obtain all information that may be necessary for quoting the amount.
21. Before issuance of the work order, the quotation inviting authority may verify the credential & other documents with the original of the lowest Quotationer, if necessary. After verification, if it is found that such documents submitted by the lowest Quotationer is either manufacture or false, in that case, L.O.A. / work order will not be issued and Black listing/ penal action 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. The KMDA does not have any liability to make compensation and/or financial assistance to the agency concerned for injury/death whatsoever of any personnel under their control.
24. The agency/agencies selected shall provide standard photo identity cards in at their own cost to the employee. The details of the employee/s with photograph and contact details are to be provided to the concerned EE.
25. No worker below the age of 18 (Eighteen) years and above the age of 60(Sixty) years shall be engaged in any above mentioned job.
26. There shall be no claim of any worker at any stage for engagement through agency in KMDA in regular manner or against a regular pay scale. An undertaking shall be obtained from each personnel by the agency in this regard before such engagement and a duly attested and rubber stamped photocopy is to be forwarded to the concerned EE before each such engagement.
27. There shall be no provision of arbitration.
28. KMDA has every right to deploy the security personnel anywhere under KMDA if desire.
29. Medical/Physical fitness for work of a security is to be ensured by the agency on a regular basis.
30. Quotationer should comply with minimum wages as enforced time to time during tenure of contract by the Labour Department Govt. of WB.
31. Deduction of Tax shall be made as per provision of latest Govt. order with up to date amendments.
32. Security money shall be released after successful completion of the contract.
33. The agency should submit the copy of Govt. issued photo identity cards (PAN and Aadhar) of each security guard to the concerned EE before engagement.
34. The security guards will have to abide by the discipline, rules and regulations as laid by KMDA.
35. **Suspension & debarment:** Will be applied as per clause no. 547-W(C)/1M-387/15 dated 16/11/2015 and no. 724/W(C)/1M-953/19 dated 19/12/2019.

36. **Addenda / Corrigendum:** If published. 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.

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).

Superintending Engineer,  
CRS Circle, E&AM Sector, KMDA

**No. 39/I(25)/ SE (CRS)/E&AM/KMDA/T-1/89(Pt-II)**  
**Copy forwarded for information & necessary action to:**

**Date: 26/09/2024**

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