



**OFFICE OF THE EXECUTIVE ENGINEER  
COMMON SERVICE DIVISION  
UNNAYAN BHAVAN (1<sup>ST</sup> FLOOR, B- BLOCK)  
E&AM SECTOR, KMDA. SALT LAKE, Kol-91.**

**Kolkata  
Metropolitan  
Development  
Authority**

Memo No: 64/ EE/CSD/E&AM/KMDA/G-1/2014 Date: 01/07/2026

**Detail Notice Inviting Quotation No:-02/NIQ/EE/CSD/E&AM/KMDAOF 2026-2027. Dt.01.07.2026**

1. **Sealed Quotation** in KMDA Form No-1 are hereby invited by Executive Engineer, CSD, E&AM Sector, KMDA, Unnayan Bhavan, B – Block, 1st Floor, Salt Lake City, Kolkata – 700091 from bonafide, reliable, experienced & resourceful firms / individuals contractors, who have successfully completed **similar nature of work/any type sweeping & cleaning work in a single contract during the last 5 (Five) years from the date of issue of this N.I.Q** in Government / Govt. Undertaking / Autonomous Bodies (constituted under the State/Central statute)/ Semi-Govt. / Statutory Bodies/Local Bodies are eligible for the under mentioned works.

| Sl. No. | Name of Work                                                                                                                                                                                                                                           | Unit  | Rate to be Quoted (Rs.)                                             | Earnest Money (Rs.)                           | Cost of each Quotation document.                 | Time of Completion                                                                                       |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------------------------------------------------------------------|-----------------------------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| A       | Supplying including O&M of 05(five Years) for 01(One) of Hand Held Bush Cutter Petrol Engine Multi Tool System for trimming & cleaning of the grass, bushes etc. at Garden of Unnayan Bhawan, Saltlake, Kol-700091.at Unnayan Bhawan, Saltlake,Kol-91. | Each. | Rate to be quoted including GST, CESS, &All other applicable taxes. | Rs. 1,500/- (One Thousand Five Hundred only). | Rs. 350/- (Rupees Three Hundred And Fifty) only. | 15 (Fifteen) days) including 05 (Five) years O&M work. Started from successful supplying & installation) |

Note:-Rate to be quoted including GST, CESS and other Govt. statutory taxes as applicable as per present Govt. Norms. The quotationer are requested to quote their rate in both figures and word as per above prescribe format in up to two decimal.

| 2. Time Schedule for application & Submission of Quotation Documents:- |                                                           |                          |
|------------------------------------------------------------------------|-----------------------------------------------------------|--------------------------|
| a)                                                                     | Last date and time for receiving application in duplicate | 09.07.2026 at 13:00 hrs. |
| b)                                                                     | Date of permission :                                      | 09.07.2026 at 15:00 hrs. |
| c)                                                                     | Last date of purchase of quotation paper :                | 13.07.2026 at 14:00 hrs. |
| d)                                                                     | Last date and time of dropping of Quotation paper:        | 13.07.2026 at 15:00 hrs. |
| e)                                                                     | Date and time of opening of Quotation:                    | 13.07.2026 at 15:30 hrs. |

**3. Eligibility criteria for the bidders :-**

- List of common documents shall have to be submitted by each Quotationer at the time of application duly signed by the agency as Photocopy :-

- i. Income Tax Return (For last 3yrs, ending on 31.03.2025)
- ii. Audited Balance Sheet if applicable (For last 3yrs, ending on 31.03.2025)
- iii. Valid PAN issued by the IT Deptt., Govt of India.
- iv. Latest Professional Tax Paid Challan as per enrollment rate slab & P-TAX Enrollment Certificate.
- v. Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017.
- vi. Latest Valid Trade License.
- vii. **Technical Credential: -**  
Work Order & completion certificate of the same work complying as per Sl-1, (a) of this NIT of minimum execution value 40% of quoted rate otherwise quotation will be rejected at any stage of the Quotation.

- **Cost of each Quotation paper is Rs350/-(Rupees Three hundred and fifty) only.**

4. **Earnest Money:** -The initial Earnest Money as mentioned above shall have to be submitted with quotation document in the form of demand draft from any Nationalised bank to be drawn in favour of "KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY" PAYABLE AT KOLKATA. The EMD for successful bidder will be converted to part initial security deposit and it will be refunded only after successful completion including O&M period of the contract, failing which the tender shall be rejected. The successful tenderer shall have to submit an additional amount against Earnest Money @ 2% of the awarded tender value if that exceed already deposited EMD the balance amount will be deposited in the form of Demand Draft drawn in favour of "Kolkata Metropolitan Development Authority" of any scheduled Indian Bank at Kolkata.
5. The Total Earnest Money deposited will be converted to part initial security deposit and the balance amount as security deposit for this tender will be deducted @ **8% (Eight percent)** of the gross bill value of each and every running bill and in the final bill an adjustment in percentage security deduction will be made so that the total security will be @10 % of the final gross bill value& it will revised as per amendment published time to time by the Govt.& total deducted SD will be released after successful completion of DLP as mentioned in the memorandum of PWD Govt. of WB vide Memo:-5784-PW/L&A/2M-175/2017 Dt.12.09.2017.
6. **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.
7. **Time of completion:** Time of completion shall be **15 (Fifteen) days** and it will be reckoned from the date of issuance of work order.
8. After successful completion of supplying material including testing the O&M Work will be started & it will be running upto 05(Five) years. During this O&M period bidder shall have to bound to repair / replace all supplied material within 24(Twenty Four Hour) after getting intimation from the undersigned, proportionate payment on O&M part may be allowed after written request of the bidder.
9. The tender inviting authority (TIA) reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.
10. While evaluation, the committee may summon of the tenderers & 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.
11. **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)."
12. If any discrepancy arises between two similar clauses on different notification the clause as stated in later notification will supersede former one.
13. All liabilities towards compensation of damages of Govt. properties and theft of Govt. material due to negligence of the personal engaged must be borne by the agency.

14. No extra cost towards any accident of the engaged personal will be borne by the department and any compensation towards any accident of the engaged personal will be borne by the agency.
15. The successful quotationer will have to execute 5 (Five) sets of formal agreement with KMDA at the cost of Rs 200/- per set as per norms of KMDA (in Cash).
16. 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.
17. Sealed quotations will be received in the tender boxes on or before the schedule date and time as mentioned above to the OFFICE OF THE EXECUTIVE ENGINEER, CSD, E&AM SECTOR, KMDA.
18. Declaration by the quotationer in prescribed format as annex-I in purchase paper.
19. Joint Ventures will not be allowed.
20. Engagement of Sub-Contractor/Subletting is not permitted.
21. All materials required for execution of the work (as per BOQ) shall be supplied by the contractor at their own cost.
22. Bid evaluation shall be done as per latest guideline of The Govt.
23. There shall be no provision of Arbitration.
24. No Adjustment of Price OR Price Escalation of any kind will be allowed.
25. No Price preference will be allowed for the Work under this NIT.
26. No mobilization advance and secured advance will be allowed
27. The Executive Engineer, CSD, E&AM Sector , KMDA reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained. At any stage of bidding or even after award of contract if any inadvertent typographical mistake is found in the BOQ or any other tender document, the same will be so corrected as to conform to the prevailing relevant Schedule of Rate and/ or Technically Sanctioned Estimate or any other document as the case may be.
28. 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 signs as per as per relevant category of work will have to be made by the contractor at his own costs.
29. **Payment: -**  
The payment of RA as well as final bill for any work will be made according to the availability of fund and no claim to delay in payment will be entertained.
30. The evaluation would be made by the TIA in accordance with latest Govt. rules and regulation. The acceptance of the tender including the right to distribute the work between two or amongst more than two bidders will rest with the Tender Accepting Authority without assigning reason thereof. The accepting authority reserves right to reject any or all tenders without assigning any reason thereof.
31. Further details may be seen in the Office of the undersigned.

Executive Engineer,  
CSD, E&AM Sector  
K .M .D . A.

**Copy forwarded for information and necessary action to :-**

- i) The Chief Engineer, E&AM Sector, KMDA
- ii) The Advisor, KMDA.
- iii) The Deputy Secretary, Public Relation Cell, KMDA with a request to publish the same as prevailing norms of KMDA.
- iv) -vi) The Superintending Engineer/Const.Circle/Plng Circle/CRS Circle/E&AM Sector/KMDA.
- vii) The Director of Finance, KMDA.
- viii) -xii) The Executive Engineer, CRSDivn/ECPD-I/SFD/Divn-V/CD-II, E&AM Sector, KMDA.
- xiii) The Accounts Officer, E&AM Sector, KMDA.
- xiv) The Divisional Estimator, CSD/E&AM Sector, KMDA.
- xv) The Account Assistant, CSD, E&AM Sector, KMDA.
- xvi) The Notice Board,

Executive Engineer,  
CSD, E&AM Sector,  
K .M .D . A