



e -TENDER NOTICE

Notice Inviting e-Tender No: 04/KMDA/CIVIL/EE/ECPD-II/E&AM of 2025-26 Dated: 03.11.2025

Tender Reference No.: KMDA/CIVIL/EE/ECPD-II /E&AM/04 of 2025-26

EXECUTIVE ENGINEER, ECPD-II, E&AM SECTOR for and on behalf of Kolkata Metropolitan Development Authority (KMDA) invites **ON LINE e-TENDER** in KMDA Form No: 1 from reliable, resourceful, bonafide, eligible firms/companies/individual/Joint Venture agencies who have successfully & satisfactorily completed the **similar nature of works in a single contract not less than 40% of the value of work put to tender or minimum 30% of the value of work put to tender in each of two separate contracts** within last **5(five) years from the date of NIT** in any Government/Semi Government /Undertaking/Autonomous bodies/Local bodies.

Sl. no.	Name of work	Estimated Cost (Rs)	Earnest Money (Rs)	Cost of Tender Documents (Rs)	Time of Completion
1.	Annual maintenance within the office premises of ECPD - II at Anandapur, Kolkata - 700107 upto 31.12.2026	2,37,774.00	4,760.00	Cost of Tender Documents not required during participating in e-Tendering.	396 (Three Ninety Six) Days (approx) from the date of issuance of work order to 31.12.2026

- **Note:** Bidders should quote the rate including all Govt. statutory Taxes including GST & Labour welfare Cess as applicable. The Tax invoice(s) need to be issued by the agency/ supplier for raising claim under the contract showing separately, the tax charged in accordance with the provisions of GST Act, 2017. GST will be paid separately as applicable time to time.
- **Scope of Work :**
 - a. The Agency should clean/sweep all green zones, paved walkways, seats and various sheds along with removal of weeds and vegetation outgrowths from grounds, walls, walkways etc. along with removal of the floating materials from the water bodies within the ECPD – II Office Premises.
 - b. The agency shall collect the garbage from various locations within the office premises by means of hand cart arranged at his own expense. The expense of disposal of the garbage from the premises shall be borne by the contractor.
 - c. The agency shall spread bleaching powder and other disinfectants as required all around the premises and water bodies at regular intervals. The expense of the disinfectant/bleaching powder is to be borne by the agency.
 - d. The agency shall engage a trained Mali along with necessary number of helpers for maintenance of the hedges and trimming of tree branches throughout the year which includes trimming and watering as required.
- 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 will be deposited by the bidder through the following payment mode as per Finance Department Order No. 3975-F(Y) dated 28th July, 2016.
 - i. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.
 - ii. RTGS/NEFT in case of offline payment through bank account in any bank. In respect of the Tender ID in favour of KMDA.

3. 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 Participant tenderers will be opened only if the tenderer qualifies in the Technical Bid evaluation. The decision of the Tender Inviting Authority will be final and binding to all concerned and no challenge against such decision will be entertained.

Tenders will be opened by that **EXECUTIVE ENGINEER, ECPD-II, E&AM SECTOR, KMDA** or his authorized representative in presence of tenderer or their authorized representatives who may like to be present.

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

a)	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	Date: 11.11.2025 Time: 17.00 hrs.
b)	Documents download start date (Online)	Date: 11.11.2025 Time: 17.30 hrs.
c)	Documents download end date (Online)	Date: 19.11.2025 Time: 17.30 hrs.
d)	Pre-bid Clarification Start Date & Time	NA
e)	Pre-bid Clarification End Date & Time	NA
f)	Online Bid Submission Start Date & Time	Date: 11.11.2025 Time: 17.30 hrs.
g)	Online Bid Submission Last Date & Time	Date: 19.11.2025 Time: 17.30 hrs.
h)	Last date & time of physical submission of cost of documents including EMD and Non Statutory cover.	NA
i)	Time and Date of Opening of Technical Bid (Bid will be opened by the Authorized Officers)	Date: 21.11.2025 Time: 14.00 hrs.
j)	Date for opening of Financial Proposal (Online)	To be notified later on

5. Eligibility criteria for the bidders:-

- The bidders should have the credentials of similar nature of works i.e. sweeping of roads & paved area, soft land escape area has been completed successfully & satisfactorily (collecting materials disposed at the KMC designated outside of ECPD – II office premises) with the value not less than 40 % of the estimated amount put to tender in a single contract or not less than 30% of the estimated amount put to tender in each of two separate tenders.
- Scanned copy of valid up to date Professional Tax receipt Challan, GST as per latest Govt. order and PAN card issued by Income Tax Department, Valid Income tax return (For last 3yrs). Audited balance sheet, Credentials, Work Order, Payment certificate 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>.

6.1 Declaration on Notary :-

Scanned Copy of one affidavit before Notary will have to be submitted **mentioning the e-NIT No.** and 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.

6.2 Partnership Firm/Consortium should submit necessary deed at desired location through on line.

6.3. Particulars regarding Joint Ventures/Consortium.

- The lead partner shall meet not less than 50% of the qualifying criteria mentioned above under any Govt./Semi-Govt. organization/Autonomous body as principal employer within last 5 (Five) years.
- Whereas each of the other partners shall meet individually not less than 25% of the qualifying criteria mentioned above under any Govt./Semi-Govt. organization/Autonomous body as principal employer within last 5 (Five) years.
- The lead partner shall have to apply for tender on behalf of Joint Ventures/Consortium along with MoA/MoU.
- In case of any litigation or in the event of any default arises during the execution/contract period of the agreement, the lead partner will remain fully responsible.
- The successful Joint Ventures/Consortium will have to submit GST Registration. Pan Card, Trade License immediately after issuance of LOI.

- a) **Earnest Money:-** The tenderer 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. 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.
- b) **Additional Performance Security:-** On receiving of the bid, If it is found, the Tendered amounts 20% or Below of the Estimated amount, the L1 Bidder should have to deposit Additional Performance Security @ 10% of the Tendered amount in the form of Bank Guaranty in favour of KMDA for the entire contract period within 7(Seven) days from the date of issuance of LOI. The B.G will be returned immediately on successful completion of the contract.

8.

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

- i. Income Tax e-Return (For last 3yrs, 2022-23 ,2023-24, 2024-25)
- ii. Audited Balance Sheet (As above, 2022-23 ,2023-24, 2024-25) as per finance rules.
- iii. Pan Card.
- iv. Professional Tax Enrolment certificate with current year payment certificate and challan.
- v. Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act. 2017 and latest GST return in form 3B.
- vi. Valid Renewed Trade License.
- vii. Affidavit before Notary **mentioning the e-NIT No.** and the correctness of the documents and a declaration of penalty debarment etc.
- viii. Reference details of EMD Remittance.
- ix. Work Order with completion certificate for the work in technical credential along with payment certificate.
- x. Bank Solvency not more than 6(Six) months old on date of publication of e-NIT.

B. List of documents shall have to upload by a Partnership Firm in addition to Sl. No. 9.A

- i. The power of Attorney for the firm for signing the tender by a partner.
- ii. Partnership Deed

C. List of documents shall have to upload by a Joint Venture/Consortium in addition to Sl. No. 9.A

- i) Copy of MoA/MoU on a stamp paper of Rs.100.00 outlining the joint interest to work on the project and specifying the other terms of agreement.

9. 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.

10. 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. The agency must go through carefully the special Terms and Conditions uploaded by the department before quoting his rate. **All the bidders are requested to upload only necessary documents for the tender. Uploading unnecessary/irrelevant documents may create problem in the evaluation process. In that case any inadvertent mistake during evaluation of the tender Tender Inviting Authority (TIA) will not be responsible.**

11. Declaration: - Tenderer must upload and submit duly digitally signed a declaration as per prescribed format for confirmation of his awareness of the contract.

For any quarries related to work, the intending agency may contact the office of the undersigned.

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.kmdaonline.org.

Executive Engineer
ECPD-II, E&AM Sector, KMDA

Copy forwarded for information & necessary action to:

- 1-6 The Chief Engineer, E&AM, R&B, W&S, Housing, E-M, PM&C Sector, KMDA.
7. The Director of Finance, KMDA.
8. The Dy. Secretary, P. R. Cell, KMDA- publication as per KMDA rule and for display this e-NIT in KMDA & Govt. of West Bengal Web site.
9. The Superintending Engineer, Construction Circle, E&AM Sector, KMDA
- 10-13 The Executive Engineer-BPPD-I, II/CRS/CD-II/FSD, E&AM Sector, KMDA
14. The A.C.F.A, E&AM Sector, KMDA.
15. The Divisional Accountant, ECPD-II, E&AM Sector, KMDA
16. The Head Estimator, ECPD-II, E&AM Sector, KMDA
17. N O T I C E B O A R D.

Executive Engineer
ECPD-II, E&AM Sector, KMDA