



Memo No :-SE/KMDA/HIT Wing/Misc/43/2025-26/135

Date:-22.12.25

QUOTATION NOTICE

N.I.Q. No. 04/SE/HIT WING/KMDA of 2025-26

SUPERINTENDING ENGINEER, HIT WING/ KMDA invites Quotation on & behalf of Kolkata Metropolitan Development Authority (KMDA) for the following work given below:

Sl. no	Name of work	Quoted Rate per Month (Excluding GST (Rs.)	Earnest Money (Rs.)	Contract Period
1.	Temporary license agreement for Cafeteria at Kadamtalab Bus Stand area, Howrah under HITWing/KMDA		2% of Quoted Amount for One (1) year.	1 Year

Note : Earnest Money considered as 2% of Quoted Price for 1(ONE) year.

Title of the Land:

HIT WING/KMDA is and shall continue to be the absolute owner of the Cafeteria at Kadamtalab Bus Stand area, Howrah allotted to the successful bidder.

1) Eligibility criteria for participation in the tender:

Quotations are invited by Superintending Engineer, HIT WING/ KMDA from Firms (Proprietorship / Partnership) / Societies / Company/agency / NGO's / individuals/ registered Co-operative Society who are eligible to participate in the tender. Any agency willing to take part in the quotation process should have executed similar nature of work.

The agency /allottee / licensee who has already been debarred may not be allowed to participate in any tender till the embargo is over. The intending bidder who has been debarred either by KMDA or by any Govt. Department, Statutory Body, Organization etc. will not be eligible for participating in the tender. Bidder shall submit a **declaration to that effect that they are not under debarred by any such authorities and submitted documents by them are true and genuine and consequence of any eventuality will be solely borne by them.** (Annexure-I) After submission of tender document if it is found that the applicant is already blacklisted / debarred defaulter firms / individuals, said application will be treated as cancelled without any reference including forfeiture of EMD.

2. Roles and Responsibilities:

2.1) The financial proposals will be evaluated on the basis of the Monthly Charge payable to HIT WING/KMDA, to be quoted by the Bidders. The **Highest Rate (Monthly Charge)** Quoted will be placed before the Higher Authority /KMDA for acceptance of the rate. **The decision of the Higher Authority/KMDA regarding acceptance of the highest rate will be final in this regard.** On acceptance of the rate only H1 bidder will be entitled for award of the license.

2.2) The successful bidder has to pay the License fee in Indian Rupees through demand draft drawn on any Nationalized Bank in favour of '**HOWRAH IMPROVEMENT TRUST**' Payable at '**HOWRAH**', in **quarterly basis** i.e. on the 1st, 4th, 7th and 10th calendar month from the issue of work order. The license fee is to be paid **within 14 (Fourteen) working days** of the corresponding quarter. If bidder fails to pay license fees **within 14 (Fourteen) working days** they are allowed to deposit the amount with **6.25% annual** interest for the delay period maximum up to **60(Sixty)** days from the starting of that quarter. In that conditions the bidders have to appeal for that before due date. After expiry of the next 60 (SIXTY) Days, HIT Wing/KMDA will reserve the right to cancel/ terminate the Agreement without any further notice and to take over possession of the Cafeteria without any prejudice to the rights of the HIT Wing/ KMDA as per the provisions of the Agreement and the license will hand over possession of the Cafeteria peacefully to HIT Wing/KMDA.

2.3) All demand should be sent to the registered Address/e-mail ID of each and every licensee/ allottee / agency etc. on each quarter and this demand shall be deemed as proper service of demand notice. The Licensee must inform the office of T.I.A of KMDA regarding any change of its address, E-mail ID, change in constitution, closure of Bank A/c etc.

2.4) An Agreement to be executed between the selected bidder and HIT WING, KMDA and will govern by Laws of India and Act the Court of Calcutta Jurisdiction only. The agreement to be executed in **04 (Four) sets** of agreement documents on payment of Rs 300/- (Rupees Three Hundred) only per set (**Total Rs. 4x300= Rs. 1200/- only**). Agreement documents will be collected from office of HIT WING, KMDA, and submit proper filling & signed in same location **within 10 (Ten) working days** from the date of issue of LOA failing which the tender is liable to be cancelled with forfeiture of the earnest money.

2.5) The agency shall be liable to pay the requisite amount of quarterly rent of the every quarter along with **@18% GST extra** on the said quarterly rent. Payment of GST shall be made in Indian Rupees through demand draft drawn on any **Nationalized Bank in favour of 'KMDA'** Payable at '**KOLKATA**'.

2.6) No subletting of Cafeteria: No subletting of the Cafeteria fully or part thereof, is permissible. The Licensee shall manage the Cafeteria by himself/itself or through his/its employees but shall not be allowed to sublet the stall to any other person/agency/firm. At any point of time if it is found that the Licensee has been sub-let the zone/stretch/location partly or fully, allotted to him/her/it, current contracts) shall be liable for cancellation with the forfeiture of Earnest Money .

2.7) Only food items (tea, snacks etc.) or packaged food items approved by fssai or other regulatory authorities is to be sold through this cafeteria.

2.8) Selling of any tobacco products (smoked or smokeless tobacco products) items is not permitted in the Cafeteria.

2.9) Trading of any hazardous/ inflammable items will not be allowed in the Cafeteria.

2.10) The establishments/firms/Co-operative/Company/Agency/NGO shall be permitted to participate in the NIQ of Temporary license agreement for Cafeteria at Kadamtala Bus Stand area, which shall be allotted on 'as is where is' basis.

2.11) If any licensee wants to surrender, then the Surrender, if any shall be considered for acceptance with atleast three month's prior notice and clearance with up to date payment.

2.12) In no case the allotted stall area should go beyond the demarcated area. Moreover, If the agency violates any of the provisions laid down in the NIQ, HIT Wing/ KMDA reserves the right to terminate the agreement at any point of time after giving 1 (one) month prior notice with the forfeiture of Earnest Money.

2.13) The License should inform HIT Wing/KMDA for using any refrigerator or other high loaded electrical appliances. Use of dustbin is mandatory.

2.14) The Bidder, at its/his own responsibility and risk, is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction,

2.15) There shall be no provision of Arbitration and decision of the Authority will be final, binding and conclusive on the agency.

All terms and conditions as noted in this tender document should be strictly adhered.

The intending Bidders should 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 TIA HIT Wing/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.

3. HOW TO APPLY/ MODE OF APPLICATION:-

Rates are to be quoted by the bidders in their own company letter head as per format given in the notice. The intending bidders are required to quote the rate clearly(**Both in words and figures**).

List of common documents shall have to be submitted by each bidder at the time of submission of Tender/quotation in hard copy:-

- i. Income Tax Return (For last 3yrs, ending on 31.03.2025)
- ii. Valid PAN issued by the IT Deptt. , Govt of India.
- iii. Latest Professional Tax Paid Challan as per enrollment rate slab and P-Tax Enrollment Certificate.
- iv. Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017.
- v. Latest valid Certificate of Enlistment (commonly known as trade license) issued by Local Authorities.
- vi. FSSAI License/ Registration required for food business.Food License issued by regulatory authorities.
- vii. Xerox copy of Co-operative Registration Certificate with current eligibility certificate in favour of co-operative societies and Certificate of Enlistment of Kolkata Municipal Corporation. enclose currently valid registration certificate issued by Assistant Registrar of Co-Operative Society/Deputy Registrar of Co-Operative Society under the Co-Operative Societies Act, etc.

- viii. For partnership firm - Enclosed Xerox copy of registered partnership deed and Certificate of Enlistment of Kolkata Municipal Corporation.
- ix. For Company - enclosed Xerox copy of Registration & Certificate of Enlistment of KMC/HMC/local municipal bodies/ any Govt. statutory authorities
- x. For individual- xeroxcopyof Voter ID Card or Aadhaar Card & Certificate of Enlistment of Kolkata Municipal Corporation/ local municipal bodies/ any Govt. statutory authorities.
- xi. For NGO -PAN Card, registration certificate -West Bengal Society Registration ACT and Certificate of Enlistment of Kolkata Municipal Corporation.
- xii. Registered Partnership Deed for Partnership Firm only along with Power of Attorney if required, is to be submitted along with the application.

9. MODE OF PAYMENT:-

1) The tenderer/licensee shall deposit the license fee on quarterly basis in advance within 14(Fourteen) days of the corresponding calendar month. The successful bidder has to pay License fees/ charges in Indian Rupees through demand draft drawn on any Nationalized Bank in favour of 'HOWRAH IMPROVEMENT TRUST' Payable at 'HOWRAH', Bank details for online payment are as follows:

A/c No- 3355165457.

IFSC:-CBIN0280113

Bank Name:-Central Bank Of India.

2) Earnest Money Deposit (EMD) : The tenderer shall have to deposit earnest money **@2% of the rate quoted in the form of bank draft from any Nationalized bank drawn in favor of KMDA payable at Kolkata.**

3))The agency shall be liable to pay the requisite amount of quarterly rent of the every quarter along with @18% GST extra on the said quarterly rent. Payment of GST shall be made in Indian Rupees through demand draft drawn on any Nationalized Bank in favour of 'KMDA ' Payable at 'KOLKATA'.

Date & Time Schedule :-

a)	Date & time limit for request of NIQ	from 29.12.2025, 13.00 hours to 08.01.2026, 16.00 hours
b)	Pre-bid Meeting Date & Time	30.12.2025 Time 14:00 HRS
c)	Date & time limit for submission of quotation	from 29.12.2025, 13.00 hours to 08..01.2026, 16.00 hours
d)	Date & time for opening of quotation	09.01.2026 Time 15.00 HRS

**Superintending Engineer
HIT Wing/KMDA**

Copy forwarded for information to:-

1. The Special Secretary, work cell / KMDA.
2. The Joint Secretary/HIT Wing (KMDA).
3. The Advisor/ KMDA.
4. The D.G. W&S Sector, KMDA.
5. The Chief Engineer, PM & C/ KMDA.
6. The Director of Finance, KMDA.
7. The Deputy Secretary (P.R.C), Public Relation Cell /KMDA, along with 3(Three) copies of the NIQ for display this NIQ in KMDA Website.
8. The Account Officer, HIT Wing, KMDA.
9. The P.S. to the Chief Executive Officer, KMDA.
10. S.O. Estate Wing, HIT Wing, KMDA.
11. Notice Board.

**Superintending Engineer
HIT Wing/ KMDA**

PRE-QUALIFICATION APPLICATION

To
The Superintending Engineer,
HIT Wing/KMDA,
19,G.T.Road,(S),
Howrah-711101.

Ref: NIQ No. for
(Name of work).....
N.I.Q. No.:
(SI. No.
Of TIA, HIT WING, KMDA.

Dear Sir,
Having examined the Statutory, N.I.Q. documents etc, I/we hereby submit all the necessary information and relevant documents for evaluation.
The application is made by me / us on behalf of
..... in the capacity
duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

Tender Inviting and Accepting Authority can amend the scope and value of the contract bid under this project on approval of the competent authority of KMDA.

Tender Inviting and Accepting Authority reserve the right to reject any application without assigning any reason.

Enclosure(s):

- 1)
- 2)

Note:

- 1) Credential Certificate from the Employers to be attached
- 2) Non-disclosure of any information in the Schedule will result in disqualification of the firm

Date:

Signature of applicant including title in which application is made.

Date:.....

(Annexure-II)

AFFIDAVIT (by Notary)

1. That I am a citizen of India.
2. That I am the (Your status of the firm).
3. That no case (Criminal) is pending against me or my company or representative for commission of any offence. I further undertake that in the event it is found that any Criminal case for violation of any Act is pending against me or my company or company's representative in any court of India then the KMDA reserves its right to cancel this License agreement without giving any further notice.
4. That I am not convicted against any Criminal case.
5. That I/my organization is not debarred by KMDA or any Government/Semi-Government organizations/statutory authority.

The statements made above are all true to the best of my knowledge and belief.

DEPONENT

Prepared in my office

and identified by me