

**OFFICE OF THE EXECUTIVE ENGINEER
ECPD-I, E&AM SECTOR, KMDA
UNNAYAN BHAVAN 4TH FLOOR, BLOCK-A
KOLKATA-700 091**

e -TENDER NOTICE

Notice Inviting e-Tender No: 05/KMDA/CIVIL/EE(ECPD-I)/E&AM OF 2024-25.

Dated: 24.09.2024

EXECUTIVE ENGINEER, ECPD-I, 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 of **value not less than 40 % of the value of amount** put to tender in a **single contract** within last **5(five) years** from **the date of e-NIT** in any Government/Semi Government /Undertaking/Autonomous bodies/Local bodies.

Sl. No.	Name of work	Estimated Cost (Rs) (Including GST & CESS)	Earnest Money (Rs)	Cost of Tender Documents (Rs)	Time of Completion
1.	Maintenance of sports ground of Gitanjali Stadium by supplying, spreading carried earth with proper rolling, dressing and including periodical sweeping, cleaning of Toilets of Northern and southern block for a period of (06) Six months.	2,63,924.00/-	5,278.00/-	NIL	6 Months

1. Intending bidder may download the tender documents from the website **<https://wbtenders.gov.in>** directly with the help of Digital Signature Certificate.
2. Scan copy of Original **Earnest Money deposit (EMD)** in the form of **Net Banking/DD/ Bank Draft/ Pay Order** issued from a **Nationalized /Scheduled Bank** in favor of **“KMDA”** payable at **Kolkata**, will have to be submitted online at desired location.
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.

4. Time Schedule for Downloading, Uploading and Opening of Tender Documents:-		
a)	Date of uploading of e-N.I.T. & other Documents (online) (Publishing Date)	Date: 03.10.2024, Time: 14.00hrs.
b)	Documents download start date (Online)	Date: 03.10.2024, Time: 14.00hrs.
c)	Documents download end date (Online)	Date: 21.10.2024, Time: 14.30hrs.
d)	Pre-bid Clarification Start Date & Time	NA
e)	Pre-bid Clarification End Date & Time	NA
f)	Online Bid Submission Start Date & Time	Date: 03.10.2024, Time: 14.30hrs.
g)	Online Bid Submission Last Date & Time	Date: 21.10.2024, Time: 15.00hrs.
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: 23.10.2024, Time: 15.00hrs.
j)	Date for opening of Financial Proposal (Online)	To be notified later on

Tenders will be opened by the **Executive Engineer, ECPD-I, E&AM SECTOR, KMDA** or his authorized representative in presence of tenderer or their authorized representatives who may like to be present.

5. Eligibility criteria for the bidders:-

a) The bidders should have the credentials of similar nature of works with the value not less than 40% of the estimated amount in a single contract.

b) Scanned copy of PAN card, P. Tax, Valid Income tax(For last 3yrs), GST Registration, Last 3yrs. audited balance sheet, , Credentials Certificate, 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>.

5.1 Declaration on Notary

a) Scanned Copy of one affidavit before Notary will have to be submitted mentioning 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.

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

5.3 Particulars regarding Joint Ventures/Consortium.

i. 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.

ii. The lead partner shall have to apply for tender on behalf of Joint Ventures/Consortium along with MoA/MoU.

iii. 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.

iv. The successful Joint Ventures/Consortium will have to submit VAT Registration. Pan Card, Trade License immediately after issuance of LOI.

6 a) **Earnest Money:-** The tenderer shall have to upload scanned copy of requisite earnest money along with the tender document in prescribed manner 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.

7. 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)
- ii. Audited Balance Sheet (For last 3yrs)
- iii. Pan Card.
- iv. Professional Tax Enrolment certificate with current year challan.
- v. GST Registration Certificate
- vi. Valid Renewed Trade License.
- vii. Technical Credential.
- viii. Work Order for the work in technical credential.
- ix. Payment certificate of the said work.

b)List of documents shall have to upload by a Partnership Firm in addition to Sl. No. 7.a)

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

d) List of documents shall have to upload by a Joint Venture/Consortium in addition to Sl. No. 7.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.

8. 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.

9. 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 there to shall be part and parcel of the Tender.

10. 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.kmda.wb.gov.in.

Executive Engineer,
ECPD-I, E&AM.Sector, KMDA.

Memo No: 339 /1(10)/EE/ECPD-I/E&AM/KMDA/916

Dated 24.09.2024

Copy forwarded for kind information & necessary action to :-

- 1) *The Chief Engineer /E&AM Sector /KMDA.*
- 2) *The Superintending Engineer (Planning Circle) / E&AM Sector /KMDA.*
- 3) *The A. C. F. A. / E&AM Sector /KMDA.*
- 4) *The Dy. Secretary, P.R.O,KMDA along with 4(Four) copies of this NIT for newspaper publication as per KMDA rule and for display this NIT in KMDA & Govt. of West Bengal web site.*
- 5)-7) *The Executive Engineer, BPPD-I/II/ CRS Division/ E&AM Sector / KMDA.*
- 8)-9) *The Estimator & Accountant / E&AM Sector /KMDA.*
- 10) **NOTICE BOARD**

Executive Engineer,
ECPD-I, E&AM.Sector, KMDA.

INSTRUCTION TO BIDDERS

Instruction / Guidelines for tenders for electronic submission of tenders online have been annexed for assisting the contractors to participate in e- tendering.

- 1. Registration of Contractor:-** Any contractor willing to take part in the process of e – Tendering will have to be enrolled & registered with the Government e – Procurement system through logging on to **<https://wbtenders.gov.in>**. The contractor is to click on the link for e – Tendering site as given on the web portal.
- 2. Digital Signature Certificate (DSC) :-** Each contractor is required to obtain a class - II or class – III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the national Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause -1 of Guideline to Bidder. DSC is given as a USB e – Token.
- 3. Collection of Tender documents:-**The contractor can search & download NIT & Tender documents electronically from computer once he logs on to the website mentioned Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender documents.
- 4. Submission of Tenders :-**
 - a) General process of submission:-** Tenders are to be submitted through online to the website stated in Cl.1 in two folders at a time for each work, one is Technical bid and other is Financial Bid before the prescribed date and time using the Digital Signature Certificates.
 - b) Technical Bid:-** Technical Bid contain scanned copies of the followings further in two cover (folder).

A-1. Statutory Cover Containing:-

- i) Demand Draft/Pay Order towards earnest money (EMD) as prescribed in the NIT.
- ii) NIT.
- iii) Declaration as per prescribed format.

N.B: Bidder must download KMDA Tender Form No-1, General Terms and Condition, Special Terms & Conditions, Technical Specifications, all other addendum, Corrigendum etc. whatever documents uploaded by the department in the web under the NIT and must go through carefully before quoting his rate. These documents are not necessarily be uploaded by the bidder.

A-2. Non Statutory/Technical documents Cover containing.

- i) Income Tax e-Return (For last 3yrs)
- ii) Audited Balance Sheet (For last 3yrs)
- iii) Pan Card.
- iv) Professional Tax Enrolment certificate with current year challan.
- v) GST Registration Certificate.
- vi) Valid Renewed Trade License.
- vii) Technical Credential.
- viii) Work Order for the work in technical credential.
- ix) Payment certificate of the said work.

Note: Failure of submission of any of the above mentioned documents (as stated in A-1 & A-2) will render the tender liable to summarily rejected for both statutory & non statutory cover.

5. THE ABOVE STATED NON STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER.

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to

Sl. No	Category Name	Sub-Category Description	Details
A.	Certificates	Certificates	i) Pan Card.ii) Professional Tax clearance certificate. iii) GST certificate. Iv) Acknowledgement of IT return (For last 3 hrs.)
B.	Company Details	Company Details-1	i) Valid Trade License ii) Partnership Deed, iii) Society Registration, Power of Attorney,iv) MoA/MoU etc. as applicable.
C.	Financial Info	Financial Info-1	i) Audited Balance Sheet (For last 3 yrs.)
D.	Credential	Credential-1	i) 40 %Credential within 5 years, Work Order, Payment certificate,

Non Statutory folder. NextClick the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

a) Financial Bid:-

- i) The financial bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through on line in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded, virus scanned & digitally signed by the contractor.

6. Opening & Evaluation of Tender:-

Opening of Technical Bid:

- i) Technical bid will be opened by the Executive Engineer, ECPD-I, E&AM SECTOR, KMDA Intending tenderer may remain present if they so desire. Statutory Cover (folder) would be opened first & if found in order and correct Non Statutory Cover (folder) will be opened. If there is any deficiency in the Statutory & Non statutory documents the tender will summarily be rejected.
- ii) Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded for evaluation.
- iii) List of technically qualified tenderers would be uploaded.

During evaluation, the Tender Inviting Authority may summon of the tenderers & seek clarification/ information or additional documents or original hard copy of

any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will liable for rejection.

Opening and evaluation of Financial Bid:

- i) Financial bid of tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal on the prescribed date and time.

7. Penalty for suppression / distortion of facts:

Submission of false document by tenderer is strictly prohibited.

Executive Engineer,
ECPD-I, E&AM Sector, KMDA.

Particulars regarding Joint Ventures/Consortium.

- i) One of the partners of any Joint Ventures / Consortium has to be designated as Lead Partner and the same will be mentioned in MOA/MOU.
- ii) The lead partner must hold 51% equity capital of the company to be formed between them during the tenure of contract implementation.
- iii) The lead partner must have credential and satisfactory completion of same nature of works of completion cost not less than 50%value of qualifying amount i.e. 25% of the estimated cost under present tender in a single contract under any Govt./Semi-Govt. organization/Autonomous body as principal employer within last 5(five) Years.
- iv) Each of the other partners shall meet individually not less than 25% of the qualifying amount(i.e. 12.50%) of the estimated cost under present tender in a single contract under any Govt./semi-Govt. organization /Autonomous body as principal employer within last 5 (five) years.
- v)However the lead partner along with other partners /partner should jointly meet at least 100% of the qualifying amount i.e. 50% of the estimated cost.
- vii) The lead partner shall have to apply for tender on behalf of Joint Ventures /consortium along with MOA/ MOU.
- vii) 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.
- viii) Regarding joint venture /consortium all will be guided by Law cell, KMDA/ competent Authority of KMDA

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ECPD-I,E&AM. Sector, KMDA