



Memo No: 141/ EE/CSD/E&AM/KMDA/E-4/2023-2024,

Date: 24/11/2025

Detail Notice Inviting e-Quotation No:- 05/NIQ/EE/CSD/E&AM/KMDA OF 2025-2026 Dt.24.11.25.

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 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	Rate to be quoted by the bidder excluding GST, Cess & any other Govt. taxes as applicable.	INITIAL EARNEST MONEY (Rs.)	TIME OF COMPLETION
a.	Engagement of 08 (Eight) nos part time Sweepers as monthly consolidated fixed wages basis for a period of 12 (Twelve) Months i.e from Jan 26 to Dec 26 for sweeping and cleaning Bathroom, Staircase, Floors and any other place within Unnayan Bhavan, Saltlake, Kol-700091.	Bidder (s) should concentrate only about on service charges. Quoted Service Charges (in percentage) only on consolidated monthly fixed Rate of Wages.	Rs.12,585/- (Twelve Thousand Five Hundred Eighty Five Only).	365 (Three Hundred & Sixty Five) days

NB: Since “The rate of wages for part time sweeper is fixed as per KMDA order ”the Bidders should only have to furnish the Financial Bid format withthe percentage Excess/Less/At Par will be treated as the Service Charges (Which is valid throughout the contract period) only. Considering the cost of supervision while quoting the Service Charges. GST should be paid separately. In case quoted rate of the bidder is negative or zero that means bidder will not claim any service charges from KMDA during evaluation of bid negative or zero rate shall be consider as zero and evaluation will be made accordingly,Necessary provisions regarding deduction of Security Deposit from the progressive bills of the Contractor as per relevant clauses of the Contract shall in no way be altered / affected by the provision of this Additional Performance Security.However, the selected bidder shall have to pay remuneration to the Sweeper/housekeeping staff as specified in KMDA’s order time to time.

2. **Time Schedule for Downloading, Uploading and Opening of Quotation Documentsonline only:-**

<u>Schedule</u>		
a)	Date of uploading of e-N.I.Q. & other Documents (online) (Publishing Date).	Date:-01.12.2025
b)	Documents download start date (Online).	Date:- 01.12.2025, Time: 17.30 hrs
c)	Documents download end date (Online).	Date:-24.12.2025, Time: 15.00 hrs.
d)	Online Bid Submission Start Date & Time	Date:- 01.12.2025, Time: 17.30 hrs
e)	Online Bid Submission Last Date & Time	Date:-24.12.2025, Time: 15.00 hrs.
f)	Time and Date of Opening of Technical Bid (Bid will be opened by the Authorized Officer)	Date:-26.12.2025 , Time: 15.30 hrs.
g)	Date for opening of Financial Proposal (Online)	To be notified later

3. The Quotation will be opened by the **OFFICE OF THE EXECUTIVE ENGINEER, COMMON SERVICE DIVISION, E&AM SECTOR, KMDA**and authorized personnel in presence of quotationer or their authorized representatives who may like to be present.
4. Intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
5. **EMD (Earnest Money Deposit)** shall be deposited through online only as per requirement of the system.

6. 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 prospective tenderers/quotationer will be opened only if the tenderer qualifies in the Technical Bid. The decision of the Tender Inviting Authority will be final and binding to all concerned and no challenge against such decision will be entertained.
7. **Eligibility criteria for the bidders:-**
- a) The bidders should have the credentials of similar nature of work i.e. having experience of deployment of Sweeper/housekeeping staff of **minimum 03(Three) persons per day in a single contract** during the last five years from the date of publication of this NIQ in any Government/Semi Government /Undertaking/ Autonomous bodies (constituted under the State/Central statute)/ Statutory Bodies and Local Bodies etc.
 - b) The bidders should have the credentials of similar nature of two nos of work i.e. having experience of deployment of Sweeper/housekeeping staff **minimum 02(Two) persons per day in a single contract** during the last five years from the date of publication of this NIQ in any Government/Semi Government /Undertaking/ Autonomous bodies (constituted under the State/Central statute)/ Statutory Bodies and Local Bodies etc.
 - c) Intending quotationer should produce credentials of one single running work of similar nature (as mentioned above Sl. No. 1) which has been completed to the extent of 80% or more and value of which is not less than the desired value at 7.a.above; In case of running works, only those quotationer who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the Quotation. In the required certificate it should be clearly stated that the work is in progress satisfactorily and-also that no penal action has been initiated against the executing agency, i.e., the quotationer.
 - d) Scanned copy of valid up to date Professional Tax, GST as per latest Govt. order and PAN card issued by Income Tax Department, Valid Income tax, Last 3yrs audited (if applicable) balance sheet, PF, ESI, Credentials, and other supporting documents, Registration Certificate and/or trade license of the company must be submitted duly signed with the application.
8. **Declaration on Notary:-**
- Scanned Copy of one affidavit before Notary will have to be submitted with the application mentioning the
- i. Correctness of the documents and a declaration of penalty debarment etc. faced by him under any Govt./Semi-Govt./Autonomous body/Institution.
9. **Mode of Evaluation.**
- Since "The rate of wages for part time sweeper is fixed as per KMDA order "the Bidders should only have to furnish the Financial Bid format with the percentage **Excess/Less/At Par** will be treated as the **Service Charges** (Which is valid throughout the contract period) only. Considering the cost of supervision while quoting the Service Charges. GST should be paid separately. For an example, if one bidder quoted his rate Excess(+) 2.54%, then his Service charges will be 2.54% on "the rate of wages for part time sweeper is fixed as per KMDA order" and if one bidder quoted his rate Less(-) 2.54%, then his Service charges will be **NIL** and if one bidder quoted his rate 0 % (i.e at par) his Service charges will also be **NIL**. So negative and zero service charges mean bidder will not claim any service charges from KMDA. **So in the above case, both the bidders (who have quoted negative or zero) will be treated as L1 bidders.** If these types of situation arise, both (who have quoted negative or zero) are considered as L1 Bidders and next course of action will be followed as per Government rules.
10. **Earnest Money:-** The Quotationer shall have to be submitted the requisite amount of EMD as mentioned above with tender document failing which the quotation shall be rejected. The EMD for successful bidder will be converted to part initial security deposit and it will be refunded only after successful completion of the contract. Security deposit shall be deducted as per latest Govt. rules as and when amended time to time.
11. Cost of Quotation paper will be available in free of cost in the tender portal wbtenders.gov.in.

12. **List of common documents shall have to be uploaded by each tenderer/quotationer firm at the time of submission of Quotation through online:-**
- Income Tax e-Return last 3year ending on 31.03.2025
 - Valid latest trade license from concerned Govt. department.
 - Last 3yrs. audited (if applicable) balance sheet ending on 31.03.2025.
 - Pan Card issued by Govt. of India.
 - Professional Tax Enrolment certificate with last latest valid challan..
 - Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act. 2017.
 - Credentials (LOI/Work Order, & Completion Certificate of the same work as per eligibility criteria mentioned in the NIQ.
 - Affidavit before Notary mentioning the correctness of the documents and a declaration of penalty debarment etc. as per prescribed format (Annex-II).
 - Declaration by Quotationer as per prescribed format (Annex-I) during submission of Tender.

13. List of documents shall have to upload by a Partnership Firm in addition to Sl. No. 12.

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

14. **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.

15. **Others:-**The Quotation Notice along with other documents like Tender Form No. -1 KMDA, Special Terms and Conditions, BOQ, Addendum and corrigendum etc. whatever documents uploaded by the department concerned thereto shall be part and parcel of the Quotation. The agency must go through carefully the all Terms and Conditions uploaded by the department before quoting his rate

16. **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.

17. **Declaration:-**Quotioner must submit duly signed a declaration as per prescribed format for confirmation of his awareness of the contract.

18. Submission of bill towards payment:

- Agency will pay "the rate of wages for part time sweeper is fixed as per KMDA order including enhancement rate time to time "to the Sweeper/housekeeping staff.
- 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.

19. The Quotationer own responsibility to obtain all information that may be necessary for quoting the amount.

20. During evaluation of quotation & before issuance of the work order, the quotation inviting authority may verify the credential & other documents with the original of the participated quotationer, if necessary. After verification, if it is found that such documents submitted by the quotationer is either manufacture or false, in that case, L.O.A. / work order will not be issued and Black listing/ penal action including forfeiture of EMD will be taken against him as decided by KMDA.

21. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one.

22. Deduction of Tax shall be made as per provision of latest Govt. order with up to date amendments.

23. Security money shall be released after successful completion of the contract.

24. All liabilities towards compensation of damages of Government properties and theft of Government materials due to negligence of the personnel engaged must be borne by the Agency whose quotations will be accepted.

25. No extra cost towards any accident of the engaged personnel will be borne by the Department and any compensation towards accident of the engaged personnel will be borne by the Agency.

26. Evaluation of the Contract Value:

Sl. no.	Description	For Sweeper /housekeeping staff. (Considering two digit after decimal)
A	“The rate of wages for part time sweeper is fixed as per KMDA order”	Rs.5000/- per head per Month.
B	Service Charges including cost of supervision but excluding GST on Sl. No. A (Quoted rate in percentage by the bidder throughout the contract period)	If Service charges is negative or zero, then this cell value is NIL
C	Total from Sl. no. A to Sl. No. B.	
D	Add GST @18% on Sl. No. C	
E	Total C+D	
F	Add Cess@1% on Sl. No. E	
G	Contract value (Rs) (Sl. No. E + Sl. No. F)X8 Nos X 12 Months.	

26. No claim for employment in Government Service will be accepted under any circumstances.
27. No replacement of the personnel will be allowed without any prior written permission of the competent authority.
28. Payment of Wages as mentioned to the personnel shall be made as per rules. The selected bidder will have to submit the monthly bill to the respective Division office positively. The selected bidder will have to pay the wages to his respective **Sweeper/housekeeping personnel** within first seven days of every month in spite of delay payment from KMDA. Intending bidder should consider this criterion while quoting his service charges.
29. **Validity of contract will be 365 (Three hundred and sixty five) days and it may be extended if desired by the competent authority.**
30. 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 undersigned 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.
31. 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.
32. That the **Sweeper/housekeeping** personnel and supervisors will be in proper prescribed Identity card and no extra charges / payment will be made in this account.
33. The **Sweeper/housekeeping** personnel should submit the copy of Govt. photo identity card and they have to abide by the discipline, rules and regulations as laid by KMDA.
34. Engagement of child labour shall not be allowed in any circumstances.
35. That the **Sweeper/housekeeping** personnel will have to be in proper uniform with shoes and no extra payment will be made on this account.
36. The **Sweeper/housekeeping** personnel will have to abide by the discipline, rules and regulations as laid by KMDA.
37. While evaluation, the committee may summon of the Tenderers/ Quotationer & 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.
38. Penalty for suppression / distortion of facts: If any document/statement/information submitted by any bidder in the quotation is found to be false, the Tender Inviting Authority (TIA) will take legal action against the bidder including forfeiture of Earnest Money Deposit (EMD).”
39. All materials regarding the work will be provided by the department.
40. If the work site is not maintained satisfactorily as directed by the EIC the deduction of an amount upto 25% of bill value will be charged as penal measure.
41. The successful quotationer will have to execute 05 (Five) sets of formal agreement with KMDA as per norms of KMDA (in Cash/ in the form of DD in favour of “KMDA” payable at Kolkata of any Indian schedule bank).
42. Rate shall be quoted through online in the desired location in the tender portal on or before the schedule date and time as mentioned above e-NIQ.
43. The agency can considered his profit or service charges @ 10 % which is the maximum upper limit beyond that limit bid will be rejected.

- 44. Additional Performance Security:-**In case the quoted service charge quoted by the L1 Bidder is negative or Zero (That means bidder will not claim any service charges from KMDA) the bid may be accepted provided the concerned Bidder/Bidders shall have to be submitted a Bank Guarantee @10% of contract amount from any Scheduled Bank within seven working days from the date of issuance of Letter of Acceptance/ Work Order. If the bidder fails to submit the Additional Performance Security, his earnest money will be forfeited. The said Bank Guarantee shall be valid upto the end of the Successful completion of the work and shall be renewed accordingly, if required. If the bidder fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during the pendency.
- 45.** The tender inviting authority reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.
- 46.** For detail information please visit <https://wbtenders.gov.in> & <https://kmda.wb.gov.in/>.

Executive Engineer
CSD/E&AM/KMDA

No:141/1(8) EE/CSD/E&AM/KMDA/E-4/2023-2024,

Date: 24/11/2025

Copy forwarded for information and wide circulation to:

- 1) The Chief Engineer, E&AM Sector/KMDA
- 2) The Chief Engineer, Water & Sanitation/Housing/Roads & Bridge/PM&C/EM Sector, KMDA
- 3) The Deputy Secretary, Public Relation Cell, KMDA along with 4(four) copies of this e-NIQ for timely Publication in leading News Papers as per tendering norms and for display this e-NIQ in KMDA Web Site.
- 4) The Superintending Engineer, (Cons)/E&AM, KMDA.
- 5) The Executive Engineer, ECPD-I/NSD/C.D- II/CRS/DIV-V, KMDA.
- 6) The Account Assistant, CSD, E&AM, KMDA
- 7) The Estimator –in-Charge , CSD, E&AM, KMDA
- 8) Notice Board.

Executive Engineer
CSD/E&AM/KMDA