



Memo No: 261/EE/EMD/W&S/KMDA

Date: 09/03/2026

NOTICE INVITING e-TENDER

e-NIT NO: - 08/EE/EMD/W&S/KMDA of 2025-2026. Dated. 09/03/2026

The Executive Engineer (Civil), EM Division, W&S Sector, KMDA invites online e-tenders in two part system (Part-I Technical Bid and Part-II Financial Bid) from from bonafide, reliable, experienced & resourceful firms / individuals contractors, who have successfully completed works in Government / Govt. Undertaking / Govt. Autonomous Bodies / Semi-Govt. / Statutory Bodies/Local Bodes having credentials having credentials of **1 (One) Similar Nature Of Completed Work** of the minimum value **not less than 40%** of the estimated amount put to tender during last **5 (five) years** prior to the date of issue of the tender notice, or Intending tenderers should produce credentials of **2 (Two) Similar Nature of Completed Work**, each of the minimum value **not less than 30%** of the estimated amount put to tender during last **5(five) years** prior to the date of issue of the tender notice, or Intending tenderers should produce credentials of **1 (One) Similar Nature of Running having completed 80% or more and value of which is not less than as in i) above**, during last **5(five) years** prior to the date of issue of the tender notice.

Sl. No.	Name of Work	Estimated Value of the work (Rs.)	Earnest Money Deposit (Rs.)	Time of Completion
1.	Cleaning premises jungle, shrubs and removal of debris (as and when required) within the compound of Salt Lake 5MG UGR under Bidhannagar Municipal Corporation area upto December 2026.	2,41,367.00	4,830.00 [Online through e-Procurement System of Govt. of W.B.]	Upto 31.12.2026

- 1) **Earnest Money deposit (EMD)** is to be remitted by the Tenderer in favour of **KMDA**. Payable at **KOLKATA**, as mentioned in the **column 4** above through Net- Banking/ RTGS/NEFT in respect of the Tender ID, as per requirement of e-Procurement System of Government of West Bengal (<https://wbtenders.gov.in/>).

In addition, instruction by the Finance Department **MEMORANDUM**, vide no. - **3975-F(Y)**; **Dated, 28th July, 2016** to be followed for ready reference and guidance.

- 2) Intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
- 3) Bidders should quote the rate including all Gov. statutory Tax's and GST as applicable. The Tax invoice(s) need to be issued by the supplier for raising claim under the contract showing separately, the tax charged in accordance with the provisions of GST Act, 2017.
- 4) 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 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.
- 5) The intending Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information's that may be necessary for preparing the Bid and entering into a contract for the services as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.



**OFFICE OF THE EXECUTIVE ENGINEER,
EM DIVISION, W&S SECTOR, KMDA.
'A'-BLOCK, 5th FOORL, UNNAYAN BHAVAN
SALT LAKE CITY, KOLKATA-700091**

**Kolkata
Metropolitan
Development
Authority**

- 6) The intending Bidders shall 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 Tender accepting authority 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.
- 7) Conditional / Incomplete Tender will not be accepted under any circumstances.
- 8) During scrutiny, if it comes to the notice of the Tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the Tender and that application will be rejected without any prejudice.
- 9) **The Executive Engineer (Civil), EM Division, W&S Sector, KMDA** reserves the right to cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained.
- 10) Successful bidder will have to install display board as instructed by Engineer-In-Charge and have to maintain that board at his own cost. No payment shall be made in this regard from KMDA
- 11) Before issuance of the WORK ORDER, the Tender inviting authority may verify the credential and other documents of the lowest Tenderer if found necessary. After verification if it is found that the documents submitted by the lowest Tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.

12) Time Schedule for Downloading, Uploading and Opening of Tender Documents: -

12. Time Schedule for Downloading, Uploading and Opening of Tender Documents: -		
a)	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	Date: 12/03/2026, Time: 18.00 hrs
b)	Documents download start date (Online)	Date: 12/03/2026, Time: 18.00 hrs
c)	Documents download end date (Online)	Date: 19/03/2026, Time: 18.30 hrs
d)	Seek Clarification Start Date & Time	N.A.
e)	Seek Clarification End Date & Time	N.A.
f)	Pre-bid Meeting Date & Time	N.A.
g)	Issue of Response (As per written queries submitted by the bidders within scheduled period)	N.A.
h)	Starting date & time for sub- mission of tender through online	Date: 12/03/2026, Time: 18.00 hrs
i)	Last date & time limit for sub- mission of tender through online	Date: 19/03/2026, Time: 18.30 hrs
j)	Scheduled date & time for opening the Part-I tender document (Technical Bid) (Bid will be opened by the Authorized Officer)	Date: 23/03/2026, Time: 14.00 hrs
	Date of uploading the List of technically qualified bidders (Online)	To be notified later in https://wbtenders.gov.in
	Scheduled date & time for opening Part-II tender document (Financial Bid)	To be notified later in https://wbtenders.gov.in
## No financial information should be uploaded to the folder marked for technical bid.		

Tenders will be opened by **The Executive Engineer (Civil), EM Division, W&S Sector, KMDA** or his authorized representative in presence of tenderer or their authorized representatives who may like to be present.

13) Eligibility criteria for the bidders: -

- a) **The bidders should have the credentials as detailed below: -**
 - i) Intending tenderers should produce credentials of **1 (one) Similar Nature of Completed Work** of the minimum value of **40%** of the estimated amount put to tender during last 5(five) years prior to the date of issue of the tender notice; or
 - ii) Intending tenderers should produce credentials of **2(Two) Similar Nature of completed work** each of the minimum value of **30%** of the estimated amount put to tender during last 5(five) years prior to the date of issue of the tender notice; or



- iii) Intending tenderers should produce credentials of 1 **(One) Single Running Work Of Similar Nature** which has been completed to the extent of **80%** or more and value of which is not less than the desired value at (a) above;

❖ **Other terms and condition of the credentials: -**

- i) Payment certificate will not be treated as credential.
- ii) Completion Certificate issued by the Executive Engineer or equivalent competent authority of a State/Central Govt., State/Central Govt. undertaking, Statutory/Autonomous bodies constituted under the Central/State Statute on the executed value of completed/running works will be considered as Credential.
- iii) No credential will be considered as valid unless it is supported by work order, price schedule or BOQ of work and completion certificate mentioning the date of completion issued by the competent authority not below the rank of Executive Engineer or equivalent or competent authority of a State / Central Government, State / Central Government undertakings, Statutory / Autonomous bodies constituted under the Central / State Statute. The completion certificate should indicate the value of the work (equal to booked expenditure).

N.B. Estimated amount, Date of completion of project & detail communicational address of Client must be indicated in the Credential Certificate.

- b) Scanned copy of **PAN card, P. Tax, Valid income tax (For Last 3 yrs), GST registration. Last 3 yrs audited balance sheet, Credentials, BOQ's of the respective credentials, Work Order, Payment certificate, Bank Solvency Certificate in Current Financial Year 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://wbttenders.gov.in>.
- c) Scanned Copy of one original **affidavit before Notary will have to be submitted as per prescribed format, attached in the tender documents**, 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.
- d) Agencies against which departmental proceedings or legal actions are pending or have been identified by KMDA as having violated the terms of existing contract(s) shall be debarred from participating in this bid.
- 14) **Earnest Money:** - The tenderer shall have to upload scanned copy of requisite documents in support of submission of EMD (as mentioned in the column-4 of the above table) through online, 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.
- 15) **Security Deposit:** - **Security Deposit (as per prevailed norms)** will be deducted from gross bill value of each and every running bill and from final bill without any upper ceiling limit. Deposited EMD will be adjusted as part of Security Deposit. Refund of security Deposit will only be made after completion of works as well as **Defect Liability Period** without any kind of defect/damage of the property.
- 16) **Defect Liability Period (DLP)**
Defect Liability Period (DLP) of the work will be **03 (Three) Months** from the date of actual completion of work in full. During the period of DLP, the agency/contractor is liable to make good of any kind of damage happen in the structure, so constructed/erected by him, at his own cost.

This supersedes clause 17 of tender form No -1.



- 17) **List of common documents shall have to be uploaded by each tenderer at the time of submission of Tender through online: -**
- All annexures as annexed.
 - Certificate of Incorporation/Registration of firm or company (Memorandum and Articles of Association, if any).
 - Deed of Partnership (constituted/reconstituted/amended, if any) (only for Partnership Firms).
 - Income Tax Return (for the last 3 financial years).
 - Audited Balance Sheet (for the last 3 financial years).
 - Pan Card.
 - Professional Tax clearance certificate.
 - GST registration.
 - Latest valid Trade License.
 - Technical Credential.
 - Work Order for the work in technical credential.
 - BOQ of work or price-breakup schedule of similar nature of work.
 - Payment certificate of the said work.
 - Completion Certificate for the work completed/running.
 - Bank Solvency Certificate from a scheduled bank recognized by the Government of India, to be issued before six months from the dated of e-NIT @ 10 % (minimum) has been considered in Current Financial Year in conformity with the total project cost for this NIT.
 - Affidavit before Notary mentioning the correctness of the documents and declaration of penalty or debarment etc., before the issuance of this NIT.
- 18) **Additional Performance Security: -**
- To ensure the quality and proper execution of the work in public interest, the **Additional Performance Security @10%** of the tender amount shall be obtained from the successful bidder if the **accepted bid value is 80% or less** of the Estimate put to tender.
 - The Additional Performance Security shall be submitted in the form of Bank Guarantee from any scheduled bank before issuance of work order. **"The issuing applicants must mention receiver's details as ICICI bank, IFSC:ICIC0006950, Branch Salt Lake, Sec-I, in BG Text at which SFMS IFIN 760 message to be sent by the issuing bank to establish the authenticity of the given BG"** If the bidder fails to submit the Additional Performance Security within seven working days from the date of issuance of LOI, his Earnest Money Deposit will be forfeited and other necessary action as per NIT like blacklisting of the contractor, etc. may be taken. The Bank Guarantee shall have to be valid up to end of the contract period and shall be renewed accordingly, if required.
 - The Bank Guarantee shall be returned immediately on successful completion of the contract. If the bidder fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during pendency of the contract period after serving proper notice to the contractor. 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 provision of this Additional Performance Security.
- 19) **Mismatch in Name: -** All documents uploaded by the Bidder, in support of his eligibility/credential for Pre-qualification to participate in this Tender should be same and identical & with Digital signature certificate (DSC). Minor mismatch like "M/S", "Kr/Kumar", "Co-Op/Co-Operative" etc. has to be legalized /authenticated by the Bidder by uploading of proper Affidavit (duly Notarized) in this regard.
- 20) Suspension and debarment clauses shall be applied to the bidders who are participating in the tender process for their false declaration or forgery or falsification of records as per PWD order no. - 547-W(C)/1M-387/15 dated 16/11/2015 and 724-W(C)/1M-953/19, Dated-19.12.2019.
- 21) Also if the L1 bidder does not agree to execute the job after opening of Bid, the Earnest Money will be forfeited without any further intimation and may be construed as an attempt to disturb the tendering process and dealt



with accordingly legally including debarment up to 3(three) years of the Bidder as per PWD order 547-W(C)/1M-387/15 dated 16/11/2015 and 724-W(C)/1M-953/19, Dated-19.12.2019

- 22) Joint Ventures/Consortiums are not allowed to participate in the bid.
- 23) Neither prospective bidders nor any of constituent partner had been debarred to participate in tender by the **KMDA during the last 5 (five) years** prior to the date of this NIT. Such debar will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format without which the Technical Bid shall be treated non-responsive).
- 24) For (a) Procurement of goods and services and (b) Works related contract involving supply of goods and services by contractor. Tax Invoice (S) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provision of **GST Act 2017**.
- 25) **Addenda/Corrigenda:** - During the tenure of the tender if any addenda/corrigenda take place that will be circulated only through the Government e-Procurement system. Contractors are to keep track of all the Addendum / Corrigendum issued with a particular tender and upload the same digitally signed along with the NIT. Tenders submitted without the Addendum / Corrigendum will be informal and liable to be rejected.
- 26) The work to be executed with necessary arrangements for safety, machineries, temporary Barricading, labour hutments, electricity and other misc. at contractor's own cost.
- 27) **Bid Validity:** - Bids shall remain valid for a period of **120 days (One Hundred Twenty)** from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
- 28) During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice with forfeiture of earnest money forthwith.

List of "**Technically Qualified Bidders**" will be published in the web portal only. Financial Bid will be opened within a short period after such publication. Therefore, Bidders are requested to view the tender status on a regular basis. In case if there be any objection regarding Pre-qualification/ list of "**Technically Qualified Bidders**", that objection should be lodged to the Chairman, Tender/Bid Evaluation Committee within **24 hours** from the date and time of publication of list of qualified Agencies and beyond that time schedule no objection will be entertained by the **Tender/Bid Evaluation Committee**.
- 29) Before issuance of the LOI, the tender inviting authority may verify the credential & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufacture or false in that case, LOI will not be issued in favour of the tenderer under any circumstances.
- 30) **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.
- 31) **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.
- 32) **Declaration:** - Tenderer must upload and submit duly digitally signed a declaration as per prescribed format for confirmation of his awareness of the contract.
- 33) The contractor will have to maintain qualified technical employees and/or Apprentices at site as per prevailing Apprentice Act or other Department Rules & Orders circulated from time to time.
- 34) There shall be no provision of Arbitration.
- 35) No Adjustment of Price OR Price Escalation of any kind will be allowed.



- 36) No mobilization advance and secured advance will be allowed.
- 37) The quantities of different items of work mentioned in the tender schedule or in work order are only tentative. In actual work, these may vary considerably. Payment will be made on the basis of works actually done in different items. Payment for individual item of work in the BOQ will be made on the basis of actually executed quantity of work and its corresponding quoted rate. For execution of quantitative excess of any item beyond 10% or supplementary works, approval of the Superintending Engineer / Chief Engineer would be required depending on whoever be the Tender Accepting Authority, before making payment. In no case the final bill value will exceed the accepted tendered amount for the work.
- 38) A machine page numbered Site Order book (with triplicate copy) will have to be maintained at site by the contractor and the same has got to be issued from the Engineer-in-Charge before commencement of the work. Instructions given by inspecting officers will be recorded in this book and the contractor must note down the action taken by him in this connection as quickly as possible.
- 39) 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 road signs as per P.W.D. practice will have to be made by the contractor at his own costs.
- 40) The prospective bidders shall have in their full-time engagement experienced technical personnel with the sufficient knowledge of PERT/CPM, the minimum being one Civil Engineering Degree holder and one Civil Engineering Diploma holder (authenticated documents in respect of qualification and engagement shall be furnished for Technical Evaluation)

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, EM Division,
W&S Sector, KMDA.

Memo No: 261 /1(10)/EE/EMD/W&S/KMDA

Date: 09/03/2026

Copy forwarded for kind information to:

1. The Chairman, Bidhannagar Municipal Corporation.
2. The Director General, W&S Sector, KMDA.
3. The Chief Engineer-in-Charge, W&S Sector, KMDA.
4. The Director of Finance, KMDA.
5. The Superintending Engineer, East Circle, W&S Sector, KMDA.
6. **The Deputy Secretary, P.R.O., KMDA along with 1(One) Detailed copies & 4 (Four) Abridge copies of this e-NIT. He is requested to kindly circulate the e-NIT as per prevailing norms of KMDA.**
7. The ACFA/ Account Officer, W&S Sector, KMDA as Committee Member.
8. The P.S. to Chief Executive Officer, KMDA.
9. Notice Board, EM Division, W&S Sector, KMDA.
10. Office Copy.

Executive Engineer, EM Division,
W&S 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://wbttenders.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 covers (folder).

A-1. Statutory Cover Containing.

- i) Demand Draft/Pay Order towards earnest money (EMD) as prescribed in the NIT.
- ii) NIT (download & upload the same digitally signed).
- 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 necessarily be uploaded by the bidder.

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

- i) All annexures as annexed.
- ii) Certificate of Incorporation/Registration of firm or company (Memorandum and Articles of Association, if any).
- iii) Deed of Partnership (constituted/reconstituted/amended, if any) (only for Partnership Firms).
- iv) Income Tax Return (for the last 3 financial years).
- v) Audited Balance Sheet (for the last 3 financial years).
- vi) Pan Card.
- vii) Professional Tax clearance certificate.
- viii) GST registration.
- ix) Latest valid Trade License.
- x) Technical Credential.
- xi) Work Order for the work in technical credential.
- xii) BOQ of work or price-breakup schedule of similar nature of work.
- xiii) Payment certificate of the said work.
- xiv) Completion Certificate for the work completed/running.

- xv) Bank Solvency Certificate from a scheduled bank recognized by the Government of India, to be issued before six months from the dated of e-NIT @ 10 % (minimum) has been considered in Current Financial Year in conformity with the total project cost for this NIT.
- xvi) Affidavit before Notary mentioning the correctness of the documents and declaration of penalty or debarment etc., before the issuance of this NIT.
- xvii) Engineer's qualification Certificate.

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 non-Statutory folder. Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

c) 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.

Sl. No.	Category Name	Sub-Category Description	Details
A.	Certificates	Certificates	i) Pan Card. ii) Professional Tax clearance certificate. iii) Vat clearance certificate. iv) Acknowledgement of IT return (For last 3 hrs.) v) GST registration.
B.	Company Details	Company Details-1	i) 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) Credential, Work Order, Payment certificate, Bank Solvency Certificate.

6. Opening & Evaluation of Tender: -

a) Opening of Technical Bid:

- i) Technical bid will be opened by **The Executive Engineer (Civil), EM Division, W&S 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 & handed over to the evaluation committee.
- iii) List of technically qualified tenderers would be uploaded.



NB: While evaluation, the committee 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.

b) 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, EM Division,
W&S Sector, KMDA.