

Memo No.: EE/Div-VIII/KMDA/HIT WING/O&M/04/2025-26 / 179

Dated : 10/03/2026.

OFFICE OF THE EXECUTIVE ENGINEER- DIV-VIII
H.I.T WING, KMDA.

NOTICE INVITING TENDER

NIT NO: - EE/Div-VIII/T – 02/HIT Wing/KMDA of 2025-26.

Sealed Tender is invited by the EXECUTIVE ENGINEER-VIII, HIT Wing/KMDA on behalf of the Kolkata Metropolitan Development Authority for the works mentioned in the table given below, tender from reliable, eligible and resourceful contactors having credentials of value not less than 40% of the estimated amount, and successfully completed the work like **any type sweeping & cleaning work/ Maintenance work/similar nature of completed work** in a single contract within the last 5(Five) years from the date of issue of this NIT as mentioned below, in any Govt./Semi-govt./Undertaking/Autonomous Bodies (constituted under the State/Central statute)/Statutory Bodies or local Bodies in a single contract, are eligible for the under stated works.

Sl. No	Name of Work	Estimated Amount Put to Tender (Rs)	Earnest Money (Rs.)	Offered Rate on Estimated Amount Put to Tender (in percentage)
(1)	(2)	(3)	(4)	(5)
1	“Annual Maintenance including sweeping and cleaning, cleaning of toilet units and compound premises with sanitary plumbing and other ancillary works for Proposed Community Hall, Dumurjola, Howrah ”	Rs. 65,839.00 [Rupees Sixty Five Thousand Eight Hundred and Thirty Nine Only]	Rs. 1,317.00 [Rupees One Thousand Three Hundred and Seventeen Only.]	

Time of Completion=365 (Three Sixty Five) Days from the date of issuance of work order.

The tender can be searched by typing KMDA in the search engine provided in the website.

Last date & time of submission of bids online is Date: 17/03/2026 , Time: 15.00 hrs

The authority reserved the right to reject or accept any or all tender without assigning any reason.

- 1) **Earnest Money deposit (EMD)** is to be submitted by the bidder in the form of Bank Draft. by the Tenderer in favour of **KMDA**. Payable at **KOLKATA**, as mentioned in the **column 4** above.
- 2) 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.
- 3) Submission of Tender: - Technical Bid and Financial Bid both will have to be submitted as per time schedule stated herein under. 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.

The rate (% above or below) is to be quoted by the bidders in their own company letter head as per format given in the notice .

- 4) 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.
- 5) Conditional / Incomplete Tender will not be accepted under any circumstances.
- 6) 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.
- 7) **The Executive Engineer,Div-VIII/ HIT Wing, KMDA** reserves the right to cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained.
- 8) 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.
- 9) **Time Schedule for Downloading, Uploading and Opening of Tender Documents: -**

12. Time Schedule for submission and Opening of Tender Documents: -		
a)	Date of publication of N.I.T. & other Documents (Publishing Date)	Date: 10/03/2026, Time: 15.00 hrs
b)	Documents submission start date	Date: 10/03/2026, Time: 15.00 hrs
c)	Pre-bid Meeting Date & Time	Date: 11/03/2026 , Time: 16.00 hrs
d)	Last date & time limit for sub- mission of tender	Date: 17/03/2026 , Time: 15.00 hrs
e)	Scheduled date & time for opening the tender document (Technical and Financial Bid) (Bid will be opened by the Authorized Officer)	Date: 17/03/2026 , Time: 15.30 hrs

Tenders will be opened by **The Executive Engineer,Div-VIII, HIT Wing, KMDA** or his authorized representative in presence of tenderer or their authorized representatives who may like to be present.

10) 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.

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

- a) Photocopy 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, Valid up to date Clearance Certificates of Professional Tax and other supporting documents, Registration Certificate and/or Trade License** of the company must be submitted. duly signed at desired location.
 - b) 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.
- 11) The prospective bidders shall quote their rate in percentage above or below the estimated value of the work, maximum 2 (two) digits beyond/after the point, Joint Ventures/Consortiums are not allowed to participate in the bid.
- 12) 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).
- 13) **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.
- 14) **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.
- 15) 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.

- 16) Before issuance of the LOI and work order 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.
- 17) **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 published by the department concerned thereto shall be part and parcel of the Tender.
- 18) **Declaration:** - Tenderer must submit duly signed a declaration as per prescribed format for confirmation of his awareness of the contract.
- 19) **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. & total deducted SD will be released after successful completion of DLP as mentioned in the memorandum of PWD Govt. of WB vide Memo:-5784-PW/L&A/2M-175/2017 Dt.12.09.2017.

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 www.kmda.wb.gov.in

**Executive Engineer, Div-VIII
HIT WING, KMDA.**

Memo No.: EE/Div-VIII/KMDA/HIT WING/O&M/02/2025-26/176

Dated : 09/03/2026.

Copy forwarded for information to:-

1. The Special Secretary, work cell / KMDA.
2. The OSD & EO, Senior Deputy Secretary/HIT Wing (KMDA).
3. The Advisor/ KMDA.
4. The D.G. W&S Sector, KMDA.
5. The Chief Engineer, HIT Wing/KMDA.
6. The Chief Engineer, P.M & C/ KMDA.
7. The Director of Finance, KMDA.
8. The Superintending Engineer,/HIT Wing (KMDA).
9. The Deputy Secretary (P.R.C), Public Relation Cell /KMDA, for display this NIT in KMDA Website.
10. The Account Officer, HIT Wing, KMDA.
11. The P.S. to Chief Executive Officer, KMDA.
12. Notice Board.

**Executive Engineer,Div-VIII
HIT WING, KMDA.**



(Annexure-I)

PRE-QUALIFICATION APPLICATION

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

Ref: NIT No. for

.....
(Name of work).....

N.I.T. No.:

(SI. No.

Of TIA, HIT WING, KMDA.

Dear Sir,

Having examined the Statutory, N.I.T. 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

Intending tenderers have to apply in writing to the Executive Engineer, West Central Division, W&SSector, KMDA in their own letter head alongwith photo copies of the following documents must be submitted duly signed with the noting **“SUBMITTED BY ME”** with paper seal in each documents within the stipulated date and time and also with **NOTARY** in original.If required tenderers are bounded to produce original certificates during verification of certificates of the copy.