

**OFFICE OF THE EXECUTIVE ENGINEER  
CRS DIVISION, E&AM SECTOR, KMDA., GROUND FLOOR, 'G'-BLOCK  
UNNAYAN BHAWAN, BIDHANNAGAR , KOLKATA-700091.**

**TENDER NOTICE**

**Notice Inviting e-TENDER No: KMDA/CIVIL/04/EE/CRS/E&AM/OF 2025-26 Dated: 16.6.2025**

EXECUTIVE ENGINEER, CRS DIVISION, E&AM Sector, Unnayan Bhawan, Block-G (Ground Floor), Kolkata-700091 on behalf of Kolkata Metropolitan Development Authority (KMDA) invites **ON LINE e-TENDER** in KMDA Form No: 1 for the following work from reliable, resourceful, bonafide, eligible firms/companies/ individual 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 publication of the NIT in any Government/Semi Government /Undertaking/Autonomous bodies/Local bodies.

SI No	Name of Work	Estimated Amount (Rs.)	Earnest Money Rs.	Time of completion
1.	<b>Cleaning of garbage, upgradation of the toilet blocks, Removal of chokage of drain system, at Salt Lake Central park Mela Ground, Bidhannagar.</b>	2,02,378.00	4,048.00	21 Days

- Intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate and Earnest Money should be deposited by the bidder through the following payment mode as per Finance Department Order No. 3975-F(Y) dated 28th July, 2016. Bidder should quote the rate including all Govt. statutory taxes, GST and Labour welfare Cess as applicable also **in up to two digit decimal. EMD (Earnest Money Deposit)** shall be deposited through **online** only as per requirement of the system.
- 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 here under. Time will be reckoned as per Server Clock. b) The Financial Bid of the prospective tenderer 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.
- Intending bidder should quote the rate including all Government, Statutory taxes including GST and Labour Cess as applicable. The Tax invoice(s) need to be issued by the agency/supplier for raising claim under the contract showing separately, the tax charged in accordance with the provisions of GST Act 2017.

<b>4. Time Schedule for Downloading, Uploading and Opening of Tender Documents:-</b>		
a)	<b>Date of uploading of N.I.T. &amp; other Documents (online) (Publishing Date)</b>	<b>Date: 23.6.2025, Time: 14.00 hrs</b>
b)	<b>Documents download start date (Online)</b>	<b>Date: 23.6.2025, Time: 14.00 hrs</b>
c)	<b>Documents download end date (Online)</b>	<b>Date: 30.6.2025, Time: 14.30 hrs .</b>
d)	<b>Online Bid Submission Start Date &amp; Time</b>	<b>Date: 23.6.2025, Time: 14.30 hrs</b>
e)	<b>Online Bid Submission Last Date &amp; Time</b>	<b>Date: 30.6.2025, Time: 15:00 hrs .</b>
f)	<b>Time and Date of Opening of technical bid ( Bid will be opened by the Authorized Officers)</b>	<b>Date: 02.7.2025, Time: 15:30hrs.</b>
g)	<b>Date of opening Financial Bid:</b>	<b>To be notified later on.</b>

Tenders will be opened by the Executive Engineer, CRS Division, E&AM SECTOR, KMDA or his authorized representative in presence of Tenderers or their authorized representatives who may like to be present.

**5. Eligibility criteria for the bidders:-**

- (I) Intending Tenderers should produce credentials of a similar nature of completed work of the minimum value of 40% of the Estimated Amount put to Tender during 5(five) years prior to the date of issuance of this 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 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 the value of which is not less than the desired value at (i) above.

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

**6. Earnest Money:-** The tenderer shall have to deposit 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. Security Deposit: 10%** Security Deposit 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.

**8. Additional Performance Security other than Security Deposit: a.** If the accepted bid value of the successful Bidder is 80% or less than the Estimated amount put to tender, Additional Performance Security @ 10 % of the Tendered Amount shall have to be submitted in the form of Bank Guarantee on any Scheduled Bank within seven working days from the date of issuance of Letter of Acceptance to ensure the quality and proper execution of the work. The said Bank Guarantee shall have to be valid up to end of the Contract Period and shall be renewed accordingly, if required. If the successful Bidder fails to submit the Additional Performance Security within the Time Period mentioned here, Earnest Money of the Bidder will be forfeited and other necessary actions as per NIT like blacklisting of the contractor, etc, may be taken.

**b.** The Bank Guarantee shall be returned immediately on successful completion of the Contract. If the bidder (the Contractor) fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during the tenure of the Contract period.

**c.** 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.

**d.** Bank Solvency Certificate, minimum value @ 40% (Ten Percent) of quoted amount or above and date of which shall not be more than 6 (six) months before the publication date of the e-NIT.

**e. Provision of Defect Liability Period and Refund of Security Deposit:** Refund of Security Deposit will only be made after completion of Defect Liability Period (DLP). However proportionate security deposit may be released after elapsing of proportionate time as per Notification No. **5784-PW/L&A/2M-175/2017 dt. 12.09.2017** of Principal Secretary, PWD and satisfaction of Engineer-In-Charge.

**8 .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. Valid Renewed Trade License related to the work.
- vi. Technical Credential for similar nature of work.
- vii. Work Order for the work in technical credential.

- viii. GST Registration.
- ix. EPF & ESI registration certificate with latest monthly contribution receipt which shall not be more than 6 (six) months before the publication date of the e-NIT.
- x. Bank solvency certificate as per sl. no. 8 d.

**9. 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.

**10. 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.

**11. 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 queries 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.**

For detail information please visits <https://wbtenders.gov.in> & [www.kmda.wb.gov.in](http://www.kmda.wb.gov.in)

Executive Engineer  
CRS Division, E&AM. Sector, KMDA

**Memo No. 47 / 18(20)/EE(CRS)/E&AM/KMDA/W-7/95(Part-IV)/25-26**

**Dated : 16.6.2025**

3 (three) copies of this NIT are forwarded to the **Deputy Secretary** (PR cell), KMDA with the request to kindly circulate this NIT as per prevailing norms of KMDA.

Executive Engineer  
CRS Division, E&AM. Sector, KMDA

**No. 47 / (19)/EE/CRS/E&AM/KMDA/W-7/95(Part-IV)/25-26**

**Dated: 16.6.2025**

**Copy forwarded for information & necessary action to:-**

- 1) The Chief Executive Officer, KMDA.
- 2) The ADVISOR, KMDA.
- 3) The Chief Engineer, E&AM Sector, KMDA.
- 4-7) The Chief Engineer, Housing/R&B/W.S /SD & SWM Sector, KMDA.
- 8-10) The Superintending Engineer, CRS Circle/Planning Circle/Construction Circle, E&AM Sector, KMDA.
- 11-16) The Executive Engineer, ECPD –I / II / SFD / CD – II/ BPPD – I / II of E&AM Sector, KMDA.
- 17) The A.C.F.A. E&AM Sector, KMDA.
- 19) The Estimator, CRS Division, E&AM Sector, KMDA. Besides, one copy for displaying in the **Notice Board**.

Executive Engineer  
CRS Division, E&AM. Sector, KMDA

## INSTRUCTION TO BIDDERS

Instruction / Guidelines for Tenderers 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 in 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 Informations 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. **Each contractor will have to comply with the provisions of all laws, rules, orders regulations and notifications whether central or state or local as applicable with them.**
5. **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) Earnest money (EMD) as prescribed in the NIT.
- ii) NIT.
- iii) Duly filled-up Declaration as per prescribed format with signature.

**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 website 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. Pan Card.
- iii. Trade License
- iv. Professional Tax Enrolment certificate with current year challan.
- v. GST registration certificate.
- vi. Valid Renewed Trade License.
- vii. Work Order along with completion certificate.

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

### **6. 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.

### **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.

iii) The quoted rate should be including GST & all other statutory taxes.

## 7. Opening & Evaluation of Tender:-

### Opening of Technical Bid:

- i) Technical bid will be opened by the Executive Engineer, CRS Division, 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 be 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.

## 8. Penalty for suppression / distortion of facts:

Submission of false document by Tenderer is punishable as per prevailing laws.

1. Tender inviting authority reserves the right for rejection & cancellation of the NIT at any time without showing any reason.

Executive Engineer  
CRS Division, E&AM. Sector, KMDA

Sl. No	Category Name	Sub-Category Description	Details
A.	Certificates	Certificates	i) Pan Card .ii) Professional Tax clearance Challan 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 etc. as applicable.
C.	Credential	Credential-1	i) 40%Credential within 5 years, Work Order, Credential for similar work mentioned above.