

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

**(ABRIDGE)**

**e-TENDER NOTICE**

**Notice Inviting e-TENDER No: KMDA/CIVIL/10/EE/CRS/E&AM/ OF 2025-26 Dated: 29.10.2025**

1. **Invitation-** Superintending Engineer, CRS Circle, EandAM Sector for and on behalf of Kolkata Metropolitan Development Authority (KMDA) invites online e-tender in KMDA form No1 from reliable, resourceful, bonafied, eligible and experienced firms/companies/individual contractors/Joint Ventures/Consortium, who have successfully and satisfactorily completed the **similar nature** of works within the last 5 (five) years from the date of issue of this NIT in any Govt./ Semi-Govt./Govt. Undertakings/ Autonomous Bodies(constituted under the State/Central statute)/ Statutory Bodies and Local Bodies is eligible for the under mentioned works –

Sl. No.	Name of Work	Estimated Amount (Rs.) (Including GST & CESS)	Earnest Money (Rs.)	Cost of Tender Documents During participating in e-Tendering. (Rs.)	Time of Completion
1. a)	Maintenance as well as Up-keeping of "Boimela Prangan" at Central Park, Bidhannagar, Kolkata 700091 for the year 2026	9,20,386.00	18,408.00	Not Required	365 Days

Bidder should quote the rate including all Govt. statutory taxes, GST and Labour Cess as applicable also in two digits after decimal.

- a) **Similar work means:** The bidders should have credentials like garden maintenance, landscaping and horticulture.
- b) Intending bidder may download the tender documents from the website <https://wbtenders.gov.in> and [www.kmda.wb.gov.in](http://www.kmda.wb.gov.in)
- c) Last date of participation in tender **Date: 17/11/2025, Time: 14:30 hrs**

Executive Engineer  
CRS/ E&AM. Sector/KMDA

No. 99/ (12)/EE/CRS/E&AM/KMDA/W-7/95(Part-IV)/25-26

Dated: 29.10.2025

**Copy forwarded for information and necessary action to -**

- 1) The C.E.O., KMDA.
- 2) The Secretary, KMDA.
- 3) The Director, SUDA.
- 4) The Chief Engineer, E&AM Sector, KMDA.
- 5) The Chief Engineer, PM&C/R&B/PM&C (Design-Vetting)/WS/E&M/ Housing Sector, KMDA.
- 6) The Special Secretary (W), KMDA.
- 7) The Director of Finance, KMDA.
- 8) The Superintending Engineer, CRS Circle /Construction Circle/Planning Circle, E&AM Sector, KMDA
- 9) The Deputy Secretary, Public Relation Cell, KMDA along with 4( four ) copies of this NIT for timely Publication in leading News Papers as per existing tendering norms and for display this NIT in KMDA Web Site.
- 10) The A.C.F.A., E&AM Sector, KMDA.
- 11) The Executive Engineer, ECPD-I/ECPD-II/SFD/CD-II/BPPD-I/BPPD-II/D-V/CSD /CRS E&AM Sector, KMDA.
- 12) Estimator, CRS Division, E&AM Sector, KMDA.

Executive Engineer  
CRS / E&AM. Sector/ KMDA

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Bidder should quote the rate including all Govt. statutory taxes, GST and Labour Cess as applicable also in two digits after decimal.

- b)** The intending Bidder shall have valid Electrical Contractor's License or may engage Electrical Supervisor with valid Supervisory Certificate.
- c) Similar work means:** The bidders should have credentials like garden maintenance, landscaping and horticulture.
- d)** Intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

**3. EMD (Earnest Money Deposit)** shall be deposited through online only as per requirement of the system.

**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.

<b>5. Time Schedule for Downloading, Uploading and Opening of Tender Documents-</b>		
a)	Date of uploading of N.I.T. and other Documents (online) (Publishing Date)	Date: 10/11/2025, Time: 14:00 hrs.
b)	Documents Download Start Date (Online)	Date: 10/11/2025, Time: 14:30 hrs
c)	Documents Download End Date (Online)	Date: 17/11/2025, Time: 14:30 hrs
d)	Online Bid Submission Start Date and Time	Date: 10/11/2025, Time: 14:30 hrs
e)	Online Bid Submission Last Date and Time	Date: 17/11/2025, Time: 14:30 hrs
f)	Time and Date of Opening of Technical Bid (Bid will be opened by the Authorized Officer)	Date: 19/11/2025, Time: 15:00 hrs
g)	Date for opening of Financial Proposal (Online)	To be notified later on

Tender will be opened by the Superintending Engineer, CRS Circle, E&AM SECTOR, KMDA or his authorized representative in presence of tenderer or their authorized representatives who may like to be present.

## **6. Eligibility criteria for the bidders-**

### **a) Technical**

- 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 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 **5(five)** years prior to the date of issue of the tender notice; or,
- iii). Intending tenderers should produce credentials of one single running work of similar nature like, which has been completed to the extent of **80%** or more and value of which is not less than the desired value at (i) above;

In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, Or equivalent competent authority will be eligible for the tender. 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 tenderer.

### **b) Financial-**

- i) **Average Annual Turn Over:-**Average annual Turn Over of last 3 (Three) years, of intending bidder, should be at **least 40%** of the estimated value with the Individual/ Cumulative Total Project Cost applied for this NIT. For multiple applications TIA will consider up to the exhaustion limit starting from the first response.
- ii) **Bank Solvency Certificate:** minimum **value @ 40% (Forty Percent)** of Estimated Amount or above and date of which shall not be more than 6 (six) months before the publication date of the e-NIT.
- c) Scanned copy of Valid PAN issued by the IT Deptt., Govt. of India, Latest Professional Tax Paid Challan and P-TAX Enrollment Certificate, Valid income tax (For Last 3 yrs ), Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017, Last 3 yrs Audit balance sheet, Credentials, Work Order, Completion Certificate, BOQ (if required), Employees PF and ESI certificates with latest challan and 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>.
- d) The following clause shall be included in all the contracts to be executed for (i) 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 provisions of GST Act,2017."
- e) Scanned Copy of one affidavit before Notary will have to be submitted mentioning the e-NIT No and correctness of the documents and a declaration of penalty debarment etc. faced by him under any Govt./Semi-Govt./Autonomous body (constituted under the State/Central statute)/Institution through on line at desired location.
- f) Bidder intending to participate in more than one work shall have to furnish credential for summation of estimated amount put to tender for those works of cumulative amount. The Available Turnover and Bank Solvency should also be cumulative for multiple works.
- g) Partnership Firm/Consortium should submit necessary deed at desired location through on-line.
- h) **Earnest Money:-**The tenderer shall have to deposit Earnest Money through online 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. The bidder shall have to mention the reference details in support of remitted RTGS/NEFT of requisite EMD against the Tender in prescribed location.

## **7.a) List of common documents shall have to be uploaded by each tenderer at the time of submission of Tender through online:-**

- Income Tax Return (For last 3yrs).
- Audit Balance Sheet (For last 3yrs).
- Valid PAN issued by the IT Dept., Govt. of India.
- Latest Professional Tax Paid Challan and P-TAX Enrollment Certificate.
- Valid 15 digit Goods and Services Tax payer Identification Number (GSTIN) under GST Act, 2017.
- Latest Valid Registration certificate or Trade License (whichever is fitted with the work).
- Scanned Copy of one affidavit before Notary will have to be submitted as per (Annexure-I) and Declaration by the tenderer as per prescribed format (Annexure-II).
- Employees PF and ESI certificates with latest challan.
- The average annual Turnover as per sl. No. 6(b)(i).
- Bank solvency certificate as per sl. No. 6.(b) (ii)
- Technical Credential- Work Order, Completion Certificate and BOQ (if required) of the same work complying as per Sl-1 and 6,(a) of this NIT.

- Bidders desire to participate in more than one work in this e-NIT should have to upload the list of applied works with Sl. No.
- Copy of EMD details.

**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.

**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. 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.

**10. Additional Performance Security:-** The authenticated estimated amount put to tender is reserved with the Tender Inviting Authority (TIA). The Additional Performance Security @10% of the tendered amount shall be obtained from successful bidder, if the accepted bid value is 80% or less of the estimate put to tender which is reserved with TIA. **It may be noted that Bidder should quote the rate including all Govt. statutory taxes, GST and Labour Cess as applicable also in two digit after decimal. If a Bidder quote rate in excess of two digit after decimal then it is converted and consider into Two digit after decimal as per norms.** Additional Performance Security shall be equal to 10% of the tendered amount and be submitted in the form of Bank Guarantee from any Scheduled Bank before issuance of the Work Order. If the bidder fails to submit the Additional Performance Security within **Seven** working days from the date of issuance of Letter of Acceptance, his earnest money will be forfeited and other necessary actions as per NIT like blacklisting of the contractor etc. may be taken. The said Bank Guarantee shall be valid up-to 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 of the Contract period after serving proper notice to the contractor.

**11. Provision of Defect Liability Period and Refund of Security Deposit:** Prospective bidders shall have to execute the work in such a manner so that appropriate service level for the stipulated construction work of the **Construction of New Building** is to be maintained during stipulated contractual period till completion and an appropriate Defect Liability Period i.e. **05 (Five) years** from the date of successful completion of the work. If any defect/ damage is found during the period as mentioned above, the contractor shall make good the same at his own expense to the specification at par with instant project work, or in default, the Engineer-in-charge may cause the same to be made good by other agency and deduct the expense (for which the certificate of the Engineer-in-charge shall be final) from any sums that may be then, or at any time thereafter become due to contractor, or from his security deposit, or the proceeds of the sale thereof, or of sufficient portion thereof or from any pending dues for any contract with KMDA . 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.

**12. Working Procedure:** If the work comprises of Civil and Electro-Mechanical components both then the concerned Sectors of KMDA will look after their respective parts individually with their respective measurement entries, certification, approval etc. As a nodal, Civil Wing will however draw the abstract and put up for releasing of payment.

**13. Declaration:** -Bidder must have to upload and submit duly digitally signed a declaration as per prescribed format for confirmation of his awareness of the contract.

**14. Addenda/Corrigenda:** During the tenure of the tender if any addenda/corrigenda takes place that will be circulated only through the Government e-Procurement system.

**15. Penalty for suppression / distortion of facts:** If any document/statement/information submitted by any bidder in the tender is found to be false at any stage of Tendering as well as in execution of the Work Process,

and / or

b) If after awarding the work , at any stage of the work, the bidder is wish not to execute the work, without mentioning proper reason behind it, the Tender Inviting Authority (TIA) will take legal action against the bidder including forfeiture of Earnest Money Deposit (EMD) or debarment for taking part in any kind of Tendering Procedure under KMDA or any other type of penalty measure as per **PWD Order No-724-W (C) /1M-953/19, dated 19.12.2019 and**

**Memorandum No- 547-W (C)/1M-387/15, dated 16/11/2015 and/or existing norms and/or Legal opinion whatsoever."**

**16. Bid Validity Period:** Bids shall remain valid for a period of **120 days (One Hundred Twenty Days)** 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 as per Vide **Order No: 1491-UDMA-11014(99)/15/2023, DATED:03.04.2023.**

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

b) 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.

c) Intending tenderer shall have to apply separately for each work of this NIT.

d) Sites of work as mentioned in the above table may change, if necessary, within the area of ULB concerned.

e) There will be no provision of Arbitration.

f) It is sole Responsibility of the bidder to obtain all information that may be necessary for quoting the amount.

g) 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.

h) The Bid Evaluation Committee reserves the right to ignore minor deficiencies at their discretion. No challenge whatsoever against such decision of the said committee will be entertained.

i) 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.

j) CONDITIONAL and INCOMPLETE TENDER will not be accepted under any circumstances.

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 visit <https://wbtenders.gov.in> and [www.kmda.wb.gov.in](http://www.kmda.wb.gov.in).

For any quarries related to work, the intending agency may contact at the office of the undersigned.

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

No. 99/ (12)/EE/CRS/E&AM/KMDA/W-7/95(Part-IV)/25-26

Dated: 29.10.2025

**Copy forwarded for information and necessary action to -**

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  - 11) The Executive Engineer, ECPD-I/ECPD-II/SFD/CD-II/BPPD-I/BPPD-II/D-V/CSD /CRS E&AM Sector, KMDA.
  - 12) 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 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 and registered with the Government e – Procurement system through logging on to <http://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 and download NIT and 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) NIT with all addendum and corrigendum (download and upload the same digitally signed).
- ii) KMDA FORM-I.
- iii) Tender Documents (General Terms and Conditions).
- iv) Special Terms and Condition.
- v) Technical specification.
- vi) Scope of Work (if any)

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

- i) Income Tax Return (For last 3yrs).
- ii) Audited Balance Sheet (For last 3yrs).
- iii) Valid PAN issued by the IT Deptt. , Govt of India.
- iv) Latest Professional Tax Paid Chalanand P-TAX Enrollment Certificate.
- v) Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017.
- vi) Latest Valid Trade License.
- vii) Technical Credential Work Order along with completion certificate for the work in technical credential.
- viii) Bank Solvency certificate.
- ix) The average annual Turnover of at least 40% of estimated amount put to tender in preceding three financial years from the publication of this NIT.
- x) Employees PF and ESI certificates with latest Challan.
- xi) Affidavit before Notary mentioning the correctness of the documents and declaration of penalty debarment etc. (annexure-I and II)

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

Sl. No	Category Name	Sub-category description	Details
A)	Certificates	Certificates	i) Acknowledgement Income Tax Return (For last 3yrs.). ii) Valid PAN issued by the IT Deptt., Govt of India. iii) Professional Tax Chalan. iv) Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 alongwith GST return for the last four Quarters of the Financial year. v) Employees PF and ESI certificates with latest challan. vi) Affidavit etc.
B)	Company Details	Company Details -1	i) Registration Certificate or Trade License. ii) Partnership Deed, iii) Society Registration, Power of Attorney. iv) MoA/MoU etc. as applicable
C)	Credential	Credential -1	i) Credential, ii) Work Order, iii) BOQ(if required), iv) Completion certificate, v) Bank Solvency. vi) The average annual Turnover of at least 40% of estimated amount put to tender in preceding three financial years from the publication of this NIT
D)	Financial	Financial -1	i) Audited Balance Sheet(For last 3yrs)

#### Financial Bid-

- The financial bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to the rate through on line in the space marked for quoting rate in the BOQ. Rate should be quoted in two digit after decimal.
- Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally Signed by the contractor.

#### 6. Opening and Evaluation of Tender-

##### Opening of Technical Bid

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

**7. (a) During uploading of documents all bidders should be careful enough to assign the name of the file that it so that it can be easily understand about its content. Misleading file name may produce error in evaluation process for which Tender inviting Authority will not be responsible.**

**(b) All the bidders are requested to upload only necessary documents for the tender. Uploading unnecessary documents may create problem in the evaluation process. Tender Inviting Authority will not be responsible for any error occurred during the evaluation process due to the over uploading of unnecessary documents.**

**c) Note-** In BOQ if description of any item inadvertently mistyped than the description of that item will be read as per schedule item, if the item is a schedule and for any non schedule item the description of item shall be finalized by the tender inviting Authority.

If the rate of any schedule item is mistyped then the rate should be considered as per schedule and shall be amended by the tender inviting Authority in due course.

**NB While evaluation, the committee may summon of the tenderers and seek clarification/ information or additional documents or original hard copy of any of the documents already submitted and if they are not produced within the stipulated time frame, their bid will liable for rejection.**

##### Opening and evaluation of Financial Bid

- 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.

**Sd/-**

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