



MEMO NO.74/SE/PLANNING CIRCLE/E&AM SECTOR/KMDA/F-35,

Date: 15.01.2024

**DETAILS NOTICE INVITING e-QUOTATION**

**e-NIQ No: KMDA/CIVIL/EandAM/Planning Circle/SE/08OF 2023-24 , Date: 15.01.2024**

**Invitation-** Superintending Engineer, Planning Circle, EandAM Sector for and on behalf of Kolkata Metropolitan Development Authority (KMDA) invites online **e-quotation** in KMDA form No1 from reliable, resourceful, bonafied, eligible and experienced firms/companies/individual contractors/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 **NIQ** 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 -

1.

Sl. No.	Name of Work	Rate to be Quoted by Bidder including GST & Other Statutory Taxes	Earnest Money (Rs.)	Cost of Quotation Documents (Rs.) during participating in e-Quotating.	Time of Completion
1	Supplying, fitting and fixing of office furniture for additional four floors over the existing (B plus G plus 4) Administrative Building at Nabadiganta Bhawan, GN-20, Sector-V, Bidhannagar, Kolkata -700 091 (Phase-III)		97,400	Not Required	3 Months
2	Shifting and Re-installation of pre-existing furniture from 3 <sup>rd</sup> floor upto 8 <sup>th</sup> floor at Nabadiganta Bhawan, GN-20, Sector-V, Bidhannagar, Kolkata -700 091 (Phase-III)		8,750	Not Required	1 Months

• **Note-**

- Bidder should quote the rate including all Govt. statutory taxes, GST and Labour Cess as applicable also in two digit after decimal.
- Similar work means** the bidders should have credentials on **Supply of Office Furniture completed successfully & satisfactorily** with the value not less than **Rs. 19,50,000/- (Rupees INR Nineteen Lakhs Fifty Thousands Only) for Sl. No-1 &Rs. 1,75,000/- (Rupees INR One Lakh Seventy Five Thousand Only) for Sl. No-2** in a single contract completed within last **5(five) years** from the date of publication of this NIQ in any Government/Semi Government /Undertaking/ Autonomous bodies/Local bodies. Manufactures/Dealers or Renowned suppliers who have successfully executed supply of office furniture having **value not less than mentioned above** for respective work may also apply. In case of agency/contractor who have successfully executed interior works including supply of office furniture having furniture value **not less than Rs. 19,50,000/- (Rupees INR Nineteen Lakhs Fifty Thousands Only) for Sl. No-1 &Rs. 1,75,000/- (Rupees INR One Lakh Seventy Five Thousand Only) for Sl. No-2** they may also apply in that case, credential issuing authority should clearly mention the work value of furniture work both ready-made furniture as well as customize designed furniture.

Intending bidder may download the Quotation documents from the website <https://wbtender.gov.in> & [www.kmda.wb.gov.in](http://www.kmda.wb.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 Quotation-**

**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 Quotationers will be opened only if the Quotationer qualifies in the Technical Bid. The decision of the Quotation 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>	
Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	Date: 22.01.2024, Time: 17.00 hrs
Documents download start date (Online)	Date:22.01.2024, Time: 17.00 hrs.
Documents download end date (Online)	Date:19.02.2024, Time: 13.30 hrs.
Pre-bid Clarification Start Date & Time	Date: 22.01.2024, Time: 17.00 hrs.
Pre-bid Clarification End Date & Time	Date: 29.01.2024, Time: 17.00 hrs.
Pre-bid meeting Date & Time	Date: 30.01.2024, Time: 15.00 hrs.
Reply Date & Time of Pre-bid Clarification	Date: 02.02.2024, Time: 17.00 hrs
Online Bid Submission Start Date & Time	Date: 22.01.2024, Time: 17.00 hrs.
Online Bid Submission Last Date & Time	Date: 19.02.2024, Time: 13.30 hrs.
Time and Date of Opening of Technical Bid (Bid will be opened by the Authorized Officer)	Date: 21.02.2024, Time: 14.00 hrs.
Date for opening of Financial Proposal (Online)	To be notified later

Pre-bid meeting will be held on schedule date and time at the Office of the Chief Engineer, E&AM sector, KMDA (8<sup>th</sup> Floor, Block-A, Unnayan Bhawan).

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

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

**a) Technical**

i) Intending Quotationers should produce credentials of a similar nature of completed work of the minimum value not less than **Rs. 19,50,000/- (Rupees INR Nineteen Lakhs Fifty Thousands Only) for Sl. No-1 & Rs. 1,75,000/- (Rupees INR One Lakh Seventy Five Thousand Only) for Sl. No-2** put to Quotation during 5 (five) years prior to the date of issue of the Quotation notice; or

ii) Intending Quotationers should produce credentials of 2 (two) similar nature of completed work, each of the minimum value not less than **Rs. 14,62,500/- (Rupees INR Fourteen Lakhs Sixty Two Thousands Five Hundred Only) for Sl. No-1 & Rs. 1,31,250/- (Rupees INR One Lakh Thirty One Thousand Two Hundred and Fifty Only) for Sl. No-2** put to Quotation during 5 (five) years prior to the date of issue of the Quotation notice; or,

iii). Intending Quotationers 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 Quotationers 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.

**b) Financial-**

i) **Average Annual Turn Over**—Average annual Turn Over of last 3 (Three) years, of intending bidder, should be not less than **Rs. 19,50,000/- (Rupees INR Nineteen Lakhs Fifty Thousands**

**Only) for Sl. No-1 &Rs. 1,75,000/- (Rupees INR One Lakh Seventy Five Thousand Only) for Sl. No-2** with the Individual/ Cumulative Total Project Cost applied for this NIT. For multiple application TIA will consider up to the exhaustion limit starting from the first response.

ii) **Bank Solvency Certificate**, minimum value should be **not less than Rs. 4,88,000/- (Rupees INR Four Lakhs Eighty Eight Thousands Only) for Sl. No-1 &Rs. 44,000/- (Rupees INR Forty Four Thousand Only) for Sl. No-2** or above and date of which shall not be more than 6 (six) months before the publication date of the e-NIQ.

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-NIQ/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 Quotation for those works of cumulative amount. The Available Turnover and Bank Solvency should also be cumulative for multiple works (if applicable).

g) Partnership Firm/Consortium should submit necessary deed at desired location through on line

**h) Earnest Money**-The Quotationer shall have to deposit Earnest Money through online failing which the Quotation shall be rejected. The balance earnest money if any to fulfill 2 (two) percent of the Quotation 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 Quotation in prescribed location.

**7.a) List of common documents shall have to be uploaded by each Quotationer at the time of submission of Quotation through online-**

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

**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 Quotation by a partner. ii) Partnership Deed.

**c) List of documents shall have to upload by a Consortium in addition to Sl. No. 7.a)** i) copy of MoA/MoU on a stamp paper of Rs.100.00 outlining the joint interest to work on the project and specifying the other terms of agreement.

**8. Language of Quotation-** The Quotation shall be submitted in the prescribed form in English. All literatures and correspondence in connection with the Quotations 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. 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 work i.e. **Assembling of Furniture and/or Supplying, fitting fixing of Furniture in good condition/functioning Condition** is to be maintained during stipulated contractual period till completion and an appropriate Defect Liability Period i.e. **01 (One) year** 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.

**11. 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.

**12. Mode of Procurement:** Original Equipment Manufacturer (OEM) should have to submit the following documents during Supply of furniture as mentioned in BOQ:-

- a) Manufacturer should have Green Guard Certification from competent authority.
- b) BIFMA level 2 conforms to ANSI/BIFMA e3-2014e Furniture Sustainability Standard issued by BIFMA,
- c) BIFMA member Certificate,
- d) GRIHA Council Certificate,
- e) Other certificates: ISO 9001:2015, ISO 14001:2015, ISO 50001:2011, ISO 45001:2018 All the ISO certificates should be obtained from NABCB (Central Govt.) accredited organization otherwise certificates will not be accepted.
- f) OHSAS 18001:2007,
- g) The manufacturer should have the service set up at Kolkata for better serviceability for last 5 years.

**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 Quotation 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, 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. Others:-** a) The Quotation Notice along with other documents like KMDA 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 Quotation. The agency must go through carefully the Special Terms and Conditions uploaded by the department before quoting his rate.

b) There will be no provision of Arbitration.

c) 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.

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


e) 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.

f) Sampling of the item(s) and factory visit may be required if any.

g) Quotationer are to keep track of all the Addendum / Corrigendum issued with a particular tender and upload the same digitally signed along with the NIQ. Tenders submitted without the Addendum / Corrigendum will be informal and liable to be rejected.

The Quotation inviting authority reserves the right to accept or reject any or all the Quotations 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.

  
Superintending Engineer,  
Planning Circle, E&AM Sector, KMDA

MEMONO.74/(1/14)/SE/PLANNING CIRCLE/E&AM SECTOR/KMDA/F-35, Date :15.01.2024

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

- 1) The C.E.O., KMDA.
- 2) The Secretary, KMDA.
- 3) The Chief Engineer, E&AM Sector, KMDA.
- 4) The Chief Engineer, PM&C/R&B/PM&C(Design-Vetting)/WS/E&M/ Housing Sector, KMDA.
- 5) The Special Secretary (W), KMDA.
- 6) The Executive Officer, NDITA.
- 7) The Director of Finance, KMDA.
- 8) The Superintending Engineer, Construction Circle/ C.R.S. Circle.
- ✓ 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 Quotationing norms and for display this NIQ 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 E&AM Sector, KMDA.
- 12) The Head Estimator in Charge, Planning Circle, E&AM Sector.
- 13) The Notice Board, Planning Circle, E&AM Sector, KMDA.

  
Superintending Engineer,  
Planning Circle, E&AM Sector, KMDA,

## **INSTRUCTION TO BIDDERS**

Instruction / Guidelines for Quotations for electronic submission of Quotations online have been annexed for assisting the contractors to participate in e- Quotationing.

**1. Registration of Contractor** -Any contractor willing to take part in the process of e – Quotationing will have to be enrolled and registered with the Government e – Procurement system through logging on to <http://wbQuotations.gov.in>. The contractor is to click on the link for e – Quotationing 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 Quotations 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 Quotation documents** -The contractor can search and download NIT and Quotation 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 Quotation documents.

### **4. Submission of Quotations -**

**a) General process of submission**-Quotations 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) Quotation 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 Chalan and P-TAX Enrollment Certificate.
- v) Valid 15 digit Goods and Services Tax payer 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 Quotation 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 Quotation 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. v) Employees PF and ESI certificates with latest challan. vi) Declaration and 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 Quotation in preceding three financial years from the publication of this NIT
D)	Financial	Financial -1	i) Audited Balance Sheet(For last 3yrs)

#### **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 the rate through on line in the space marked for quoting rate in the BOQ. Rate should be quoted in two digit after decimal.
- ii) Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally Signed by the contractor.

#### **6. Opening and Evaluation of Quotation-**

##### **Opening of Technical Bid**

- i) Technical bid will be opened by **The Superintending Engineer, E&AM SECTOR, Planning Circle, KMDA**. Intending Quotationer 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 Quotation will summarily be rejected.
- ii) Decrypted ( transformed in to readable formats) documents of the non statutory cover will be downloaded and handed over to the evaluation committee.
- iii) List of technically qualified Quotationers 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 Quotation inviting Authority will not be responsible.**

**(b) All the bidders are requested to upload only necessary documents for the Quotation. Uploading unnecessary documents may create problem in the evaluation process. Quotation 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 Quotation 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 Quotation inviting Authority in due course.**

**NB While evaluation, the committee may summon of the Quotationers 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**

i) Financial bid of Quotationers declared technically eligible by the Quotation Evaluation Committee will be opened electronically from the web portal on the prescribed date and time.

**Sd/-**  
Superintending Engineer,  
Planning Circle, E&AM Sector, KMDA