



**OFFICE OF THE SUPERINTENDING ENGINEER  
CIRCLE-IV, HOUSING SECTOR, KMDA.  
UNNAYAN BHAVAN, 2ND FLOOR, 'L' BLOCK  
SALT LAKE CITY, KOLKATA -700 091.**

MEMO NO: 61/KMDA/HOUSING/SE/C-IV/W-1/2025-26,

Date:- 25.08.2025

**ABRIDGE NOTICE INVITING e-QUOTATION**

**e- NIQ No.- KMDA/CIVIL/HOUSING/SE/C-IV/13 (2<sup>nd</sup> call) of 2025-26, Date. 25.08.2025**

- 1) Invitation:- **Superintending Engineer, Circle-IV, Housing (RE) Sector, KMDA** invites online e-quotation from reliable, resourceful, bonafide and experienced firms/companies/individual contractors, who have successfully completed the similar nature of works as mentioned in sl no (i) in a single tender within the last 5(five) years prior to 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 :-

Sl. No.	Name of Work	Estimated Cost	Earnest Money	Time of Completion
<b>i</b>	<b>Conducting on site Testing &amp; Monitoring of different Environmental Parameters and Preparation of Detailed Reports as Environmental Clearance Compliance Reports (ECCR) for Online Submission on Respective Portal for 03 (three) nos. of Projects bi-annually for a total period of 05 (five) Years Tenure undertaken at Calcutta Leather Complex (CLC), Bantala, 24 Parganas (South)(2<sup>nd</sup> call)</b>	<b>Rate to be quoted.</b>	<b>Rs. 50,000/- (Through online only as per the system)</b>	<b>60 (Sixty) months</b>

f. Note:- Rate to be quoted including GST, CESS and any other Govt. statutory taxes as applicable.

- Cost of Tender Document :- **NIL.**
- Date of uploading of N.I.T. & other Documents (online) :- (Publishing Date):- **04.09.2025.**
- Last date & time for submission of Tender :- **08.10.2025 at 15:00 Hrs.**
- Time and Date of Opening of Technical Bid: - **10.10.2025 at 15:30Hrs.**

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

For detail information please visit <https://wbtenders.gov.in> & <https://kmda.wb.gov.in>.

Superintending Engineer, Circle-IV, Housing Sector, KMDA (Tababrata Bhowmik, Mobile-8617738549)

**Superintending Engineer  
Circle-IV, Housing (RE) Sector  
K.M.D.A**



**PROFORMA OF ABRIDGED TENDER DOCUMENTS**

MEMO NO: 61/KMDA/HOUSING/SE/C-IV/W-1/2025-26,

Date:- 25.08.2025

e-NIT No-	<b>KMDA/CIVIL/HOUSING/SE/C-IV/13 (2nd call) of 2025-26, Date. 25.08.2025</b>
Chief/ <b>Superintending</b> / Executive Engineer	Superintending Engineer, Circle-IV, Housing Sector, KMDA (Tababrata Bhowmik, Mobile- 8617738549)
Sector/Circle/Division and office address	Circle-IV, Housing Sector, KMDA Address- Office of the Superintending Engineer, Circle-IV, Housing Sector, KMDA. Unnayan Bhavan, 'L' block, 2nd floor, Salt Lake City, Kolkata -700 091
Name of Work	<b>Conducting on site Testing &amp; Monitoring of different Environmental Parameters and Preparation of Detailed Reports as Environmental Clearance Compliance Reports (ECCR) for Online Submission on Respective Portal for 03 (three) nos. of Projects bi-annually for a total period of 05 (five) Years Tenure undertaken at Calcutta Leather Complex (CLC), Bantala, 24 Parganas (South)(2<sup>nd</sup> call)</b>
Estimated Amount	<b>Rate to be quoted.</b>
Earnest Money	<b>Rs. 50,000/-</b>
Time of Completion.	<b>60 (Sixty) months</b>
Cost of Tender Document	<b>NIL</b>
Last date & time of Submission of Tender	<b>Date: 08.10.2025 &amp; Time: 15:00 hrs</b>

For detail information please visit <https://wbtenders.gov.in> & <https://kmda.wb.gov.in>.

**Superintending Engineer  
Circle-IV, Housing (RE) Sector  
K.M.D.A**

MEMO NO: 61/1(11)/KMDA/HOUSING/SE/C-IV/W-1/2025-26

Date:- 25.08.2025

Copy forwarded for information and necessary action to :-

- i) The C.E.O., KMDA.
- ii) The Secretary, KMDA.
- iii) The Chief Engineer-In-Charge, RE Wing, Housing Sector, KMDA.
- iv) 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.
- v) The Chief Engineer , P&M Sector ,KMDA
- vi) The Chief Engineer, R&B/PM&C(Design-Vetting)/E&AM/WS/E&M Sector, KMDA
- vii) The Director of Finance, KMDA.
- viii) The Accounts Officer. Housing Sector, KMDA.
- ix) The Executive Engineer, Housing (RE Division-II), Housing Sector, KMDA.
- x) The Head Estimator, Circle-IV, Housing Sector, KMDA.
- xi) The Notice Board, Circle-IV, Housing Sector, KMDA.

**Superintending Engineer  
Circle-IV, Housing (RE) Sector  
K.M.D.A**



MEMO NO:- 60/KMDA/HOUSING/SE/C-IV/W-1/2025-26

Date:-25.08.2025

**DETAILS NOTICE INVITING e-QUOTATION**

e- NIQ No.- KMDA/CIVIL/HOUSING/SE/C-IV/13 (2<sup>nd</sup> call) of 2025-26,

Date. 25.08.2025

- 1) Invitation:- Superintending Engineer, Circle-IV, Housing (RE) Sector, KMDA invites online e-quotation from reliable, resourceful, bonafide and experienced firms/companies/individual contractors, who have successfully completed the similar nature of works as mentioned in sl no (i) in a single tender within the last 5(five) years prior to 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 :-

Sl. No.	Name of Work	Estimated Cost	Earnest Money	Time of Completion
i	<b>Conducting on site Testing &amp; Monitoring of different Environmental Parameters and Preparation of Detailed Reports as Environmental Clearance Compliance Reports (ECCR) for Online Submission on Respective Portal for 03 (three) nos. of Projects bi-annually for a total period of 05 (five) Years Tenure undertaken at Calcutta Leather Complex (CLC), Bantala, 24 Parganas (South)(2<sup>nd</sup> call)</b>	<b>Rate to be quoted.</b>	<b>Rs. 50,000/- (Through online only as per the system)</b>	<b>60 (Sixty) months</b>

Note:- Rate to be quoted including GST, CESS and any other Govt. statutory taxes as applicable.

- 2) Intending bidder may download the quotation 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 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 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) **Time Schedule for Downloading, Uploading and Opening of Quotation Documents:-**

a)	<b>Date of uploading of N.I.T. &amp; other Documents (online) (Publishing Date).</b>	<b>04.09.2025</b>
b)	<b>Documents download start date (Online).</b>	<b>Date: - 04.09.2025 Time: 17:30 hrs.</b>
c)	<b>Seek Clarification start date (Online/Off line).</b>	<b>Date: - 04.09.2025 Time: 17:30 hrs.</b>
d)	<b>Seek Clarification end date (Online/Off line).</b>	<b>Date: - 11.09.2025 Time: 14:00 hrs.</b>
e)	<b>Pre-Bid Meeting Date.</b>	<b>Date: - 11.09.2025 Time: 15:00 hrs.</b>
f)	<b>Reply Date &amp; Time of Pre-bid Queries.</b>	<b>Date: - 15.09.2025 Time: 17:00 hrs.</b>
g)	<b>Documents download end date (Online).</b>	<b>Date: - 08.10.2025 Time: 15:00 hrs.</b>
h)	<b>Online Bid Submission Start Date &amp; Time</b>	<b>Date: - 04.09.2025 Time: 17:30 hrs.</b>

i)	<b>Online Bid Submission Last Date &amp; Time</b>	<b>Date: - 08.10.2025 Time: 15:00 hrs.</b>
j)	<b>Time and Date of Opening of Technical Bid (Bid will be opened by the Authorized Officer)</b>	<b>Date: - 10.10.2025 Time: 15:30 hrs.</b>
k)	<b>Date for opening of Financial Proposal (Online)</b>	<b>To be notified later</b>

Quotations will be opened by the **Superintending Engineer, Circle-IV, Housing (RE) 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 similar nature (as mentioned above in Sl. No. 1, of completed work in Single contract of the minimum value of **Rs. 7.5 lakh** during 5(Five) years prior to the date of issue of the quotation notice; or Intending tenderers should produce credentials of 2(two) no's of similar nature (as mentioned above Sl. No. 1, of completed work in Single Tender of the minimum value of **Rs. 6.25 lakh** 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 one single running work of similar nature (as mentioned above Sl. No. 1,a.) which has been completed to the extent of **75%** 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. The bidder should have minimum average annual turnover of **RS. 6.25** (Six point Two five) Lakh during the last three years ending on 31.03.2025. (Relevant documents shall be uploaded by the bidder through Tender Portal ([www.wbtenders.gov.in](http://www.wbtenders.gov.in)) for checking the eligibility)
- c) Scanned copy of original documents i.e. Valid PAN issued by the IT Deptt., Govt. of India, Latest Professional Tax Paid Challan as per enrollment rate slab & 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 (LOI/Work Order, & Completion Certificate of the same work as per SI-1 & 6,(a) of this NIQ ), Employees PF and ESI , Bank Solvency Certificate as per SI-6,b(ii), Valid 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 original 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./Govt. Undertaking /Autonomous body (constituted under the State/Central statute)/ Statutory Bodies and Local Bodies, submitted through online at desired location (as per Annexure-I) and declaration by the tenderer as per prescribed format (Annexure-II).
- f) Partnership Firm/Consortium should submit necessary deed at desired location through on

line.

- g) Earnest Money:** - The initial Earnest Money shall be of **Rs. 50,000/-** (Rupees fifty thousand only), shall be deposited through online as per the system in the tender portal i.e ([www.wbtenders.gov.in](http://www.wbtenders.gov.in)) in the respective field, failing which the quotation shall be rejected. The successful tenderer shall have to submit an additional amount against Earnest Money @ 2% of the awarded tender value if that exceed already deposited EMD the balance amount will be deposited in the form of Demand Draft drawn in favour of “Housing Sector KMDA” of a scheduled Indian Bank on Kolkata.
- h) Security Deposit:** - Along with the initial Earnest Money (2% of quoted amount) an additional amount of 8% (eight percent) will be deduct from the each and every running bill in the form of **SECURITY DEPOSIT** to meet up 10% and it shall be released as per prevailing tender norms and it will be retained by the department for a period of 03(three) months after successful completion of the work.
- 7) a)** List of common documents shall have to be uploaded by each tenderer firm at the time of submission of quotation through online: -
- i. Income Tax Return (For last 3yrs, ending on 31.03.2025)
  - ii. Audited Balance Sheet (For last 3yrs, ending on 31.03.2025)
  - iii. Valid PAN issued by the IT Deptt., Govt of India.
  - iv. Latest Professional Tax Paid Challan as per enrollment rate slab& P-TAXEnrollment Certificate.
  - v. Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN)under GST Act, 2017.
  - vi. Latest Valid Trade License.
  - vii. Scanned Copy of original document of one affidavit before Notary will haveto be submitted as per (Annexure-I) & Declaration by the tenderer as per prescribed format (Annexure-II).
  - viii. **Technical Credential: -**  
LOI/Work Order & Completion Certificate of the same work complying asper SI-1 of this NIQ.
  - ix. Employees PF and ESI.
- 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.
- 8) Time of completion:** Time of completion shall be **60** (Sixty months) including from the date of commencement of the project.
- 9) 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. All illiterate documents shall be uploaded in English language only.
- 10) Bid Validity Days:** Bid shall remain valid a period not less than 180 days (One Hundred Eighty Days) from the last date of submission of Financial Bid/ Sealed Bid. If the Bidder withdraws the Bid during the period of Bid validity his Earnest Money Deposit will be forfeited.
- 11) Others:-** The quotation Notice along with other documents like **Tender Form No. - 1 KMDA, Technical Specification, Special Terms and Conditions , BOQ, Addendums and corrigendum's 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. **All the bidders are requested to upload only necessary documents for the quotation. Uploading unnecessary/irrelevant documents may create problem in the evaluation process. In that case any inadvertent mistake during evaluation of the quotation, Tender Inviting Authority (TIA) will not be responsible.**
- 12) Penalty for suppression / distortion of facts:** If any document/statement/information submitted by any bidder in the quotation is found to be false, the Tender Inviting Authority (TIA) will take legal action against the bidder including forfeiture of Earnest Money Deposit(EMD).”

- 13) Debarment for the bidders for suppression Debarment for the bidders for suppression and distortion of materialistic facts will be guided by the orders 547-W(C)/1M-387/15 dt.16.11.2015, 724-W(C)/1M-953/19 dt.19.12.2019 and as per decision of the debarment committee of KMDA
- 14) The tender inviting authority (TIA) reserves the right to accept or reject any or all the tenders without assigning any reason what so ever in any stage of tender.
- 15) While evaluation, the committee may summon of the tenderers & seek clarification/information or additional documents or original in hard copy/soft copy, if any shortfall documents may required by the TIA it shall only be uploaded in Tender portal ([www.wbtenders.gov.in](http://www.wbtenders.gov.in)) within the stipulated time period.
- 16) Any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will liable for rejection.

For detail information please visit <https://wbtenders.gov.in> & <https://kmda.wb.gov.in>

Superintending Engineer  
Circle-IV, Housing Sector (RE),  
K. M. D. A

Dt:-25.08.2025

MEMO NO: 60/1(11)/KMDA/HOUSING/SE/C-IV/W-3/2025-26

Copy forwarded for information and necessary action to: -

- i) The C.E.O., KMDA.
- ii) The Secretary, KMDA.
- iii) The Chief Engineer-In-Charge, RE Wing, Housing Sector, KMDA
- iv) The Deputy Secretary, Public Relation Cell, KMDA along with 04 (four) copies of this NIQ for timely Publication in leading News Papers as per existing tendering norms and for display this NIQ in KMDA Web Site.
- v) The Chief Engineer, P&M Sector, KMDA.
- vi) The Chief Engineer, R&B/PM&C(Design-Vetting)/E&AM/WS/E&M Sector, KMDA.
- vii) The Director of Finance, KMDA.
- viii) The Accounts Officer. , Housing Sector, KMDA.
- ix) The Executive Engineer, Housing (RE Division-II), Housing Sector, KMDA.
- x) The Head Estimator, Circle-IV, Housing Sector, KMDA.
- xi) The Notice Board, Circle-IV, Housing Sector, KMDA.

Superintending Engineer  
Circle-IV, Housing Sector (RE),  
K. M. D. A

## **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 <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 & 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 cover (folder).

#### **A-1. Statutory Cover Containing.**

- i) NIT with all addendum & corrigendum (download & upload the same digitally signed., KMDA FORM-I , Tender Documents all (General Terms and Conditions) etc.

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

- i. Income Tax Return ( For last 3yrs, ending on 31.03.2025)
- ii. Audit Balance Sheet ( For last 3yrs, ending on 31.03.2025)
- iii. Valid PAN issued by the IT Deptt. , Govt of India.
- iv. Latest Professional Tax Paid Challan & 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. Scanned Copy of original one affidavit before Notary will have to be submitted as per (Annexure-I) & Declaration by the tenderer as per prescribed format (Annexure-II).
- viii. Technical Credential:-**  
Work Order & Completion Certificate of the same work complying as per Sl- 1 & 6,(a) of this NIT.
- ix. Employees PF and ESI.

**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:-

Sl. No	Category Name	Sub-Category Description	Details
			i) Income Tax Return ( For last 3yrs ) ii) Audited Balance Sheet (

A.	Certificates	Certificates	For last 3 yrs) iii) Valid PAN issued by the IT Deptt. , Govt of India .iv) Latest Professional Tax paid Challan. Including certificate v) Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 vi) Affidavit & declaration vii) Employees PF and ESI .
B.	Company Details	Company Details-1	i) Trade License ii) Partnership Deed, iii) Society Registration, Power of Attorney, etc.iv) MoA/MoU etc. as applicable.
C.	Credential	Credential-1	i) Credential:- Work Order, Completion certificate Payment certificate. Etc.

**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.
- ii) Only downloaded copies of the above documents are to be uploaded, virus scanned & digitally Signed by the contractor.

**6. Opening & Evaluation of Tender:-Opening of Technical Bid:**

- i) Technical bid will be opened by **The Superintending Engineer, HOUSING SECTOR, Circle-IV,KMDA**. Intending tenderer may remain present if they so desire. Statutory Cover(folder) would be opened first & if found in order and correctNon 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.

**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 in the Tender portal only (www.wbtenders.gov.in). 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 inadvertently mistyped then the rate should be considered as per schedule and shall be amended by the tender inviting Authority in due course.

**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 andtime.

**sd/-**  
Superintending Engineer,  
Circle-IV, HOUSING SECTOR(RE)  
K .M .D . A.