



OFFICE OF THE EXECUTIVE ENGINEER  
CRS DIVISION, E&AM SECTOR, KMDA.  
UNNAYAN BHAWAN, GROUND FLOOR, G-BLOCK  
SALT LAKE CITY, KOLKATA -700 091.

**Kolkata  
Metropolitan  
Development  
Authority**

Memo No: 131/EE/CRS/E&AM/KMDA/W-7/95/2025-26

Date: 05.12.2025

**DETAILED NOTICE INVITING QUOTATION**  
**(Mode-Offline)**

Detailed NIQ No: KMDA/CIVIL/NIQ/04/EE/CRS/E&AM of 2025-2026

Date: 05.12.2025

1. **THE EXECUTIVE ENGINEER, CRS DIVISION, E&AM SECTOR, KMDA**, for and on behalf of Kolkata Metropolitan Development Authority (**KMDA**) invites **off line NIQ** in KMDA Form No. 1 from bonafide, reliable and resourceful experienced agency/firms/companies/individual contractors having experience of similar nature of work successfully & satisfactorily completed/Running the same within last **05(five) years** from the **date of publication of this NIQ** in any Government/Semi Government/Undertaking/Autonomous bodies (constituted under the State/Central statute)/Statutory Bodies and Local Bodies is eligible for the under mentioned works.

Sl. no.	Description of work	Quoted Amount (Including GST & Cess) (Rs.)	Earnest Money Deposit (EMD) (Rs.)	Cost of tender document (Rs.)	Time of completion.
a.	Conducting topographical Survey of KMDA land by Total station method at Ultadanga, 1/3 CIT Scheme, VII-M, Kolkata-700054.	To be Quoted by the bidder	2% of the Quoted amount	Rs.350/-	02 (Two) Weeks.

Note:-

- a) Quoted rate shall be including GST, CESS and any other Govt. statutory taxes as applicable as per latest Govt. norms.
- b) Similar work means: The bidders should have credentials on similar nature of Works of requisite amounts.

i) **Scope of work:-**

- a) Land surveying, including boundary surveys, topographic surveys, and property surveys by using approved total station survey equipment and submit survey report (6 sets).
- b) Survey drawings in details (06 sets).
2. Application along with all relevant document shall have to be submitted as stated & the Cost of tender document shall have to be purchased from the above mentioned office of the undersigned.

3. The original Tendered documents duly signed by the tenderer along with their official seal at the bottom of each page of the tender document & printed Form-I including requisite amount of EMD in the form of Bank Draft from any Indian Scheduled bank in favor of “**Kolkata Metropolitan Development Authority**” Payable at Kolkata.
4. During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/ manufactured/ fabricated/ forged/ false/ tampered/ fake/ manipulated, 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.

**5. Time Schedule for Application, Dropping and Opening of Tender Documents: -**

a)	<b>Last Date &amp; Time for receiving of application for participation in the tender.</b>	<b>Date: 12.12.2025 Time: 15:00hrs.</b>
b)	<b>Last date &amp; time for permission of tender.</b>	<b>Date: 12.12.2025 Time: 15:30hrs.</b>
c)	<b>Last date and time for purchase of Tender document (Qualified Bidder only).</b>	<b>Date: 15.12.2025 Time: 15:00 hrs.</b>
d)	<b>Bid Submission Start Date &amp; Time</b>	<b>Date: 12.12.2025 Time: 16:00 hrs.</b>
e)	<b>Bid Submission Last Date &amp; Time</b>	<b>Date: 19.12.2025 Time: 12:30 hrs.</b>
f)	<b>Time and Date of Opening of Bid (Bid will be opened by the Authorized Officer)</b>	<b>Date: 19.12.2025 Time: 15:30 hrs.</b>

Quotation will be opened by **THE EXECUTIVE ENGINEER, CRS DIVISION, 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 (as mentioned above Sl. No. 1) of completed work in a single tender for the minimum value of 40% of 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 (as mentioned above Sl. No. 1) 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 (as mentioned above Sl. No. 1) which has been completed to the extent of 80% or more and value of which is not less than the desired value at 6.a.(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 Turnover:** 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 NIQ. For multiple application TIA will consider up to the exhaustion limit starting from the first response.
- c) The following clause shall be included in all the contracts to be executed for (i) procurement of goods and services and (ii) 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.”
- d) Partnership Firm should submit necessary deed & power of attorney with the application.
- e) **Earnest Money:-** The initial Earnest Money as mentioned above shall have to be deposited as mentioned, failing which the tender 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 “**Kolkata Metropolitan Development Authority**” of any scheduled Indian Bank at Kolkata.

**7. a) List of common documents shall have to be submitted by each tenderer at the time of Submission of application as hard copy: -**

- i. Income Tax Return (For last 3yrs, ending on 31.03.2025)
- ii. Valid PAN issued by the IT Deptt., Govt of India.
- iii. Latest Professional Tax Paid Challan as per enrollment rate slab & P-TAX Enrollment Certificate.
- iv. Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017.
- v. Latest Valid Trade License.
- vi. **Technical Credential: -**  
Work Order & Completion Certificate of the same work complying as per Sl-1 & 6, (a) of this NIQ.

**b) List of documents shall have to submitted 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.
  - iii) Memorandum and articles of Association, if any.
- 8. Time of completion:** Time of completion as mentioned in the above table it will be considered from the date of issuance of work order.
- 9.** The prospective bidders must not have been debarred to participate in any tender invited by the KMDA during the last 5 (five) years prior to the date of this NIQ. 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 as non-responsive).
- 10.** The total deposited Earnest Money will be converted to part initial **security deposit** and the balance amount as security deposit for this tender will be deducted **@ 8% (Eight percent)** of the gross bill value of each and every running bill and in the final bill an adjustment in percentage security deduction will be made so that the total security will be **@10 %** of the final gross bill value & it will revised as per amendment published time to time by the Govt.

11. **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.
12. No credential will be considered as valid unless it is supported by work order, price schedule or BOQ of work and completion certificate mentioning the date of completion issued by the competent authority not below the rank of Executive Engineer or equivalent or competent authority of a State/Central Government, State/Central Government undertakings, Statutory/Autonomous bodies constituted under the Central/State Statute. The completion certificate should indicate the value of the work (equal to booked expenditure).  
**N.B.** Estimated amount, Date of completion of project & detail communicational address of Client must be indicated in the Credential Certificate.
13. Joint Ventures will not be allowed.
14. Engagement of Sub-Contractor/Subletting is not permitted.
15. All documents submitted by the Bidder shall be self-attested,
16. All materials required for execution of the work (as per BOQ) shall be supplied by the contractor at their own cost.
17. Bid evaluation shall be done as per latest guideline of The Govt.
18. There shall be no provision of Arbitration.
19. No Adjustment of Price OR Price Escalation of any kind will be allowed.
20. No Price preference will be allowed for the Work under this NIQ.
21. No mobilization advance and secured advance will be allowed.
22. The Executive Engineer, CRS, E&AM Sector, KMDA reserves the right to cancel the N.I.Q. due to unavoidable circumstances and no claim in this respect will be entertained. At any stage of bidding or even after award of contract if any inadvertent typographical mistake is found in the BOQ or any other tender document, the same will be so corrected as to conform to the prevailing relevant Schedule of Rate and/ or Technically Sanctioned Estimate or any other document as the case may be.
23. All possible precautions should be taken for the safety of the people and work force deployed at worksite as per safety rule in force Contractor will remain responsible for his labour in respect of his liabilities under the Workmen's Compensation Act etc. He must deal with such cases as promptly as possible. Proper signs as per as per relevant category of work will have to be made by the contractor at his own costs.
24. **Payment:** - The payment of RA as well as final bill for any work will be made according to the availability of fund and no claim to delay in payment will be entertained.
25. The acceptance of the tender including the right to distribute the work between two or amongst more than two bidders will rest with the Tender Accepting Authority without assigning reason thereof. The accepting authority reserves right to reject any or all tenders without assigning any reason thereof.
26. Department shall not entertain any claim whatsoever from the contractor for payment of compensation on account of idle labour on any ground including non-possession of land.
27. List of "Qualified Bidders" will be published in the official noticed board only. Financial Bid will be opened within a short period after such publication. In case if there be any objection regarding Pre-qualification/list of "Qualified Bidders", that objection should be lodged to the Tender/Bid Evaluation Committee within **24 hours** from the date and time of publication of list of qualified Agencies and beyond that time schedule no objection will be entertained by the Tender/Bid Evaluation Committee.

- 28. 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.
- 29. Bid Opening:-** Bids received shall be opened at the specified date and time given in NIQ. If the office is closed on the specified date of opening of the bids, the opening shall be done on the next working day at the same time.
- 30. Influence:** Any attempt to exercise undue influence in the matter of acceptance of quotation is strictly prohibited and any tender who resorts to this will render his quotation liable to rejection. There shall be no provision of arbitration.
- 31.** The Tenderer are own responsibility to obtain all information that may be necessary for quoting the amount.
- 32.** During evaluation of Bid & before issuance of the work order, the tender inviting authority may verify the credential & other documents with the original of the participated Tenderer, if necessary. After verification, if it is found that such documents submitted by the Tenderer is either manufacture or false, in that case, L.O.A./work order will not be issued and Black listing/ penal action including forfeiture of EMD will be taken against him as decided by KMDA.
- 33.** If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one.
- 34.** Deduction of Tax shall be made as per provision of latest Govt. order with up to date amendments.
- 35.** All liabilities towards compensation of damages of Government properties and theft of Government materials due to negligence of the personnel engaged must be borne by the Agency whose Tender will be accepted.
- 36.** No extra cost towards any accident of the engaged personnel will be borne by the Department and any compensation towards accident of the engaged personnel will be borne by the Agency.
- 37.** The TIA reserve the right to modify any terms and conditions if necessary in the interest of the Government which must be accepted by the Agency otherwise the work order will be cancelled forthwith without showing any reasons. The undersigned also reserves the right to cancel the agreement by giving a notice of 01(one) month before cancellation to the agency without assigning any reason.
- 38.** 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.
- 39.** The successful Tenderer will have to execute 05 (Five) sets of **formal agreement** with KMDA at the cost of **Rs. 200/-** per set (non-refundable) as per norms of KMDA.
- 40.** Rate shall be quoted at the desired location of maximum 2(two) decimal point in the Quotation document and **in form of @ per acre** on or before the schedule date and time as mentioned above NIQ.
- 41.** The tender inviting authority reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.
- 42. Validity of Quotation:** Quotation once submitted shall remain valid for a period 180 (one hundred eighty) days from the last date of submission of Financial Bid/Sealed Bid receiving Quotation. Any extension of such validity period will be subjected to the concurrence of the tenderer. 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.
- 43. Others:-** The Tender 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 issued by the department concerned thereto shall be part and parcel of the Tender. The agency must go through carefully the Special Terms and Conditions issued by the

department before quoting his rate. **All the bidders are requested to submit necessary documents for the tender. Submitting unnecessary/irrelevant documents may create problem in the evaluation process. In that case any inadvertent mistake during evaluation of the tender, Tender Inviting Authority (TIA) will not be responsible.**

- 44. Penalty for suppression / distortion of facts:** If any document/statement/information submitted by any bidder in the tender is found to be false, the Tender Inviting Authority (TIA) will take legal action against the bidder including forfeiture of Earnest Money Deposit (EMD).”
- 45. 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 submitted within the stipulated time period.**
- 46. Any of the documents already submitted/seeking by TIA during Bid evaluation, if they are not produced within the stipulated time frame, their bid will liable for rejection.**

**Executive Engineer  
CRS/E&AM/KMDA**

**Memo No: 131 / (15) /EE/CRS/E&AM/KMDA/W-7/95/2025-26**

**Date: 05.12.2025.**

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

- 1) The Advisor, KMDA
- 2) The Chief Engineer, E&AM Sector, KMDA
- 3) The Deputy Secretary, Public Relation Cell, KMDA with a request to publish the same as prevailing norms of KMDA
- 4) -6) The Superintending Engineer/Const. Circle/Plng. Circle/CRS Circle, E&AM Sector, KMDA
- 7) The Director of Finance, KMDA
- 8) -12) The Executive Engineer, CSD/ECPD-I/SFD/Div-V/CD-II, E&AM Sector, KMDA
- 13) The Accounts Officer, E&AM Sector, KMDA
- 14) The Senior Account Assistant, CRS, E&AM Sector, KMDA
- 15) The Notice Board.

**Executive Engineer  
CRS/E&AM/KMDA**