



OFFICE OF THE EXECUTIVE ENGINEER  
CRS DIVISION, E & AM SECTOR, KMDA.  
'G'-BLOCK, GROUND FLOOR,  
UNNAYAN BHAVAN SALLAKE CITY, KOLKATA-700091.

**Kolkata  
Metropolitan  
Development  
Authority**

**e-Quotation Notice**

**Notice Inviting e-Quotation No: KMDA/CIVIL/ eNIO /02/EE(CRS)/E&AM OF 2023-24 ,Dated: 29.08.2023**

**EXECUTIVE ENGINEER, CRS DIVISION** for and on behalf of Kolkata Metropolitan Development Authority (KMDA) invites e-QUOTATION in KMDA Form No: 1 from reliable, resourceful, bonafide, and experienced manufacturer/ dealers / distributors / eligible firms /companies/individual agencies having credentials of similar nature of work as detailed in Eligibility criteria for the under mentioned works:-

Sl. no.	Name of work	Earnest Money (Rs)	Time of Completion
1.	Regular cleaning of bathrooms & toilets including of required tools, tackles, acid, bleaching, brush etc of the building no-2 & 7 KMDA Housing complex at 19 A, Chetla Hut Road, Kolkata- 700027 for the period of 1(One) year.	2% of the quoted amount OR Rs. 16500.00(Rupees Sixteen Thousand Five Hundred only.) whichever is greater To be submitted With the Quotation	12(Twelve) months

1. Intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
2. 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 participant Tenderers will be opened only if the Tenderer qualifies in the Technical Bid evaluation.
3. 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.

4. Time Schedule for Downloading, Uploading and Opening of Tender Documents:-		
a)	Date of uploading of N.I.Q. & other Documents (online) (Publishing Date)	Date: 08.09.2023 , Time: 16.30 hrs
b)	Documents download start date (Online)	Date: 08.09.2023 , Time: 17.00 hrs
c)	Documents download end date (Online)	Date: 19.09.2023, Time: 14.00 hrs.
d)	Online Bid Submission Start Date & Time	Date: 08.09.2023 , Time: 17.00 hrs
e)	Online Bid Submission Last Date & Time	Date: 19.09.2023, Time: 14.00 hrs.
f)	Time and Date of Opening of Technical Bid ( Bid will be opened by the Authorized Officers)	Date: 22.09.2023, Time: 14.00 hrs.
g)	Date of opening Financial Bid:	To be notified later

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.

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

A) (I) Intending Bidders should produce credentials of a similar nature of completed work of the minimum value of Rs 3.4 lakh during 5(five) years prior to the date of issue of the Tender Notice.

or

II) Intending Bidders should produce credentials of 2(two) similar nature of completed work, each of the minimum value of Rs 2.55 lakh during 5(five) years prior to the date of issue of the Tender Notice.

or

III) Intending Bidders 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, Valid Income tax(For last 3yrs), GST 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>.

C) 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.

D) Bank Solvency Certificate, minimum value @ 10% (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.

**6.Earnest Money:-** The original document of EMD ( Earnest Money Deposit ) should be furnished before the Tender Inviting Authority, when asked to do so during evaluation of the Tenders.

7. 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. Balance sheet( For last 3yrs )
- iii. Pan Card.
- iv. Trade License
- v. Professional Tax Enrolment certificate with current year challan.
- vi. GST registration certificate.
- vii. Valid Renewed Trade License.
- viii. Work Order along with payment certificate & completion certificate.
- ix. Bank solvency according to serial 5.D of eligibility criteria.

**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. 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.

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

**The Tender inviting authority reserves the right to accept or reject any or all the Tenders without assigning any reason what so ever.**

For detailed information please visit <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. 100 /EE(CRS)/E&AM/KMDA/W-7/95(Part-IV)/18-19

Dated : 29.08.2023

Enclosed 4(four) copies of this NIQ are forwarded to the DEPUTY SECRETARY(PRO), P.R. Cell , KMDA. He is requested to kindly circulate this NIQ as per prevailing norms of KMDA.



**EXECUTIVE ENGINEER**  
**CRS DIVISION, E&AM SECTOR, KMDA**

No. 100 /1(15)/EE/CRS/E&AM/KMDA/W-7/95(Part-IV)/18-19

Dated: 29.08.2023

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

- 1) The Advisor, KMDA
- 2) The Chief Engineer, E&AM Sector, KMDA
- 3-5) The Chief Engineer, Housing/R&B/W.S Sector, KMDA
- 6) The Superintending Engineer, CRS Circle, E&AM Sector, KMDA
- 7) The A.C.F.A. E&AM Sector, KMDA
- 8-13) The Executive Engineer, ECPD -I / II / SFD / CD - II/ BPPD - I / II of E&AM Sector, KMDA.
- 14) The Head Estimator, CRS Division, E&AM Sector, KMDA.
- 15) 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 & 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 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) Earnest money (EMD) as prescribed in the NIT.
- ii) NIT.
- iii) Duly fill-up Declaration as per prescribed format with manual Sign & Stamp.

**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 web 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. Balance sheet( For last 3yrs )
- iii. Pan Card.
- iv. Trade License
- v. Professional Tax Enrolment certificate with current year challan.
- vi. GST registration certificate.
- vii. Valid Renewed Trade License.
- viii. Work Order along with payment certificate & completion certificate.
- ix. Bank Solvency

**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**

Sl. No	Category Name	Sub-Category Description	Details
A.	Certificates	Certificates	i) Pan Card .ii) Professional Tax clearance certificate. iii) GST certificate. iv) Acknowledgement of IT returns (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) Credential within 5 years, Work Order, Payment certificate, completion certificate for similar nature of work.

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 & L.Cess.**

**6. 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 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.
- 7. Penalty for suppression / distortion of facts:**  
Submission of false document by Tenderer is punishable as per prevailing laws.
8. Tender inviting authority reserves the right for rejection & cancellation of the NIT at any time without showing any reason.



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