

**OFFICE OF THE EXECUTIVE ENGINEER
ELECTRICAL DIVISION - II, EM SECTOR, KMDA
UNNYAN BHAVAN BLOCK-D, 2ND FLOOR
SALT LAKE, KOLKATA- 700091**

NOTICE INVITING QUOTATION NO: KMDA/EM/EE/ED-II/NIQ-39/2025-26 dated 22.09.2025

Executive Engineer, Electrical Division - II, EM Sector, KMDA for and on behalf of Kolkata Metropolitan Development Authority (KMDA) invites *sealed item rate quotation* in KMDA Form NO.1 for the following work from the reliable, resourceful and bona-fide eligible Agencies/ Contractors/Firms.

Sl. No	Description of works	Estimated Cost (Rs.)	Earnest Money Deposit (Rs.)	Time of completion	Cost of Tender Document	Remarks
1.	Supply, Delivery, Installation of Photocopier Machine at the office of the Chief Engineer, R&B Sector, KMDA at 7th Floor, A Block, Unnayan Bhavan.	Item Rate (To be Quoted by the Bidder)	1,940.00 (Initial)	10(Ten) Days	350.00	Tender documents along with other particulars may be had from the above office as per following schedule.

www.kmda.wb.gov.in

1. Last date and time limit of receiving application for quotation : 09.10.2025 up to 3.00PM
2. Last date and time limit of purchase tender documents : 13.10.2025 up to 3.00PM
3. Last date and time limit of submission of tender documents : 14.10.2025 up to 3.00PM
4. Date and time of opening tender documents : 14.10.2025 at 4.00 PM

A. Issue of tender documents: -

Intending quotationer should submit their application to the office of the undersigned in duplicate in their own letter head along with photocopies of the following documents for obtaining qualification to remain in the tender/quotation process.

- (i) The firm shall have valid and/or renewed trade license.
- (ii) The intending quotationer shall have valid up to date clearance certificate of Professional tax. If up to date PTCC is not obtained then receipted copy of tax deposit challan from the date of PTCC last issued/obtained to the current year shall have to be produced.
- (iii) The firm shall have valid GST Registration with Certificate (Provisional Certificate not acceptable).
- (iv) The firm shall have valid PAN issued by GOI with IT (last F.Y.) Return.
- (v) Credential: Quotationer having successfully completed/executed similar nature of contract job having value- i) Not less than **Rs.38,800.00** in one single contract, during last 05(Five) years prior to the date of issue of the quotation notice under any Govt. /Semi Govt. /Statutory or Local Bodies. ii) Not less than **Rs.29,100.00** each of two separate contracts during last 05(Five) years prior to the date of issue of the quotation notice under any Govt. /Semi Govt. /Statutory or Local Bodies. iii) Not less than **Rs.38,800.00** in a single running work which has been completed to the extent of 80% or more, prior to the date of issue of the quotation notice under any Govt. /Semi Govt. /Statutory or Local Bodies In case of running works certificate should be clearly stated that the work is in progress satisfactorily and no penal action has been initiated against the executing agency i.e. quotationer. Certificate by the said department in favour of the bidder is only acceptable.

- (vi) The work completion certificate (Credential) must specify detailed nature of job completed, Tender value of job, date of commencement of work and date of completion of work and Final Bill Value.
- (vii) Partnership firms should submit a copy of the Partnership deed along with the application otherwise the application may not be considered.
- (viii) All the pages of quotation paper and all the documents (Submitted as Bid documents) including photo copies must be signed by the authorized representative on the body of such documents in the following manner, failing which the application may not be considered.
- (ix) A notarial declaration on non-judicial stamp paper (*as per Annexure-A*) stating that documents submitted/furnished by him are true and Genuine to the best of his knowledge and belief in case any fraudulent activities are observed and or detected he should solely responsible for such activities. He shall also declare that whether his firm has been debarred in recent past from any sort of tendering in any department or punished in any form.
- (x) Suspension and Debarment of Contractor for public works shall be imposed as per order no. 724-W(C)/1M-953/9 Dt.19th December, 2019 and 547-W(C)/1M-387/15 Dated 16th November, 2015.
- (xi) Quotationer is advised to visit the site to access the nature and volume of work.
- (xii) **Joint Venture Company / Consortium / Association** are not allowed to participating in this tender.

After scrutinizing all above documents department will issue tender documents if those documents are found in order.

B. Mode of submission of tender/quotation documents-

- (i) Quotationer shall mention their offered item rate in rupees including all taxes in appropriate space provided in the departmental schedule both in figure and words written in indelible ink and in English scripts. Documents shall be signed by the quotationer /authorized signatory with company's seal on each page of the documents.
- (ii) The Earnest money Deposit as mentioned above in the form of Bank draft /Pay order from a scheduled bank payable at Kolkata in favor of "**KMDA**" shall be enclosed with the quotation documents. Apart from the statutory Taxes, Cess etc. as per circular/notification of the Union Govt. / Govt. of W.B., Security Deposit @10% of billed value shall be deducted from contractor's bill of which EMD deposit @ 2% already deposited with the department shall be converted into security deposit. The stated security deposit shall be refundable as per KMDA FROM No. 1.
- (iii) The quotation documents shall be placed in sealed cover superscripting the N.I.Q. No., description of work.
- (iv) The tender document so prepared shall be submitted in tender box kept in the below mentioned offices within due date & time.
 - a) Office of the Superintending Engineer, Electrical Circle-I, EM Sector, KMDA, 2nd Floor, D-Block, Unnayan Bhavan, Kolkata-700091.
 - b) Office of the Executive Engineer, Electrical Division-II, EM Sector, KMDA, 2nd Floor, D-Block, Unnayan Bhavan, Kolkata-700091.

C. Particular Instructions to the Quotationer:-

- (i) In no Circumstances the quotation item rate will be enhanced after acceptance of quotation.
- (ii) As stated elsewhere the rate quoted by the quotationer shall be inclusive of all elements of taxes and duties, demands.
- (iii) Conditional and incomplete quotation are liable to summary rejection.
- (iv) A quotation once submitted shall not be withdrawn within a period of 120 days from last date of submission of tender documents
- (v) The validity of the quotation shall be 120 days from the date of the opening of the financial offer.

D. Opening, evolution & acceptance of Quotation: -

- i) At the prefixed date & time all the quotation will be opened at the office chamber of the Executive Engineer of Electrical Division-II, EM Sector, KMDA. Intending quotationer or their representative may present during opening of quotations.
- ii) Lowest & valid quoted rate should normally be accepted. However, the quotation accepting Authority does not bind himself to do so and reserves the right to reject any or all the quotations, without assigning any reasons thereof.

- iii) The Quotation Accepting Authority may ask any of the quotationers to submit analysis to justify the rate quoted by that quotationer.
- iv) The liquidated damage shall be 0.5 % per week & maximum amount of liquidated damages shall be 10 % of the Contract Price.

E. Statutory Deduction of taxes / duties / Cess etc.:

- i) Income Tax will be deducted from the contractor's bill at the rate in accordance with the orders/ circulars of the Union Government of India in force during the contractual period.
- ii) G.S.T. of the gross billed value for registered dealer will be deducted from the contractor's bill at the rate in accordance with the orders/ circulars of the Government of West Bengal in force during the contractual period.
- iii) If any variation in the tax structure declared by the Government of West Bengal during the pendency of the contract shall be to the contractor's account.

F. Disclaimer: -

KMDA reserve the right to reject or accept or split any or all quotations / bids without assigning any reasons what so ever.

Sd/-

Executive Engineer
Electrical Division-II, E-M sector KMDA

NO: 125/(15)/EE/ED-II/EM/KMDA/T-01

Dated: 22.09.2025

Copy forwarded to:-

- 1. The Chief Engineer-in-charge, EM Sector, KMDA.
- 2. The Superintending Engineer, EC-I, EM Sector, KMDA.
- 3. The PMC Sector, KMDA.
- 4. The Deputy Secretary (PR), KMDA, Unnayan Bhavan- with the request to upload the NIT to KMDA Website as per norms. Copies of NIT along with copy of approvals are enclosed.
- 5-11. The Executive Engineer, ED-I/III/IV/V/VI/VII/VIII, EM, KMDA.
- 12. The A.O., O&M Cell, KMDA.
- 13. The PS to CEO, KMDA.
- 14. The Divisional Accountant, ED-II, EM, KMDA.
- 15. Notice Board.

[Signature]

Executive Engineer
Electrical Division-II, E-M sector, KMDA

ANNEXURE – ‘A’

(Notarial Declaration to be furnished by all bidders in Non-Judicial Stamp Paper)

I, Sri/Smt ----- S/D/ of Sri -----
----- of -----(address),
proprietor/partner/director of M/s -----and or working as -----
----- (Designation) having the proper legal authority / power of attorney to sign
and act on behalf of the fore stated company do hereby affirm and solemnly declare that the documents
submitted in connection with the NIQ No: **KMDA/EM/EE/ED-II/NIQ-39/2025-26 dated 22.09.2025 invited
by Executive Engineer, Electrical Division – II, EM Sector, KMDA** for establishing qualification in
respect of the stated company to participate in the tender/quotation, are true and genuine to the best of
my knowledge and belief.

[Strike out which is not applicable between ‘A’ or ‘B’]

A. I further solemnly affirm and state to the best of my knowledge and belief that the above-named
company has never been debarred from participating in any tender/quotation or blacklisted or
imposed upon penalty under any Govt. / Semi-Govt /Govt. undertaking/ Autonomous
body/PSU/Institution of repute etc.

or

B. I further solemnly affirm and state to the best of my knowledge and belief that the above named
company was debarred from participating in tender/quotation or blacklisted or imposed upon
penalty under ----- the Govt. / semi-Govt
/Govt. undertaking/ Autonomous body / PSU /Institution of repute etc during the execution of the
contract between the said company (contractor) and ----- (the
contractee).

Signed in presence of

(-----)
Witness

Authorized signatory
on behalf of the company