



**OFFICE OF THE EXECUTIVE ENGINEER**  
**DIVISION-IV, HOUSING SECTOR, KMDA(KIT WING)**  
 Unnayan Bhawan, DJ-11, Sector-II, 1<sup>st</sup> Floor, Block-A,  
 Salt Lake, Kolkata- 700 091

**Kolkata  
Metropolitan  
Development  
Authority**

MEMO NO. 15/EE/DIV-IV/H.S./KMDA(KIT WING)/2026

Dt: 14.01.2026

Detailed e-Tender Notice No. KMDA/HOUSING/EE/DIV-IV/Circle III (KIT)/NIT-08/2025-2026

e-Tender Reference No. KMDA/HOUSING/EE/DIV-IV/Circle III(KIT)/NIT-08/2025-2026

1. Invitation:- The Executive Engineer, DIV-IV, Circle III (KIT), Housing Sector, KMDA (Erstwhile KIT) invites online e-tender from reliable, resourceful, bonafide and experienced firms / companies / individuals / partnership firm contractors having credentials of providing Security Guards in any Govt./ Semi-Govt./Govt. Undertakings/ Autonomous Bodies/ Statutory Bodies and Local Bodies for the work mentioned below:-

Tender. No.  (1)	Name of Work  (2)	Estimated Amount (Rs.) (3)	Earnest Money (Rs.) (4)	Time of Completion  (5)
KMDA/HOUSING /EE/DIV-IV/Circle III(KIT)/NIT-08/2025-2026 dated 14.01.2026	Engagement of a Security agency to deploy 1 number security guard for each shift x 3 shifts per day = 3 man heads of Security Guard per day at Head Office Building of erstwhile KIT at premises no. P-16, India Exchange Place Extension, Kolkata- 700 073 for the period of one year	6,04,018.00 (Inclusive of 18% GST)	Rs.12,090/-	1 year

NB: The Rate is to be quoted complying the minimum wages, EPF, ESI, Bonus, Govt. statutory taxes, Services Charges including GST etc. as applicable as per Govt. Orders and amendments thereof from time to time during the tenure of the contract period. The successful bidder has to pay the minimum wages as declared by the Labour Department, Govt. of West Bengal from time to time as well as ESI, EPF and Bonus at the rates prescribed by the Labour Department, Govt. of West Bengal from time to time. If any written complaint is received from the Security Guards engaged regarding non- payment of minimum wages and other statutory benefits like ESI, EPF, Bonus etc. the Department will be at liberty to make payment to the Security Guards directly and deduct such amount from the Contractor's Bill.

2. Intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

3. Earnest Money Deposit (EMD as mentioned in the column 4 above is to be remitted by the Tenderer through Net- Banking/ RTGS/NEFT in respect of the Tender ID in favour of KMDA.

4. Submission of Tender :- a) 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.

5. Time Schedule for Downloading, Uploading and Opening of Quotation Documents:-

a)	Date of uploading of Tender & other Documents (online)	Date: 21.01.2026 Time: 12.00 hrs.
b)	Documents download start date (Online)	Date: 21.01.2026 Time: 12.00 hrs.
c)	Documents download end date (Online)	Date: 28.01.2026 Time: 14.00 hrs.
d)	Pre-bid Clarification Start Date & Time	NA
e)	Pre-bid Clarification End Date & Time	NA
f)	Online Bid Submission Start Date & Time	Date: 21.01.2026 Time: 12.00 hrs.
g)	Online Bid Submission Last Date & Time	Date: 28.01.2026 Time: 14.00 hrs.
h)	Last date & time of physical submission of cost of documents including EMD and Non Statutory cover.	NA
i)	Time and Date of Opening of Technical Bid ( Bid will be opened by the Authorized Officers)	Date: 30.01.2026 Time: 14.00 hrs.
j)	Date for opening of Financial Proposal (Online)	To be notified later on

Tenders will be opened by the Executive Engineer, DIV-IV, CIR-III (KIT), HOUSING SECTOR, KMDA or his authorized personnel in presence of Tenderer(s) or their authorized representatives who may like to be present.

6. Eligibility criteria for the bidders :-

a) The bidders should have the credentials as detailed below::

- i) Intending Tenderers should produce credentials of a similar nature of completed work i.e., providing Security Guards of the minimum value of 40% of the 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 of completed work i.e., providing Security Guards, 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 1(one) single running work of similar nature i.e., providing Security Guards 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.

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) Scanned copy of valid up to date Professional Tax Payment Certificate, GST as per latest Govt. order and PAN Card issued by Income Tax Department, Valid Income Tax Return & Audited Balance Sheet for last 3yrs (FY 19-20, 20-21, 21-22), , PF, ESI, Credentials, 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>.

7.1 Declaration on Notary

a) Scanned Copy of one Affidavit before Notary will have to be submitted mentioning the

(i) 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 and

7.2 Partnership Firm should submit necessary Partnership Deed at desired location through on line.

8. Other Terms & Conditions:

- i) Payment Certificate will not be treated as Credential.
- ii) Credential Certificate issued by the Executive Engineer or equivalent or Competent Authority of a State/ Central Govt. Office, State/ Central Govt. Undertaking, Statutory/ Autonomous Bodies constituted under the Central / State Statute, on the executed value of completed/ running work will be taken as Credential.
- iii) Legible Scanned copy of PAN Card, P. Tax, Valid Income Tax Return (For Last 3 yrs ), Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 & Latest GST Return, Last 3 yrs Audited Balance Sheet, Credentials, Work Order, Completion Certificate, Bank Solvency Certificate (in commensurate with the amount put to tender) within one year from the date of publishing of NIT, 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>.
- iv) Legible 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.
- v) Earnest Money:- The tenderer shall have to deposit requisite Earnest Money along with the tender document in prescribed manner failing which the tender shall be rejected. The balance earnest money if any to fulfill 2(two) percent of the tender value is to be deposited at the time of execution of formal agreement.
- vi) Additional Performance Security other than Security Deposit::
  - 1. If the accepted bid value of the successful Bidder is 80% or less of the Estimated amount put to tender, Additional Performance Security @ 10% of the Tendered Amount shall be submitted in the form of Bank Guarantee of any Scheduled Bank within ten working days from the date of issuance of Letter of Acceptance to ensure the quality and proper execution of the work. The said Bank Guarantee shall have to be valid up to end of the Contract Period and shall be renewed accordingly, if required. If the successful Bidder fails to submit the Additional Performance Security within the Time Period mentioned here, Earnest Money of the Bidder will be forfeited and other necessary actions as per NIT like blacklisting of the contractor, etc, may be taken.
  - 2. The Bank Guarantee shall be returned immediately on successful completion of the Contract. If the bidder (the Contractor) fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during the pendency of the Contract period.
  - 3. Necessary provisions regarding deduction of Security Deposit from the progressive bills of the Contractor as per relevant clauses of the Contract shall in no way be altered / affected by the provision of this Additional Performance Security.

9. a) List of common documents to be uploaded by each tenderer at the time of submission of Tender through online:-

- i. Latest valid Private Security Agencies Regulation Act(PSARA), Govt. of W.B
- ii. Income Tax Return ( For last 3yrs )
- iii. Audited Balance Sheet ( For last 3yrs)
- iv. Pan Card.
- v. Latest Professional Tax Paid Chalan & P-TAX Enrollment Certificate, Professional Tax Payment Certificate
- vi. Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 & Latest GST Return.
- vii. Latest Valid Trade License.
- viii. Technical Credential.
  - a) Work Order along with completion certificate for the work in technical credential.
- ix. Bank Solvency Certificate for atleast 10% of the amount put to tender within one year from the date of publishing of NIT

- x. Affidavit before Notary mentioning the NIT No. as well as the correctness of the documents and declaration of penalty, debarment etc.
- xi. P.F. & ESI Registration Certificate along with employer latest monthly contribution receipt upto Oct.,2025 issued prior to the date of NIT.
- xii. Intending Tenderers should produce credentials of a similar nature of completed work i.e., providing Security Guards under the jurisdiction of KMA area

b) List of documents to be uploaded by a Partnership Firm in addition to Sl. No. 9.a)

i) The Power of Attorney for the firm for signing the tender by a partner.

ii) Partnership Deed.

10. 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.

11. 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. The agency must go through carefully the Special Terms and Conditions uploaded by the department before quoting his rate.

The tenderer should not be defaulter of EPF and ESI for the last 3(Three) years. If found Blacklisting/Penal action will be taken against him as decided by competent authority of KMDA.

12) 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.

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

14) Submission of bill towards payment:

a) Agency will pay minimum wages as applicable from time to time as per govt. order, along with ESI, EPF & Bonus to the engaged security personal for 8(eight) hours shift.

b) Supporting documents in respect of sl.(a) above including service charge & GST (as applicable) and attendance sheet is to be submitted to KMDA for payment.

15) It is the Tenderers own responsibility to obtain all information that may be necessary for quoting the amount.

16) Before issuance of the Work Order, the Tenderer inviting authority may verify the credential & other documents with the original of the lowest Tenderer, if necessary. After verification, if it is found that such documents submitted by the lowest Tenderer is either manufactured or false, in that case, L.O.I. / Work Order will not be issued and Black listing/ penal action will be taken against him as decided by KMDA.

17) If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one.

18) Tenderer should comply with minimum wages as enforced from time to time during tenure of contract by the Labour Department Govt. of WB.

19) Deduction of Tax shall be made as per provision of latest Govt. order with up to date amendments.

20) Security Money shall be released after successful completion of the contract.

21) That the Security Guards will be in proper uniform to be supplied by the Agency. The Agency will also have to issue Identity card and no extra charges / payment will be made in this account.

22) The Security Guards should submit the copy of Govt. photo identity card and they have to abide by the discipline, rules and regulations as laid by KMDA.

23) The age of the Security Guards should not be more than 60 years in any case.

24) That the Guard will have to be in proper uniform with shoes and no extra payment will be made on this account.

25) The Security Guards will have to abide by the discipline, rules and regulations as laid by KMDA.

26) During the contract period agency shall pay minimum wages as applicable as per Govt. Order, along with ESI, EPF & Bonus to the engaged Security Guards for eight hours shift. Payment is to be made either through account payee cheque or Online Banking System to the respective bank accounts of the Security Guards engaged for the work. Bills to be submitted along with all necessary documents including salary of individuals for payment.

The tender inviting authority reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.

For detail information please visit <https://wbenders.gov.in> & [www.kmda.wb.gov.in](http://www.kmda.wb.gov.in).

Executive Engineer,  
DIV-IV, CIR-III (KIT), Housing Sector

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**Dt: 14.01.2026**

Copy forwarded for information and necessary action to :-

1. The C.E.O. / KMDA.
2. The Secretary / KMDA.
3. The Chief Engineer / Water & Sanitation Sector
4. The Chief Engineer / Road & Bridge Sector
5. The Chief Engineer / Estate & Asset Management Sector
6. The Chief Engineer / Electrical Sector
7. The Chief Engineer/ Housing Sector
8. The Director of Finance, KMDA
9. The Superintending Engineer, Housing Sector, KMDA.
10. The Executive Engineer\_I, Housing Sector, KMDA – with a request to take further necessary action in this regard.
11. The Deputy Secretary, P.R.O., KMDA with request to publish the Notice in the leading News Papers and display in KMDA Web Site as per relevant Govt. rules.
12. The Notice Boards, Unnayan Bhawan, DJ-11, Sector-II, 1<sup>st</sup> Floor, Block-A, Salt Lake, Kolkata- 700 091

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