

**Office of the Executive Engineer,  
East Bank Division, SD& SWM Sector, KMDA  
Block- 'A', 5th Floor, Unnayan Bhavan,  
Salt Lake City, Kolkata-700091**

**Detailed**

**NIT No : 02/EE/SWM-EB/SD&SWM/KMDA of 2025-2026**

No: \_\_\_/EE/SWM-EB/SD&SWM/KMDA

Dated:03.06.2025

Sealed Quotations in Letter head pad are hereby invited by the Executive Engineer, SWM-East Bank Division, SD & SWM Sector, KMDA, Block – A (5th Floor), Unnayan Bhavan, Kolkata – 700 091 from bonafide, reliable, experienced & resourceful firms / individuals contractors / who have successfully completed works in Government / Govt. Undertaking / Govt. Autonomous Bodies / Semi-Govt. / Statutory Bodies/Local Bodes having credentials of 1 (One) Similar Nature Of Completed Work (longitudinal section of existing drain, topographical details and outfall details) of the minimum value not less than i) 40% of the quoted amount in a single contract OR ii) two contracts each of at least 30% of the quoted amount OR iii) single running work having completed 80% or more and value of which is not less than as in i) above, during last 5 (five) years from the date of issue of this NIT.

**Table-1**

Sl No	Name of work	Estimated Amount Put to Tender (Rs)	EMD (Rs)	Cost of Tender Documents Participatin in E-Tender	Time of Completion
(1)	(2)	(3)	(4)	(5)	(6)
1.	Cleaning of Culvert across BT road at Bagjola Zero end point of Dantia Khal under Kamarhati Municipal Area.	97,111.50	1942.00	Not Required	7 days

- 1) Original Earnest Money deposit in the form of DD/ Bank Draft/ Pay Order issued from any Nationalized/ Scheduled Bank in favor, KMDA payable at Kolkata.

Executive Engineer,EBD  
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- 2) Details Tender Proceedings will as follows :

1)	Last date of receipt of application along with all documents for Tender.	Up to 2.00 P.M. on 11.06.25
2)	Date and time for permission for participating and Purchase of Tender Documents.	At 4.00 P.M. on 11.06.2025
3)	Date and time of submitting of Tender.	At 1.00 P.M. on 13.06.2025
4)	Date and time of opening of Tender.	At 3.00 P.M. on 13.06.25

Tenders will be opened by the Executive Engineer, SWM-East Bank Division, SD & SWM Sector, KMDA, Block – A (5th Floor), Unnayan Bhavan, Kolkata – 700 091 or his authorized representative in presence of tenderer or their authorized representatives who may like to be present.

**3) Eligibility criteria for the bidders:-**

- a) Intending tenderers should produce credentials of the minimum value not less than i) 40% of the quoted amount in a single contract OR ii) two contracts each of at least 30% of the quoted amount OR iii) single running work having completed 80% or more and value of which is not less than as in i) above, during last 5 (five) years from the date of issue of this NIQ.
  - b) Bidder should have 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 Valid Trade License, Credentials, Work Order etc.
  - c) Bidders shall not be under Ban/Blacklisting/Debarment for corrupt and fraudulent practices or for lack in performance by any Government/Semi-Government entity.
  - d) Any false declaration and non-compliance of the above would be a ground for immediate termination of the contract and further legal action in accordance with the laws
- 4) 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 in the form of DD/Bank Draft/ pay Order issued from Nationalized/scheduled bank in favour, KMDA payable at Kolkata at the time of submission of tender.
- 5) Security Deposit:** - 10% Security Deposit will be deducted from gross bill value of each every running bill and from final bill without any upper ceiling limit. Deposited EMD will be adjusted as part of security deposit. Refund of security deposit will only be made after 3 months on successful completion of works.
- 6) The Executive Engineer, SWM-East Bank Division, SD & SWM Sector, KMDA, Block – A (5th Floor), Unnayan Bhavan, Kolkata – 700091, reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained. During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, 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.**
- 7) Before issuance of the Work Order, the tender inviting authority may verify the credential & other documents of the successful bidder if found necessary. After verification, if it is found that such documents submitted by the successful bidders either manufactures or false in that case Work Order will not be issued in favour of the bidder under any circumstances.**
- 8) Rates should be quoted clearly both in figures & words for each item and the quoted rates must be inclusive of every demand. No conditional quotation will be accepted.**
- 9) Language of Quotation:** - The quotation shall be submitted in English. All literatures and correspondence in connection with the quotation shall be in English.
- 10) Successful bidder shall have to execute an agreement in the prescribe format which will be available from the office.**

- 11) The Tender inviting authority reserves the right to accept or reject any or all the quotations without assigning any reason what so ever.
- 12) List of common documents shall have to be submitted by each tenderer at the time of submission of last date of receiving quotation.
  - i. Income Tax Return (For last 3yrs)
  - ii. Pan Card.
  - iii. Professional Tax clearance certificate.
  - iv. Trade License.
  - v. Technical Credential.
  - vi. Work Order for the work in technical credential.
  - vii. Payment certificate of the said work.
  - viii. Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017.
  - ix. Certificate / License of the pilot, who is operating the drone from the competent authority.

### **5. Technical Bid**

a) **List of Scanned Copy of the Common Documents must have to be uploaded by the each bidder are:**

- i) Last 3 year's Income Tax Return
- ii) Last 3 year's Audited Balance Sheet.
- iii) Pan Card
- iv) Valid Professional Tax Clearance Certificate.
- v) Valid Trade License.
- vi) GST No.
- vii) Technical Credential in the form of Completion Certificate with Completion date
- viii) Work Order & Payment Certificate of the Completed work mentioned in the technical credential may also be submitted.
- ix) Scanned Copy of one Affidavit before Notary will have to be submitted mentioning the NIT & Sl. No of the work applying for, the Correctness of the Documents and a declaration of Penalty &/or debarment etc. faced by the bidder under any Govt. /Semi- Govt./Autonomous body/Institution.
- x) Valid ESI & PF Registration.
- xi) Bidders having Registered Office located outside West Bengal must submit a separate Affidavit that he will operate a full-fledged technically supported spot decision making Office (including Contract Person's name & Address details)in West Bengal if he becomes successful bidder (L1)
- xii) Bank solvency certificate of minimum 25% of estimated amount put to Tender

**5.b) List of documents shall have to upload by the Partnership Firm in addition to Sl No.**

- i) The Power of Attorney for the firm for signing the tender by all the partners.
- ii) Partnership Deed.

**6. Language of Tender:** - The tender shall be submitted in the prescribed form in English only. All literatures, documents and correspondence in connection with the tenders must be in English.

**7. Security Deposit:** - 10% Security Deposit will be deducted from gross bill value of each every running bill and from final bill without any upper ceiling limit. Deposited EMD will be adjusted as part of security deposit. Refund of security deposit will only be made after completion of works as well as defect liability period without any kind of defect/damage of property.

**8. Provision of Defect liability Period and refund of security deposit:** Defect liability period **i.e. 01 (one) month** from the date of successful completion of the work.

9. Bid validity period is 120 days.

### **10. SUSPENSION & DEBARMENT OF CONTRACTOR**

The detailed procedure for taking penal measures of suspension and debarment of suppliers, contractors and consultants delineated in memorandum no. 547-W(C)/1M-387/15 Dated 16.11.2015 and it's subsequent amendment notified vide memorandum no. 724-W(C)/1M-953/19 Dated 19.12.2019 of Works Branch, PWD, GoWB shall be followed for debarment & suspension of bidders & agencies selected for executing public works for their false declaration or forgery or falsification of records submitted or failure to execute committed

contract or for their failure to perform contractual obligations and thereby resulting delay for execution of public works or execution of faulty works.

#### 11. INSTRUCTION TO THE BIDDERS.

- a. General guidance for e-tendering.  
Instructions/ Guidelines for tenders for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-tendering. **Additional performance security @ 10% of the tendered amount in the form of Bank Guarantee from any schedule Bank shall have to be deposited by the lowest bidder before issuance of work order in case the accepted bid value is 80% or less of the estimated amount put to tender.**
- b. Registration of Contractors.  
Any contractor willing to take part in the process of e-tendering will have to be enrolled and registered with the Govt. e-Procurement system, through login onto <https://wbtenders.gov.in> the Contractor is to click on the link (Online Bidder Enrolment) for e-tendering site.
- c. Digital Signature Certificate (DSC)
- d. Each contractor is required to obtain Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the Controller of Certifying Authority, Govt. of India. (<http://cca.gov.in>) on payment of requisite amount. The Contractor can search the tender and download NIT and other tender documents electronically from computer once he/she logs onto the website <https://wbtenders.gov.in>. This is the only mode of collection of the tender documents. A prospective Bidder shall be allowed to participate in the job either in the capacity of the individual or as a partnership firm. If found to have applied several times in a single job all his applications will be rejected for that job. The Bidder can search & download NIT & Tender Documents electronically from computer once he /she logs to the website mentioned Clause 1 using the Digital Signature Certificate. This is the only mode of collection of the Tender Documents.
- e. **Submission of Tenders:**  
Tenders are to be submitted through online to the website as stated in Cl.1. Two folders at a time for each work; one is technical Bid and another financial bid before the prescribed date and time using the Digital Signature Certificate.  
Technical Bid: Technical bid contain scanned copies of the following further in two folders.

12. The prospective bidders shall quote their rate in percentage above or below the estimated value of the work, maximum 2 (two) digits beyond/after the point, if any. If percentage rate quotation received beyond 2 (two) digits, after the point, from the lowest quoted bidder, the next lower value for above and higher value for below the contractual percentage (2 (two) digits after point) will be considered and restricted, e.g., if rate received between 2.771% and 2.779% above the estimated amount, the rate will be revised to 2.770% above only, and if rate received between 19.991% and 19.999% below the estimated value, the rate will be revised to 20.000% below the estimated amount and if so, the Additional Performance Security, as per norms, should have to be submitted by the lowest quoting and selected bidder. The tendered amount will be calculated based on the revised contractual percentage, as above.

NOTE: Failure of submission of any of the above mentioned documents (as stated 5a. & 5b.) will render the tender liable to be summarily rejected for statutory and non-statutory cover.

THE ABOVE STATED NON\_STATUTORY/TECHNICAL DOCUMENTS SHOULD ARRANGE IN THE FOLLOWING MANNER.

Click the check boxes beside the necessary documents in the My Documents list and then click the tab: submit non statutory documents” is send the sealed documents to non statutory folder. Next click the tab” click to Encrypt and upload” and then “Technical” folder to upload the technical documents.

Sl. No.	Category Name	Sub category description	Details
A	Certificate	Certificates	i) Income Tax return (For last 3 years) ii) Last 3 years balance sheet iii) Pan Card iv) P. Tax v) GST No, etc.
B	Company details	Company details-1	i) Trade License, ii) Partnership Deed, iii) Power of Attorney, iv) MoA/MoU etc. as applicable, iv) Local Address.
C	Credentials	Credentials-1	Credential, Work Order, Payment Certificate, Bank Solvency of minimum 25% of estimated amount put to Tender etc.

### **Financial Bid**

a) The financial Bid should contain the following documents in one folder i.e. Bill of Quantities (BOQ). The Supplier is to quote the rate through online in space marked for quoting rate in the BOQ. **(Quoted rate will be inclusive of GST & all other prevailing taxes, cess & duties.)**

b) Only Downloaded copies of the above documents are to be uploaded, virus scanned & digitally signed by the contractor.

### **Opening & Evaluation of Tender**

a) Technical Bid will be opened by the Executive Engineer, SWM-East bank Division, SD & SWM Sector, KMDA. Intending bidders may remain present if they so desire. Statutory Cover would be opened first & if found in order and correct, then the Non Statutory Cover will be opened. If there is any deficiency in the Statutory & Non Statutory documents the tender will be summarily rejected.

b) Decrypted (transformed in to readable formats) documents of the non statutory folder will be downloaded & handed over to the evaluation committee.

c) List of technically qualified bidders would be uploaded.

NB: While evaluation, the Committee may summon any of the bidders and seek clarification/information or additional documents or original hard copy of any of the documents already submitted & if they are not produced or uploaded (if asked to do so) within the stipulated time frame, their bid will liable for rejection.

### **Opening and evaluation of Financial bid:**

Financial bid of the Tenderers who have declared technically eligible only be opened.

**Penalty for suppression/distortion of facts:** Submission of false document by the bidder is strictly prohibited. If it is found upon subsequent scrutiny that, any document submitted by the bidder is fabricated or untrue, the concerned bidder will be debarred from participating of any tender of KMDA and/or of Govt. /Govt. Undertaking/Autonomous Bodies/ Local bodies for a certain period of time as will be decided by the KMDA and his EMD may also be forfeited.

Executive Engineer, EBD  
SD&SWM Sector, KMDA.

No: \_\_\_\_/1(10)/EE/SWM-EB/SD&SWM/KMDA

Dated:03.06.2025

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

- 1 The C.E.O, KMDA.
- 2 The DOF, KMDA.
- 3 The Special Secretary, KMDA.
- 4 The Chairman, Kamarhati Municipality.
- 5 The Chief Engineer, SD Sector, KMDA.
- 6 The Deputy Secretary, Public Relation Cell, KMDA along with 4 (four) copies of this NIT for display this NIT in KMDA Web Site.
  
- 7 The SE, Programme Circle , SD Sector, KMDA.
- 8 The A.C.F.A, SD Sector, KMDA.
- 9 The Estimator, East Bank Division, SD Sector, KMDA.
- 10 Notice Board, East Bank Division, SD Sector. KMDA.

Executive Engineer,EBD.  
SD & SWM Sector, KMD

One Affidavit before Notary will have to be submitted mentioning the correctness of the documents and Declaration of penalty, debarment etc. faced by the declaring under any Govt / Semi- Govt / Autonomous body / Institution / local body in hard copy along with Form no 1 above within stipulated date & time.

**Points/Declaration to be furnished in the AFFIDAVIT**

- i) I (Name), Son of (Father's Name), residing at (Residential Address) having office at (Business Address) do hereby solemnly affirm and declare as follows:
- ii) Partnership Details:
- iii) Reference NIT No, Sl. No.
- iv) All Documents submitted by me are genuine, authentic, true and valid.
- v) All information furnished is true to the best of my knowledge & behalf. Department has got full right to cancel the same with penal measure, if any, in case any of the statements is proved to be false.
- vi) Neither any penalty nor debarment was made against me or against the firm in any way at any Govt. /Autonomous Body/Institution.
- vii) That I am a citizen of India.

All above statements are true to the best of my Knowledge and belief.

Sign Of the bidder

