



No : SE/KMDA/HIT WING/O&M/1/2025-26/65

Dated : 12/08/2025.

**ABRIDGE NOTICE INVITING e-Tender**

**e-NIT No: SE/T-05/HIT Wing/KMDA, of 2025-26.**

Notice inviting e-Tender is invited by the SUPERINTENDING ENGINEER, HIT Wing/KMDA on behalf of the Kolkata Metropolitan Development Authority for the works mentioned in the table given below, through online (electronic tendering) e-tender from reliable, eligible and resourceful contactors having credentials of value not less than 40% of the estimated amount, and successfully completed the work like **building works/truss/shade** in a single contract within the last 5(Five) years from the date of issue of this NIT as mentioned below, in any Govt./Semi-govt./Undertaking/Autonomous Bodies (constituted under the State/Central statute)/Statutory Bodies or local Bodies in a single contract, are eligible for the under stated works.

<b>Sl. No</b>	<b>Name of Work</b>	<b>Estimated Amount Put to Tender (Rs)</b>	<b>Earnest Money (Rs.)</b>	<b>Time of Completion</b>
(1)	(2)	(3)	(4)	(5)
<b>1</b>	<b>"Construction of kitchen shade for Community Hall at HIT Eco Park Dumurjola, Howrah "</b>	<b>Rs. 2,67,714.00</b> [Rupees Two Lakhs Sixty seven Thousand Seven Hundred and Fourteen Only]	<b>Rs. 5,355.00</b> [Rupees Five Thousand Three Hundred and Fifty Five Only.] [Online through e-Procurement System of Govt. of W.B.]	<b>30 days.</b>

Intending bidders desirous of participating in the tender are to log on to the website [www.kmdaonline.org](http://www.kmdaonline.org) (the web portal of KMDA) and click on to the "e-procurement" link provided. They may also visit the website <https://wbtenders.gov.in> for the tender. The tender can be searched by typing KMDA in the search engine provided in the website.

**Last date & time of submission of bids online is 27/08/2025 at 15:00 Hrs.**

The authority reserved the right to reject or accept any or all tender without assigning any reason.

SUPERINTENDING ENGINEER  
HIT Wing/KMDA



No : SE/KMDA/HIT WING/O&M/1/2025-26/65

Dated : 12/08/2025.

Copy forwarded for information to:-

1. The Special Secretary, work cell / KMDA.
2. The OSD & EO, Senior Deputy Secretary/HIT Wing (KMDA).
3. The Advisor/ KMDA.
4. The D.G. W&S Sector, KMDA.
5. The Chief Engineer, HIT Wing/KMDA.
6. The Chief Engineer, P.M & C/ KMDA.
7. The Director of Finance, KMDA.
8. The Deputy Secretary (P.R.C), Public Relation Cell /KMDA, along with 3 (Three) copies of the NIT for timely Publication in leading Newspaper as per Tendering norms and for display this NIT in KMDA Website.
9. The Account Officer, HIT Wing, KMDA.
10. The P.S. to Chief Executive Officer, KMDA.
11. The Executive Engineer, Div-VI/HIT Wing (KMDA).
12. Notice Board.

SUPERINTENDING ENGINEER  
HIT Wing/KMDA.

## NOTICE INVITING e-TENDER

**e-NIT NO: - SE/T-05/HIT Wing/KMDA of 2025-26.**

SUPERINTENDING ENGINEER, HIT Wing/KMDA invites online e-tenders in two part system (Part-I Technical Bid and Part-II Financial Bid) 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 having credentials of **1 (One) Similar Nature Of Completed Work** of the minimum value **not less than 40%** of the estimated amount put to tender during last **5 (five) years** prior to the date of issue of the tender notice, or Intending tenderers should produce credentials of **2 (Two) Similar Nature of Completed Work**, each of the minimum value **not less than 30%** of the estimated amount put to tender during last **5(five) years** prior to the date of issue of the tender notice, or Intending tenderers should produce credentials of **1 (One) Similar Nature of Running having completed 80% or more and value of which is not less than as in i) above**, during last **5(five) years** prior to the date of issue of the tender notice.

Sl. No.	Name of Work	Estimated Value of the work (Rs.)	Earnest Money Deposit (Rs.)	Time of Completion
1.	<b>“Construction of kitchen shade for Community Hall at HIT Eco Park Dumurjola, Howrah ”</b>	<b>Rs. 2,67,714.00</b> [Rupees Two Lakhs Sixty seven Thousand Seven Hundred and Fourteen Only]	<b>Rs. 5,355.00</b> [Rupees Five Thousand Three Hundred and Fifty Five Only.] [Online through e-Procurement System of Govt. of W.B.]	<b>30 days.</b>

- Earnest Money deposit (EMD)** is to be remitted by the Tenderer in favour of **KMDA**. Payable at **KOLKATA**, as mentioned in the **column 4** above through Net- Banking/ RTGS/NEFT in respect of the Tender ID, as per requirement of e-Procurement System of Government of West Bengal (<https://wbtenders.gov.in/>).

In addition, instruction by the Finance Department **MEMORANDUM**, vide no. - **3975-F(Y)**; **Dated, 28th July, 2016** to be followed for ready reference and guidance.

- Intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
- Bidders should quote the rate including all Gov. statutory Tax's and GST as applicable. The Tax invoice(s) need 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.
- 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 prospective tenderers will be opened only if the tenderer qualifies in the Technical Bid. The decision of the Tender Inviting Authority will be final and binding to all concerned and no challenge against such decision will be entertained.
- The intending Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information's that may be necessary for preparing the Bid and entering into a contract for the services as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.
- The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The Tender accepting authority of **HIT**

**Wing, KMDA** reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.

- 7) Conditional / Incomplete Tender will not be accepted under any circumstances.
- 8) During scrutiny, if it comes to the notice of the Tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the Tender and that application will be rejected without any prejudice.
- 9) **The Superintending Engineer, HIT Wing, KMDA** reserves the right to cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained.
- 10) Successful bidder will have to install display board as instructed by Engineer-In-Charge and have to maintain that board at his own cost. No payment shall be made in this regard from KMDA
- 11) Before issuance of the WORK ORDER, the Tender inviting authority may verify the credential and other documents of the lowest Tenderer if found necessary. After verification if it is found that the documents submitted by the lowest Tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.
- 12) **Time Schedule for Downloading, Uploading and Opening of Tender Documents: -**

<b>12. Time Schedule for Downloading, Uploading and Opening of Tender Documents: -</b>		
<b>a)</b>	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	<b>Date: 18/08/2025, Time: 15.00 hrs</b>
<b>b)</b>	Documents download start date (Online)	<b>Date: 18/08/2025, Time: 15.00 hrs</b>
<b>c)</b>	Documents download end date (Online)	<b>Date: 27/08/2025, Time: 15.00 hrs</b>
<b>d)</b>	Seek Clarification Start Date & Time	<b>N.A.</b>
<b>e)</b>	Seek Clarification End Date & Time	<b>N.A.</b>
<b>f)</b>	Pre-bid Meeting Date & Time	<b>20/08/25. Time: 16.00 hrs</b>
<b>g)</b>	Issue of Response (As per written queries submitted by the bidders within scheduled period)	<b>N.A.</b>
<b>h)</b>	Starting date & time for sub- mission of tender through online	<b>Date: 18/08/2025, Time: 15.00 hrs</b>
<b>i)</b>	Last date & time limit for sub- mission of tender through online	<b>Date: 27/08/2025, Time: 15.00 hrs</b>
<b>j)</b>	Scheduled date & time for opening the Part-I tender document (Technical Bid) (Bid will be opened by the Authorized Officer)	<b>Date: 29/08/2025, Time: 16.00 hrs</b>
	Date of uploading the List of technically qualified bidders (Online)	<b>To be notified later in <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a></b>
	Scheduled date & time for opening Part-II tender document (Financial Bid)	<b>To be notified later in <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a></b>
## No financial information should be uploaded to the folder marked for technical bid.		

Tenders will be opened by **The Superintending Engineer, HIT Wing, KMDA** or his authorized representative in presence of tenderer or their authorized representatives who may like to be present.

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

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

- i) Intending tenderers should produce credentials of **1 (one) Similar Nature of Completed Work** of the minimum value of **40%** of the estimated amount put to tender during last 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** each of the minimum value of **30%** of the estimated amount put to tender during last 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** which has been completed to the extent of **80%** or more and value of which is not less than the desired value at (a) above;

❖ **Other terms and condition of the credentials :-**

- i) Payment certificate will not be treated as credential.
- ii) 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.
- iii) 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.

- b) Scanned copy of **PAN card, P. Tax, Valid income tax (For Last 3 yrs), GST registration. Last 3 yrs audited balance sheet, Credentials, BOQ's of the respective credentials, Work Order, Payment certificate, Bank Solvency Certificate in Current Financial Year 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 original **affidavit before Notary will have to be submitted as per prescribed format, attached in the tender documents**, 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) Agencies against which departmental proceedings or legal actions are pending or have been identified by KMDA as having violated the terms of existing contract(s) shall be debarred from participating in this bid.
- 14) **Earnest Money:** - The tenderer shall have to upload scanned copy of requisite documents in support of submission of EMD (as mentioned in the column-4 of the above table) through online, 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.
- 15) **Security Deposit:** - **Security Deposit (as per prevailed norms)** will be deducted from gross bill value of each and 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 the property.
- 16) **List of common documents shall have to be uploaded by each tenderer at the time of submission of Tender through online:** -
- i) All annexures as annexed.
  - ii) Certificate of Incorporation/Registration of firm or company (Memorandum and Articles of Association, if any).
  - iii) Deed of Partnership (constituted/reconstituted/amended, if any) (only for Partnership Firms).
  - iv) Income Tax Return (for the last 3 financial years).
  - v) Audited Balance Sheet (for the last 3 financial years).
  - vi) PAN Card.

- vii) Professional Tax clearance certificate.
  - viii) GST registration.
  - ix) Latest valid Trade License.
  - x) Technical Credential.
  - xi) Work Order for the work in technical credential.
  - xii) BOQ of work or price-breakup schedule of similar nature of work.
  - xiii) Payment certificate of the said work.
  - xiv) Completion Certificate for the work completed/running.
  - xv) Bank Solvency Certificate from a scheduled bank recognized by the Government of India, to be issued before six months from the dated of e-NIT @ 10 % (minimum) has been considered in Current Financial Year in conformity with the total project cost for this NIT.
  - xvi) Affidavit before Notary mentioning the correctness of the documents and declaration of penalty or debarment etc., before the issuance of this NIT.
  - xvii) Engineer's qualification Certificate.
  - xviii) Registration certificates and relevant papers of Employees Provident Fund & ESI.
- 17) **Mismatch in Name:** - All documents uploaded by the Bidder, in support of his eligibility/credential for Pre-qualification to participate in this Tender should be same and identical & with Digital signature certificate (DSC). Minor mismatch like "M/S", "Kr/Kumar"," "Co-Op/Co-Operative" etc. has to be legalized /authenticated by the Bidder by uploading of proper Affidavit (duly Notarized) in this regard.
- 18) 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 2.7701% and 2.7799% above the estimated amount, the rate will be revised to 2.77% above only, and if rate received between 19.9901% and 19.9999% below the estimated value, the rate will be revised to 20% 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.
- 19) Joint Ventures/Consortiums are not allowed to participate in the bid.
- 20) Neither prospective bidders nor any of constituent partner had been debarred to participate in tender by the **KMDA during the last 5 (five) years** prior to the date of this NIT. 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 non-responsive).
- 21) For (a) Procurement of goods and services and (b) 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 provision of **GST Act 2017**.
- 22) There shall be no provision of Arbitration.
- 23) No Adjustment of Price OR Price Escalation of any kind will be allowed.
- 24) No mobilization advance and secured advance will be allowed.
- 25) **Addenda/Corrigenda:** - During the tenure of the tender if any addenda/corrigenda take place that will be circulated only through the Government e-Procurement system. Contractors are to keep track of all the

Addendum / Corrigendum issued with a particular tender and upload the same digitally signed along with the NIT. Tenders submitted without the Addendum / Corrigendum will be informal and liable to be rejected.

- 26) 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 road signs as per P.W.D. practice will have to be made by the contractor at his own costs.
- 27) The work to be executed with necessary arrangements for safety, machineries, temporary Barricading, labour hutments, electricity and other misc. at contractors own cost. The contractor have to executed the work at site following all the guidelines of work for the ongoing Covid 19 pandemic situation viz. face mask for every labours, social distancing, application of sanitizer at regular interval etc.
- 28) **Bid Validity:** - Bids shall remain valid for a period of **120 days (One Hundred Twenty)** from the last date of submission of Financial Bid / Sealed Bid. 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.
- 29) 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.

List of "**Technically Qualified Bidders**" will be published in the web portal only. Financial Bid will be opened within a short period after such publication. Therefore, Bidders are requested to view the tender status on a regular basis. In case if there be any objection regarding Pre-qualification/ list of "**Technically Qualified Bidders**", that objection should be lodged to the Chairman, 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.**

- 30) Before issuance of the LOI, the tender inviting authority may verify the credential & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufacture or false in that case, LOI will not be issued in favour of the tenderer under any circumstances.
- 31) **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.
- 32) **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.
- 33) **Declaration:** - Tenderer must upload and submit duly digitally signed a declaration as per prescribed format for confirmation of his awareness of the contract.
- 34) The prospective bidders shall have in their full-time engagement experienced technical personnel with the sufficient knowledge of PERT/CPM, the minimum being one Civil Engineering Degree holder and one Civil Engineering Diploma holder (authenticated documents in respect of qualification and engagement shall be furnished for Technical Evaluation)
- 35) **Additional Performance Security:** -



- a) To ensure the quality and proper execution of the work in public interest, the **Additional Performance Security @10%** of the tender amount shall be obtained from the successful bidder if the **accepted bid value is 80% or less** of the Estimate put to tender.
- b) The Additional Performance Security shall be submitted in the form of Bank Guarantee from any scheduled bank before issuance of work order. **“The issuing applicants must mention receiver’s details as ICICI bank, IFSC:ICIC0006950, Branch Salt Lake, Sec-I, in BG Text at which SFMS IFIN 760 message to be sent by the issuing bank to establish the authenticity of the given BG”** If the bidder fails to submit the Additional Performance Security within seven working days from the date of issuance of LOI, his Earnest Money Deposit will be forfeited and other necessary action as per NIT like blacklisting of the contractor, etc. may be taken. The Bank Guarantee shall have to be valid up to end of the contract period and shall be renewed accordingly, if required.
- 36) The Bank Guarantee shall be returned immediately on successful completion of the contract. If the bidder fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during pendency of the contract period after serving proper notice to the contractor. 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 provision of this Additional Performance Security.
- 37) Defect Liability Period (DLP)**  
Defect Liability Period (DLP) of the work will be **01 (One) year** from the date of actual completion of work in full. During the period of DLP, the agency/contractor is liable to make good of any kind of damage happen in the structure, so constructed/erected by him, at his own cost.

**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 visits <https://wbtenders.gov> in & [www.kmda.wb.gov.in](http://www.kmda.wb.gov.in)

**Superintending Engineer,  
HIT WING, KMDA**

**Memo No:** SE/KMDA/HIT WING/O&M/1/2025-26/65

Date:12/08/2025.

Copy forwarded for information to:-

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2. The OSD & EO, Senior Deputy Secretary/HIT Wing (KMDA).
3. The Advisor/ KMDA.
4. The D.G. W&S Sector, KMDA.
5. The Chief Engineer, PM & C/ KMDA.



6. The Director of Finance, KMDA.
7. The Deputy Secretary (P.R.C), Public Relation Cell /KMDA, along with 3(Three) copies of the NIT for timely Publication in leading Newspaper as per Tendering norms and for display this NIT in KMDA Website.
8. The Account Officer, HIT Wing, KMDA.
9. The P.S. to Chief Executive Officer, KMDA.
10. The Executive Engineer, Div-VI/HIT Wing (KMDA).
11. Notice Board.

**SUPERINTENDING ENGINEER,  
HIT Wing, 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 covers (folder).

### **A-1. Statutory Cover Containing.**

- i) Demand Draft/Pay Order towards earnest money (EMD) as prescribed in the NIT.
- ii) NIT (download & upload the same digitally signed).
- iii) Declaration as per prescribed format.

**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 necessarily be uploaded by the bidder.**

### **A-2. Non-Statutory/Technical documents Cover containing.**

- i) All annexures as annexed.
- ii) Certificate of Incorporation/Registration of firm or company (Memorandum and Articles of Association, if any).
- iii) Deed of Partnership (constituted/reconstituted/amended, if any) (only for Partnership Firms).
- iv) Income Tax Return (for the last 3 financial years).
- v) Audited Balance Sheet (for the last 3 financial years).
- vi) PAN Card.
- vii) Professional Tax clearance certificate.
- viii) GST registration.
- ix) Latest valid Trade License.
- x) Technical Credential.
- xi) Work Order for the work in technical credential.
- xii) BOQ of work or price-breakup schedule of similar nature of work.
- xiii) Payment certificate of the said work.
- xiv) Completion Certificate for the work completed/running.
- xv) Bank Solvency Certificate from a scheduled bank recognized by the Government of India, to be issued before six months from the dated of e-NIT @ 10 % (minimum) has been considered in Current Financial Year in conformity with the total project cost for this NIT.



- xvi) Affidavit before Notary mentioning the correctness of the documents and declaration of penalty or debarment etc., before the issuance of this NIT.
- xvii) Engineer’s qualification Certificate.
- xviii) Registration certificates and relevant papers of Employees Provident Fund & ESI.

**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.**

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.

**c) 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.

Sl. No.	Category Name	Sub-Category Description	Details
A.	Certificates	Certificates	i) PAN Card. ii) Professional Tax clearance certificate. iii) GST clearance certificate. iv) Acknowledgement of IT return (For last 3 hrs.) v) GST registration.
B.	Company Details	Company Details-1	i) Trade License ii) Partnership Deed, iii) Society Registration, Power of Attorney, iv) MoA/MoU etc. as applicable.
C.	Financial Info	Financial Info-1	i) Audited Balance Sheet (For last 3 yrs.).
D.	Credential	Credential-1	i) Credential, Work Order, Payment certificate, Bank Solvency Certificate. Engineers Certificate Etc.

**6. Opening & Evaluation of Tender: -**

**a) Opening of Technical Bid:**

- i) Technical bid will be opened by **The Superintending Engineer, HIT Wing, 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 & handed over to the evaluation committee.
- iii) List of technically qualified tenderers would be uploaded.

**NB: While evaluation, the committee 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.**

**b) 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:**



OFFICE OF THE SUPERINTENDING ENGINEER  
H.I.T WING, KMDA.  
19, GRAND TRUNK ROAD (SOUTH), HOWRAH- 7111 01.

**Kolkata  
Metropolitan  
Development  
Authority**

Submission of false document by tenderer is strictly prohibited.

SUPERINTENDING ENGINEER,  
HIT Wing, KMDA.