



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

**Kolkata
Metropolitan
Development
Authority**

Memo No: SE/KMDA/HIT WING/O&M/07/2025-26/94

Date: 09.10.25

ABRIDGE NOTICE INVITING e-Tender

e-NIT No: SE/T-12/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 **grass cutting/any type sweeping & cleaning work 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.

Sl. No.	Name of Work	Estimated Value of the work (Rs.)	Earnest Money Deposit (Rs.)	Time of Completion
1.	Yearly maintenance including sweeping and cleaning, Jungle cutting, cutting of grass and weeds, and cleaning of 2(two) nos. of toilet units at Ghusuri Park, Howrah.	1,23,652.00 [Rupees One Lakh Twenty Three thousand Six Hundred and Fifty Two Only]	2,473.00 [Rupees Two Thousand Four Hundred and Seventy Three Only.] [Online through e-Procurement System of Govt. of W.B.]	365 days.

Intending bidders desirous of participating in the tender are to log on to the website 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 at 03/11/2025, Time: 16.00 hrs.

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

SUPERINTENDING ENGINEER
HIT Wing/KMDA

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 the Chief Executive Officer, KMDA.
11. The Executive Engineer, Div-VIII/HIT Wing (KMDA).
12. Notice Board.

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HIT Wing/KMDA.



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NOTICE INVITING e-TENDER

e-NIT NO: - SE/T-12/HIT Wing/KMDA of 2025-26.

1 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 i) **1 (One) similar nature of completed work (grass cutting)/any type sweeping & cleaning work in a single contract** 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 ii) 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 iii) 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.

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Note:-Rate to be quoted including GST, CESS and other Govt. statutory taxes as applicable as per present Govt. Norms.

2. Time Schedule for Downloading, Uploading and Opening of Tender Documents: -

a)	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	Date: 16/10/2025, Time: 15.00 hrs
b)	Documents download start date (Online)	Date: 16/10/2025, Time: 15.00 hrs
c)	Documents download end date (Online)	Date: 03/11/2025, Time: 16.00 hrs
d)	Pre-bid Meeting Date & Time	Date: 29/10/2025, Time: 15.00 hrs
e)	Starting date & time for sub- mission of tender through online	Date: 16/10/2025, Time: 15.00 hrs
f)	Last date & time limit for sub- mission of tender through online	Date: 03/11/2025, Time: 16.00 hrs
g)	Scheduled date & time for opening the Part-I tender document (Technical Bid) (Bid will be opened by the Authorized Officer)	Date: 06/11/2025, Time: 16.00 hrs
h)	Date of uploading the List of technically qualified bidders (Online)	To be notified later in https://wbtenders.gov.in
i)	Scheduled date & time for opening Part-II tender document (Financial Bid)	To be notified later in https://wbtenders.gov.in

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.

3. List of common documents shall have to be uploaded by each tenderer at the time of submission of Tender through online: -

- i. Income Tax Return (For last 3yrs, ending on 31.03.2025)
- ii. Audited Balance Sheet if applicable (For last 3yrs, ending on 31.03.2025)
- iii. Valid PAN issued by the IT Deptt.,Govt of India.
- iv. Latest Professional Tax Paid Challan as per enrollment rate slab & P-TAX Enrollment Certificate.
- v. Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017.
- vi. Latest Valid Trade License.
- vii. Certificate of Incorporation/Registration of firm or company (Memorandum and Articles of Association, if any).
- viii. Deed of Partnership (constituted/reconstituted/amended, if any) (only for Partnership Firms).
- ix. Technical Credential
- x. Work Order & completion certificate of the same work .
- xi. 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.
- xii. Registration certificates and relevant papers of Employees Provident Fund & ESI.

4. **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.

5. The Total Earnest Money deposited will be converted to part initial security deposit and the balance amount as security deposit for this tender will be deducted @ **8% (Eight percent)** of the gross bill value of each and every running bill and in the final bill an adjustment in percentage security deduction will be made so that the total security will be @ **10 %** of the final gross bill value & it will be revised as per amendment published time to time by the Govt. & total deducted SD will be released after successful completion of DLP as mentioned in the memorandum of PWD Govt. of WB vide Memo:-5784-PW/L&A/2M-175/2017 Dt.12.09.2017.
6. Language of Quotation:- The tender shall be submitted in the prescribed form in English. All literatures and correspondence in connection with the tenders shall be in English.
7. Time of completion: Time of completion shall be **365 (Three Sixty Five) days** and it will be reckoned from the date of issuance of work order.
- 8. The tender inviting authority (TIA) reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.**
9. While evaluation, the committee may summon of the tenderers & seek clarification/ information or additional documents or original in hard copy if any of the documents already submitted/seeking by TIA during Bid evaluation, if they are not produced within the stipulated time frame, their bid will be liable for rejection.

10. Penalty for suppression / distortion of facts: If any document/statement/information submitted by any bidder in the tender is found to be false, the Tender Inviting Authority (TIA) will take legal action against the bidder including forfeiture of Earnest Money Deposit (EMD).”
11. If any discrepancy arises between two similar clauses on different notification the clause as stated in later notification will supersede former one.
12. All liabilities towards compensation of damages of Govt. properties and theft of Govt. material due to negligence of the personal engaged must be borne by the agency.
13. No extra cost towards any accident of the engaged personal will be borne by the department and any compensation towards any accident of the engaged personal will be borne by the agency.
14. The successful bidder will have to execute 5 (Five) sets of formal agreement with KMDA at the cost of Rs 300/- (Three hundred) per set as per norms of KMDA (in Cash).
15. Payment will depend on availability of fund and no claim whatsoever will be entertained for delay of issuance of work order as well as payment, if any. Intending bidders may consider this criterion while quoting their rates.
16. Declaration by the bidder in prescribed format as annex-I is to be uploaded.
17. Joint Ventures will not be allowed.
18. Engagement of Sub-Contractor/Subletting is not permitted.
19. All materials required for execution of the work (as per BOQ) shall be supplied by the contractor at their own cost.
20. Bid evaluation shall be done as per latest guideline of The Govt.
21. There shall be no provision of Arbitration.
22. No Adjustment of Price OR Price Escalation of any kind will be allowed.
23. No Price preference will be allowed for the Work under this NIT.
24. No mobilization advance and secured advance will be allowed
25. **The Superintending Engineer, HIT Wing, KMDA** reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained. At any stage of bidding or even after award of contract if any inadvertent typographical mistake is found in the BOQ or any other tender document, the same will be so corrected as to conform to the prevailing relevant Schedule of Rate and/ or Technically Sanctioned Estimate or any other document as the case may be.
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 signs as per as per relevant category of work will have to be made by the contractor at his own costs.
27. **Payment:** The payment will be made on half yearly basis.i.e. 50% of the tendered amount (with deduction of S.D) will be paid on completion successful completion of the work after 6(six) months from the date of issuance of work order and the balance 50% of the tendered amount (with deduction of S.D) will be made on successful completion of the work after 1 (one) year (365 days).
28. The evaluation would be made by the TIA in accordance with latest Govt. rules and regulation.
29. Intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
30. 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.

31. Conditional / Incomplete Tender will not be accepted under any circumstances.

32. Additional Performance Security: -

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.

33. For detail information please visits <https://wbtenders.gov> in & www.kmda.wb.gov.in

**Superintending Engineer,
HIT WING/ KMDA**

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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) Allannexuresasannexed.
- ii) Certificate of Incorporation/Registration of firm or company (Memorandum and Articles of Association, if any).
- iii) DeedofPartnership(constituted/reconstituted/amended,ifany) (onlyforPartnershipFirms).
- iv) Income Tax Return (forthelast3financialyears).
- v) Audited Balance Sheet (forthelast3financialyears).
- vi) PAN Card.
- vii) Professional Tax clearance certificate.
- viii) GST registration.
- ix) LatestvalidTradeLicense.
- x) Technical Credential.
- xi) Work Order for the work in technical credential.
- xii) BOQofworkorprice-breakup scheduleof similar nature of work.
- xiii) Payment certificate of the said work.
- xiv) CompletionCertificatefortheworkcompleted/running.
- xv) Bank Solvency Certificate froma scheduled bank recognized bythe Government ofIndia, 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.

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

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.

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:

Submission of false document by tenderer is strictly prohibited.

**SUPERINTENDING ENGINEER,
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