

**OFFICE OF THE CHIEF ENGINEER
KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY (HOUSING SECTOR)
(ERSTWHILE KOLKATA IMPROVEMENT TRUST)**

Unnayan Bhawan, DJ-11, Sector-II, 1st Floor, Block-A, Salt Lake, Kolkata- 700 091

MEMO NO. 189/KIT/CE/HOUSING SECTOR/KMDA/T-1

Dt: 22.11.2017

Abridged e-Tender Notice No. KMDA/HOUSING /EE /DIV I/Circle I/NIT-146/2017-2018

The Executive Engineer, Division I, Circle I, Housing Sector, KMDA (Erstwhile KIT) invites online e-tender from reliable, resourceful, bonafide and experienced firms/companies/individual contractors/Joint Ventures/Consortium in any Govt./ Semi-Govt./Govt. Undertakings/ Autonomous Bodies/ Statutory Bodies and Local Bodies is eligible for the under mentioned works :-

Tender No.	Name of Work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Time of Completion
KMDA/HOUSING /EE /DIV I/Circle I/NIT-146/Tender 1/2017-2018 dated 28.11.2017	Engagement of Security personnel for safe guarding of Subhas Sarobar area for six months round the clock in three shifts in KIT Scheme No. LXXXV	25,05,746.00	50,115.00	6 (six) Months
KMDA/HOUSING /EE /DIV I/Circle I/NIT-146/Tender 2/2017-2018 dated 28.11.2017	Day to Day cleaning, sweeping of floor, toilets, fitting, fixtures & safe guarding of Block- A and Block G, 1 st Floor of erstwhile KIT wing office.	13,85,280.00	27,710.00	12 (twelve) Months

Bid Submission Last Date & Time :: 11-12-2017 upto 17.00 hrs.

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://wbtenders.gov.in> & www.kmdaonline.org.



Executive Engineer, Division I, Circle I,
HOUSING SECTOR,
K . M . D . A.

MEMO NO. 189/KIT/CE/HOUSING SECTOR/KMDA/T-1

Dt: 28.11.2017

Copy forwarded for information and necessary action to :-

1. The Deputy Secretary, P.R.O., KMDA with request to publish the Notice in the leading News Papers and display in KMDA Web Site.



Executive Engineer, Division I, Circle I,
HOUSING SECTOR,
K . M . D . A.

**OFFICE OF THE CHIEF ENGINEER
KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY (HOUSING SECTOR)
(ERSTWHILE KOLKATA IMPROVEMENT TRUST)**

Unnayan Bhawan, DJ-11, Sector-II, 1st Floor, Block-A, Salt Lake, Kolkata- 700 091

MEMO NO. 190/KIT/CE/HOUSING SECTOR/KMDA/T-1 (13-14) Dt: 22.11.2017

Detailed e-Tender Notice No. KMDA/HOUSING /EE /DIV I/Circle I/NIT-146/2017-2018

e-Tender Reference No. KMDA/HOUSING /EE /DIV I/Circle I/NIT-146(1-2)/2017-2018

1. Invitation:- **The Executive Engineer, Division I, Circle I, Housing Sector, KMDA (Erstwhile KIT)** invites online e-tender from reliable, resourceful, bonafide and experienced firms/companies/individual contractors/Joint Ventures/Consortium having credentials as detailed below for the under mentioned works :-

Tender No.	Name of Work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Time of Completion
KMDA/HOUSING /EE /DIV I/Circle I/NIT-146/Tender 1/2017-2018 dated 28.11.2017	Engagement of Security personnel for safe guarding of Subhas Sarobar area for six months round the clock in three shifts in KIT Scheme No. LXXXV (2 nd call)	25,05,746.00	50,115.00	6 (six) Months
KMDA/HOUSING /EE /DIV I/Circle I/NIT-146/Tender 2/2017-2018 dated 28.11.2017	Day to Day cleaning, sweeping of floor, toilets, fitting, fixtures & safe guarding of Block- A and Block G, 1 st Floor of erstwhile KIT wing office. (2 nd call)	13,85,280.00	27,710.00	12 (twelve) Months

2. Intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate and Earnest Money should be deposited online as per requirement of the system.
3. 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.

4. Time Schedule for Downloading, Uploading and Opening of Tender Documents:-		
a)	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	Date: 28.11.2017
b)	Documents download start date (Online)	Date: 28.11.2017 , Time: 17.00 hrs
c)	Documents download end date (Online)	Date: 11-12-2017 , Time: 17.00 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: 28-11-2017 , Time: 17.00 hrs
g)	Online Bid Submission Last Date & Time	Date: 11-12-2017, Time: 17.00 hrs.
h)	Time and Date of Opening of Technical Bid (Bid will be opened by the Authorized Officer) 1. For Tender No. 1 2. For Tender No. 2	1. Date: 14-12-2017, Time: 12.00 hrs. 2. Date: 15-12-2017, Time: 12.00 hrs.
i)	Date for opening of Financial Proposal (Online)	To be notified later on

Tenders will be opened by the **Executive Engineer Division I, Circle I, Housing Sector, KMDA (Erstwhile KIT)** or his authorized representative in presence of tenderer or their authorized representatives who may like to be present.

5. 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 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
- ii) Intending Tenderers should produce credentials of 2(two) similar nature of completed work, each of the minimum value of 25% 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 which has been completed to the extent of 75% 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.

• Other Terms & Conditions of the Credentials :

- 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., 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.

- b) Scanned copy of PAN card, P. Tax, Valid income tax (For Last 3 yrs), Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 & Latest Vat return, Last 3 yrs audited balance sheet, Credentials, Work Order, Completion Certificate, Payment certificate, Bank Solvency Certificate 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>.
- c) 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.
- d) Partnership Firm/Consortium should submit necessary deed at desired location through on line.
- e) Particulars regarding Joint Ventures/Consortium.
 - i) The lead partner must have credential and satisfactory completion of similar nature of work of completion cost not less than 50% value of qualifying amount i.e. 50% of the value of work under present tender.
 - ii) Each of the other partners shall meet individually not less than 25% of the qualifying criteria mentioned above under any Govt./Semi-Govt. organization/Autonomous body as principal employer within last 5 (Five) years.
 - iii) The lead partner shall have to apply for tender on behalf of Joint Ventures/Consortium along with MoA/MoU.
 - iv) In case of any litigation or in the event of any default arises during the execution/contract period of the agreement, the lead partner will remain fully responsible.
 - v) The successful Joint Ventures/Consortium will have to submit VAT Registration. Pan Card, Trade License immediately after issuance of LOI.
- f) **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.

6. a) **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)
- ii. Balance Sheet (For last 3yrs)
- iii. Pan Card.
- iv. Latest Professional Tax Paid Chalan & P-TAX Enrollment Certificate
- v. Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 & Latest Vat return.
- vi. Latest Valid Trade License.
- vii. Technical Credential.
 - a) Work Order along with completion certificate for the work in technical credential.
 - b) Payment certificate of the said work.
- viii. Current Bank Solvency Certificate.
- ix. Affidavit before Notary mentioning the correctness of the documents and declaration of penalty debarment etc.

b) **List of documents shall have to upload by a Partnership Firm in addition to Sl. No. 6.a)**

- i) The power of Attorney for the firm for signing the tender by a partner.
ii) Partnership Deed.
c) **List of documents shall have to upload by a Joint Venture/Consortium in addition to Sl. No. 6.a)**
i) copy of MoA/MoU on a stamp paper of Rs.100.00 outlining the joint interest to work on the project and specifying the other terms of agreement.

7. 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.

8. 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 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://wbtenders.gov.in> & www.kmdaonline.org.


Executive Engineer, Division I, Circle I,
HOUSING SECTOR,
K . M . D . A.

MEMO NO. 190/KIT/CE/HOUSING SECTOR/KMDA/T-1 (13-14)

Dt: 22.11.2017

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 Additional Chief Engineer, Housing Sector, KMDA – Sri Ashis Kumar Sen
10. The Superintending Engineer, Housing Sector, KMDA- Sri Ram Prasad Mukhopadhyay
11. The Executive Engineer, Housing Sector, KMDA – Sri S. N. Nandi
12. The Head Estimator, Housing Sector, KMDA.
13. The Deputy Secretary, P.R.O., KMDA with request to publish the Notice in the leading News Papers and display in KMDA Web Site.
14. The Notice Boards, Unnayan Bhawan, DJ-11, Sector-II, 1st Floor, Block-A, Salt Lake, Kolkata- 700 091


Executive Engineer, Division I, Circle I,
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GUIDELINES 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 <http://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 cover (folder).

A-1. Statutory Cover Containing.

- i) Payment towards earnest money (EMD) as prescribed in the NIT.
- ii) NIT with all addendum & corrigendum (download & upload the same digitally signed.
- iii) Declaration.

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

- i) Income Tax Return (For last 3yrs).
- ii) Audited Balance Sheet (For last 3 yrs).
- iii) Pan Card.
- iv) Latest Professional Tax Paid Chalan & P-TAX Enrollment Certificate.
- v) Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 & Latest Vat return.
- vi) Latest Valid Trade License.
- vii) Technical Credential
 - a) Work Order along with completion certificate for the work in technical credential..
 - b) Payment certificate of the said work.
- viii) Current Bank Solvency Certificate.
- ix) Affidavit before Notary mentioning the correctness of the documents and declaration of penalty debarment etc.

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

Sl. No	Category Name	Sub-Category Description	Details
A.	Certificates	Certificates	i) Income Tax Return (For last 3yrs) ii) Audited Balance Sheet (For last 3 yrs) iii) Pan Card .iv) Professional Tax Chalan. v) Vat Registration & Latest Vat Return vi) Affidavit etc.
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.	Credential	Credential-1	i) Credential, Work Order, Completion certificate, Payment certificate, Current Bank Solvency Certificate. Etc.

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 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:-

Opening of Technical Bid:

- i) Technical bid will be opened by **Executive Engineer Division I, Circle I, Housing Sector, KMDA (Erstwhile KIT)**. 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.
7. (a) During uploading of documents all bidders should be careful enough to assign the name of the file that it so that it can be easily understand about its content. Misleading file name may produce error in evaluation process for which Tender inviting Authority will not be responsible.
- (b) All the bidders are requested to upload only necessary documents for the tender. Uploading unnecessary documents may create problem in the evaluation process. Tender Inviting Authority will not be responsible for any error occurred during the evaluation process due to the over uploading of unnecessary documents.

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.

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.
8. **Penalty for suppression / distortion of facts:**
Submission of false document by tenderer is strictly prohibited .



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