



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority under Government of West Bengal)

Plot No. DG/13, Premises No. 04-3333, Action Area-ID, New Town, Kolkata - 700156

Memo No. 1324/NKDA/EE-(WD&S)/01/2025-26

Dated-12.02.2026

NOTICE INVITING e-TENDER

Notice Inviting e-Tender No-WBNKDA/15/EE-(WD and S)/NKDAOE 2025-26

The Executive Engineer, (WD&S), New Town Kolkata Development Authority at Plot No. DG/13 Premises No. 04-3333, Action Area-ID, Kolkata-700156 invites online percentage rate e-Tender, from Confide reliable experienced & resourceful firms/contractors. Only who have successfully completed works in Govt./Govt undertakings / Autonomous Bodies / Semi Govt./ Statutory Bodies / Local Bodies having requisite credential i.e. completion certificate for executing at least 40% value of the similar nature of works in a single contract within at least 5 (Five) years from the date of issue of this Nle-T , excluding those firms who have been blacklisted/debarred by Govt. of India/Govt. of West Bengal/Any State Govt. in India or any of their agencies for the following work (Detailed eligibility criteria for participation in the tender is given at Sl. No.5).The time schedule, other details may be had from official web site <https://wbtenders.gov.in> or office of the undersigned-

(Submission of Bid through **online**) List of Schemes-

Sl. No.	Name of the work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Cost of Bid Documents (Rs.)	Period of Completion
1.	Maintenance for cleaning, repairing and other allied works of different width of Box Drain in Action Area - IA (except AK, AI, AL) and IB for 2 (Two) years under NKDA. (Except M A R and Service Roads Drain) (Approx. Length of Drain 25 km.)	32,31,256.00	64,625.00	Rs.2,955.00 (Rs.2,500/- +Rs.450/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	2 (Two) years
2.	Maintenance for cleaning, repairing and other allied works of different width of Box Drain in Action Area - IC (except CE) and ID for 2 (Two) years under NKDA. (Except M A R and Service Roads Drain) (Approx. Length of Drain 25 km.)	33,13,414.00	66,268.00	Rs. 2,955.00 (Rs.2,500/- +Rs.450/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	2 (Two) years
3	Maintenance for cleaning, repairing and other allied works of different width of Box Drain in Action Area - I, AK & AI Block for 2 (Two) years under NKDA (Except 1B, 1C, 1D & MAR and Service Road's Drain). (Approx. Length of Drain 15 km.)	13,06,223.00	26,124.00	Rs.1,185.00 (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	2 (Two) years

4.	Maintenance for cleaning, repairing and other allied works of different width of Box Drain in Action Area - I, AL & CE Block for 2 (Two) years under NKDA. (Except M A R and Service Roads Drain) (Approx. Length of Drain 15 km.)	13,05,895.00	26,118.00	Rs.1,185.00 (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	2 (Two) years
5.	Maintenance for cleaning, repairing and other allied works of different width of Box Drain at both side of Pass Khal from Mission Bazar to W.T.P in Action Area - I for 2 (Two) years under NKDA. (Except M A R and Service Roads Drain) (Approx. Length of Drain 2.4 km.)	8,61,913.00	17,238.00	Rs.1,185.00 (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	2 (Two) years
6.	Maintenance for cleaning, repairing and other allied works of 1400 mm dia NP3 Pipe Line Drain for Canal - 'C ' in Action Area - I for 2 (Two) years under NKDA. (Except M A R and Service Roads Drain) (Approx. Length of Drain 600 m.)	8,87,154.00	17,743.00	Rs.1,185.00 (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	2 (Two) years
7.	Maintenance for cleaning, repairing and other allied works of different width of Box Drain for Tarulia RR site in Action Area - I for 2 (Two) years under NKDA. (Except M A R and Service Roads Drain) (Approx. Length of Drain 5 km.)	13,72,810.00	27,456.00	Rs.1,185.00 (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	2 (Two) years
8.	Maintenance for cleaning, repairing and other allied works of different width of Box Drain in Action Area-IIA, CBD, IIF and IIG for 2 (Two) years under NKDA. (Except M A R and Service Roads Drain) (Approx. Length of Drain 30 km.)	28,60,132.00	57,203.00	Rs.2,955.00 (Rs.2,500/- +Rs.450/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	2 (Two) years
9.	Maintenance for cleaning, repairing and other allied works of different width of Box Drain in Action Area-IIB and IIC for 2 (Two) years under NKDA. (Except M A R and Service Roads Drain)	26,33,782.00	52,676.00	Rs.2,955.00 (Rs.2,500/- +Rs.450/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	2 (Two) years
10	Maintenance for cleaning, repairing and other allied works of different width of Box Drain in Action Area-IID and IIE for 2 (Two) years under NKDA. (Except M A R and Service Roads Drain)	29,62,708.00	59,254.00	Rs.2,955.00 (Rs.2,500/- +Rs.450/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	2 (Two) years
11	Maintenance for cleaning, repairing and other allied works of different width of Box Drain in Action Area - IIIA, IIIB and IIIC for 2 (Two) years under NKDA. (Except M A R and Service Roads Drain)	15,80,004.00	31,600.00	Rs.1,185.00 (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	2 (Two) years

12	Maintenance for cleaning, repairing and other allied works of different width of Box Drain in Action Area - III E, III F and III G for 2 (Two) years under NKDA. (Except M A R and Service Roads Drain)	14,57,606.00	29,152.00	Rs.1,185.00 (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	2 (Two) years
13	Engagement of temporary pumps for pumping out unforeseen accumulated storm water, within Action Area - I & II for 2 (Two) years under NKDA. (Except M A R and Service Roads Drain)	10,96,400.00	21,928.00	Rs.1,185.00 (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	2 (Two) years
14	Engagement of temporary pumps for pumping out unforeseen accumulated storm water, within Action Area - III for 2 (Two) years under NKDA. (Except M A R and Service Roads Drain)	6,85,250.00	13,705.00	Rs.1,185.00 (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	2 (Two) years
15	Maintenance of storm drainage system by Suction and Water Jetting Pump within Action Area - I, II & III for 2 (Two) years under NKDA. (Except M A R and Service Roads Drain)	21,62,480.00	43,250.00	Rs.1,185.00 (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	2 (Two) years
16	Deployment of J.C.B. Loader for removal of construction materials stacked on roads at different locations within Action Area - I, II & III for 2 (Two) years under NKDA. (Except M A R and Service Roads Drain)	12,80,136.00	25,603.00	Rs.1,185.00 (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	2 (Two) years

1. Date and Time Schedule-

Sl. No.	Particulars	Date & Time
1	Date of uploading of NIE-T & other Documents (Online) (Publishing Date)	13.02.2026 at 18.55 PM
2	Documents download start date (Online)	14.02.2026 at 12.00 PM
3	Documents download end date (Online)	27.02.2026 at 13.30 PM
4	Bid submission start date (Online)	14.02.2026 at 12.00 PM
5	Pre-Bid Meeting Date, Time & Venue at C.E. Office Narkel Bagan “NKDA Bhavan”	N.A.
6	Bid Submission closing date (Online)	27.02.2026 at 13.30 PM
7	Bid opening date for Technical Proposals (Online)	02.03.2026 at 14.00 PM
8	Last Date of uploading list for Technically Qualified Bidder (Online).	To be notified later on
9	Date for opening of Financial Proposal (Online)	-Do-
10	Last Date of intimation to the successful bidder	-Do-

In the event of e-filling, applicants are advised to download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. All the bidder shall have to submit Earnest Money and necessary Earnest money will be deposited by the Bidder through the following payment mode as Finance Department Order No 3975-F(Y) dated 28th July 2016 (Annexure-A).

(i) **Net Banking (any of the Bank listed in the ICICI Bank payment gateway) in case of payment through ICICI Bank payment gateway.**

(ii) **RTGS/NEFT through Bank Account in any Bank. The EMD shall be deposited in favor of “New Town Kolkata Development Authority” payable at Kolkata.**

2. Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>. The acceptance of lowest Bid is not obligatory.

3. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No. 12 of this NIE-T.
4. The **FINANCIAL OFFER** of the prospective qualified tenderer(s) will be considered only if the **TECHNICAL BID** of the tenderer(s) is found qualified by competent authority of New Town Kolkata Development Authority. The decision of the competent authority of New Town Kolkata Development Authority will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
5. **Eligibility criteria for participation in the tender.**
 - (a) Bonafide resourceful working Contractor of KMDA, WBHIDCO, PWD, PHED, NKDA and other Govt Departments having similar nature of works, credential (As prime Contractor) during the last 5 years. Work value should not less than 40% of the amount put to tender for a single contract. Authentic documents in original, from the Engineer-in-Charge of the work not below the rank of Executive Engineer or ITS equivalent have to be submitted in support of the above credential as non-statutory documents.
 - OR**
 - (b) Intending tenderers should produce credential of 02(two) similar nature of completed work, each of the minimum value of 30% of the estimated amount put to tender during 05 (five) years prior to the date of issue of the tender notice.
 - OR**
 - (c) Intending tenderers should produce credentials of 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 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 executed agency i.e. The tenderer.
 - a. **Intending tenderers must be financially sound and having Trade License, GST registration certificate, P. Tax challan for the year 2025-26.**
 - b. All materials are to be procured and supplied at site of work by the tendere/firm at his / their own cost from approved reputed dealer / manufacturer.
Departmental materials will not be issued under any circumstances unless any such provision is made and accepted latter by both the parties. Department unless otherwise stated means New Town Kolkata Development Authority.
 - c. The prospective applicant shall be capable to establish Field Testing Laboratory equipped with requisite Instruments and Technical Staff complete in itself to carry out all necessary Tests for such project.
 - d. Mobilization advance, time / cost over-run and consequent cost escalation for any material, labour, etc. will not be allowed.

- e. The offer shall remain valid for 180 days from the date of opening of the tender.
 - f. Registered Partnership Deed for Partnership Firms only along with Power of Attorney since executed under any Judicial Magistrate/First Class Magistrate is to be submitted. The company shall furnish the Article of Association and Memorandum as non-statutory documents.
 - g. Joint Ventures/MOU will not be allowed.
 - h. Last three years Balance Sheet duly audited.
 - i. Spreading of bituminous mix to be paver finished and by mechanical means.
6. On-going payments for work may be allowed to the executing agency as per existing rules and availability of fund. Subject to deduction of security deposit, progressive payment may be made against the completed or partly completed item of works. Such interim payments, shall be made as running account bill (s), however, shall not constructed to mean that the respective items / components have finally been approved and accepted by NKDA and the contractor shall not be absolve of his responsibility to set right any deficiency of such paid items / components at his/ their own cost, for rectifying all defects which are subsequently being noted or found.
7. No claim for interest or compensation will be entertained in respect to any money or balance of payment which may be due or alleged to be due to the contractor owing to any dispute between the contractor and NKDA or in respect to any delay in making payment of progressive or final bill of the work, to the contractor.
- Payment for the works done by the contractor will be based on recorded and accepted measurement at various stages of work. Acceptance of measurements put for payment to be invariably made by putting signature (with seal) of the contractor (or his/ their authorized representative). The contractor or his/ their authorized representative are advised to take measurements jointly with the officials of NKDA. In case of failure of his/their part either to take measurement jointly and /or acceptance of the recorded measurement, within a reasonable time, measurement taken by the department shall be considered as final for making payment. Similar acceptance is also essential for level records and survey data, field books etc.
8. **No advance and secured advance will be allowed.**
9. **Idle labour, idle rent and hire charges etc.:**
No claim of any category and type, on this ground shall be entertained. The contractor and NKDA shall make every effort that such situation does not arise.
10. **Testing and Testing equipment's:** Testing of materials, to be used in work and the quality of finished work on quality control aspect, is to be undertaken by the contractor at their own cost, with facilities provided at site and / or through approved (by NKDA) Test Houses / Laboratories. All materials and workmanship shall be in accordance with the specifications laid down in the contract and also as per P.W.D. (Roads & Buildings Schedule) and IS Codes. The Engineer-in-Charge reserves the right to test, examine and measure the material / workmanship direct at the place of manufacture, fabrication or at the site of works or any suitable place. The contractor shall provide such assistance, instrument machine, labour and materials as the Engineer-in-Charge may require for examining, measuring and testing the works and quality, weight or quantity of materials used and shall supply samples for testing as may be selected and required by the
11. Engineer-in-Charge without any extra cost. Beside this, he/they will carry out tests from outside Laboratory as per instruction of Engineer-in-Charge. The cost of all
12. such tests would be borne by the agency.

Should the Executive Engineer or his representative consider it necessary to satisfy himself/themselves as to quality of work, the contractor shall offer sample of work done as necessary, pull-down reasonable part of the work required for inspection and testing. The contractor shall bear the cost of pulling down and shall make good the same at their own cost and to the full satisfaction of E-I-C without any claim for payment.

13. Security Deposit:

Retention money towards performance Security amounting to 8% (*eight percent*) of the value of the work shall be deducted from the running account bill of the tenderer as per prevailing order. No interest will be paid on the money retained for Security Deposit.

14.(a) Earnest Money for the successful tenderer will be retained and converted as Initial Security deposit. The Balance security deposit @ 8% will be deducted from on-going bills to cover 10% of the total value of work done.

(b) The security deposit of the successful tenderer will be refunded after defect liability period as stipulated in relevant clause of the agreement to be made in WBF 2911(ii) with e-Tender documents.

15. The tenderers are bound by the terms & conditions of WBF 2911(ii) along with specification, notice for calling Tenders, Special terms & condition, Information to Bidders, Schedule of works etc., which forms a part and parcel of this contract.

16. Income Tax & GST will be deducted as per Govt. orders issued from time to time and would be applicable on the date of making payment of the bills. Building & other construction workers cess @ 1.0% will be deducted from progressive bills in pursuance with G.O. no. 599A/ 4M – 28 / 06 dated 27/09/2006.

17. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction. The cost of visiting the site, shall be at his own expenses.

18. The intending Bidders shall clearly understand that whatever may be the out-come of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. New Town Kolkata Development Authority reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any reimbursement of any cost that might have been incurred by any Tenderer at any stage of Bidding.

19. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in '**Instructions to Bidders**' stated in Section – 'A' before tendering the bids.

20. Conditional / Incomplete tender will not be accepted under any circumstances.

21. **The intending tenderers are required to quote the rate *online*.** The rates quoted should be considered as inclusive of GST, IT and other taxes and all other charges. No claim for any extra charge what so ever will be entertained.

22. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation 23. Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.

25. 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.
26. If there be any objection regarding prequalification of any Agency the same should be lodged on line to Executive Engineer-III, New Town Kolkata Development Authority within 2 (*two*) days from the date of publication of list of qualified agencies and beyond the said time schedule no objection will be entertained.
27. Before issuance of 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 favor of the said Tenderer under any circumstances and his/their offer will be treated as cancelled.
28. If any discrepancy arises between two similar clauses on different notification, the clause superseding others will be solely as per the discretion of the Tender inviting authority.
29. The successful Tenderer whose tender is accepted shall make formal agreement in WBF 2911 (ii) along with bid documents in triplicate, within 7 (seven) days from the date of issue of work order by Executive Engineer - III, New Town Kolkata Development Authority on payment of usual charges which is non-refundable under any circumstances and submit the same duly signed by him/them to this office. If the contractor fails to perform the formalities within the specified period the Tender is liable to be cancelled and the Earnest Money will be forfeited as per relevant clauses under memorandum of WBF 2911(ii).
30. **Qualification criteria:**
The tender inviting and Accepting Authority will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria as stipulated in relevant clauses of this Nle-T. The eligibility of a bidder will be ascertained on the basis of the document(s) submitted in support of the minimum criteria. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder / tenderer will be rejected at any stage without any prejudice to take any penal action against him/them as may be deemed fit by the Tender Accepting Authority.
- 31) **No. price preference and other concession as per order no. 8648F(T) dated: 12.10.2012 will be allowed.**
- 32) Agencies are required to give a work program preferably in the form of a bar-chart and to approve it by the EIC (Engineer-in-Charge) before commencement of work and if progress of work abruptly differs from the given work program the undersigned may terminate the work order at any point of time and penal action as per Tender Terms and conditions will be imposed.
- 33) Unless otherwise stipulated, all the works are to be done as per general conditions and general specifications of the latest edition of 'PWD (W.B) schedule of Rates for Building Works and Sanitary Plumbing' for the working area.
- 34) In case of any inadvertent typographical mistake in the specific price schedule of rates, the same will be treated to be so corrected as to confirm with the prevailing relevant schedule of rates and/or technically sanctioned estimate.

- 35) Intending tenderer should note that he will have to work simultaneously with other contractors already entrusted with other work or with contractors to be entrusted with other work in future in the same site. The contractor will have to work in close co-operation and harmony with all the contractors engaged in the project. Any claim for idle labour, for any reason whatsoever, will not be entertained under any circumstances.
- 36) NKDA will not be held responsible for making payment against any anticipated profit and/or compensation for any losses or price escalation whatsoever for the works as stated in the annexure of this NIE-T. Rates should be quoted accordingly.
- 37) The address and e-mail ID as furnished by the contractor shall be deemed as the postal address of his office. Any notice or instruction to be given to the contractor under the terms of contract shall be deemed to have been served if it has been delivered to his authorized agent (on the strength of authorization) or representative or sent by registered letter to his official address as furnished or through e-mail ID furnished.
- 38) Arbitration clause of WBF 2911(ii) stands deleted.
- 39) New Town Kolkata Development Authority reserves the right to increase or decrease the quantum of work as stipulated in the schedule of work for which no change of rate will be allowed.
- 40) The Agency/firm must have one degree Engineer (Civil) & 01 (one) no. Diploma Engineers, Civil for supervision of this work and electrical licensed person 1 no.
- 41) Participation in this tender deems that the applicant is fully agreeable and abide by all terms and conditions as stated in this Notice Inviting e tender as well as WBF 2911(ii).
- 42) **Additional performance security to be deposited @ 10% of the tender amount by the successful bidder if the accepted bid value is 80% or less of the Estimate put to tender as per Govt. of W.B, Finance Department (Audit Branch) Memo no. 4608-F(Y) dated 18th July 2018.**
- 43) **The selected bidder shall be liable to execute the work up to the Tendered amount only, no excess work beyond tendered amount will be permitted as per Govt. of Finance Dept. (Audit Branch) Memo No. 4609-F(Y) dated 18/07/2018.**

Executive Engineer-(WD&S)
New Town Kolkata Development Authority

Memo No. 1324/(1/6)/NKDA/EE-(WD&S)/01/2025-26

Dated: 12.02.2026

Copy forwarded for kind information to:-

1. The Chief Executive Officer, New Town Kolkata Development Authority.
2. The Chief Engineer, New Town Kolkata Development Authority.
3. The Finance Officer, New Town Kolkata Development Authority.
4. P.A. to Hon'ble Chairman, New Town Kolkata Development Authority.
5. Office Notice Board, New Town Kolkata Development Authority.
6. Official Website of New Town Kolkata Development Authority.
(www.nkdamar.org).

**Executive Engineer-(WD&S)
New Town Kolkata Development Authority**



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority under Government of West Bengal)

Plot No. DG/13, Premises No. 04-3333, Action Area-ID, New Town, Kolkata - 700156

SECTION-A

INSTRUCTION TO BIDDERS

NIE-T No. WBNKDA/15/EE-(WD and S)/NKDA OF 2025-26

General guidance for e-Tendering

The Instructions/ Guidelines for electronic submission of the tenders have been elucidated in this section 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 web portal of public works department) 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 Informatics Centre (NIC) on payment of requisite amount. **Details are available at NIC (National Informatics Centre) Web Site and are stated in Clause 2 of Guideline to Tenderer. DSC is given as a USB e-Token.**

3. Search & Download

The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned as above in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4. Submission of Tenders.

Tenders are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one as Technical Proposal & the other as Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) the documents are to be uploaded duly virus scanned and Digitally Signed. The documents will get encrypted (transformed into non readable formats).

5. Technical proposal

The Technical proposal should contain scanned and digitally signed copies of the following further two covers (folders).

A-1 Statutory Cover Containing

- a) Demand Draft (follow the instructions as in Cl.-1 and Cl.-13) in the NIE-T, against each serial of work in favour of "New Town Kolkata Development Authority" payable at Kolkata.
- b) Tender form No. WBF 2911(ii) & NIT with all addenda and corrigenda (***In case quoting any rate in WBF 2911(ii) the tender is liable to be summarily rejected.***)
- c) Special Terms, Conditions & Technical Specifications of works, if any as included in the bid document.

**Executive Engineer-(WD&S)
New Town Kolkata Development Authority**

A-2.NonstatutoryCover Containing

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	Detail(s)
A.	Certificate(s)	Certificate(s)	GST Registration Certificate PAN. P Tax (Challan) Valid for current financial year. Latest 03 (three) years Income Tax return.
B.	Company Detail(s)	Company Detail	Proprietorship Firm (<i>Trade License</i>) Partnership Firm (<i>Partnership Deed, Trade License</i>) Ltd. Company (<i>Incorporation Certificate, Trade License</i>) Society (<i>Society Registration Copy, Trade License</i>) Power of Attorney. Proof of address from any Govt. Department, local authority, MLA, Councilor of the area with telephone no. etc.
C.	Credential	Credential – 1 Credential – 2.....	Similar nature of work done & completion certificate which is applicable for eligibility in this tender.

B. Financial proposal-

- i. The financial proposal should contain the following documents in one cover(folder) i.e. Bill of quantities (BOQ) the contractor is to quote the rate (percentage Above/Below/ At par) online through computer 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.

6.0 Tender Documents consisting of the following shall be submitted digitally signed by the bidders without which the tender is liable to be rejected.

- i) Notice Inviting Tender.
- ii) Instruction to Bidders (Section A & B)
- iii) Schedule of work.
- iv) WBF 2911 (ii).

**Executive Engineer-(WD&S)
New Town Kolkata Development Authority**

SECTION -B

FORM-II

STRUCTURE AND ORGANISATION

- 1.0 Name of Applicant :
- 2.0 Office Address :
- Telephone No. :
- Fax No. :
- Mobile No. :
- e-mail ID :
- 3.0 Name and address of Bankers:
- Phone No. :
- e-mail ID :
- 4.0 Attach an organization chart
Showing the structure of the
Company with names of Key
Personnel and technical staff
With Bio-data

Note :- Application covers proprietary Firm, Partnership, Limited
Company Or Corporation.

-

Signature of applicant including title
And capacity in which application is
Made

Seal and Signature of the Tenderer

**Executive Engineer-(WD&S)
New Town Kolkata Development Authority**