



Kolkata Environmental Improvement Investment Program (KEIIP)

&

Kolkata Municipal Corporation

Sustainability, Hygiene, and Resilience Project (KMC-SHARP)

Contract No. PMU/1385/2025-26

Date : 19.02.2026.

e-Tender Notice

1. GENERAL INFORMATION :

Administrative Officer, KEIIP -KMC invites rates in “Two Bid” systems in the e-tendering platform of GOWB from the reputed, resourceful & bona-fide suppliers / firms having previous experience in similar nature of job as stated in the “Name of Work” below.

N.I.T. Documents may be downloaded free of cost from <http://wbtenders.gov.in>

The KEIIP-KMC reserves the right to accept / reject in full or in part of any tender / quotation without assigning any reason thereof.

2. GENERAL INSTRUCTIONS & GUIDELINES :

2(1) The interested agency shall submit the self-attested copies of the following documents with the seal of the Firm / Agency as and where applicable :-

- (i) Valid & up-to-date Trade License;
- (ii) PAN;
- (iii) GST Registration Certificate (Regular);
- (iv) GSTR – 3B Return
- (v) Credentials;
- (vi) Valid P. Tax payment Certificate (Rule 13 A)

2(2) Intending tenderer shall produce credentials of a similar nature of completed work of the minimum value of 40% of the estimated amount put to tender during the last three financial year. The Credentials as mentioned here-in-above shall be from any Govt. Dept. / Public Sector Organization / Statutory Body / Autonomous Body / Urban Local Body. Work Order / Payment Certificate will not be treated as a valid Credential until and unless it is supported by a proper Certificate issued by the Tender Initiating Authority (TIA).

2(3) The tenderer shall disclose if there is any pending litigation upon the firm which may have implications on the liquidity of the firm. If not, **NOT APPLICABLE** shall be mentioned.

2(4) The tenderer shall disclose if the firm is black-listed by any Govt. Dept. / Quasi Govt. / Autonomous Body / PSU etc. If not, then **NOT APPLICABLE** shall be mentioned.

2(5) GST will be applicable as per Govt. of West Bengal Finance Department Notification vide Memo No 130 – F.T., Howrah, dated 25.01.2018.

3 QUOTING OF RATE :

3(1) The price proposal to include all taxes and duties as applicable.

3(2) The participant shall submit the quotation in Two Bid system where-in the first part will be the “Technical Bid” and the another for “Financial Bid”. All the documents viz, Trade License, PAN, GST Registration Certificate, GSTR – 3B Return, P. Tax Payment Certificate and Credentials etc. shall be put in the technical bid and only the rate will be put-in in the Financial Bid as per the B.O.Q. The prospective tenderer is only to quote **the agency service charges per individual employee per month** (inclusive of Taxes / Duties, if any, as applicable under extant provisions of law and includes cost towards supervision, surprise checks, livery items, accessories, sweeping and cleaning materials etc.) on line in the space marked for quoting rate in the BOQ keeping in the mind the following : (A) **Basic Wages** - As per extant Circular on the subject to be paid by the KMC from time to time; (B) **EPF** - As applicable as per law; (C) **ESI** - As applicable as per law; (D) **EDLI** - As applicable as per law.



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3(3) The agency shall have to furnish an undertaking regarding the validity of the offer as per prescribed format on Non-Judicial Stamp Paper of Rs. 10/- denomination (**Annexure – 1**) .

3(4) The rate of working personnel's stated below shall follow the latest Circular of the Municipal Secretary No. 01 of 2025-26, dated 08.04.2025.

4 **EARNEST MONEY DEPOSIT :-**

4(1) EMD @ 2% of the quoted value, either in Bank Draft / Pay Order drawn in favour of

1	Bank Name & Address	ICICI BANK LTD., Beck Bagan Branch, Kolkata – 700017
2	A/c Title	KOLKATA MUNICIPAL CORPORATION SHARP
2	A/c No.	104905500975
3	IFSC Code	ICIC0005721
4	MICR CODE	700229196

shall be submitted failing which the quotation shall be summarily liable for rejection.

4(2) Earnest Money Deposit (EMD) to be submitted physically in hard copy form in a separate sealed envelope clearly superscribed on it "EMD" (Hard Copy) for the NIT No. _____, dated _____ directly to the Office of the Administrative Officer, PMU, KEIIP/KMC at least one day before the date of opening the Technical Bid as per extant norms.

4(3) After opening quotations, the EMD shall be duly returned to the unsuccessful bidders and after receipt of the Security Deposit to the L1 bidder.

4(4) In the event, upon being successful, if the L1 bidder refuses to execute the work, the EMD shall stand forfeited.

5. **SECURITY DEPOSIT :**

Security Deposit towards Performance Guarantee @ 2% of the total value of the contract shall mandatorily be deposited within 10 (ten) days from the date of issuance of the Letter of Acceptance of the offer by way of Bank Draft / Pay Order in favour of

1	Bank Name & Address	ICICI BANK LTD., Beck Bagan Branch, Kolkata – 700017
2	A/c Title	KOLKATA MUNICIPAL CORPORATION SHARP
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In the event of the EMD & SD money becomes same, the EMD to be converted to Security Deposit.

6. **SOLVENCY CERTIFICATE :**

7.

Successful bidder shall have to furnish **Solvency Certificate** for execution of such work by way of a Self Declaration on a Non Judicial Stamp Paper of Rs. 10/- denomination, duly sealed and signed, in the prescribed format as shown at **Annexure - 2**.



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8. NAME OF THE WORK :

Sl. No.	Name of the Tender	Estimated Amount (Rs.) (Inclusive GST)	Earnest Money Deposit (Rs.)
01	Engagement of Agency for Housekeeping at the KEIIP, KMC - SHARP Office at Business Towers, 206, A.J.C. Bose road, Kokata - 700017 (2 nd Floor to 5 th Floor)	Rs. 7,30,769/-	Rs. 14620.00/- (2 (two) percent of the Bid value)

7(1) SCOPE OF WORK :

The shortlisted Housekeeping Agency will be required to provide trained, experienced housekeepers for all the floors including office stations, chambers, conference room / hall, toilets & lavatories located at the KEIIP /KMC - SHARP Office (2nd Floor to 5th Floor) for one (1) year including tools, tackles and consumables for the under-mentioned activities :

- (i) All Toilets are to be cleaned **thrice** daily, i.e., at **9.00 AM, 1.00 PM and 4.00 PM** respectively with toilet cleaners / disinfectants /surfactant etc. to remove stains, dirty spots on floors, walls and fittings for eight hours of work and 30 minutes of break.
- (ii) Daily cleaning & washing of the lavatories with spraying of bleaching powder, phenol etc. and placing of required number of naphthalene balls in the urinals are to be done.
- (iii) Mopping of the floors of the toilets are to be done thrice daily at 8.30 AM, 1.00 PM and 4.00 PM with the wet cloth and with a net jute broom tied with long rope. Mopping of floors to be done with floor cleaners and disinfectants.
- (iv) A check slip to be kept for every toilet and open area to monitor timely cleaning / sweeping of the locations.
- (v) Regular cleaning of the Employee's Canteen, located at 4th Floor, is required to be done.
- (vi) Major work of sweeping / mopping and cleaning of floors, urinals, water closets, other fittings, walls etc. Are to be completed before 1 (one) hour of the commencement of the office and to be done further as and when required from Monday to Saturday. Where services would be required on Sundays and National Holidays, services are to be arranged on those days as well and billing / payments would be made proportionately. At every time, whether it is before / within / after the office hour, sweeping personnel must wear proper uniform during discharging their work.
- (vii) Liquid soap (gentle for hands) is to be provided for each basin along with soap dispensers which has to be monitored at regular intervals for necessary refilling as and when required.
- (viii) Carpets at the chambers of all the Administrative Authority and sofa / couches located there-at and at any other locations of the office premises are required to be cleaned with vacuum cleaners at least twice a week and as and when ordered by the competent authority.
- (ix) Photo pictures fixed at walls of the chambers of the Administrative Authority and at other locations of the office premises are required to be cleaned with proper equipment and consumables twice a week and before any event at the Office.
- (x) De-webbing of ceiling, walls, fans etc. are to be done once in a week and as and when required.
- (xi) Dusting and cleaning of office furniture / fixtures etc are required to be done daily before commencement of office hours and as and when required.
- (xii) Removal of garbage / trash / rubbish etc from the office to the nearest designated removal point are to be ensured in accordance with the provisions of extant SWM Rules.

Inspection of the places of work may be made by the intending bidder on any working day before the date of opening for which they may approach the Administrative Officer or in his / her absence Asst. / Dy. Manager of the Establishment Section of the PMU located at 2nd floor of the building. It may please be noted that the above list for **scope of work is only illustrative but not exhaustive.**



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7(2) DATE & TIME SCHEDULE :

Sl. No.	Particulars	Date.
01.	Date of Uploading of NIT & Other Documents (On line)	20.02.2026 6.00 PM
02.	Documents download start date (On line)	20.02.2026 6.00 PM
03.	Bid Submission Start Date (On line)	20.02.2026 6 .00 PM
04.	Bid Submission Closing Date (On line)	12.03.2026 4.00 PM
05.	Date of opening of Technical (Part - 1) proposal (On line)	12.03.2026 4.30 PM
06.	Date of uploading list for qualified bidder (On line)	INTIMATED AFTERWARDS
07.	Date of opening of Finacial (Part - 2) proposal (On line)	INTIMATED AFTERWARDS

7(3) General Conditions of the Contract :

The tender is invited for **4 (four)** nos. of House-keeping personnel based on manpower working at the KMC- KEIIP Office and may vary in future (increase or decrease) as per the requirements and necessity. In case of any additional housekeeping personnel to be deployed, the agency shall be bound to deploy the same at the approved rate during the period of contract.

- (i) An agency to be eligible for the tender / engagement must have an office / establishment in Kolkata in case its headquarters is located outside Kolkata.
- (ii) Rate of working personnel for housekeeping to be followed as per the latest circular of the Municipal Secretary, KMC's office as notified vide Circular No 06 of 2025-26, dated 24.07.2025 (**Annexure 3**). However, the pro-rata wages may be revised by the KMC in terms of the State Govt. Circular issued from time to time and shall be binding upon the agency selected to supply the manpower.
- (iii) Participating tenderer shall have the potential to pay wages to the engaged personnel for a continuous period of 3 (three) months in case of any default on the part of the KEIIP - KMC.
- (iv) The housekeeping personnel to be deployed shall have to be in proper uniform including shoes while on duty to be provided by the successful tenderer / agency. Supply of Uniform (2 set per year) with proper headgear, belt with logo etc. and all other required accessories to the employees shall be the responsibility of the agency and the tenderer shall bid an all inclusive rate. Not wearing of uniforms while by the personnel while on duty may entail penalty at a fixed rate as may be decided by the authority and such penal charges shall be levied upon the agency and shall be recovered from the monthly bill payable to the contractor.
- (v) The estimated amount has been calculated on the basis of wages of above manpower requirement of 4 (four) persons and the agency charges which are as under :
 - (a) Basic Wages + ESI (as applicable) + EPF (as applicable) & EDLI (as applicable) + National Holidays (0.96%) as per extant KMC circular ibid and as amended from time to time in terms of Govt. Circular / Notification which is fully reimbursable from KEIIP - KMC; And
 - (b) Agency charges (all sorts of taxes and duties, administrative charges which includes supervision, surprise checks, livery items accessories, sweeping and cleaning materials etc.)
 - (c) Total Agency Charges shall be quoted as follows : Total no. of Man Days / 26 (any fraction to be ignored) X Quoted agency service charge per individual employee per month (inclusive of administrative charges that includes supervision, surprise checks, livery items, accessories, sweeping and cleaning material etc.) [The number of man power so deployed may be changed from time to time and payment will be made accordingly. The KMC may revise the wage structure at any point of time which will be communicated to the contractor in advance and shall be binding upon without, however, any subsequent effect in the agency charge.]
- (vi) The housekeeping personnel so deployed shall be under the over-all control and supervision of the contractor who shall take all required steps to prevent any unlawful act and / or disorderly conduct of his employees so deployed.
- (vii) The KEIIP - KMC has every right to carry out surprise checks on the working of personnel so deployed by the Contractor in order to ensure that the required number of personnel are deployed and they are performing their duties properly maintaining the dress code. In case, if it is detected during the time of such surprise checks that performance of any person so deployed by the contractor is not up-to the mark and / or indulges in any undesirable / unlawful act rendering services at the KEIIP - KMC.
- (viii) The selected agency shall provide standard Photo Identity Card at their own cost to its personnel deployed for the job of housekeeping and details of such employees shall be shared with the concerned official of the A.O's Section of this Office.



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- (ix) The KMC - KEIIP does not have any liability to make compensation and / or financial assistance to the agency concerned for injury / death whatsoever of any of its personnel during the scheduled hours of rendering services to the KMC - KEIIP and shall indemnify this office from any claim / dispute in this regard before the competent forum.
- (x) No personnel below the age of 18 (eighteen) year and above the age of 60 (sixty) years shall not be engaged.
- (xi) There shall be no claim of any worker of the concerned contractor at any stage of the currency of the contract for engagement in the direct roll of the KEIIP - KMC against regular scale / consolidated remuneration. An undertaking to this effect shall be obtained from individual personnel prior to their engagement and a duly attested and stamped photocopy is to be provided to the A.O. Section of this office.
- (xii) All workers of the selected agency will have to perform 48 (forty eight) hours duty per week and the agency shall have to provide "Reliever" against each absentee worker failure of which shall entail imposition of penalty @ Rs. 500/- per day per person which shall be deducted from the monthly bill of the agency payable in the following month.
- (xiii) The selected agency shall be directly responsible for compliance of all statutory provisions related to payment of Wages, PF, ESI etc before the designated authority and shall indemnify this office from any claim whatsoever arising out of this in this regard.
- (xiv) The contractor shall remain responsible for safe handling of the KEIIP - KMC's assets and shall make good of the losses, if any, incurred due to negligence / mishandling by its personnel deployed at site.

8. Other Terms & Conditions :

8(1) Period of Contract :-

The contract shall remain in force for a period of **1 (one)** year from the date of issuance of Work Order with a scope of extension for a further period of one year as per same terms and conditions on the basis of satisfactory performance and mutual concurrence.

8(2) Terms of Payment :

- (a) Payment will be made by this office after submission of the bill complete in all respect.
- (b) Payment will be made through RTGS for which selected bidder / agency has to provide required bank details.
- (c) Payment shall be made only after due certification to the effect that effect that the work has been carried out satisfactorily.
- (d) While raising monthly bills, the agency has to enclose copy of the challans of previous month towards payment of contribution of ESI & EPF.
- (e) The wages must be paid to the engaged personnel within 07 (seven) working days of the following month, failure to which may withheld processing of monthly wage-bill.

8(3) Risk & Cost excess amount if such services is hired and / or materials are purchased from the market.

9. Execution of Agreement :

- 9(1) The successful bidder shall have to enter an agreement with the KEIIP - KMC. As per **Annexure 4** (Pro-forma of the agreement shall be given to the successful bidder later on)
- 9(2) The agreement shall be typed on a Non Judicial Stamp Paper of Rs. 10/- only where the contract amount exceeds Rs. 50,000/- .
- 9(3) The execution of Agreement shall be made upon furnishing of required Security Deposit and / or conversion of E.M.D. to S.D. money.
- 9(4) The Agreement shall be executed within 15 (Fifteen) days of issuance of L.O.I.

10. Termination :

Termination of Contract is liable on the following grounds :

- (I) Canvassing in any form on the part or on behalf of the selected bidder / agency;
- (II) If the agency fails or refuses to provide service as specified in the agreement, KEIIP - KMC authority shall have the right to terminate the contract with 15 (fifteen) day's prior notice and in such an event, the Security Deposit money of the vendor shall be forfeited.
- (III) In case of will-full suppression of any material facts or wrongful submission of credentials, found or detected at a later stage, the contract is liable for termination after due investigation and in such a case the vendor shall be liable for legal action as deemed fit apart from forfeiture of the S.D. money.



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11. Dispute Settlement :

In the event of any dispute by and between the KEIP - KMC authority and the Contractor, the decision of the KEIP - KMC authority shall be final and binding. All disputes arising out of this contract shall be settled before Court of law of Kolkata jurisdiction only.

Administrative Officer
KEIP - KMC-SHARP.



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Contract No. PMU/1385/2025-26

Date : 19.02.2026.

Annexure - 1

UNDERTAKING

(On a Non - **Judicial Stamp Paper of Rs. 10/-**)

Name of the work: _____

Tender No : _____

Dated _____

I/We do hereby undertake that our rate / rates quoted in the above noted Q.I.N./Tender vide my/our Ref: No.....dated.....shall stand valid for _____months and the documents / papers submitted along with tender documents are correct and true to the best of my knowledge.

Signature

Annexure-2

SOLVENCY CERTIFICATE

(On a Non — **Judicial Stamp Paper of Rs. 10/-**)

Name of the work : _____

Tender No : _____

Dated _____

I/We do hereby declare that I/We am/are financially solvent to execute the work, if entrusted to me / us by your authority. If We further declare that we shall execute the work timely without any hindrance to the entire satisfaction of the authority.

Signature

Annexure — 4

Execution of Agreement

Agreement on N.J. Stamp Paper of Rs.10/- to be executed by the successful tender (Format for Agreement shall be given later on i.e. after the L.O.I. is issued)



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CHECKLIST

Sl.No.	Name of the Document	Put “√” mark.
i.	Quotation Paper & Quotation document.	
2.	Sealed Envelope containing Earnest Money (Hard copy) .	
3.	Copy of self attested Trade License from KMC	
4.	Copy of self attested latest Income Tax Return, copy of PAN and copy of E.S.I., E.P.F. Certificate.	
5.	Copy of self attested GST Registration Certificate.	
6.	Copy of self attested P.Tax Payment Certificate (Rule-13A).	
7.	Copy of self attested Credentials showing execution of similar type of work.	
8.	Undertaking to be given by all the bidders for validity of offer. ..Annexure - 1	
9.	Solvency Certificate by the agency. ..Annexure - 2	
10.	Execution of Agreement (shall have to be submitted by the successful bidder after receipt of L.O.A.by the agency). ..Annexure - 4	

**CENTRAL DAK SECTION
MPL. SECY'S DEPTT.**

25 JUL 2025

AO
The Kolkata Muni.
Municipal Secreta
CMO Bu
5, S N Banerjee Road

26/07/25
Project Director

Municipal Secretary's Circular No. 06 of 2025-26 dated 24th July, 2025

From:

The contents of the Municipal Secretary's Circular Number 01 of 2025-26 dated 8th April, 2025 is hereby revised as under, and the said circular is now as such fully replaced by this Circular in pursuance of the Circular Number 20/Stat/14/RW/24/2023/LCS/JLC, 21/Stat/14/RW/2023/LCS/JLC, 24/Stat/14/RW/24/2023/LCS/JLC all dated 17/06/2025 issued by Additional Labour Commissioner, Govt. of West Bengal for Security Personnel, Mazdoors, Security Gunmen, Lift Operators, Computer Operators, Field workers, Sweeping & Cleaning Workers & such other category of workers.

The following wages have been approved by the competent authority of this corporation **WITH EFFECT FROM 1st July, 2025** at the following rates till further circulars/orders:

Description	Highly Skilled Category (Rs.)	Skilled Category (Computer Operator & such other category) (Rs.)	Semi Skilled (Field Worker & Such other category) (Rs.)	Unskilled Category (Mazdoor, Mali & Grave Digger such other category) (Rs.)
Basic Wages per Month	13745	12495	11358	10326
ESIC 3.25%	447	406	369	336
EPF 12%	1649	1499	1363	1239
EDLI 0.50%	69	62	57	52
Admn. Charge 0.50%	69	62	57	52
Total (A)	15979	14524	13204	12005
National Holiday 0.96% on (A)**	153	139	127	115
Total (B)	16132	14663	13331	12120
Total Agency Charges 10% on (B)	1613	1466	1333	1212
GRAND TOTAL	17745	16129	14664	13332

Since Security & Other Manpower supply agency has been enlisted in KMC vide approval of MIC Item no.M-24.1 dated 05/04/2023 and the Housekeeping agencies have been enlisted in KMC vide MIC Item No.M-56.96 dated 07/04/2025 and further approval of Hon'ble Mayor dated 14/07/2025 & respectively.

The following wages structure for Security Personnel, Security Gunmen, Sweeper and other manpower has been approved by the KMC authority at the following rates **WITH EFFECT FROM 1st July, 2025** till further circulars/orders.

P.D (K.E.I.P)

Description	Asstt. Security Officer (Rs.)	Highly Skilled [Security Supervisor (Armed)/such other category] (Rs.)	Skilled Category [Computer Operator/ Armed Security Guard/such other category] (Rs.)	Semi Skilled [Lift Operator/ Security Supervisor (unarmed)/ Sweeping Supervisor/ such other category] (Rs.)	Unskilled category [Security Guard (without Arms)/ Mali/ Grave Digger/ such other category] (Rs.)	Sw (Rs.)
Basic Wages per Month	18243	13745	12495	11358	10326	10329
ESIC 3.25%	593	447	406	369	336	336
EPF 12%	2189	1649	1499	1363	1239	1239
EDLI 0.50%	91	69	62	57	52	52
Admn. Charge 0.50%	91	69	62	57	52	52
Total (A)	21207	15979	14524	13204	12005	12008
National Holidays 0.96% on (A)(**)	204	153	139	127	115	115
Total (B)	21411	16132	14663	13331	12120	12123
Total Agency Charges(***)	1283	1283	1283	1283	1283	779
GRAND TOTAL	22694	17415	15946	14614	13403	12902

The concerned private agency shall arrange for deduction of charges/taxes/contributions and deposit thereof with the concerned government authorities and also for maintenance of the records in respect of ESIC, EPF, ECR etc. as applicable and shall submit copies of the relevant monthly statutory Challans/Govt. Receipts to the KMC in time. The Concerned Security Agency shall depute substitute for weekly off days.

To arrive daily rate, monthly basic wages will have to be divided by 26(Twenty Six).

Rates of daily wages of daily rated workers (Gr - C & Gr - D) under the KMC have been enhanced by Rs. 22/- (Rupees Twenty Two) { i.e. Gr - C - (476 + 22) = 498; Gr - D - (465 + 22) = 487 } only w.e.f. 01/04/2025 vide Memo No: 06/STAT/12RW/03/2023/LCS/JLC dated 02/04/2025, issued by Additional Labour Commissioner, Labour Department, Government of West Bengal.

The private agencies engaged for supply of manpower shall submit self attested copies of the relevant statutory challans for a calendar month to the KMC with its bill(s) for the next calendar month.

This order issues with the approval of the vide MIC Item No. MOA-M-61.52 dated 23/07/2025.

(**) All Contractual Workers will get only 0.96% of basic wages per month for 03(Three) nos. of National Holidays.


Municipal Secretary

Distribution:

- All Controlling Officers/HoDs/All Borough Ex. Engineers
- The special CMFA for kind information of all concerned F&A Officers/Units
- OSD to Hon'ble Mayor
- PA to All MMICs
- PA to Mpl. Commissioner/ Addl. Mpl. Commissioner / Joint Mpl. Commissioner
- All the concerned private Security & other Manpower Agencies