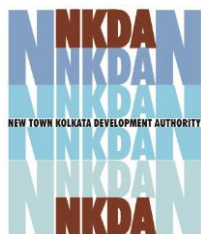


# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY



(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. 874/NKDA/Engg.-SWM/DM-06/2025**

**Date: 02/02/2026**

## **NOTICE INVITING PERCENTAGE RATE e-TENDER**

### **Notice Inviting e-Tender No. 23/EE-SWM/NKDA/2025-26**

Executive Engineer-SWM, New Town Kolkata Development Authority invites Percentage Rate e-Tender on behalf of Chief Engineer, NKDA from resourceful, reliable, bona-fide and experienced agencies / companies / concerns working under KMDA, NKDA, WB HIDCO, KMDA, KMC and other Govt. Departments having experience in similar nature of Arrangement of Labour to Combat the Disaster Management works are requested to submit their offer for the work detailed below.

**Name of Scheme: Arrangement of Labour to Combat the Disaster Management (2026-28) and also as when Required within AA- I, II & III under NKDA, Newtown, Kolkata for 02 Years.**

**Estimated Amount: Rs. 16,19,598.00/-**

<b>PARTICULAR</b>	<b>DATE &amp; TIME</b>
Date of Issue of NIT.	: <b>02/02/2026</b>
Document download start date.	: <b>03/02/2026 from 12:00 P.M.</b>
Document download end date & time.	: <b>18/02/2026 upto 4:00 P.M.</b>
Bid submission start date.	: <b>03/02/2026 from 3:00 P.M.</b>
Last date of Online submission of Technical Bid and Financial Bid.	: <b>18/02/2026 upto 4:00 P.M.</b>
Opening of Technical Bid at the Conference Board Room of New Town Kolkata Development Authority (NKDA)	: <b>20/02/2026 upto 5:00 P.M.</b>
Opening of Financial Bid at the Conference Board Room of New Town Kolkata Development Authority (NKDA)	: Will be intimated in due course
Validity of bid.	: <b>180 days</b> w.e.f the date of opening of Financial Bid.
Completion Period of the work	: <b>02 (Two) Years</b>
Detailed Tender Document can be downloaded from NKDA website/ wbtenders.gov.in.	: <a href="http://www.nkdamar.org">www.nkdamar.org</a> & <a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a>

- 1) In the event of e-filling, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. All the bidders will have to submit On-line Earnest Money & necessary Earnest Money will be deposited by the bidder through the following payment mode as per Finance Department Order No. **3975-F(Y)** dated 28<sup>th</sup> July, 2016 (Annexure-A).
  - (i) **Net Banking** (any of the banks 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 favour 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 <http://Wbtender.gov.in>.

The Executive Engineer-SWM, NKDA invites Online (e-Tender) Percentage Rate e-Tender on behalf of Chief Engineer, NKDA in **TWO BID SYSTEM** from reliable, resourceful, bonafide and experienced firms / companies / individual contractors having requisite financial capability and sufficient technical credential on execution of similar nature of work. The details are given below. The details are given below:

1.	Name of work	:	<b>Arrangement of Labour to Combat the Disaster Management (2026-28) and also as when Required within AA- I, II &amp; III under NKDA, Newtown, Kolkata for 02 Years.</b>  <b>Estimated Amount : Rs. 16,19,598.00/-</b>
2.	Location of Work	:	Different Waste Transfer Station at Action Area- I, II & III, New Town, Kolkata
3.	Brief Scope of Work	:	<b>Arrangement of Labour to Combat the Disaster Management (2026-28) and also as when Required within AA- I, II &amp; III under NKDA, Newtown, Kolkata for 02 Years.</b>
4.	Estimated Cost of work	:	<b>Estimated Cost: Rs. 16,19,598.00/-</b>
5.	Completion Period	:	<b>02 (Two) Years</b>
6.	Earnest Money	:	<b>2% of the Estimated Amount Put to Tender</b>
7.	Tender Inviting Authority	:	Executive Engineer-SWM, NKDA
8.	Eligibility Criteria for “Pre Qualification”	:	<p>1. The Agency should have successfully completed similar nature of Arrangement of Labour to Combat the Disaster Management works having <b>single</b> work with completion value of at least <b>40%</b> of the amount put to tender during last 05 (Five) year in a single contract.</p> <p style="text-align: center;"><b>OR</b></p> <p>2. The Agency should have successfully completed similar nature of Arrangement of Labour to Combat the Disaster Management works having <b>02 (Two)</b> works with completion value of at least <b>30%</b> of the amount put to tender during last 05 (Five) year in a single contact.</p> <p style="text-align: center;"><b>OR</b></p> <p>3. The Agency should produce credential of one single running work of similar nature of Arrangement of Labour to Combat the Disaster Management works which has been completed to the extent of <b>80% or more</b> and value of which is not less than the <b>40% of amount put to tender</b> (In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, 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/ tenderer), in the last Five Financial years from the date of issue of NIT in any Government/Semi Government /Undertakings/ Autonomous/ Statutory bodies/ Local Bodies. Credentials/completion certificate/ payment certificate of any sub-contract work shall not be accepted.</p>

		<p>N.B.: - Nature of work, Estimated amount, Date of Completion of project and detail communicational address of client must be indicated in the credential certificate.</p> <p><b>4. If atleast 03 (Three) intending bidders are obtained, fulfilling all the credential obtained, fulfilling all the credential criteria set in the NIeT, no relaxation shall be made. Otherwise, Solid Waste Management related works shall be allowed to permit sufficient bidders for competitive bidding, fair pricing and to successfully mature the bidding process for public service.</b></p> <p><b>5. Average Annual Turn Over from Contracting business for the past 3 (Three) Financial Years should be equal to or more than 60% of Estimated Amount from Contracting Business. Audited Balance Sheet (authenticated by a chartered accountant) shall have to be submitted in support of Annual Turnover.</b></p> <p><b>6. Statutory Documents:</b></p> <ol style="list-style-type: none"> <li>Work Completion Certificate as Credential</li> <li>Filled up <b>Annexure-I</b></li> <li>Copies of registration detail of the Firm</li> <li>ESI &amp; EPF Registration Certificate with upto date challan, Trade License</li> <li>Copy of pan card, Current year P. Tax challan</li> <li>Latest 03 (three) years Income Tax return</li> <li>GST registration No. with relevant document.</li> <li>Audited Balance Sheet of last 3 Financial years.</li> </ol>
9.	Earnest Money Deposit	<p><b>: 2% of the Estimated Amount Put to Tender</b></p> <p><b><u>THE EARNEST MONEY SHALL BE DEPOSITED BY THE BIDDER ELECTRONICALLY:</u></b></p> <p>The Earnest Money shall be deposited by the bidder online-through his net banking enabled bank account, maintained at any bank or through any bank by generating NEFT/RTGS challan from the e-tender portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank to the Beneficiary Bank Account No. The name of Beneficiary bank (at present ICICI Bank), Account No. &amp; IFSC Code are given in the e-tender portal. The details of deposition of EMD can be obtained from the following link.</p> <p><b>“<a href="http://wbttenders.gov.in">wbttenders.gov.in</a> → Home Page → Bidders Manual Kit → Help for on-line receipt and refund of EMD”</b></p> <p>Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site.</p> <p>Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD and Bid can be submitted only after receipt of EMD.</p>

			<b>NOTE:</b> Earnest money through offline instruments like Bank Draft, Pay Order etc. will not be accepted for e-tender procurement of this office.
10.	Bid document Requisition	:	Bid Document is available in the NKDA's official website and <a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a> . Bidders who have registered with <b>National Informatics Centre (NIC)</b> can participate in the tender. Interested bidders shall register with NIC in advance. Necessary assistance can also be obtained from the Office of the SE, NKDA (Tender Inviting Authority). Document requisition shall be done as per instruction given in ITB.
11.	Document download start date	:	03/02/2026 from 12:00 P.M.
12.	Document download end date & time	:	18/02/2026 upto 4:00 P.M.
13.	Bid submission start date	:	03/02/2026 from 3:00 P.M. <b>through E-portal</b> . It may be reiterated that the bidders shall submit the technical and financial bid only through online by following online bid submission procedure.
14.	Last date of Online submission of Technical Bid and Financial Bid.	:	<b>On 18/02/2026 upto 4:00 P.M</b>
15.	Opening of technical bid	:	<b>On 20/02/2026 at 5:00 P.M.</b> the Office of the Executive Engineer, (Solid Waste Management), New Town Kolkata Development Authority, Administrative building Plot No – DG/13, Premises No – 04-3333, Action Area-ID, New Town, Kolkata - 700156
16.	Technical Bid Evaluation	:	The technical bid will be evaluated by the tender evaluation committee of NKDA.
17.	Date and time of opening of Financial Bid submitted online of only the technically qualified bidders	:	<b><u>To be intimated via email after evaluation of Technical Bid,</u></b>
18.	Financial Bid	:	Rate shall be quoted in <b>Percentage above/less/at par</b> against the tender value
19.	Validity of Bid	:	180 days from the date of declaration of L1
20.	E-Tender registration and bidding	:	<b><u>ONLINE BIDS:</u></b> The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below: <ul style="list-style-type: none"> <li>• Online Tenders can be submitted by logging in <a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a></li> <li>• <b><u>ONLINE BID SUBMISSION:</u></b> The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e uploading of the documents complete in all respect by following the Online Bid submission procedure.</li> </ul>

21.	Important Instructions	:	<ul style="list-style-type: none"> <li>Names of the technically qualified bidders as per the bid criteria after verification &amp; evaluation will be displayed in the e-portal, this office notice board and official website.</li> <li>The financial bid documents of the technically qualified bidders will only be opened.</li> <li>List of Financial comparison chart of bidders will be published subsequently after opening the financial bid. EE-SWM, NKDA (TIA) reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reasons whatsoever.</li> <li>All duties, taxes, royalties, cess, including 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments &amp; Condition of Service) Act, 1996], toll, taxes and other levies payable by the Contractor under the Contract to the State / Central Government for any other cause. 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments &amp; Condition of Service) Welfare Cess Act, 1996 will be deducted from the running bills.</li> <li>The intending bidders are requested to inspect the work site before quoting their rates.</li> </ul>
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### **INFORMATION TO THE BIDDERS (ITB)**

**1. Request for Tender**

Request for tender paper is to be placed online only through the NKDA Website/  
[www.wbtenders.gov.in](http://www.wbtenders.gov.in)

**2. Submission of Tender**

The tender will be submitted in two bid system i.e. Technical bid & Financial bid.

**3. Online Bid submission procedure**

- i. *Registration of Contractor:* Agencies/Bidders who are interested in participating NKDA's e-tenders will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>. They are requested to contact to the toll-free **Help-line No. 1800 3070 2232 of National Informatics Centre** for registration, computer setting and other clarification on e-tendering.
- ii. *Digital Signature certificate (DSC):* Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount.
- iii. The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in) using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- iv. **Submission of Tenders:** General process of submission, Tenders are to be submitted through online to the stipulated website in two folders at a time for each work, one in Technical Bid & the other is Financial Bid before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

**4. Documents to be submitted in Technical Bid.**

Sl. No.	Category Name	Details
A.	Certificate(s)	GST Registration Certificate, PAN Card, P Tax, Trade License, ESI & EPF Registration Certificate with upto date challan, IT-Return for latest 03 (three) Financial years (2025-26, 2024-25 and 2023-24).
B.	Company Detail(s)	Proprietorship Firm ( <i>Trade License</i> ) Partnership Firm ( <i>Partnership Deed, Trade License</i> ) Ltd. Company ( <i>Incorporation Certificate, Trade License</i> )
C.	Credential	<p><b>a.</b> Intending tenderers should produce credentials of Arrangement of Labour to Combat the Disaster Management work against a single work of the minimum value of <b>40%</b> of the amount put to tender during 5 (five) year prior to the date of issue of the tender notice;</p> <p style="text-align: center;">or</p> <p><b>b.</b> Intending tenderers should produce credentials of 2(two) nos work for Arrangement of Labour to Combat the Disaster Management work, each of the minimum value of <b>30%</b> of the amount put to tender during 5 (five) year prior to the date of issue of the tender notice;</p> <p style="text-align: center;">or</p> <p><b>c.</b> Intending tenderers should produce credentials of one single running work of Arrangement of Labour to Combat the Disaster Management work which has been completed to the extent of <b>80%</b> only respectively, or more and value of which is not less than the desired value at (i) above;</p> <p>In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent component 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.</p>
D	Financial Info	<p>1. Balance Sheet for the last 03 financial years (2024-25, 2023-24 and 2022-23)</p> <p>2. Average Annual Turn Over from Contracting business for the past 3 (Three) Financial Years should be equal to or more than <b>60% of Estimated Amount.</b> A Certificate in support of the Annual Turnover certified by Chattered Accountant for last 3 year to be submitted</p> <p>3. Bank Solvency Certificate of value Rs. 35,00,000.00 only respectively amount to be submitted by the bidder. Bank Solvency Certificate not older than 6 months from the date of publication of this NIT shall be furnished for Technical Evaluation.</p>
E	Other Documents	<p>1. <b>AFFIDAVIT</b> (as per format of <b>ANNEXURE-I</b> with NIT)</p> <p>2. The Bidder Should be OEM or his authorised distributor.</p> <p>3. The bidder should submit the relevant documents for OEM or OEM authorised Distributors.</p>

**4.1.1** If the applicant is an authorized signatory, he should submit document of authorization (Power of Attorney) in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.

**4.1.2 Penalty for suppression / distortion of facts:**

If any tenderer fails to produce the hard copies of the documents (especially Completion Certificates, audited balance sheets or any document which is vital for his eligibility), or any other documents within the specified time frame stated above or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of fact during any time of the tendering process or even after the issuance of work order, the tenderer will be suspended from participating in the tenders on e-Tender platform for a 2 (two) years. Additionally, the EMD submitted by the bidder shall be forfeited by the Tender Inviting Authority without assigning any reasons to the bidder.

**4.2 FINANCIAL BID:**

1. Percentage Rate shall be quoted in the financial bid of the tender.
2. The rate quoted by tenderer shall be inclusive of all elements of applicable taxes, octroi if any, toll, ferry charges, local charges, royalties and all other charges and duties, demands, etc.
3. All other charges like insurance charges, freight etc as would be required for completion of the work shall also be included in the rate quoted. No claim whatsoever in this account shall be entertained.
4. Tax Invoice(s) needs to be issued by the supplier for raising claim for the bill under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017.
5. Additional Performance Security in the form of Bank Guaranty @ 10% of the contract amount shall be obtained from the successful bidder if the accepted bill value is 80% or less of the estimate amount put to tender as per Govt. of West Bengal Finance Dept (Audit Branch) Memo No.- 4608-F(Y), dated 18-07-2018.
6. The Quoted price is firm, inclusive of all applicable taxes and no escalation will be admissible during the pendency of the contract in the event of any increase of prices of materials or as a result of Government Notification.

**4.3 Taxes & duties to be borne by the Contractor:**

It may again be reiterated that all the applicable Tax, Royalty, Construction Workers Welfare Cess and similar other statutory levy / cess etc. will have to be borne by the contractor while executing the work.

**4.4 Site inspection before submission of tender:**

Before submitting the tender, the intending tenderer should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect and no claim whatsoever will be entertained on this account afterwards.

**4.4.1 Conditional and incomplete tender:**

Conditional and incomplete tenders shall be summarily rejected.

**5. Acceptance of Tender:**

Lowest valid rate may be accepted; however, the authority does not bind himself to do so and reserves the right to reject any or all the tenders, without assigning any reason.

**6. Payment**

The payment will be made after successfully completion of work.

**7. Security Deposit**

**7.1 Withdrawal of bid will not be allowed by the authority.**

**8. Other Terms & Conditions:**

**8.1 SPECIFICATION OF WORK: Arrangement of Labour to Combat the Disaster Management (2026-28) and also as when Required :-.**

- a) Arrangement of Labour to Combat the Disaster Management Works.
- b) Arrangement of Labour also as when Required.

**8.2** Tenderers are requested to be present in person during the opening of technical and financial bids.

**8.3** The tender accepting authority may ask any tenderer to submit analysis to justify the rate quoted by the tenderer.

**8.4** If there be any objection regarding prequalifying the Agency that should be lodged on line to the Tender inviting authority within 24 hrs from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.

**8.5** The intending Bidder are instructed to attend the pre bid meeting to discuss the matter relates to any dispute/proposal with proper documents whatsoever. No dispute/proposal or objection regarding technical specification would be entertained after the pre bid meeting.

**8.6** Tenderer can approach only the Tender Inviting Authority, NKDA for any clarification with respect to the tender.

**8.7** The decision of authority with respect to the tender is final and binding.

**8.8** All corrections in the tender should be signed with date by the Tenderer. Each of the Tender document and drawings must be signed by the Tenderer.

**8.9** The successful bidder whose tender is accepted shall within 07 (seven) days after acceptance has to execute formal agreement in **WBF 2911** along with bid documents in quadruplicate. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents on payment as per rule per copy of Contract document within the stipulated time limit. If the contractor fails to perform the formalities as mentioned within the specified period, acceptance of the tender will be liable to be cancelled and the earnest money will be forfeited.

**8.10** Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favor of the said Tenderer and his EMD will be forfeited followed by black-listing of his firm

**8.11** The authorized signatory who will sign on behalf of a company or Firm must submit the relevant documents in respect of their competency to do so, failing which their tender will be liable to be cancelled and the earnest money will be forfeited.

- 8.12 After receipt of the Work Order/ LOI, the successful Tenderer shall submit the work programme, Bar chart of execution of the work to Executive Engineer Electrical (Div) who is the Engineer-in-charge of the work, in accordance with the time allowed to him for completion of the work,. He shall also maintain Work Order Copy, schedule of work and tools & tackles at site to assists NKDA Engineers to carry out necessary checking and supervision of the work.
- 8.13 If substandard works during the execution of work is detected, then the authority shall have right to direct the agency to re-do the work once again as per the specifications specified in the contract without claiming any additional cost, etc.
- 8.14 The successful bidder shall have Supply the materials within 7 days as and when directed by the authority within 7 days after receipt of the work order, failing which work order may be cancelled with forfeiture of earnest money deposited with NKDA without assigning any reason.
- 8.15 Sub-letting of the job is not permissible. If the authority comes to know that the agency has sub-let the work, then action shall be taken to terminate the contract and the EMD and Security Deposit may be forfeited.
- 8.16 All materials shall be as per the approved quality and methodology.
- 8.17 If there will be any ambiguity against any 0. of work and rate mentioned in the BOQ, then the corresponding item and its rate given in the latest PWD schedule of rates shall be considered for execution and payment thereof.
- 8.18 No mobilization advance will be paid to the contractor.
- 8.19 Defect liability period starts from the date of completion of the work and release of Security Money (10% of the contract value) will be released as already specified.
- 8.20 No escalation of cost is permissible.
- 8.21 **Penalty for Delay:** The time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor and shall be reckoned from the date of issuance of Work Order. The work shall throughout the stipulated period of the contract be proceeded with all due diligence. If the contractor fails to commence and/or maintain required progress of work proportionate with the time lapsed or fails to complete the work on or before the end of contract period or extended date of completion, he/she shall pay as agreed compensation to the implementing Department.
- Compensation for delay of work: @ 2% (Two percent) of the tendered value of work arrived for each month of delay to be computed on per day basis subject to the ceiling limit of security deposit already withheld or due to be withheld during imposition of the said clause and minimum payable compensation equivalent to the Earnest Money deposited (EMD).**
- 8.22 The contractor shall submit photographs of the site before commencement of the work, at each of the various stages during the execution of the work and after completion of the work. All such photographs are to be submitted at the time of submission of the bill. No separate payment will be made to the contractor for such purpose.
- 8.23 The Agency shall comply with all the rules and regulations regarding safety, security and other statutory obligations of its workers and the Authority will in no way be responsible in any manner in case of any miss-happening with their workers at any place.

**8.24** In case of any modification/addition/deletion of any item of the works as well as correction in drawings (if any) which has been pointed out during pre-bid meeting will be published by Tender Inviting Authority through publication of corrigendum in the web portal.

**8.25** The scope of work may be modified as per the discretion of the Authority and the contractor has to accept that modification within the sanctioned amount of the work.

**8.26** There shall be no provision of Arbitration.

**8.27 Provision of blacklisting of the agency in NKDA:**

- i) Submission of false/ misleading credential or documents during the tender process.
- ii) Inability to maintain the specification as mentioned in the tender document.
- iii) Poor performance in execution of the work.
- iv) Misconduct or noncompliance of the instruction of the authority.
- v) Negligence /failure to maintain the work within the stipulated time frame during the defect liability period.

**8.28 Termination of Contract/ Work Order:** The authority may terminate the contract/work order due to the following reasons.

- i) Poor Progress of work.
- ii) Poor Quality of work.
- iii) Adoption of any unfair means during execution of work.
- iv) Violation/Non-compliance of any instructions of the authority.

For termination of the contract/work, the authority will issue a 15 days' notice to the agency/contractor to make up the discrepancy/shortfall of the work as instructed by the authority, failing which the contract/work order will be terminated with forfeiture of E.M.D., S.D., Performance Security etc.

**8.29** Discretion of the authority inviting tender: The tender inviting authority reserves the right to accept or to reject any or all applications/tenders without assigning any reason whatsoever.

**Sd/-**

**Executive Engineer- SWM**

**New Town Kolkata Development Authority**

**Memo. No. 874/NKDA/Engg.-SWM/DM-06/2025**

**Date: 02/02/2026**

**Copy forwarded for information to:**

- 1. Chief Executive Officer, NKDA.
- 2. Chief Engineer, NKDA
- 3. Finance Office, NKDA.
- 4. Superintending Engineer, NKDA
- 5. Assistant Engineer (SWM), NKDA.
- 6. PA to Hon'ble Chairman, NKDA.
- 7. PA to Member Secretary, NKDA.
- 8. Office Notice Board
- 9. Official website of NKDA.

**Sd/-**

**Executive Engineer- SWM**

**New Town Kolkata Development Authority**

## ANNEXURE-I

### **SAMPLE FORMAT FOR AFFIDAVIT**

One affidavit before Notary in Rs. 10.00 in Govt. stamp paper will have to be submitted mentioning the correctness of the documents and declaration of penalty, debarment etc. faced by the declarant under any Govt. / Semi Govt. /Autonomous body / Institution / Local body.

Points / Declaration to be furnished in the **AFFIDAVIT**

- 1) I, Sri.....,S/o Sri....., aged.....Years, Residing at....., Proprietor/Partner/Director of....., having office at (business address) ..... do hereby solemnly affirm and declare in connection with “**NAME OF WORK**” vide **Notice Inviting e-Tender No. \_\_\_\_/EE-SWM /NKDA /2024-25 (Serial No: \_\_\_\_)** of New Town Kolkata Development Authority dated \_\_\_\_/\_\_\_\_/2025 as follows:
- i) All documents submitted by me are genuine, authentic, true and valid.
  - ii) All information furnished are true to the best of my knowledge and behalf.
  - iii) Department has got full right to cancel the same with penal measure, if any, in case any of statements is provide to be false.
  - iv) The undersigned also certifies that neither any penalty nor debarment was made against me or nor against the firm in any way at any Govt. / Semi Govt. /Autonomous body / Institution / Local body.
  - v) The undersigned also certifies that timely pay all government duties like, Cess & G.S.T. in timely.
  - vi) Never faced any blacklisting for poor performance / non performer or any other reason or debarred from contract due to no full filling the contract agreement or due to unnecessary delay in completion of the project work assigned to this company by any department of Central Government/State Government/ Corporations/ Municipal Bodies/ Development Authorities/Panchayats, etc as punishment in the last 5 (five) years continuing start date as date of publication of the NlET of the tender.

If it is found upon enquiry that the undertaking given by the concerned company is false and untrue, the Authority will take necessary steps in accordance with law for making false and untrue statement before the Authority.

**Signature of the Contractor**

**Name:**

**Place:**

**Date:**