



**OFFICE OF THE CHIEF EXECUTIVE OFFICER**

**Siliguri Jalpaiguri Development Authority (SJDA)**

**AN IS/ISO 9001:2008 CERTIFIED ORGANISATION**

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(QSF: ENGG 03 / 01)

Memo No.: 184 / ENGG / 2018 of SJDA

Dated: 9 .02.2018

**NOTICE INVITING ONLINE EOI (e - QUOTATION) NO. 003 / ENGG / 2017 – 2018 OF SJDA**

**EXPRESSION OF INTEREST FOR DETAILED SURVEY, PREPARATION OF DRAWING, DESIGN, ESTIMATES AND WORKING DRAWING FOR BEAUTIFICATION OF FATAPUKUR POND AT RAJGANJ BLOCK, DISTRICT JALPAIGURI, WEST BENGAL.**

An Expression of Interest (EOI) is hereby invited by Siliguri Jalpaiguri Development Authority (SJDA) from the registered, bonafide, reliable and resourceful Architects / Agencies / Consultancy Firms having experience of not less than five years in Planning, Designing and preparation of Drawings similar type of project on plots of land as shown in the attached survey map, at Rajganj, District Jalpaiguri, West Bengal. Copy of the location plan of the plot is enclosed.

**About the Project:**

The following components to be provided within the project area.

- i. Mini shopping complex.
- ii. Separate toilet block for ladies and gents.
- iii. Cafeteria.
- iv. Wayside amenities.
- v. Children Park.
- vi. Path way with designer interlocking block round the pond.
- vii. Green belt.
- viii. Flower Garden.
- ix. Ornamental Peripheral boundary and internal fencing.
- x. Land scaping, sitting arrangement, boating facilities etc.

**Scope of Work:**

The work would include preparation of details of Architectural Drawings, Structural Designs including preparation of details of estimate of the proposed project with bill of quantities including sanitary, plumbing, electrical, firefighting arrangements & other ancillaries etc. The detailed estimate is to be prepared on the basis of PWD schedules. In case of non-scheduled items, analysis of rates may also be provided. In addition to



ive, the work would include periodical Architectural supervision of execution in the field. The selected consultant would have to provide the following:

- 1) Architectural Designs including preparation of Plans, Elevations, Sections, Perspective Drawings, Architectural Details etc.
- 2) Structural Design of the Building including vetting of the Structural Design of the building. The vetting would be done by IEST, JU, IIT-Kharagpur or similar Institute as agreed upon by SJDA and the fees for the same would have to be borne by the Architect Agency Consultancy Firm.
- 3) Detail design & drawings of Water Supply, Sewerage, Drainage, Electricals, and other related ancillaries.
- 4) Any change in Architectural and other Designs as may be suggested by an Expert Panel must be done by the selected bidder free of cost. Also, any other unavoidable change is to be done by the selected bidder free of cost.
- 5) Preparation of detailed estimate, bill of quantities for the building and ancillary works like electrical, sanitary, fire-fighting arrangements etc.
- 6) Preparation of Draft Tender Documents
- 7) Periodical Architectural supervision of construction work including ancillary works
- 8) To prepare a good model of the proposed project by a reputed Modeler without any additional cost

#### **ELEGIBILITY TO PARTICIPATE:**

*Registered, bonafide, reliable and resourceful Architects / Agencies / Consultancy Firms* having not less than **five years** of experience in designing similar type of projects may participate in this Expression of Interest (EOI). The Multi-Disciplinary Firms / Agencies / Consultancy Firms, who have executed similar projects, may also submit their proposals. All of them should also have experience in planning and designing of **at least one project of similar nature costing Rs. 04 (four) Crores or above during the last three Financial Years** ending 2017-18.

#### **SELECTION / ACCEPTANCE OF THE SUCCESSFUL BID/ OFFER:**

- a) The final selection/acceptance of the bid/offer shall be made by a panel of experts to be constituted by SJDA and the panel of experts would be headed by a Senior Architect.
- b) The accepting authority/ SJDA reserves right to withdraw from whole process or any part thereof or to accept or reject any or all bid(s)/offer(s) including the lowest bid/offer received at any stage of the process without assigning any reason whatsoever to the participants. No formal obligation shall accrue to SJDA or in such an event authority shall not be responsible for non- receipt of correspondence sent by post/e-mail/fax/courier.
- c) For selection/finalization of the offer/bid, at first responsiveness will be verified as per eligibility criteria and submitted documents. The eligible participants will have to make a presentation of their architectural design and other details before the panel of experts to be constituted by SJDA at SJDA when they will be called for the same. During presentation, the participant / bidder will have to present their concept to visualize the proposed project along with three dimensional drawings preferably from different angles. The participants will have to arrange for laptop computer etc. SJDA will arrange for venue of the presentation. Final selection will be



on the basis of marks given by the panel (70% weightage for Technical Bid and 30% weightage for Financial Bid). The marking system would be as follows: -

**Technical bid / proposal:**

SL NO	CRITERIA	MARKS
01	Approach & Methodology	10
02	Key professional staff qualification and competence for the assignment	20
03	Experience and financial strength of the bidder	20
03	Concept Plan & Design and presentation thereof	40
04	Proposed Phasing	10
	Total Marks	100

The score would be the arithmetic sum of the marks assigned to the bidder under each of the parameter listed above.

**Financial bid / proposal**

The Financial bid / proposal with the lowest cost (L1) will be given a score of 30 and for the other proposals (N, N1, N2 etc.), scores will be calculated by the formula " $L1/N \times 30$ ".

**BID DOCUMENTS**

Technical bid shall contain

- 1) Total Turnover of the company / firm for the last 3 years specifying eligibility criteria.
- 2) Trade License/Company Registration Certificate valid at least up to the date of submitting their bid
- 3) Income Tax (I.T.) PAN.
- 4) Auditor's Certificate for Turnover
- 5) Registration certificate of Council of Architecture valid at least up to the date of submitting their bid
- 6) Experience on successful preparation of similar type of works specifying eligibility criteria
- 7) Key professional staff qualification and competence for the assignment (Details of Architects and Engineers).
- 8) Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017.
- 9) "Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017" / in terms of 4374 F (Y).
- 10) Concept proposal

**At least one hard copy of the *Technical Bid of the project at Rajganj* documents in a book format would have to be submitted during presentation with concept drawing in A2 size format**

Any participant bidder not following the steps in submitting their bid /offer as described are liable to be disqualified.

**TERMS & CONDITIONS:**

- (1) Before submitting any bid offer, the intending participants should make themselves acquainted, thoroughly, with the local conditions prevailing by actual inspection of the site and take into considerations all aspects



ing actual size and availability of land, communication facilities, climate conditions etc. As no claim  
soever will be entertained on these accounts, afterwards.

2) All related expenditure incurred by the bidders for preparation, submission, clarification, presentation etc.  
shall not be borne by SJDA.

(3) As per the evaluation criteria specified above, selected successful bidder maybe called for negotiations for  
improvement of Terms of Reference and scope of work and financial terms. SJDA reserves the right to negotiate  
with the successful bidder.

(4) The selected bidder will have to enter into an agreement of contract with SJDA within 10 (ten) days of  
issuance of the LOI.

(5) The detailed drawings would have to be submitted by the Architect / Agency / Consultancy Firm  
within 2 (two) months from the date of issue of LOI. Considering the size of the Project, 'NOC' (No  
Objection Certificate) from the Environment Department / Pollution Control Board under Government of  
West Bengal would be required.

(6) The building design must conform to the prevailing rules of the Sanctioning Authority. Fire safety  
norms must be as per relevant B.S. Codes and National Building Code.

(7) **Fees Payable:** -

Fee would be paid as a percentage of the Total quoted / accepted Fee inclusive of taxes as mentioned  
against each item of works as per following. Payments will be released only after approval by the Competent  
Authority.

(i) Preparation of details of Architectural designs drawings: -

- a) Soil test and traverse and level survey and Concept drawings - 10%
- b) Detailed Architectural designs & drawings - 20%

(ii) Preparation and sanction of project from competent authority - 15%

(iii) Structural Designs including the items indicated below - 30%

- a) Preparation of Details of Structural designs & drawings
- b) Preparation of Estimates with Bills Of Quantities (BOQ)
- c) Sanitary and Plumbing designs & drawings
- d) Electrical designs & drawings
- e) Firefighting arrangements
- f) Air conditioning Systems if required
- g) Other ancillaries etc.
- h) Preparation of Draft Tender Documents

(iv) Preparation of a good model by a reputed modeler - 5%

(v) Periodical Architectural Supervision during construction period - 20%

(vi) All other relevant works as applicable within these parameters

The stages of payment may, however, be finalized during the Pre-Bid Meeting in consultation with  
the participating bidders.

(8) Separate tender/ bid will be invited by SJDA for construction of the Proposed Project. Construction  
supervision shall have to be taken up by the selected bidder after actual construction begins (to be  
communicated separately) and shall continue till completion of the project in the field. The periodical



ision should preferably be once in a week. If required, the frequency of visits to the Project site might be ased.

J Any bid/offer containing overwriting is liable to be rejected. All corrections are to be attested under the dated signature of the bidder without which the bid/offer may be informal.

(10) The payment shall be based on progress of works as stated under clause (5) above. Maximum of 95% (ninety five percent) payment shall be made on achieving 100% (hundred percent) of each item of works. Balance 5% (five percent) payment shall be made on completion of the whole project and on carrying out modifications, if any, successfully. If no component of the works as stated is executed by the selected bidder, for whatsoever reason, no payment shall be made.

(11) Download and Bid Submission / Upload Start Date & Time – 13.02.2018 from 16.00 hrs.

(12) Intending participants may attend the pre-bid meeting on 23.02.2018 at 12.00 hrs. in the Conference Hall of SJDA, Tenzing Norgey Road, Central Bus Terminus, Pradhan Nagar, Siliguri-734003.

(13) Download and Bid Submission / Upload End Date & Time – 06.03.2018 up to 18.00 hrs.

(14) Date of opening of Technical Proposals – 09.03.2018 at 11.00 hrs.

(15) Date of opening of Financial Proposals will be declared after technical evaluation.

(16) No conditional bid/offer shall be accepted.

(17) The Bidders shall have to show original copies of the submitted documents at the time of evaluation of the bids.

(18). The Bidders or their authorized representatives may remain present at the time of opening of bids. The schedule of opening may be altered depending on unavoidable circumstances.

(19) Bidder shall not be in a conflict of interest with one or more parties in the bidding process.

(20) In the event of e-Filing intending bidder may download the quotation documents from the website <https://wbenders.gov.in> directly by the help of his Digital Signature Certificate (DSC).

(21) In case of online submission, Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the Website <https://wbenders.gov.in> Quotation documents may be downloaded from website & submission of Technical Bid / Financial Bid as per the Date / Time Schedule stated in this NIQ. The documents submitted by the bidders should be properly indexed & attested with seal.

(22) Any corrigendum, addendum, modification, extension, change etc. in the EOI/Bid including dates, venue, conditions, minutes of meeting etc. will be uploaded in the SJDA website ([www.sjda.org](http://www.sjda.org)) which will be treated as public announcement / communication required for the EOI/ Bid and EOI/Bid will be treated as revised accordingly. Bidders are advised to follow SJDA website ([www.sjda.org](http://www.sjda.org)) regularly related to the captioned project for all public announcements / communications.

(23) Contact Address: Siliguri Jalpaiguri Development Authority, Tenzing Norgey Road, Central Bus Terminus, Pradhan Nagar, Siliguri-734003, Telephone Nos. 0353-2515647 / 2512922, Fax-2510056 during office hours.