



OFFICE OF THE CHIEF EXECUTIVE OFFICER
Siliguri Jalpaiguri Development Authority (SJDA)

Tenzing Norgey Road, Pradhan Nagar, Siliguri, Dist: Darjeeling, Pin – 734 003
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Memo No.: 179 / ENGG / 2019 of SJDA

(QSF: ENGG 03 / 01)

Dated: 27.02.2019

NOTICE INVITING ONLINE EOI (QUOTATION) NO. 005 / ENGG / 2018 – 2019 OF SJDA

EXPRESSION OF INTEREST (EOI) FOR PLANNING, DESIGNING AND PERIODICAL ARCHITECTURAL SUPERVISION OF THE PROPOSED GUEST HOUSE COMPOSITE COMPLEX, PHASE-II.

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 for construction of a GUEST HOUSE (hereinafter referred as Building complex) as per land available at Composite Complex, Phase-II, Jalpaiguri, West Bengal.

About the Project:

The building complex would be upto G+2 storied and designed in such a way that minimum of the following are accommodated:

1. Ground Floor – Office Rooms / Commercial Stalls.
2. First Floor – Dormitory, Kitchen / Dining Hall, Meeting Hall.
3. Second Floor – 4- Double Bedded Suit, 2-Single Bed Room with attached toilet.
4. Parking Place.

Scope of Work:

The work would include preparation of details of Architectural Drawings, Structural Designs including preparation of details of estimate of the proposed building complex with bill of quantities including sanitary, plumbing, electrical, firefighting arrangements, air conditioning if required, 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 the above, 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, Air conditioning and other related ancillaries.
- 4) Any change in Architectural and other Designs of the building as may be suggested 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) Sanctioning of Building Plan from Siliguri Jalpaiguri Development Authority (SJDA) as per the Zoning and sub division regulations and other relevant rules.
- 6) Preparation of detailed estimate, bill of quantities for the building and ancillary works like electrical, sanitary, fire-fighting arrangements, airconditioning etc. Vetting of estimate would be done by the Chief Engineer of Public Works Department and the fees for the same if any to be borne by the Architectural Agency / Consultancy Firm.
- 7) Preparation of Draft Tender Documents.
- 8) Periodical Architectural supervision of construction work including ancillary works.

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 buildings 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. 4 (four) Crores or above during the last three Financial Years ending 2017-18.**

SELECTION / ACCEPTANCE OF THE SUCCESSFUL BID/ OFFER:

- a) 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.
- b) For selection/ finalization of the offer/bid, at first responsiveness will be verified as per eligibility criteria and submitted documents.

BID DOCUMENTS

Technical bid shall contain.

- 1) Total Turnover of the company / firm for the last 3 years i.e. upto 31.3.2018 specifying eligibility criteria.
- 2) Partnership Deed with Registration Certificate in case of partnership firm / Trade License / Company Registration Certificate valid at least up to the date of submitting their bid.
- 3) Service Tax Registration Certificate.
- 4) Income Tax (I.T.) PAN.
- 5) Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017.
- 6) "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).

- 7) Auditor's Certificate for Turnover for the last three years, i.e., upto 31.03.2018.
- 8) Registration certificate of Council of Architecture valid at least up to the date of submitting their bid
- 9) Experience on successful preparation of similar type of works specifying eligibility criteria
- 10) Key professional staff qualification and competence for the assignment (Details of Architects and Engineers).
- 11) Concept proposal.

At least one hard copy of the *Technical Bid of the Proposed Guest House at Composite Complex, Phase II, Jalpaiguri* documents in a book format would have to be submitted.

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 including actual size and availability of land, communication facilities, climate conditions etc. As no claim whatsoever 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 1 (one) month from the date of issue of LOI. They would, however, have to get the Building Plans sanctioned 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 – 15%
- b) Detailed Architectural designs & drawings – 20%

(ii) Preparation and sanction of Building Plans from SJDA and other competent authority – 15%

(iii) Structural Designs including the items indicated below – 40%

- 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) Periodical Architectural Supervision during construction period – 10%

(v) 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 Building. 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 supervision should preferably be once in a week. If required, the frequency of visits to the Project site might be increased.

(9) 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. Last date & time of Submission: **06.03.2019 up to 4.30 PM.**

11. **Receiving of Tender Documents / Papers:** Tender will be received through tender box kept in the office of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Siliguri.

12. Date of opening of Technical Proposals – **07.03.2019 at 11.00 A.M.**

13. Date of opening of Financial Proposals will be declared after technical evaluation.

14. No conditional bid/offer shall be accepted.

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

16. 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.

17. Any corrigendum, addendum, modification, extension, change etc. in the EOI/Bid including dates, venue, conditions, minutes of meeting etc. Bidders are advised to follow SJDA website (www.sjda.org) regularly related to the captioned project for all public announcements / communications.

18. 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.

Chief Executive Officer
Siliguri Jalpaiguri Development Authority

Memo No.: 179 / 1 (19) / ENGG / 2019 of SJDA

Dated: 27.02.2019

Copy to: With request to display in their Notice Board.

1. District Magistrate, Darjeeling.
2. District Magistrate, Jalpaiguri.
3. Superintendent of Police, Darjeeling.
4. Superintendent of Police, Jalpaiguri.
5. Chairman, Jalpaiguri Municipality, Jalpaiguri.
6. Addl. Executive Officer, Siliguri Mahakuma Parishad.
7. Commissioner, Siliguri Municipal Corporation.

8. Secretary, Jalpaiguri Jilla Parishad, Jalpaiguri.
9. Superintending Engineer, PW (Roads), SHC-IV, Shaktigarh, Siliguri.
10. Executive Engineer, Northern Circle, PWD, Jalpaiguri.
11. Executive Engineer, North Bengal Development Department, H. C. Road, Siliguri.
12. Executive Engineer, North Bengal Construction Division, PWD, Siliguri.
13. Executive Engineer, Construction Board, North Bengal Division, PWD (TE), Shaktigarh, Siliguri.
14. Executive Engineer, Darjeeling Division, PWD.
- ✓ 15. A. P., Siliguri Jalpaiguri Development Authority, Siliguri for uploading in SJDA website.
16. Concern Assistant Engineer, Siliguri Jalpaiguri Development Authority, Siliguri.
17. D.I.O., NIC, Siliguri for uploading in official website.
18. Notice Board, Siliguri Jalpaiguri Development Authority, Siliguri.
19. Notice Board, Siliguri Jalpaiguri Development Authority, DCRPD Building, Near Sadar Hospital, Jalpaiguri.


Chief Executive Officer
Siliguri Jalpaiguri Development Authority

P.A.
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28.2.18