



OFFICE OF THE CHIEF EXECUTIVE OFFICER
AN IS/ISO 9001:2008 CERTIFIED ORGANISATION

Siliguri Jalpaiguri Development Authority (SJDA)

Tenzing Norgey Road, Pradhan Nagar, Siliguri, Dist: Darjeeling, Pin – 734 003

Phone: (0353) 2512922, 2515647, Fax: (0353) 2510056, e-mail: sjdawb@gmail.com Web: www.sjda.org

Memo No.: 1668/I/Admn/580/19 /SJDA

Dated: 28.05.19

NOTICE INVITING ONLINE TENDER (e - TENDER) NO. 02/ADMN/DIAS/ 2019-2020 OF SJDA

Chief Executive Officer, Siliguri Jalpaiguri Development Authority (SJDA), Siliguri invites ONLINE BID (E – BID) of the following works.

1. Name of Work: Construction of Two numbers of Dias for Industrial Tribunal and Labour Court, at Bhagat Singh Market, Sevoke Road, Siliguri.

Estimated Amount Put to Tender Rs. 7,86,536.00 (Seven Lakh Eighty Six Thousand Five Hundred and Thirty Six Only.)

Cost of Tender: 700.00 (Seven Hundred Only).

2. E- Filing: In the event of e-Filing intending bidder has to download the bid document from the website <http://wbttenders.gov.in> directly by the help of Digital Signature Certificate. (Details of which has been narrated in “Instruction to Bidders”).

3A.Period of completion: 20 (Twenty) days from the date of issue of the Work Order.

3B. Quoting of Rate: While putting the rate it is to be kept in mind that all taxes including GST as applicable will be added to that amount as per Govt. rules.

4. Earnest Money (EMD): Earnest Money amounting to **Rs. 15,731.00 (Fifteen Thousand Seven Hundred and Thirty one only)** to be submitted online in favour of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority (To be converted into Security Deposit on selection of successful bidder and will be refunded after one year term). At the time of uploading the E-Bid, the intending bidder should select the Bid and initiate payment of pre-defined EMD for that Bid by selecting from either of the following payment modes:

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 in case of offline payment through bank account in any bank with his/ her tender/ bid as per Memorandum No.3975-F (Y) dated.28/07/2016 of Secretary to the Govt. of West Bengal, Finance Department. The L1 bidder shall make the Formal Agreement after getting the letter of acceptance (LOA) issued by the Bid Inviting Authority. Failure to make the formal agreement within the time period as prescribed in the Letter of Acceptance (LOA) for the purpose, may be construed as an attempt to disturb the tendering/ bidding process and will be dealt with accordingly in a legal manner as deemed fit including blacklisting the bidder.

4. a. Cost of Tender: Cost of Tender **Rs. 700.00 (Seven Hundred) only** should be deposited separately through NEFT / RTGS of any scheduled Commercial Bank in India approved by RBI & having a branch in West Bengal drawn in favour of the **CHIEF EXECUTIVE OFFICER (CEO), SJDA and acknowledgement should also be uploaded online with UTR No.** [Account Details: i) Account Name – SILIGURI – JALPAIGURI DEVELOPMENT AUTHORITY, ii) Account No. – 912010035059401, iii) Bank Name – AXIS BANK LTD., iv) Branch Name – Hill Cart Road, v) IFSC – UTIB0001403 & vi) Bank Address – 32, Pradhan Nagar, Near Ramakrishna Vedanta Ashram, Hill Cart Road, Siliguri – 734 003] against each of

the work. **Non-submission of Cost of Tenders documents (RTGS/NEFT Copy) in "Cost of Tender" Folder shall be treated as non-responsive and the bid shall liable to be rejected.**

4. b. The Tenderer, whose tender is accepted should purchase additional three copies of tender documents including relevant papers etc. at the rate of **Rs. 200.00 (Two hundred)** each (May be paid in the form of Demand Draft / Pay Order or Challan to be deposited in **United Bank of India** in favour of Chief Executive Officer, Siliguri Jalpaiguri Development Authority) from the Accounts Sec. of this office and formalize the contract within **7 (Seven) Days** from the date of issue of the Acceptance Letter, failing which action will be taken and the Work Order will not be issued.

4.c. If the lowest rate comes to below 10 % of the estimated value then performance security @ 2.5% of the contract value should be paid in the form of Demand Draft in favour of **CHIEF EXECUTIVE OFFICER, SJDA** before the process of Formal Tender, failing which action will be taken and the order will be treated as cancelled. The same may be released after completion of the work with value of at least 80%.

4.d. Additional Performance Security when the bid rate is 80% or less of the Estimate put to tender and no increase in scope of work of projects during execution phase as per Memorandum No. 4608-F(Y) dated 18.07.2018 of Additional Chief Secretary to the Govt. of West Bengal, Finance Department Audit Branch

5. Eligibility criteria for participation in bid:

- a. Credential:** The prospective bidders shall have satisfactorily completed as a prime agency during the 03 (Three) years prior to the date of issue of this work of similar nature of SJDA or of other State/Central Govt. Deptt or statutory body, Zilla Parishad, Mahakuma Parishad, Panchayat samiti or Municipality with **value not less than Rs. 3,15,000.00 (Three Lakhs Fifteen Thousand) only.**
- b. Trade license (Updated)**
- c. Payment Certificate covering credential value Rs. 3,15,000. (Three Lakhs Fifteen Thousand) only.**
- d. Income Tax Acknowledgement receipt for Assessment year 2018-19**
- e. Professional Tax Receipts Challan for the year 2018-19**
- f. Copy of PAN Card.**
- g. GST papers as per Govt. Rule.**
- h. The partnership firm shall furnish the registered partnership deed.**
- i. COMPANY (Public /Private/partnership) Firm will furnish following documents:**
 1. Registration Certificate under Company Act. (if any).
 2. Registered Deed of partnership Firm/ Article of Association & Memorandum
 3. Power of Attorney (For Partnership Firm/ Private Limited Company)

6. All taxes as applicable as per Govt. Rule will have to be borne by the agency.

7. Date & Time Schedule:

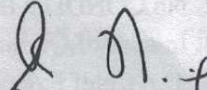
Sl. No	Particulars	Date & Time
1	Date and time of Publishing of Bid (online)	29.05.2019 at 4.00 pm
2	Bid documents download and uploading of bid start date and time(online)	29.05.2019 at 4.00 pm
3	Bid proposal download & Uploading ended date & time (online)	07.06.2019 at 4.00 pm
4	Bid opening date for Technical Proposal (online).	10.06.2019 at 11.00am
5	Bid opening date for Financial Proposal (online).	Will be declared after technical evaluation.

8. **Defaulter agencies** w.r.t any works awarded earlier by SJDA will not be considered for the works.
9. The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information's that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Bid, the cost of visiting the site shall be at the Bidder's own expense.
10. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, the Chief Executive Officer, Siliguri Jalpaiguri Development Authority reserves the right to reject any application for participating in the Bid and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of Bidding.
11. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding
12. No **CONDITIONAL/ INCOMPLETE TENDER** will be accepted under any circumstances.
13. In case of Quoting rate, no multiple rate for each item will be entertained by the SJDA.
14. The Chief Executive Officer, Siliguri Jalpaiguri Development Authority reserves the right to cancel the N.I.B. due to unavoidable circumstances and no claim in this respect will be entertained.
15. **During scrutiny, if it is come to the notice to bid inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.**
16. Before issuance of the work order, the Bid inviting authority may verify the credential & other documents of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is either manufactured or false in that case, work order will not be issued in favour of the lowest bidder under any circumstances.
17. The engagement may be cancelled any time without compensation in the event of Natural calamities, War, Govt. Direction etc or for any such events beyond the control the Authority, or where the agencies entrusted / engaged in illegal/unlawful activity in the said location/premises.
18. Payment for the work will be released on submission of bill after completion of the work satisfactorily.
19. **Refund of EMD:** The Earnest Money of all the unsuccessful Bidder will be refunded
20. The bidder shall have to comply with the provisions of (a) the contract labour (Regulation 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.
21. Earnest money of successful lowest bidder will be converted into Security deposit and will be released after 01(one) year of the date of completion of the work.
22. After receiving Work Order, the successful lowest bidder will also has to sign an agreement with the Chief Executive Officer, Siliguri Jalpaiguri Development Authority on requisite stamp. The bid documents along with

other Terms and Conditions shall form part of the agreement and the Successful Bidder shall be bound himself / themselves to abide by the same. The undersigned shall also reserve the right either to accept or reject any or all the bids without assigning any reason whatsoever.

SPECIAL TERMS AND CONDITIONS

1. Bidders must go through the E-Bid Notice before participating online.
2. Incomplete bid document will be rejected. No conditional bid rates will be entertained.
3. **As per BID submitted by online, successful lowest bidder will be given acceptance and work order by the CEO, SJDA to complete the work. But the accepting authority has the right to accept the lowest Bid or any other bid or to reject all of them without assigning any reason.**
4. Siliguri Jalpaiguri Development Authority reserves the right to terminate the Work order /contract at any time without assigning any reason to the successful lowest bidder whatsoever.
5. The successful lowest bidder shall carry out instructions that may be issued by the Chief Executive Officer, Siliguri Jalpaiguri Development Authority or her representative as when required.
6. During the period of completion of the work any damages occurred to the Govt. properties would have to be repaired by the successful lowest bidder at his own cost and upto the satisfaction of the Siliguri Jalpaiguri Development Authority.
7. The SJDA shall not bear any responsibility related to i) any insurance claim ii) Theft/ robbery/ loss iii) any legal hazards. Any claim related to complete the work shall be bound by the successful bidder at his/her own responsibility ending.

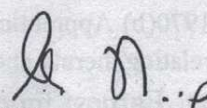

Chief Executive Officer
Siliguri Jalpaiguri Development Authority

Memo No. 1668/1(7) / SJDA

Dated: 28.05.19

Copy forwarded to :-

1. The District Magistrate, Darjeeling
2. The District Magistrate, Jalpaiguri
3. The AEO, Siliguri MahukumaParishad
4. The AEO, Jalpaiguri Zilla Parishad
5. The Sub-Divisional Officer, Siliguri.
- ✓ 6. The A. P., SJDA, for uploading in SJDA website.
7. Notice Board, SJDA, Siliguri.


Chief Executive Officer
Siliguri Jalpaiguri Development Authority

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Pl upload
28/5/19

INSTRUCTION TO BIDDERS

1. General guidance for e-Bidding

Instructions/ Guidelines for bidders for electronic submission of the bid online have been annexed for assisting the agencies to participate in e-Tendering

2. Registration of Bidder

Any bidder willing to take part in the process of e-bidding will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://wbtenders.gov.in>. The agency is to click on the link for e-Tendering site as given on the web portal.

3. Digital Signature certificate (DSC)

Each bidder 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 Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause 2 of Guideline to tenderer DSC is given as a USB e-Token. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender/ bidder for and on behalf of such company or firm invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm to upload such bidder. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.

4. The agency can search & download NIB & Bid Documents electronically from computer once He/she logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of E-Bid documents.

5. **Submission of E –Bid** E- Bid is to be submitted through online in two folders at a time, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The virus scanned copies of Digitally Signed documents are to be uploaded. The documents will be submitted as follows.

A. Technical proposal

The Technical proposal should contain scanned copies of the following two folders

A-1. Statutory folder Containing

- I. Application in letter headed pad.
- II. Credential documents as stated above.
- III. Receipt of Earnest money Deposit (EMD) in favour of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority.
- IV. NIB (Download & upload the same after Digitally Signed).
- V. Special Terms & condition (Download & upload the same after Digitally Signed)
- VI. **Trade license (Updated)**
- VII. **Payment Certificate covering credential value Rs.20.00 (Twenty) lakh only.**
- VIII. **Income Tax Acknowledgement receipt for Assessment year 2018-19**
- IX. **Professional Tax Receipts Challan for the year 2018-19**
- X. **Copy of PAN Card.**
- XI. **GST papers as per Govt. Rule.**
- XII. The partnership firm shall furnish the registered partnership deed.
- XIII. COMPANY (Public /Private/partnership) Firm will furnish following documents:
 1. Registration Certificate under Company Act. (if any).
 2. Registered Deed of partnership Firm/ Article of Association & Memorandum
 3. Power of Attorney (For Partnership Firm/ Private Limited Company)
- XII. An affidavit stating the correctness of all documents submitted in the instant E-Bid duly signed before NOTARY/Executive Magistrate.

A-2. Non statutory Cover containing any documents desired by the agency may be uploaded.

Note-Failure of submission of any of the above mentioned documents as stated above will render the tender liable to summarily rejected for both statutory & non statutory cover.

B. Financial Proposal: For the financial proposal, the contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ. In case quoting any rate except in BOQ the bid liable to summarily rejected.

6. Bid evaluation

- i. **Opening of Technical proposal:** - Technical proposals will be opened by the Chief Executive Officer, or his authorized representative electronically from the web site stated using their Digital Signature Certificate.
- ii. **Folder** of statutory documents should be opened first & if found in order, Folder for non-statutory documents will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- iii. While evaluation the Chief Executive Officer may summon the bidder & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

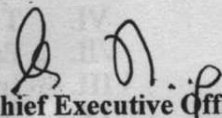
7. Penalty for suppression / distortion of facts

If any bidder fails to produce the original hard copies of the documents (especially Credential Certificate) or any other documents on demand of the Chief Executive Officer within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the bidder will be suspended from participating in the tenders/ bid on e-Tender platform for a 3 (three) years. In addition, his/ her user ID will be deactivated and Earnest money deposit will stand forfeited besides, the SJDA may take appropriate legal action against such defaulting bidder as per law.

8. Rejection of bid

The bid inviting authority reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time the prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

N.B.: The Bidder whose Bid has been accepted will be notified by the SJDA. The Letter of Acceptance will constitute the agreement and all the Bid documents including NIB & B.O.Q. will be the part of the agreement.


Chief Executive Officer

Siliguri Jalpaiguri Development Authority