

# Siliguri Jalpaiguri Development Authority

AN IS/ISO 9001:2008 CERTIFIED ORGANISATION

**Tenzing Norgey Road, Pradhan Nagar, Siliguri-734403**

Phone : Siliguri : (0353) 2512922, 2515647

Jalpaiguri : (03561) 230874

Fax : (0353) 510056



Memo No 2058/III/Pg/763/12/SJDA

Dated 10.07.19

NIB NO 1/ GODOWN- FOODPARK/SJDA

## NOTICE INVITING BID ( NIB) FOR LEASE ON RENTAL BASIS OF GODOWN AT THE PREMISES AT FOOD PARK, SILIGURI, PS PHANSIDEWA

Siliguri Jalpaiguri Development Authority (SJDA) intends to lease the Godown on rental basis at the premises of Food Park, Siliguri, PS Phansidewa, District- Darjeeling. Godown has an area of 4970 sq ft.

Interested reputed firms/agencies are invited for financial offer for leasing out Godown at the premise of Food Park, Siliguri, PS Phansidewa, District- Darjeeling, on rental basis.

The bidder will submit the documentary proof of all the documents in support of his/her experience and eligibility with an earnest money (EMD) of Rs 1,00,000/- ( Rupees one lakh) only in the shape of demand draft on any nationalized bank payable at Siliguri in favour of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority.

The last date of the submission of the bid with supporting documents is 25<sup>th</sup> July 2019, within 2.30 pm, in two separate sealed envelopes ( technical & financial ) marked with "Notice Inviting Bid ( NIB) for lease of godown at premises at Food Park, Siliguri, PS Phansidewa, District Darjeeling", delivered to below mentioned address by hand or by post.

To,  
THE CHIEF EXECUTIVE OFFICER,  
SILIGURI JALPAIGURI DEVELOPMENT AUTHORITY,  
TENZING NORGAY ROAD, PRADHAN NAGAR,  
SILIGURI-734003.

The bid will be opened on 25<sup>th</sup> of July 2019 after 3.00pm.

The contract will be awarded for 1 (one) year and will be/may be extended according to suitability on the basis of performance efficiency of the firm.

### INFORMATION TO BIDDERS:

#### 1. AREA & LOCATION OF GODOWN

Area- 4970 sqft.

Location- Food Park, Siliguri, PS Phansidewa, District- Darjeeling.

## 2. BASE RATE:

The quoted amount payable to the SJDA as monthly rent shall not be below Rs 6/- ( Rupees six) per square feet which will be the base rate, excluding GST and other Govt. Taxes as applicable.

ALL THE INTENDING BIDDERS SHOULD OFFER THE RATE NOT LESS THAN THE BASE RATE (excluding Govt. Taxes as applicable). Government taxes like GST and TCS etc. has to be borne by the bidder in addition to the accepted bid rate.

## 3. Eligibility Criteria:-

- a. The agency/bidder should submit the related documents having experience in the field of Food and Food Processing Industries for a period of last two immediate financial years prior to the last date of submission of the bid for this tender i.e., 2016-17 & 2018-19. The agency shall produce some documentary proof of having carried out such a business in last two financial years.
- b. The Agency should submit documents such as attested copy of constitution of firm, affidavit for sole proprietorship, partnership deed/ Memorandum of Association(MOA) & Article of Association(AOA) along with details pertaining to place of registration, principle place of business of the firm etc. Attested copy of Power of Attorney (POA) if applicable on non-judicial stamp paper of appropriate value of the signatory of bid on behalf of the tenderer.
- c. Each Tender form must be accompanied with a Demand Draft for Rs.1,00,000.00 (one lakh only) in favour in the shape of demand draft on any nationalized bank payable at Siliguri in favour of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority as Earnest Money Deposit. No Tender will be accepted or considered without the remittance of earnest money.
- d. Documents to be submitted by bidder - Copy of partnership deed with copy of registration certificate if tenderer is a partnership firm, memorandum and article of association along with copy of incorporation certificate in case of company or in case of sole proprietor, an affidavit may be enclosed.
- e. Tender must be accompanied by the following documents -  
Copy of PAN number.  
Copy of GSTN number
- f. All the pages of the tender document should be duly signed & stamped on each page by agency.

## 4. Financial Bid

Financial Bid in the prescribed form as per "Annexure-II" of tender document.



The rates must be filled in both words and figures in "Annexure-II" duly signed & stamped by agency.

a. Filing of the bid:

The bidder has to submit their rate through off line bidding in prescribed proforma ( ANNEXURES –I & II ) in the agencies letter head pad. The two separate sealed envelopes marked Technical and Financial Bid containing following documents is to be submitted by hand or by post:

1. Technical Bid Envelope containing self attested/ certified copy
  - i. Trade License.
  - ii. PTCC, ITCC & PAN Card.
  - iii. Registration certificates of GST.
  - iv. Document in support of proof of Credential.
  - v. EMD.
  - vi. Etc.
2. Financial Bid Envelope containing quoted rate in agencies letter head pad quoting rate both in figure and words with full signature of the agency.

b. Mode of Selection:

The highest bidder having adequate credential will be selected as successful bidder.

c. Period of operation:

1 (one) year from the date of taking over the possession, [may be extended on satisfactory performance].

d. Quoting of Rate:

Rate is to be quoted per sqft. per month. While putting the rate, it is to be kept in mind that GST, TCS & other taxes as applicable will be added to the quoted rate amount as per Govt. rules.

[10 % (ten) increase every year upon the quoted accepted rate from the 2<sup>nd</sup> year onwards if the lease period is extended]

**The GST and other taxes applicable, will be additionally paid by the Lessee/Licensee.**

Rate should be quoted both in figure and words.

Quoting of Multiple Rates and Overwriting will be disqualified.

e. Earnest Money :

Demand Draft amounting to Rs. 1, 00,000/- (Rupees one lakh only) to be submitted in favour of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority. (To be converted into Security Deposit on selection of successful bidder).

- f. Eligibility and criteria for participation in bid:
- i. Self attested / certified copies of the following documents are to be submitted along with the Bid.
    - a. Trade License.
    - b. PTCC, ITCC & PAN Card.
    - c. Registration certificates of GST.
    - d. Document in support of proof of Credential having required qualification as mentioned in 3 (a) above.
    - e. Partnership Deed / Memorandum & Articles of association in the case of registered partnership firm / Company or relevant part of the Constitution in the case of Registered Co-operative Societies. ( where applicable)
    - f. Valid Registration Certificate in the case of firm / Engineers co-operative Societies (where applicable) .
  - ii. The originals are to be shown at the time of opening of Tender Papers or at time asked by this office.
  - iii. The Tender inviting authority may call for any other document related with the work during scrutiny or later on. The participants should furnish name, authorized address for communication, e-mail address & contact details of the bidder.
  - iv. Each Bidders is allowed to submit only one Bid. A Bidder who submits more than one Bid will be disqualified.
  - v. Audit report of last financial year is required to be submitted in case of unemployed Engineers Co-operative and Labour Co-operative societies.
  - vi. GST, Royalty & all other statutory levy/ Cess applicable will have to be borne by the agency.
  - vii. Defaulter agencies w.r.t any works awarded earlier by SJDA will not be considered for the tender.
  - viii. 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.
  - ix. 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.
  - x. No CONDITIONAL/ INCOMPLETE TENDER will be accepted under any circumstances.
  - xi. Normally highest bidder will be accepted & will be awarded work order but the Chief Executive Officer, Siliguri Jalpaiguri Development Authority, reserves the right to cancel the NIB without assigning any reasons thereof and no claim in this respect will be entertained.
  - xii. During scrutiny, if it comes to the notice to bid inviting authority/ SJDA that the credential or any other papers found incorrect/manufactured/fabricated, that bidder/ tenderer will not be allowed to participate in the tender and that application will be outrightly rejected without any prejudice.



4. The Lessee must ensure adequate coverage of the stocks stored, by availing separate insurance on their own. The Lessee must cover for theft, pilferage, burglary, fire & standard perils, earthquake and floods, etc., SJDA shall not be responsible for any loss and damages of the stocks.
5. The LESSEE shall pay utility charges for electricity and water charges on his own as per the actual bill raised and no such charges shall be borne by the LESSOR.
6. The LESSEE shall use the leased premises for storage of stocks only and the LESSEE shall always maintain the premises in habitable condition.
7. The Lessee/Licensee will be responsible for the regular maintenance and cleanliness of area allocated.
8. The LESSOR shall pay all the Taxes including Property Taxes, Lease Rentals and other charges in respect of the Leased premises and the LESSEE shall not be liable for the same.
9. The LESSEE shall not store inflammable, combustible, or hazardous explosive substances / radioactive material in and around the godown. Only non-hazardous cargo shall be stored.
10. The LESSEE shall at its own cost and arrangement obtain the license of fire safety from the appropriate authority.
11. The LESSEE shall not have the right to sub-lease the demised storage area either in part or whole. The LESSEE shall not keep the goods of others, other than goods relating to their business and shall not allow anybody to reside in the allotted space and shall not use the same or part of it for stocking or keeping articles other than those needed for intended use.
12. The LESSEE shall not make any additions or alterations either structural or otherwise to the demised storage area or even a portion thereof.
13. The LESSEE shall agree to maintain the demised premises in the same condition in which it is handed over by the LESSOR pursuant to this agreement.
14. The LESSEE shall agree to take up routine maintenance of the demised storage area including minor electrical repairs and replacements etc. including pumping out the flood water during the cyclones/heavy rains at Lessee's own cost obtaining permission from SJDA in written.
15. The LESSEE shall use tyre mounted Lorries only for carrying out the operations in the premises.
16. Repairs necessitated due to negligence of the LESSEE occupying the demised premises of their staff or labour or transport contractors etc., shall be to the account of LESSEE and it has to be made good immediately in its original form by the LESSEE.
17. During the currency of the agreement, either of the parties shall have the right to terminate this agreement by giving two month notice in writing to the other party by Registered post at the addressee recorded in this agreement.
18. The LESSOR or their authorized agency shall have the right to inspect the Leased premises at all reasonable times giving prior intimation to the LESSEE.
19. All the disputes or differences whatsoever arising between the parties out of or relating to the definition, meaning, scope, operation or effect of this tender on the validity, or the breach

thereof shall be referred to the Board of Siliguri Jalpaiguri Development Authority and the decision of the Board will be final.

20. The LESSOR reserves the right to have lien on the goods stored by the LESSEE in the event of default of payment of rent, other charges and repair to damages caused due to operations of the LESSEE.
21. The Lessee/Licensee will employ adequate number of staff in order to maintain efficiency to the standard desired by SJDA and the customers. All persons engaged by the Lessee/Licensee shall be treated as their own employees and they will claim no privilege from SJDA. The Lessee/Licensee will be directly responsible for the administration of his employees as regards their wages, uniforms, general discipline and courteous behaviour. The Lessee/Licensee shall discharge from his/their service an employee who shall in the opinion of SJDA misconducts or is in way unfit or unsuitable for the purpose of the business to be carried on in the said premises.
22. The Lessee/Licensee shall at its own cost effect, as required as per Act, take necessary insurance in respect of the staff and other personnel or person to be deployed or engaged at the warehouse in connection with their activities and shall comply with the provisions of all relevant Acts/Laws such as Establishment Act of Contract Labour, Employees state Insurance Act, Workmen's compensation Act, Payment of wages Act, the Employee Provident Fund Act and Family Pension Act 1952; the Payment of Bonus Act if applicable, Provision of employment of children act of 1938, Hours of Employment regulations and any other rules, Regulation and / or statues that may be applicable to them now or that may be introduced by the Government, State Administration or Local authorities subsequent to the date of this agreement. The Lessee/Licensee shall keep SJDA indemnified from all acts of commission, default, breaches and / or any claims, demands, loss, injury and expenses to which SJDA may be put to or involved as a result of Lessee/Licensee's failure to fulfil any of the obligations hereunder and / or under statues and / or any bye-laws or rules framed there under or any of them. SJDA shall be entitled to recover any of such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the security deposit of the Lessee/Licensee without prejudice to its any other rights under the law.
23. SJDA will not provide labour and other handling equipment etc and same has to be organized by the party as per the terms & conditions of labour laws & regulations from time to time.
24. Being lease operator in SJDA premises, SJDA would also expect the successful bidder to follow all applicable Government norms in terms of safety/security & labour compliances and other statutory compliances required under warehousing operation in the area.
25. SJDA shall have the right to search the Lessee/Licensee's employees or cargo at any time while going out of the warehouse/office premises and there shall be no grievance expressed / felt on this account either by Lessee/Licensee or his employees. The Lessee/Licensee will issue ID cards to their staff / workers.



26. SJDA will not be in any way be responsible for any loss or damage accruing to any goods, stores or articles that may be kept by the Lessee/Licensee in the allotted space.
27. That the ownership, possession and control of godown space shall be that of the SJDA throughout and it is clearly understood that the Lessee/Licensee shall not have any right to exclusive possession of the allotted space at any time.
28. SJDA reserves the right to off-lease any required space from the leased area by giving two-month notice without assigning any reason thereof. The Lessee/Licensee shall vacate the allotted space peacefully if desired by SJDA and shall hand over the same to the authorized officer of SJDA.
29. The Lessee/Licensee must have their own Security arrangements for the cargo stored in the godown.
30. An agreement is to be entered into between Lessee and Lessor as per the standard terms and conditions.

  
Chief Executive Officer

Siliguri Jalpaiguri Development Authority.

Memo No 2058/1(9)/SJDA

Dated 10.07.19

Copy forwarded for information to:

- 1) The Additional Secretary, North Bengal Development Department, Uttarkanya.
- 2) The District Magistrate, Jalpaiguri.
- 3) The District Magistrate, Darjeeling.
- 4) The Additional Executive Officer, Siliguri Mahakuma Parishad.
- 5) The Additional Executive Officer, Jalpaiguri Zilla Parishad.
- 6) The Sub Divisional Officer, Siliguri.
- 7) The Sub Divisional Officer, Jalpaiguri Sadar.
- 8) Office website.
- 9) Office notice board.

  
Chief Executive Officer

Siliguri Jalpaiguri Development Authority.

*Handwritten notes:*  
24 May  
R. K. Saha  
10/8/19

**ANNEXURE-I**  
**TECHNICAL BID**

NIB Notice No with date

Name of the agency-

Address

Telephone/Mobile No

Email

Declaration:

- 1) I / We assure the Siliguri Jalpaiguri Development Authority that neither I/We, nor any of my / our workers will do any acts, which are improper/Illegal during the execution of the contract awarded to us.
- 2) I / We will have no conflict of interest in any of our works / contracts at Siliguri Jalpaiguri Development Authority

List of documents enclosed:

- 1.
- 2.
- 3.
- 4.
- 5.....

(Full signature of the Tenderer with seal of the Agency)

---

NB:

1. Technical Bid should be kept in separate sealed cover super scribing "Technical Bid" on it).
2. The documents submitted should be self attested/ certified copy.
3. Above details should be submitted in Agencies letter head pad.



## ANNEXURE - II

### FINANCIAL BID

NIB Notice No with date

Name of the work	OFFERED RATE (INR) in figure. ( Rate to be quoted per sq ft. per month)	OFFERED RATE (INR) in words. ( Rate to be quoted per sq ft. per month)
Maintenance, operation and management of godown at Food Park, Siliguri, PS Phansidewa.		

Date

(Full Signature of the tenderer with seal)

**\*\*NB:**

1. Financial Bid should be kept in separate sealed cover super scribing "Financial Bid" on it).
2. The Bidder to quote the rates to be payable to SJDA for single year.
3. Bid should be submitted in Agencies letter head pad.
4. GST and other taxes payable by the Lessee/ licensee.