



OFFICE OF THE CHIEF EXECUTIVE OFFICER

Siliguri Jalpaiguri Development Authority (SJDA)

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Memo No.: 1030/D/Admn/460/17/P-2

Dated: 19/05/21

NOTICE INVITING BID (E- BIDDING) NO. 03/ADMN/Rajbaridighi/21-22 of SJDA

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

1. **Name of Work:** Running Canteen/Cafeteria On Contract Basis At Rajbaridighi, Jalpaiguri
2. **E- Filing:** In the event of e-Filing, intending bidder has to download the bid document from the <http://wb-tenders.gov.in> directly by the help of Digital Signature Certificate. Details are narrated in "Instruction to Bidders". Tender time schedule stated at Page No.02 of 09.
- 3A. The contract for initial stage will be awarded for 01 (One) year, which may be extended for another two years on satisfactory performance by the agency.
- 3B. **Quoting of Rate:** Rate is to be quoted for 1(One) year only. While putting the rate it is to be kept in mind that GST, TCS & other taxes as applicable will be added to that amount as per Govt. rules.
4. **Earnest Money** amounting to Rs.50,000/- (Fifty thousand 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). 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 H1 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.
5. **BASE RATE:**

The quoted amount payable to the SJDA shall not be below Rs. 72,000/- (Rupees Seventy Two Thousand) only per year which will be the base rate, excluding 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.

5. Eligibility criteria for participation in bid:

- ✓ Earnest Money Deposit in the form of Demand Draft for Rs. 50,000/-
- ✓ Registration Certificate of GST
- ✓ Details of experience of similar work
- ✓ Documentary evidence for PAN, PTCC, Trade License etc.
- ✓ Income Tax Return for the assessment year.
- ✓ 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)
- ✓ Valid Registration Certificate in the case of firm / Engineers co – operative Societies (Where applicable)
- ✓ Any other details tenderer wants to submit in support of his / her suitability.

Audit Report of last financial year is required to be submitted in case of Unemployed Engineers Co – operative and Labour Co – operative Societies authenticated by the appropriate authority.

e. Any change of BOQ will not be accepted under any circumstances.

7. Date & Time Schedule:

Sl. No	Particulars	Date & Time
1	Date and time of Publishing of Bid (<i>online</i>)	19.05.2021 at 4:00 PM
2	Bid documents download and uploading of bid start date and time (<i>online</i>)	19.05.2021 at 4:00 PM
3	Bid proposal download & Uploading ended date & time (<i>online</i>)	03.06.2021 upto 4:00 PM
4	Bid opening date for Technical Proposal (<i>online</i>).	07.06.2021 at 11:00 AM.
5	Bid opening date for Financial Proposal (<i>online</i>).	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

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 out come 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. The agency shall not make any addition/ alteration or construct any structure at the site.
13. No CONDITIONAL/ INCOMPLETE TENDER will be accepted under any circumstances.
14. In case of Quoting rates no multiple rate will be entertained by the SJDA.
15. **Normally highest bidder will be accepted & work order given 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.**
16. 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.
17. Before issuance of the work order, the bid inviting authority may verify the credential & other documents of the highest bidder if found necessary. After verification, if it is found that such documents submitted by the highest bidder is either manufactured or false in that case, work order will not be issued in favour of the bidder under any circumstances.
18. 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 of the Authority, or where the agencies entrusted / engaged in illegal/unlawful activity in the said location/premises.
19. **Qualification Criteria:** The bidders shall have to meet all the minimum criteria regarding :-
 - a) Financial Capacity
 - b) Experience / Credential

The eligibility of a bidder will be ascertained on the basis of uploaded documents in support of the minimum criteria as mentioned in a & b above. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice.
20. **Refund of EMD :** The Earnest Money of all the unsuccessful bidder will be refunded
21. 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.
22. **Deposition of Quoted Amount:** 100% amount of the quoted rate with all taxes as admissible as per Govt. order (including GST 18% + TCS 2%) for first one year to be deposited in advance on selection and similar mode of payment (with 5% increase per year) will be fixed for successive years
23. The Successful bidder (as lessee) will also has to sign an agreement with the Chief Executive Officer, Siliguri Jalpaiguri Development Authority (as lessor) on requisite stamp. The bid documents along with

other Terms and Conditions shall form part of the agreement and the Successful Bidder (as Lessee) 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.

TERMS AND CONDITIONS FOR RUNNING CANTEEN / CAFETERIA

(A) CANTEEN / CAFETERIA PREMISES:

- (1) The canteen / cafeteria is situated at Rajbaridighi premises, Jalpaiguri.

(B) BASE Rate – Rs. 72000/- per annum.

The bidders should quote the rate above base rate. The rate below base rate will be disqualified.

If the contract is extended there will be 5% increase of quoted rate from second year for each year.

(C) PERIOD OF LICENSE, RENEWAL, etc:

- (3) The period of license shall be one year from the date of allotment.
- (4) The Lessor will have the discretion to renew the license on the same terms and condition and at the same rates on written request made by the lease at least two calendar months before the expiration of the license for such further period and at such license fee as the lessor may deem proper.
- (5) The lease shall not sublet or part with possession of the demised premises or any portion thereof in favour of anyone else.
- (6) The lease shall not use the premises for any other purpose except for running the canteen.

(D) INFRASTRUCTURE FACILITIES, MAINTANANCE, ELECTRICITY CHARGES, TAXES, etc:

- (7) The lease shall not remove from the canteen / cafeteria any of the articles of fixtures & fittings provided by the lessor.
- (8) The general maintenance of the demised premises will be carried out by the lease at his/her own expenses.
- (9) The leasee shall arrange by themselves own Gas Cylinders connection and other required articles for running the canteen.
- (10) The lease shall have to obtain necessary license including fire safety license etc. from the competent Authority for running canteen immediately from the date of granting the license and before starting the canteen.
- (11) The lease shall keep the canteen premises inside and outside absolutely neat and clean. No plastic articles like cup, plates etc. are to be used.
- (12) The canteen will not be permitted to be used room or lodging house.
- (13) The lease shall keep the dining, kitchen, store and washing area in clean and good condition.
- (14) The agency should make its own arrangement for any special equipment, if required.

- (15) The contractor will have to submit an affidavit at the time of signing the agreement indicating that all employees of the contractor are paid the minimum wage as per Minimum Wages act of the Govt. of West Bengal.
- (16) The contractor will be solely and exclusively be responsible adhere to meet out all statutory obligation under Indian law in respect of compliance of all the rules, regulations and directions given by a statutory authority with regard to safety, labour laws or any other prevalent laws both of Central and State Enactments.
- (17) The contractor will ensure high standard of cleanliness hygiene and sanitation in the kitchen and canteen, adequate number of dustbin will be provided by the contractor to ensure proper disposal of garbage.
- (18) There should not be any littering of unused food or any other articles within the canteen and also in the premises of the park and vicinity.
- (19) **The lease shall not keep, store, sell, deal with or allow the sale or nor shall deal with any item which is prohibited by law and which is injurious to health viz. Bidi, Cigaretters, Gutka, alcoholic beverages, liquor etc.**
- (20) The lease is to ensure that no stale food is served.
- (21) Rate of all the items to be served should be displayed prominently.
- (22) The lease shall be subject to the regulation of the Labour Law. No child labour is employed at any cost.
- (23) Cost of electricity consumption to be borne by lease himself.

(F) TERMINATION OF CONTRACT, VACATION OF THE CANTEEN / CAFETERIA etc:

- (24) The lease shall give one month's notice leasor in case he/she intends to vacate the demised premises.
- (25) The lease will at the expiration of the period of license, peacefully and quietly hand over vacant possession of the demised premises to the leasor without raising any dispute whatsoever.
- (26) The lease shall not put up any permanent structure or make any alteration or additions to the demised premises without the prior consent in writing of the leasor.
- (27) The lease will be at liberty to remove all the movable articles brought by the lease in the demised premises during the continuance of the contract, before delivering possession of the demised premises.
- (28) In case of loss or damage caused to any furniture, fixtures, fittings etc. provided by the leasor the cost thereof shall be recovered from the lease and the same shall be deducted from the security deposit.
- (29) If the lessee commits breach of any forside terms and conditions the lease will stand terminated forthwith and the lease shall have to hand over vacant and peaceful possession of the premises to the SJDA (Leasor) without raising any dispute whatsoever.

(30) The lease shall pay all the dues of the SJDA towards license fee and/or rent before vacating the demised premises.

Chief Executive Officer
Siliguri Jalpaiguri Development Authority

Memo No. 1030/1(8)/P/Admn/460/17/P-I

Dated: 19/05/21

Copy forwarded to :-

1. Addl. Chief Engineer, SJDA
2. Superintending Engineer, SJDA.
3. **A.P., SJDA, for Website uploading.**
4. Notice Board, SJDA.
5. Notice Board, UTTARKANNYA, Fulbari.
6. Notice Board, Siliguri Mahakuma Parishad.
7. Notice Board, Jalpaiguri Zilla Parishad.
8. Notice Board, O/o the SDO, Siliguri.

Chief Executive Officer
Siliguri Jalpaiguri Development Authority

INSTRUCTION TO BIDDERS

SECTION – A

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 <http://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 Tender Documents.

5. Submission of E -Bid

E-Bid is to be submitted through online to the website stated in Cl. 2 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 (Covers for Offline)

A-1. Statutory folder Containing

- I. Application in letter headed pad.
- II. Credential/Experience Certificate
- III. Earnest money Deposit (EMD) Receipt as prescribed in the NIB against the work in favour of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority,
- IV. NIB (Download & upload the same after Digitally Signed). Quoting rate will only be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate except in BOQ the bid is liable to summarily rejected.
- V. Special Terms & condition (Download & upload the same after Digitally Signed)

A-2.Non statutory Cover Containing

Sl. No.	Category Name	Details
A.	CERTIFICATES	Professional Tax(PT) deposit receipt challan for the year 2018-19, Pan Card, Income Tax (Sarl) Acknowledgement receipt for Assessment year 2018-19 GST Registration Certificate
B.	COMPANY /Farm matters	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, if any) 4. Registration certificate issued by the co-operative department, audited report audited by Co-operative department for the year not earlier than 2016-17 . Resolution copy of LAST Annual General Meeting authenticated and certified by the Appropriate Authority in this regard , are to be submitted by the Registered labour Co-Op(S), Engineers' Co.- Opt.(S)
C.	Credential Certificates	Credential Certificate: As stated earlier Credential certificate is be issued by the competent authority showing satisfactorily completion as a prime agency during the last 5(five) years prior to the date of issue of this NIB a single work of similar nature of SJDA or of other State/Central Govt. Deptt or statutory body, Zilla Parishad, Mahukuma Parishad, Panchayat Samiti or Municipality.

Note-Failure of submission of any of the above mentioned documents (As stated in A-1 and A-2) will render the tender liable to summarily rejected for both statutory & nonstatutory cover.

B. Bid evaluation

- 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.
- Folder (Cover for offline) 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.
- Cover(folder) statutory documents should be opened first & if found in order, cover(Folder) for non statutory documents will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- 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

C. Financial Proposal

- i. For the financial proposal, the contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ.
- ii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.


6. 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 timeframe 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 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.

7. 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 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 formation of the Contract. All the Bid documents including NIB & B.O.Q. will be the part of the Contract Document.


Chief Executive Officer
Siliguri Jalpaiguri Development Authority