



OFFICE OF THE CHIEF EXECUTIVE OFFICER

**Siliguri Jalpaiguri Development Authority (SJDA)**

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Memo No.: 1120/1/ADMN/369/2007 SJDA

Dated: 28.06.2021

**NOTICE INVITING BID (E- BIDDING) NO. 005/ADMN/PARKING LOT - B/ 2021-22 OF SJDA**

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

**1. Name of Work: Collection of Parking fees Opp. Delhi Hotel at Hill Cart Road.**

| Sl. No. | Parking Place                                      | Base Rate                       | Earnest Money | Remarks                                                                                                        |
|---------|----------------------------------------------------|---------------------------------|---------------|----------------------------------------------------------------------------------------------------------------|
| 1       | Parking LOT -B, Opp. Delhi Hotel at Hill Cart Road | 7,20,000/- +2% T.C.S. + 18% GST | 20,000/-      | Earnest Money to be converted into security deposit on selection, which will be kept as performance guarantee. |

**Maximum Schedule of Rate for Parking**

| Sl. No. | Vehicle Type                                                     | Rate                   |
|---------|------------------------------------------------------------------|------------------------|
| 1.      | Light Vehicles, Car, Taxi, 3 Wheelers (Excluding Govt. Vehicles) | Rs. 10/- (Per Vehicle) |

The Operator should collect a sum not more than the amount as fixed by Siliguri Jalpaiguri Development Authority as specified above as the parking charge for each vehicle and this should be displayed in the parking premises.

**2. E- Filing:** In the event of e-Filing, intending bidder has to download the bid document from the <http://wbenders.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 08.

**3A. Period of collection:** 1 (one) year from the date of taking over the possession, [may be extended another two years with 5% (five) increase for every year on satisfactory completion of work and payment]

**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. The rate (excluding Govt. Taxes) should not be below Base rate. Rate below Base rate will be treated as cancelled.

**4. Earnest Money** amounting to Rs.20,000/- (Twenty 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. Eligibility criteria for participation in bid:**

- a. The prospective bidders shall have satisfactorily completed as a prime agency during the last 5(five) years prior to the date of issue of this 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.
- b. Pan Card, Income Tax (Saral) Acknowledgement receipt for Assessment year 2019-20, Professional Tax receipts Challan for the year 2019-2020, to be accompanied with the Technical Bid document.
- c. Registered Unemployed Engineers' Co-operative Societies/ Unemployed Labour Co. Operative Societies are required to submit as follows
  - i. Valid Registration certificate issued by the Co-operative Deptt.
  - ii. Audit report audited by Co-operative Deptt. for the year not earlier than 2016-17.
  - iii. Resolution copy of LAST Annual General Meeting authenticated and certified by the Appropriate Authority in this regard.
- d. The partnership firm shall furnish the registered partnership deed.
- e. Any change of BOQ will not be accepted under any circumstances.

6. GST, Royalty & all other statutory levy/ Cess if applicable 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)                              | 05.07.2021 at 4:00 PM                        |
| 2      | Bid documents download and uploading of bid start date and time (online) | 05.07.2021 from 4:00 PM                      |
| 3      | Bid proposal download & Uploading ended date & time (online)             | 20.07.2021 upto 4:00 PM                      |
| 4      | Bid opening date for Technical Proposal (online).                        | 23.07.2021 at 11:00 AM                       |
| 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. 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.

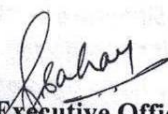
22. **Deposition of Quoted Amount:** 100% amount of the quoted rate with all taxes as admissible as per Govt. order (including GST 18% + TCS 2%) for first one year to be deposited in advance on selection and similar mode of payment (with 5% increase per year) will be fixed for successive years

23. The Successful bidder (as lessee) will also have 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.

### SPECIAL TERMS AND CONDITIONS

1. Bidders must go through & sign all pages of the bid document.
2. Erasing or overwriting is not allowed. All corrections are to be signed by the bidder. Incomplete biddocument will be rejected. No conditional bid rates will be entertained.
3. Successful bidder will faithfully and diligently observe the provisions of Indian parking act 1951 and as amended upto date.
4. Selection of the Lessee shall be on the basis of Bid by online submission by bidders to be received by the Chief Executive Officer, Siliguri Jalpaiguri Development Authority and normally the highest bidder is selected by the Siliguri Jalpaiguri Development Authority. But the accepting authority has the right to accept the highest bid or any othe rbid or to reject all of them without assigning any reason.
5. The Lessee shall realize parking as per rates prescribed informat attached to the NIB and shall abide by the provisions of the India Parking Act, 1951 as subsequently amended from time to time. This will constitute one of the terms and conditions of the contract. No reduction or remission of bid money will be admissible for the reasons whatsoever (viz. Bandh, Strike, natural calamities, public agitation, and / or suspension of trafficmovements for any other reasons whatsoever). No police or Security arrangements would be made by SJDA.
6. Siliguri Jalpaiguri Development Authority reserves the right to terminate the contract at anytime during its pendency without assigning any reason to the Lessee whatsoever. On receipt of the order in this behalf the Lessee shall hand over vacant and peaceful possession of parking area etc. to the Siliguri Jalpaiguri Development Authority
7. The Lessee will supply from time to time the traffic count data as and when required by the Siliguri Jalpaiguri Development Authority
8. The parking charges shall be displayed distinctly in Hindi, Bengali and English languages for each categories of vehicles at terminus premises.
9. The Lessee shall keep complaint book in the Terminal premises available for lodging complaints, if any. He will also maintain an ORDER BOOK for receiving instructions from the Siliguri Jalpaiguri Development Authority
10. The Lessee shall carry out instructions that may be issued by the Chief Executive Officer, Siliguri Jalpaiguri Development Authority or her representative for efficient and peaceful operation of the parking collection.
11. The Lessee shall comply with the provisions of The Apprentice Act, 1961, Minimum Wages Act. 1948, andContract Labour (Regulation & Abolition) Act, 1970 and orders issued there under from time to time failingwhich there will be breach of Contract and the Siliguri Jalpaiguri Development Authority at his discretion take necessarymeasures against the Lessee.
12. During the lease period any damages occurred to the Govt. properties (viz:- Bridge proper, approaches, guards posts etc.) due to parking collection procedure, would have to repaired by the lessee at his own cost and upto the satisfaction of the Siliguri Jalpaiguri Development Authority
13. During the lease period the traffic management and execution shall be the responsibility of the Agency a this/her/their risk and cost.

14. During the lease period, all the Energy (Electric) bills and other statutory bills, if any, have to be paid by the lessee and with intimation to the Chief Executive Officer, Siliguri Jalpaiguri Development Authority along with original receipt.
15. The SJDA shall not bear any responsibility related to i) any insurance claim ii) Theft/ robbery/ loss of parking collected iii) any legal hazards related to accidents in parking area. Any claim related to operation of parking collection/ personal engage in parking collection shall be bound by the lessee at his own responsibility ending.
16. Sufficient illumination should be their during night hours to cater clear visibility within parking premises throughout the lease period.

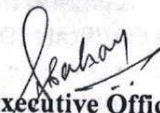
  
Chief Executive Officer  
Siliguri Jalpaiguri Development Authority

Memo No. 1120/1(8)/SJDA

Dated: 28/06/202

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

*Handwritten notes:*  
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## 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 liable to be 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,<br>Pan Card,<br>Income Tax (Sarl) Acknowledgement receipt for Assessment year 2018-19<br>GST Registration Certificate                                                                                                                                                                                                                                                                                                                                                                                                                      |
| B.      | COMPANY /Farm matters   | 1. Registration Certificate under Company Act. (if any).<br>2. Registered Deed of partnership Firm/ Article of Association & Memorandum<br>3. Power of Attorney (For Partnership Firm/ Private Limited Company, if any)<br>4. Registration certificate issued by the co-operative department, audited report audited by Co-operative department for the year <b>not earlier than 2016-17</b> . Resolution copy of LAST Annual General Meeting <b>authenticated and certified by the Appropriate Authority in this regard</b> , 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**

- 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 (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.
- iii. 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.
- iv. 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.

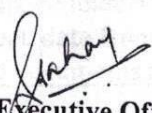
### **6. Penalty for suppression / distortion of facts**

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