



Siliguri Jalpaiguri Development Authority

A statutory body under Department of UDMA

An IS/ISO 9001:2008 Certified Organisation

TenzingNorgey Road, Pradhan Nagar, Siliguri-734003

Phone: Siliguri – 0353-2512922/2515647 Jalpaiguri – 03561-230874 E-mail: sjdawb@gmail.com

Memo No.:.....

Dated:.....

NOTICE INVITING BID (E- BIDDING) NO. 01/ADMN/DIARY-CALENDER-2023 OF SJDA

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

1. **Name of Work:**Printing of Diary & calenders with colour phorographs of various projects.
2. **E- Filing:**In the event of e-Filing, intending bidder has to download the bid document from the <http://wbenders.gov.in> directlyby the help of Digital Signature Certificate. Details are narrated in “Instruction to Bidders”. Tender time schedule stated at Page No.02 of 06.
- 3A. **Period of work:** 15 (Fifteen) days of issue of work order.
- 3B. **Quoting of Rate:** ALL THE INTENDING BIDDERS SHOULD OFFER THE RATEON THE BASIS OF UNIT AS PER THE SCHEDULEIN ANNEXURE “A”(excluding Govt. Taxes as applicable)
- 3C. L1 will be declared to the bidder whose rate is found to be lowest.
- 4.**Earnest Money** amounting to Rs.10,000/- (Rupees ten thousand only) to be submitted online in favour of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority. 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 Agreement in N.J. Stamp with SJDA within 7 days after getting the letter of acceptance (LOA).
5. **Eligibility criteria for participation in bid:**
 - a.The prospective bidders shall have satisfactorily completed the work of printing of such items of SJDA or of other State/Central Govt. Deptt or statutory body, Zilla Parishad, Mahukuma Parishad, Panchayat Samiti or Municipality.
 - b. Valid Trade License
 - c. Pan Card, Income Tax (Saral) Acknowledgement receipt for Assessment year 2020-21, 2021-22, 2022-23

d. Professional Tax receipts Challan for the year 2020-21, 2021-2022, 2022 - 2023, to be accompanied with the Technical Bid document.

e. 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 2020-21.

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) | 16 th Dec 2022 at 4.00 p.m. |
| 2 | Bid documents download and uploading of bid start date and time (online) | 16 th Dec 2022 at 4.00 p.m. |
| 3 | Bid proposal download & Uploading ended date & time (online) | 23 rd Dec 2022 at 4.00 p.m. |
| 4 | Bid opening date for Technical Proposal (online). | 27 th Dec 2022 at 11.00 a.m. |
| 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 intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bid, 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.

10. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.

11. No CONDITIONAL/ INCOMPLETE TENDER will be accepted under any circumstances.

12. In case of Quoting rates, no multiple rates will be entertained by the SJDA.

13. Normally lowest 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. L1 will be declared to the bidder whose rate is found to be lowest after adding the rates of all the items.

14. 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/ bidder will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

15. 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 bidder under any circumstances.

16. 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.

17. **Refund of EMD :** The Earnest Money of all the unsuccessful bidder will be refunded

18. 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.

A. Specification of Wall Calendar

1. The wall calendar should be 15"x 20" single page with at least 12 good quality photographs of SJDA projects.
2. 170 GSM imported paper with glossy finish and aqua coating is to be done.
3. Name of the Siliguri Jalpaiguri Development Authority with its office address, logo, contact no, website and email address to be printed at the top of the calendar.
4. Important dates and holidays have to be mentioned in the calendar.
5. Printing should be of high quality without any set off or ink smudges and the paper should not have any crease /tears etc.
6. **The printing should be done only after the approval of the sample by SJDA.**
7. **Quantity- 200 pcs**

B. Specification of Diary

1. The diary should be case binding with PU leather with foam binding.
2. Size should be of Executive size 175 X 245mm with single page for each day of the month.
3. There should be provision of planner.
4. The diary should contain description of dates of importance and Govt. holidays.
5. The diary should contain the names of Chairman, Vice Chairmans and Board Members of SJDA with Designations. List will be provided for the purpose.
6. The cover material of Diary of PU Fabric leather with logo of SJDA embossed in it along with the name of SJDA in full and year (2023) in golden colour.
7. The pages of diary should be of very good quality. After each month, there should two good quality photos of SJDA's recent projects printed on both sides in 170 GSM glossy Paper.

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8. First page of diary should contain general information about SJDA in 170 GSM glossy paper.
8. **The printing should be done only after the approval of the sample by SJDA.**
9. Diaries should be individually packed in suitable plastic cover for protection with outer paper jacket.
10. Quantity- 200 pcs.

NB- the work should be completed within 7 (seven days) from the date of issue of work order.

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Chief Executive Officer
Siliguri Jalpaiguri Development Authority

Memo No./SJDA 2102/1(8)/I/Admn/424/17 Dated: 15/12/22

Copy forwarded to :-

- ✓ 1. A.E.O., SJDA, for Website uploading.
2. F.O., SJDA, necessary checking of the papers relating to finance matter.
3. Assistant Engineer, Tender, SJDA for uploading in wb e-tender portal .
4. Notice Board, SJDA.
5. Notice Board, UTTARKANNYA, Fulbari.
6. Notice Board, Siliguri Mahakuma Parishad, Siliguri.
7. Notice Board, Jalpaiguri Zilla Parishad, Jalpaiguri.
8. Notice Board, O/o the SDO, Siliguri.

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15/12/22
Chief Executive Officer
Siliguri Jalpaiguri Development Authority