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Siliguri Jalpaiguri Development Authority

A Statutory Authority Under Department of UDMA

An IS/ISO 9001:2008 Certified Organisation

Tenzing Norgey Road, Pradhan Nagar, Siliguri-734003

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Memo No: 2114/III/PIG/763/12 /SJDA

Date: 19/12/22

NOTICE INVITING BID (E-BIDDING) NO. 023/ADMN/FOOD PARK/2022-23 OF SJDA

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

- 1. Name of Work:** Operation and Maintenance of Godown at Food Park, Siliguri, P.S. Phansidewa, Dist. Darjeeling for the period of 1 (one) year, which may be extended for another two years subject to satisfactory performance and timely payment of upfront money.
- 2. E-Filing:** In the events of e-Filing intending bidder has to download the bid document from the website <http://etender.wb.nic.in> directly by the help of Digital Signature Certificate. (Details of which has been narrated in "Instruction of Bidders).
- 3. Period of Display:** 1 (one) year from the date of taking over possession with 10% increment of quoted and accepted rate (excluding GST and other applicable Taxes) each year from the 2nd year, if the contract agreement is extended.
- 4. In the event of e-Filing,** intending bidder may download the tender document from the website: <https://wb-tenders.gov.in> directly with the help of Digital Signature Certificate & earnest money may be submitted either by Net Banking (any listed bank) through ICICI Bank Payment Gateway or through RTGS/NEFT in favour of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority.

Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender time schedule stated in e - Tender details at Page No. 3.

The documents submitted by the bidders should be indexed and also should be according to his / their Firm name.

Earnest Money: The amount of Rs. 50,000/- (Fifty Thousand) only as Earnest Money is to be submitted online in favour of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority (SJDA) At the time of uploading the tender / quotation, the intending tenderer,/ quotationer should select the tender to bid and initiate payment of pre-defined EMD for that tender by selecting from either of the following payment modes:

- Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway.
- RTGS/NEFT in case of offline payment through bank account in any Bank with his / her tender / quotation as per Memorandum No. 3975-F(Y) dated: - 28.07.2016 of Secretary to the Government of West Bengal, Finance Department. The H1 bidder shall make the Formal Agreement after getting the Letter of Acceptance (LOA) issued by the Tender 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 process and will be dealt with accordingly in a legal manner as deemed fit including blacklisting the bidder.

Refund of EMD: The EMD of the unsuccessful Tenderer deposited shall be automatically refunded through online process. The refund of EMDs will be paid to the bidders to the account from which the EMD transaction got initiated by the bidder. Accordingly, for internet banking transactions, the EMD will be refunded back to the internet banking account from which the bidder initiated the transaction. If the

bidder has made EMD payment through RTGS/NEFT mode, the refund will go back to the account which the RTGS/NEFT transaction got initiated.

HELPPDESK

For any queries or issues on EMD payments made through Internet banking or Payment gateway, RTGS/NEFT mode or any Refunds Contact Helpdesk: 03340267513/ 03340267512.

5. Base Price – Rs. 4,00,000.00 annually. Rate quoted below Base price will not be accepted.
6. Total area of Godown measured: 4970 Sq. Ft.

(GST and other Government Taxes upon the quoted and accepted rate shall be borne by the successful bidder.)

7. Eligibility criteria for participation in bid:

- a. The prospective bidders shall have satisfactory completed as prime agency during the last 3 (three) years prior to the date of issue of this Notice a single and similar nature of work of SJDA or of other State/Central Govt. Deptt or statutory body, Zilla Parishad, Mahukuma Parishad, Panchayat samiti .
- b. GST documents.
- c. Pan Card.
- d. Income Tax (Salar) acknowledgement receipt for the Assessment year 2019-20, 2020-21 and 2021-22.
- e. Valid trade licence.
- f. Professional Tax receipt updated Challan for the year 2021-22, to be accompanied with the Technical Bid document.
- g. Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co.-Op. Societies are required to submit as follows.
 - i. Valid Registration certificate issue by the Co-operative Deptt.
 - ii. Audit report audited by Co-operative Deptt. for the year 2020-21.
 - iii. Resolution copy of Annual General meeting for the year 2020-21.
- h. The partnership firm shall furnish the registered partnership deed.
- i. Any change of BOQ will not be accepted under any circumstances.

GST, Royalty & all other statutory levy/Cess if applicable will have to be borne by the agency.

Date & Time Schedule:

Sl. No.	Particulars	Date & Time
1.	Date and time of Publishing of Bid (online)	27.12.2022 at 04.00 PM
2.	Bid documents download and uploading of bid start date and time (online)	27.12.2022 at 04.00 PM
3.	Bid proposal download & uploading ended date & time (online)	17.01.2023 up to 04.00 PM
4.	Bid opening date for Technical Proposal (online)	20.01.2023 at 11:00 AM
5.	Bid opening date for Financial Proposal (online)	Will be declared after technical evaluation.

7. 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.
8. Audit report of last financial year is required to be submitted in case of unemployed Engineers Co-operative and Labour Co-operative societies.

Royalty & all other statutory levy/ Cess applicable will have to be borne by the agency.

Defaulter agencies w.r.t any works awarded earlier by SJDA will not be considered for the works.

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.

12. 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.
13. No **CONDITIONAL/ INCOMPLETE TENDER** will be accepted under any circumstances.
14. **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.**
15. 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.
16. Before issuance of the work order, the bid inviting authority/ SJDA 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.
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 of the Authority, or where the agencies entrusted / engaged in illegal/unlawful activity in the said working location/premises.
18. Interested bidders may visit the Godown on any working day to see the existing / available facility.
19. **Refund of EMD:** EMD of all the unsuccessful Bidder will be refunded and EMD of the successful bidder will be converted into security deposit which will be refunded after contract period on satisfactory performance.
20. **Deposition of Quoted Amount:** Entire quoted and accepted amount along with all taxes as admissible as per Govt. order to be deposited in advance on selection.
21. 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.

SJDA shall not be responsible for any delay in postal services for submission of the bid and late submission of the bid after scheduled date and time will not be entertained

22. **Refund of EMD:** The Earnest Money of all the unsuccessful Bidder will be refunded.

23. Deposition of Quoted Amount: The agency has to quote the rate for 1 (one) year as a whole. But the successful agency shall submit 1 (one) Demand Draft of 1st year revenue along with GST before issue of work order. The revenue for 2nd and 3rd year along with GST to be deposited with 10% increase for each year if the contract is extended, failing which the authority will cancel the work order.

SPECIAL TERMS AND CONDITIONS

1. The Lease period shall be 1 years commencing from the date of start of operations. After expiry of the 1 (One) years period, the operator shall continue to renew the Agreement for further 2 (Two) year periods on the same terms and conditions or the Authority may consider renewal of the contract granted on due expiry on fresh terms and conditions to be fixed mutually by the authority.
2. Renewal will be / may be permitted according to suitability on the basis of performance efficiency of the firm/ agency.
3. All the intending bidders should offer the rate not less than the BASE RATE set by this authority, below which **no bid will be accepted** and will be treated as disqualified.
4. The rent calculation shall commence from the date of start of operations.
5. The cost of electricity consumed and other charges/ statutory dues for operation of the whole Godown shall be borne by the Successful Bidder.
6. The Successful Bidder shall pay statutory dues and outgoing in relation to the Godown.
7. The successful bidder shall not make any addition or alteration to the existing structure of the Godown in any manner whatsoever, without written consent of the SJDA. The Successful Bidder shall make such repairs at its own cost keeping in mind that originality has to be maintained and that no aesthetic change takes place.
8. The Successful Bidder shall not use any other space except the portion earmarked therefore.
9. The authority of SJDA shall have the right of entry and inspection of the licensed property at any time and without prior notice.
10. The Successful Bidder shall not transfer or assign any of its right or interest under this License to any other party without first obtaining permission in writing thereof from the SJDA.
11. In the event of any breach of any of the terms and conditions hereof, the SJDA shall serve a notice to the Successful Bidder pointing out the breaches and it shall call upon the Successful Bidder to rectify the within such time as the **LICENSOR (SJDA)** deems fit and proper. Upon failure of the Successful Bidder to rectify the breaches within the time set thereof, the SJDA shall be free to cancel the agreement without any further notice and be entitled to vacant possession of the rented property without recourse to any judicial proceeding.
12. All payments will be made in Indian Currency.
13. All the time during the term of the lease period to keep and maintain the premises clean and further in good and substantial repair and the requisite expenditure has to borne by the successful bidder.
14. The cost towards maintenance, AMC charges, manpower for operation and all consumable will be borne by the successful bidder/operator/lessee/ licensee.

- The Successful bidder shall pay all rates, taxes and impositions which are now or during the said terms be hereafter imposed or assess on the said premises by the Government, Municipal authority or any other authority.
16. Financial offer should be firm and valid for entire contract period and the offered rate should be excluding of all other cost like Operation and Maintenance, Electrical charges, Water charges, Taxes etc. All such taxes and charges will have to be paid by the successful bidder at his own cost.
 17. The Successful bidder will have to deposit entire accepted amount in advance within seven days from the date of issue of letter of award, in favour of Chief Executive Officer, Siliguri Jalpaiguri Development Authority at the details of A/C No as would be supplied by the SJDA to successful bidder.
 18. The successful bidder will have to pay yearly rent in advance within the 10th day of every following year with 10% increase of the accepted rate along with GST and other taxes as applicable. Any failure of payment of such yearly rent will lead the SJDA to arrange the direct deduction from the security deposit and recurring failure of payment of such rent will lead for termination of the agreement with forfeiture of entire security deposit.
 19. If under any compulsion or under unavoidable circumstances either SJDA or Operator is in a position to terminate or to surrender the operation of the Godown, the party which is to terminate or to surrender the operation will issue notice to the other party giving time of 03 (three) months, for peaceful handing and taking over of the Godown to or from the other party.
 20. In the event of any breach of any of the terms and conditions the authority shall be serving a notice on the Operator to call upon the Operator for immediate remedial measures within a period to be decided by the Authority and upon failure of taking appropriate remedial measures on the part of the Operator, the authority shall be entitled to cancel the contract agreement and shall also be entitled to take over peaceful possession of the entire godown complex without any further notice and without recourse to any judicial proceeding and the Operator shall be liable to make over forthwith possession of the Godown Complex to this Authority.
 21. The successful bidder/ operator shall comply with the provisions of The Apprentice Act, 1961, Minimum Wages Act. 1948, and Contract Labour (Regulation & Abolition) Act, 1970 and orders issued there under from time to time failing which there will be breach of Contract and the Siliguri Jalpaiguri Development Authority at his discretion take necessary measures against the Lessee.
 22. Operator shall not make any addition and alteration to the existing structure of the complex in any manner whatsoever without the written consent of the SJDA.
 23. Operator shall not act contrary to any of the terms and conditions as stated above.
 24. The above terms and conditions may be altered by negotiation or otherwise at the sole discretion of this Authority.
 25. The Operator shall also take necessary safety measures such as fire precautions etc. and obtain required license for the purpose from the appropriate authority.
 26. The Operator shall also be responsible for any theft or missing of accessories etc. of the Godown complex.

27. The Operator i.e. successful bidder shall be responsible for any accident of his staff and workers engaged shall have to follow all security and safety rules. SJDA will not compensate contractor for such accident.
28. For any kind of damage of the existing facilities, cost rectification & compensation to SJDA should be borne by the bidder. The bidder shall be responsible for smooth maintenance and shall ensure that complaint lodged by SJDA is attended and rectified immediately.
29. The successful party would have to arrange necessary manpower in required strength for the operation and maintenance of the Godown



Chief Executive Officer,
Siliguri Jalpaiguri Development Authority

Memo no.: 2114/IC32/III/Plg/763/12 /SJDA

Date.: 19/12/22

Copy forwarded to :-

1. Assistance Executive Officer, SJDA, for uploading in SJDA website.
2. D.I.O., NIC, Uttarkanya, Fulbbari, Jalpaiguri.
3. Notice Board, Siliguri Jalpaiguri Development Authority, Siliguri.



19/12/22

Chief Executive Officer,
Siliguri Jalpaiguri Development Authority

INSTRUCTION TO BIDDERS

SECTION – A

1. General guidance for e-Bidding

Instruction / 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://etender.wb.nic.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 – 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 tendered DSC is given us a USB e-Token. Where an individual person holds a digital certificate in his own name duly issued to him against the company of 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 invariable upload a copy or registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partner 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 Digital Signature documents are to be uploaded.

The documents will be submitted as follows.

1. Technical proposal

The Technical proposal should contain scanned copies of the following folder

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

Sl No	Category Name	Details
A.	CERTIFICATES	1. Professional Tax (PT) deposit receipt challan (with updated challan) 2. GST 3. Pan Card, 3. Valid trade licence 4. Income Tax (Saral) Acknowledgement receipt for Assessment year 2019-20, 2020-21 and 2021-22.
B.	Only for COMPANY / Firm 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)
C	For registered Unemployed Engineers Co- operative Societies/ Unemployed Labour Co- operatives	4. Registration certificate issued by the co-operative department, audited report audited by Co-operative department for the year 2020-21, resolution copy of Annual General Meeting for the year 2020-21 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 3 (three) 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, Mahakuma Parishad, Panchayat Samiti or Municipality.

Note – Failure of submission of any of the above mentioned documents will render the tender liable to summarily rejected.

2. Bid evaluation

- i. **Opening of Technical proposal:** - Technical proposal 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 document 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 produce within the stipulated time frame, their proposal will be liable for rejection.

Financial

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



19/12/22

Chief Executive Officer,

Siliguri Jalpaiguri Development Authority