



# 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

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

Memo No: 2115/I/Admn/830/2022 /SJDA

Date: 19/12/22

## NOTICE INVITING QUOTATION

No. 82/22 – 23/Admn/SJDA dated 19.12.2022

Sealed quotations are invited by the undersigned from reputed Website Developers for SSL configuration for existing windows application server at SJDA, Siliguri. Interested agencies may quote for the following items in the following format inclusive all taxes, as applicable.

### **1. Submission of Quotations:**

**A) Mode of submission:** The quotationers shall submit their quotations in sealed envelope addressed to the Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Tenzing Norgey Road, Pradhan Nagar, Siliguri – 734003.

**Experience:** The agency should have worked in similar field for 02 years in IT Management.

**B) Documents to be submitted:** Copy of the following documents will be submitted by the quotationer/(s) for pre-qualification.

i) Valid Trade License.

ii) Income Tax (I.T.) Return for previous 2019-20, 2020-21 & 2021-22 years.

iii) Professional Tax (P.T.) / updated challan.

v) Valid 15-digit Goods and Service Taxpayer Identification Number (GSTIN) under GST Act, 2017. "Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017" in terms of 4374 F (Y) dt. 13.07.2017 of Finance Department, Govt. of West Bengal.

\* All required documents must be updated.

**2. Working Rates:** Rates should be quoted in the both words and figure and signed by the agency. The rates should be submitted in their letter head pad of agency. The sample format of submission of rate in **Annexure-A**.

### **Annexure-A**

Sl. No.	Software Modules	Amount (In Rs.)
1	SSL charges for one year (Cmodo or equivalent)	--
2	One domain registration charges for 5 (five) years	--
3	SSL installation, DNS configuration and entire setup charges	--

**3. Receiving of Quotations:** Quotations will be received through box kept in the office of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Tenzing Norgey Road, Pradhan Nagar, Siliguri.

**4. Last date & time of Submission:** 02.01.2023 up to 03.00 PM.

**5. Opening of Quotations:** Quotations will be opened on 02.01.2023 at 04.00 PM.

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6. The quotationers shall have to show original copies of the submitted documents at the time of evaluation of the quotations.
7. The quotationers or their authorized representatives may be present at the time of opening of quotation. The schedule of opening may be altered depending on unavoidable circumstances.
8. Bidder shall not be in a conflict of interest with one or more parties in the bidding process.
9. SJDA reserves right to withdraw from whole process or any part thereof to accept or reject any or all offer at any stage of the process. No formal obligation shall accrue to SJDA or in such an event authority shall not be responsible for non-receipt of correspondence sent by post / e-mail / fax / courier.
10. The lowest quotationer will have to enter into an agreement in SJDA's format within 7 (Seven) Days else the same will be treated as cancelled.
11. Rates should be quoted in the letter head of the agency and signed by the agency.
12. No overwriting of the rate will be accepted.
13. Rates should be quoted in the letter head of the agency and signed by the agency.
14. Rates quoted should be inclusive of GST and other Govt. taxes.
15. L-1 bidder will usually be accepted but the authority has the right to cancel the bid anytime without assigning any reason thereof.

Memo No: 2115/1(12)/I/Admn/836/2022  
/SJDA

### Copy forwarded for information to:-

1. District Magistrate, Darjeeling.
2. District Magistrate, Jalpaiguri.
3. Principal, North Bengal Medical College & Hospital, Siliguri.
4. Sub Divisional Officer, Siliguri.
5. Commissioner, Municipal Corporation, Siliguri.
6. Additional Executive Officer, Siliguri Mahakuma Parishad, Siliguri.
7. Sr. Area Manager, N. F. Railway, NJP.
8. Post Master, Head Post Office, Siliguri.
9. Sub Divisional Information and Cultural Officer, Ghosh Villa, Siliguri.
10. Accounts Officer, SJDA.
11. A.E.O., SJDA, Siliguri for uploading in website.
12. SJDA Notice Board.

  
Chief Executive Officer,  
Siliguri Jalpaiguri Development Authority

Date: 19/12/22

  
Chief Executive Officer,  
Siliguri Jalpaiguri Development Authority