

Siliguri Jalpaiguri Development Authority

A Statutory Authority Under Department of UDMA
An IS/ISO 9001:2008 Certified Organisation

Himachal Vihar (near Passport Laghu Sewa Kendra) Matigara-734010

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

Memo No: 1125/I/Admin/816/2022/SJDA

Date: 14/10/25

NIP (e-bid) NO. 01/AMC of Naukaghat, Medical More Islands & Himanchal Vihar Park /2025-26/ SJDA

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

1. **Name of Work:** Annual Maintenance of Islands at Naukaghat and Medical More and park at Himanchal Vihar.
2. **Location:** Naukaghat More and Medical More.
3. **Base Rate:** Rs. 40,000.00 per month (inclusive of all taxes).
4. **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").
5. **Period of Maintenance:** 1 (one) year / 24 months. SJDA may extend / renew the maintenance period based on the performance of the contractor and on sole discretion of SJDA.
6. The intending bidder should quote their rate per month above base rate as per BOQ in ANNEXURE -A. Rate below the base rate shall not be accepted. The quoted price shall be inclusive of all running, operating, maintenance & replacement of plants & grass including supply of all materials, consumables, tools, tackles, safety appliances / equipments etc. All cost towards transportation / loading / unloading / storing / handling etc. shall deem to be included in the quoted price.
7. 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.

8. **Earnest Money:** Amounting to Rs. 50,000/- (Fifty Thousand) only as Earnest Money is to be submitted online in favour of the Chief Executive Officer, Siliguri Jalpaiguri Development



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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:

- 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 / quotation as per Memorandum No. 3975-F(Y) dated: - 28.07.2016 of Secretary to the Government of West Bengal, Finance Department. The L1 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.
9. **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 from which the RTGS/NEFT transaction got initiated. EMD of the successful bidder will retained and converted as Security deposit without payment of any interest.

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.

10. Eligibility criteria for participation in bid:

- a. Should have completed similar nature of work within last three years ending previous day on last date of submission of bids.
- b. GST documents.
- c. Pan Card.
- d. Income Tax (Sara) acknowledgement receipt for the last three Assessment years.
- e. Valid trade licence.
- f. Professional Tax receipt updated Challan for the current year, 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.



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- i. Valid Registration certificate issue by the Co-operative Deptt.
 - ii. Audit report audited by Co-operative Deptt. for the year 2024-25
 - iii. Resolution copy of Annual General meeting for the year 2024-25.
- h. The partnership firm shall furnish the registered partnership deed.
- i. Any change of BOQ will not be accepted under any circumstances.
 - j. GST, Royalty & all other statutory levy/Cess 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)	15.10.2025 at 04.00 PM
2.	Bid documents download and uploading of bid start date and time (online)	15.10.2025 from 04.00 PM
3.	Bid proposal download & uploading ended date & time (online)	05.11.2025 up to 04.00 PM
4.	Bid opening date for Technical Proposal (online)	10.11.2025 at 11:00 AM
5.	Bid opening date for Financial Proposal (online)	Will be declared after technical evaluation.

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



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(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 to be submitted are 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 of rate will only be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate except in BOQ , the bid shall be liable to be summarily rejected.

Special Terms & condition (Download & upload the same after Digitally Signed)



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Sl No	Category Name	Details
A.	CERTIFICATES	Professional Tax (PT) deposit receipt challan for the current year (with updated challan) 2. GST 3. Pan Card, 3. Valid trade licence 4. Income Tax (SaraI) Acknowledgement receipt for last three Assessment years.
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	1. Registration certificate issued by the co-operative department, audited report audited by Co-operative department for the year 2024-25, resolution copy of Annual General Meeting for the year 2024-25 are to be submitted by the Registered labour Co-Op(S) Engineers' Co-Opt.(S)
D.	Credential Certificates	1. Should have completed similar nature of work within last three years ending previous day or on last date of submission of bids.

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

2. Bid evaluation

- 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.
- Folder of technical documents shall be opened first. If there is any deficiency in the technical documents of the tenderer, it will be rejected.



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- iii. 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 proposal will be liable for rejection.

Financial

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 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. Selection of Bidder

Generally, L-1 bidder will be awarded with the work order but the tendering authority reserves the right to cancel/ reject bid anytime without assigning any reason whatsoever.

8. 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 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.

▼ Terms and Conditions of work:-

1. The contractor shall be responsible for the maintenance of the landscaping services which shall include, but not limited to the replacement of the dead or dying plants, trimming and pruning of plants, implementing and growth of the plants at its own cost, maintenance of turf area



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including watering, weeding, mowing, cleaning, jungle clearing, manure / fertilizer application, plant protection, replacement of dead or dying grass/turf area & pesticide / fungicide and maintenance of pond and water fountain at the location during the maintenance period including required deployment of equipments & manpower to attend and maintain services including up keep of irrigation system.

2. The contractor shall be required to carry out all ancillaries and associated works related to its package, and shall provide all labour, materials, machinery, tools and /or equipment necessary for the provision of services.
3. The contractor undertakes to implement, carry out and perform the Services as per the Landscape and Gardening Plan as per SJDA's requirements.
4. Flowers and annual plants will have to be planted and maintained properly to beautify the locations.
5. The contractor shall take over and maintain all existing plants in the service area irrespective of the quality and condition at the time of handover.
6. The contractor shall improve and make good the existing condition of the handed over landscape material and facilities to the satisfaction of SJDA as per service standards stipulated by SJDA without claiming for additional cost and salaries etc. to the personnel engaged by the contractor.
7. The contractor shall carry out routine works on a daily or regular basis in accordance with the requirements of SJDA.
8. The seasonal plants and all other plants (perennials) will have to be replaced at no cost to the SJDA and should be done in time as per the season.
9. **The tenderer is advised to visit the site prior to the submission of price to get familiarized with the site and ground situation of areas to be cleaned and maintained under this contract. The contractor shall be deemed to have satisfied itself before entering into this work.**
10. The contractor shall be liable for up-keeping of entire islands at the locations and damage to any of the properties of SJDA, cost shall be recoverable from the contractor.
11. The equipments and machineries etc; are to be in safe and sound working condition.
12. Also, loss of plants due to non-availability of water, draught, lack of monsoons, theft, disease, non-performance of the plant, destruction by nature or man, etc. shall all be factored into the rate of maintenance and replacement of plants in all such cases will be at no cost to SJDA.
13. SJDA shall have the absolute discretion to determine the quantum of adequacy for materials and equipment requisites.
14. The successful bidder/vendor shall follow the directions & rules of SJDA.
15. The Contractor shall be responsible at its own cost for obtaining any applicable permissions and clearances for performance of the work.
16. The Contractor shall be responsible for providing all tool and tackles, equipments, machines, all consumables etc. for the execution of works at its own costs & expenses.
17. The personal engaged by the agency for this job contract will not be an employee of the SJDA and there will be no employer- employee relationship between the SJDA and the personnel so engaged by the contractor.



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18. The agency shall be wholly responsible for making payment of monthly salaries and other admissible allowances to the personnel under minimum wages act and SJDA shall in no way be responsible for meeting any kind of such expenditure.
19. The contractor shall comply with the service performance standards at all times while performing the services. The contractor shall take over all the planter and plants in the service area as per direction of SJDA representative.
20. The payment shall be made on monthly basis on satisfactory performance of the work.
21. The contractor is required to submit monthly bill by 5th of every month to SJDA.
22. Payment shall be made only after certification by SJDA's authorized representative and after submission of necessary certified required documents along with the invoices as required. The photographs of the works should be submitted.
23. SJDA shall be entitled to deduct applicable TDS and other recoverable amounts from the payments made to the contractor.
24. No payment by SJDA shall indicate satisfactory performance of the works nor shall any expression or implication satisfaction or acceptance shall restrict, debar, exclude, or waive any claims or actions by SJDA for any breach of any obligations by the contractor and relieve him from its responsibilities.
25. The Contractor is liable for payment of all taxes, duties, excise; cesses, etc. as applicable and the quoted rate are deemed to be inclusive of the same.
26. The contractor shall abide by the prevailing rules/ regulations and meet with all the required compliances necessary for the disposal of the excavated materials & dismantled materials to off-site, outside the complex area.
27. The Contractor shall, at all times, comply with all applicable labour and other related laws on its own like the Employees Provident Fund (Miscellaneous Provision) Act, 1952, Payment of Gratuity Act, 1972, Employment State Insurance Act, 1948, Maternity Benefit Act, 1961, Minimum Wages Act 1948 prescribed by Ministry of Labour & Employment Office of the Chief Labour Commissioner, Equal Remuneration Act, 1976, Payment of Wages Act, 1936, Payment of Bonus Act, 1965, Contract Labour (Regulation and Abolition) Act, 1971 and any applicable law in the country where any of the services are performed or regulations issued including without limitation all laws, regulations and requirements of Government of India.
28. In no case person under age of 18 Years shall be employed.
29. The Contractor shall keep SJDA indemnified against any claim, action or proceedings raised due to non-compliance of labour and other related laws.
30. The Contractor indemnifies SJDA against any loss or damage suffered by SJDA due to any fault, omission or breach of any duty by the Contractor or its representatives.
31. The Contractor shall indemnify and keep indemnified and compensate SJDA, if SJDA becomes liable to assume any liability towards the workforce engaged by the Contractor for the purposes of this Work.
32. The Contractor shall engage competent and qualified persons for performing the Work.
33. If in the opinion of SJDA's representative, the mobilized resources are insufficient to ensure timely completion of the Work, than Contractor shall mobilize additional resources as instructed by SJDA at no extra cost to SJDA.



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34. The Contractor shall not demobilize any equipment or machinery from the site prior to the Completion of the Work without the written consent from SJDA
35. In case the Contractor is in breach of any of its obligations, whether due to wilful default or gross negligence or otherwise in the performance of any work then the Contractor, at its own expense, will complete or rectify the relevant works
36. The contractor is required to provide the high visibility jackets, helmets, safety shoes & gloves etc. to its workers without which they will not be allowed to enter the operational/working area to execute the works.
37. The total Maintenance period allowed for defined subject work hereof is 12 (twelve) months /1 year from the date of commencement of work. However, SJDA reserves the right to reduce or extend the maintenance period based on the satisfactory performance of the contractor on its sole discretion.
38. In the event of termination by SJDA, the contractor shall be paid such amount as is appropriate and payable for the part of the works under this contract, up to the date of termination, that have been performed to the satisfaction of SJDA.

Chief Executive Officer
Siliguri Jalpaiguri Development Authority

Memo no 1125 / 1 (A) /SJDA

Date.: 14/10/25

Copy forwarded to :-

1. The Commissioner, Siliguri Municipal Corporation.
2. The Additional Executive Officer, Siliguri Mahakuma Parishad.
3. The Assistance Executive Officer, Siliguri Jalpaiguri Development Authority for uploading in SJDA website.
4. Notice Board, Siliguri Jalpaiguri Development Authority, Siliguri.

Chief Executive Officer
Siliguri Jalpaiguri Development Authority



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ANNEXURE-A

Sl No	Item Description	Rate / month (including GST and other taxes)	Amount
11.	Complete maintenance of green area in the islands i.e. trees, shrubs, herbs, edge, flower beds, foliages, creepers etc. including hoeing, weeding, pruning, replacement of plants, gap filling, watering, mowing of lawn, grass cutting by lawn mower, jungle clearing, removal of garden waste, applying pesticide, fertilizers, insecticides, manure, and maintenance of other garden works as per direction of SJDA official. (The quoted price shall be inclusive of all running, operating, maintenance & replacement of plants & grass including supply of all materials, consumables, tools, tackles, safety appliances / equipments etc. All cost towards transportation / loading / unloading / storing / handling etc. and removal of wastes shall deem to be included in the quoted price)		

N.B. Rates shall be inclusive of all taxes, duties, statutory levies etc. as applicable and nothing shall be paid extra.



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- i. Valid Registration certificate issue by the Co-operative Deptt.
 - ii. Audit report audited by Co-operative Deptt. for the year 2024-25
 - iii. Resolution copy of Annual General meeting for the year 2024-25.
- h. The partnership firm shall furnish the registered partnership deed.
- i. Any change of BOQ will not be accepted under any circumstances.
- j. GST, Royalty & all other statutory levy/Cess 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)	14.10.2025 at 04.00 PM
2.	Bid documents download and uploading of bid start date and time (online)	14.10.2025 from 04.00 PM
3.	Bid proposal download & uploading ended date & time (online)	04.11.2025 up to 04.00 PM
4.	Bid opening date for Technical Proposal (online)	07.11.2025 at 11:00 AM
5.	Bid opening date for Financial Proposal (online)	Will be declared after technical evaluation.

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



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Guideline to tendered 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 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 invariably 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 to be submitted are 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 of rate will only be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate except in BOQ, the bid shall be liable to be summarily rejected.

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