



## Siliguri Jalpaiguri Development Authority

A Statutory Authority Under Department of UDMA

An IS/ISO 9001:2008 Certified Organisation

Himanchal Vihar, Near – Passport Seva Laghu Kendra, Matigara-734010

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

Memo No: 171 /X/ENGG/ELECT/5/24 /SJDA

(QSF: ENGG 03 / 01)

Date: 12.8.2025

### NOTICE INVITING TENDER NO. 002 / ENGG / ELECT / 2024-25 OF SJDA (3<sup>RD</sup> CALL)

Chief Executive Officer, Siliguri Jalpaiguri Development Authority (SJDA), Siliguri invites Item rate ONLINE Bidding of the following works.

**Name of Work:** MOEI and Fans in B. Pahrma Building of Institute of Pharmacy, Jalpaiguri

**Tenure:** The tenure for maintenance will be initially for 1 (One) year but may be extended for another two years on satisfactory performance. But the agency has to quote rate for 1 (one) year only and the same rate will be applicable for consecutive years.

1. **E- Filing:** In the event of e-Filing intending bidder has to download the bid document from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. (Details of which has been narrated in "Instruction to Bidders")
2. In the event of e-Filling, intending bidder may download the tender document from the website: <https://wbtenders.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 - BID details at Page No.2.

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

**Earnest Money:** The amount of Earnest Money Rs.8,000.00 (Eight Thousand) Only 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:

- 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.
3. **Eligibility criteria for participation in tender:**
    - a. The prospective bidder shall have satisfactorily completed as a prime agency during the last 5(five) years prior to the date of issue of this Notice a single and similar nature of work of SJDA or of State/Central Govt. Deptt or statutory body, Zilla Parishad, Mahukuma Parishad, Panchayat Samiti or Municipality having value of Rs. 3.00 (three) lakhs.

- b. Trade Licence
- c. Pan Card
- d. Income Tax acknowledgement receipt for Assessment year Last Three assessment Year.
- e. Professional Tax registration certificate with updated documents.
- f. If Partnership Firm all relevant papers of its establishment
- g. Registered Unemployed Engineers' Co-operative Societies/ Unemployed Labour Co.- Op. 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 2023-2024.
  - iii. Resolution copy of Annual General meeting for the year 2023-2024.
- h. The partnership firm shall furnish the registered partnership deed.
- i. Valid Electrical Contractors License.
- j. Electrical Supervisory Certificate Part 1, 2, 6A, 7A & 11 .
- k. One Electrical Diploma Holder
- l. Workman permit- i.b, ii, iv, vi.a
4. Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017.
5. "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).
6. GST, Royalty & all other statutory levy/ Cess if applicable will have to be borne by the agency.
7. A written declaration in the form of Affidavit before Notary as the correctness of the copies of all documents mentioning the eNIQ No. and name of the work.

8. Date & Time Schedule:

| Sl. No | Particulars                                                                 | Date & Time             |
|--------|-----------------------------------------------------------------------------|-------------------------|
| 1      | Date and time of Publishing of Bid (online)                                 | 20.08.2025 at 4:00 PM   |
| 2      | Tender documents download and uploading of Bid start date and time (online) | 20.08.2025 at 4:00 PM   |
| 3      | Bid proposal download & Uploading ended date & time (online)                | 29.08.2025 upto 4:00 PM |
| 4      | Bid opening date for Technical Proposal (online).                           | 01.09.2025 at 11:00 AM  |
| 5      | Bid opening date for Financial Proposal (online).                           | To be notified later    |

9. The Agency shall not make any addition or alternation of the existing structure in any manner whatsoever without permission of Engineer in Charge.
10. L1 Bidder will be selected and agency need to enter in an agreement with SJDA after selection within 7 (Seven) Working Days from the issuance of LOA.
11. Defaulter agencies w.r.t. any works awarded earlier by SJDA will not be considered for the works.
12. The intending bidder 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 bid.
13. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding
14. No CONDITIONAL/ INCOMPLETE bid will be accepted under any circumstances.
15. In case of Quoting rate, no multiple rate will be entertained by the SJDA.
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 bidder 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 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 tenderer 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 the Authority, or where the agencies entrusted / engaged in illegal/unlawful activity in the said location/premises.
19. **Qualification Criteria:** The tenderer shall have to meet all the minimum criteria regarding:-
  - a. Financial Capacity
  - b. Experience / Credential

The eligibility of a tenderer will be ascertained on the basis of uploaded documents in support of the minimum criteria as mentioned in a & b above.

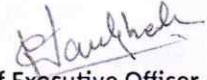
20. **Refund of EMD:** The Earnest Money of all the unsuccessful Tenderer will be refunded.
21. The tenderer shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970(b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
22. The Successful bidder will also has to sign an agreement with the Chief Executive Officer, Siliguri Jalpaiguri Development Authority on requisite stamp. The bid documents along with other Terms and Conditions shall form part of the agreement and the Successful bidder shall be bound himself / themselves to bid by the same. The undersigned shall also reserve the right either to accept or reject any or all the bidders without assigning any reason whatsoever.
23. **The Quoted rate must be including GST, LWC & Other Govt. Statutory taxes. No further claim will be entertained.**

#### **Scope of Work with Terms and Conditions: -**

1. The rate for the maintenance of Electrical Installation should be quoted per Minimum Wages Act. in figure and words.
2. Price Variation Clause will not be entertained.
3. Heavy consumable materials & electrical accessories like BC Lamp, CFL, holder, switch, plug, tube, choke, starter, condenser, OLP starter, igniters for SV fittings, relay coil for pump starter, PVC wire, etc. for maintenance and replacement of electrical installation will be supplied by this department during office hours which should be collected from the concerned Sub Assistant Engineer of Siliguri Jalpaiguri Development Authority by placing requisition of authorities by his own arrangement and the register of stock showing issue and receipt of Department supply should be maintained regularly and this should be acknowledged by the authority also. The maintenance materials included in this estimate should be deposited to the concern section office.
4. The maintenance of Electrical Installation Work including the entire cost of labour & petty cost materials like Fuse Wire, Screws, Nuts & bolts, Wooden gutkha, Grease, Connectors, etc. incl. various register required to maintain the proper record.
5. The agency will be held responsible for any damage, losses / accident due to negligence of duties for his site staff. No Department Service will be eligible at site for such normal maintenance Work.
6. The staff will be allowed to perform; his duties at site with proper identity card which is to be issued by the agency and agency will be held responsible for any untoward situation occurred for violation of contract.
7. Appointed Skilled & Semi-Skilled Workman (Electrician) by the contractor should posses requisite work permit License (which is issued from Directorate Licensing Board) for doing maintenance work.
8. In case of gross irregularity, the contract may be terminated with 1(One) Month notice and no responsibility will be borne by this department to consider any loss for termination of contract.
9. Frequent change of man power will not be granted. Man power change if necessary, must inform officially before change & submit respective attested xerox copy Identity Card, Work Permit Licence, Voter ID Card etc.
10. The Bill may produce Quarterly through concerned Sub Assistant Engineer of Siliguri Jalpaiguri Development Authority.
11. Switch ON / OFF of common service lighting i.e. Compound, Corridor, Staircase etc. will be responsibility of agency.
12. Any (Break-down) call at anytime and on any date by the authority will have to be attended even any short of Electrical defects and to be rectified then and there.
13. To attend any emergency breakdown and to restore the same with the help of this dependent Manpower.

14. Any damaged to any Electrical Installation / accessories due to negligence by the deputed staff of agency should be repaired by the agency at his own cost.
15. All type of Fan like Ceiling Fan, Bracket Fan, Pedestal Fan, Cabin Fan and all various types of Light Fittings & Panel should be cleaned & checked completely in all respect as required once in a month - it should maintain on proper Log Book.
16. All ceiling fan should be taken down during winter season and re-fixing the same after complete checking, washing, cleaning.
17. Routine maintenance of electrical Installation Work to be done including replacement of required electrical accessories like tapes, socketing, Guthka, Fastnut, screws etc.
18. Routine Inspection to be made by the contractor of the Electrical Installation Work and to be followed for tightening nuts & bolts washers, fuse etc. of the SPN DB, HTPN DB, VTPN DB, Distribution Fuse Box, Loop Box any type of Panel (Other than Sub-Station Panel) at any Building, Street light etc. should maintain at least once in month and to be recorded in Register are to be signed by the agency's authorized Supervisor at the time of maintenance work done.
19. Agency should close watch on overall condition of Electrical Installation Work & performance of different switchgear and accessories and report to concerned Sub-Assistant Engineer.
20. All Electrical Materials replaced by new one are to be deposited to the sectional store / nearest store with proper authority.
21. All Electrical Installation from Sub-Station to different points via Main Panel, Sub-Panel, Power DB & Light DB, TPN MCB Power DB, SPN MCB Light DB etc. within the campus are to be checked with rectification of fault then and there.
22. Space for sittings accommodation for the agency staff will be provided by the department / authority.
23. The agency should pay at least the minimum wages to workers engaged as per prevailing State Govt. Law. It is desirable that age of workers engage by the agency should neither below twenty years nor exceed sixty years.
24. Labour Laws: Before undertaking the work as per order, you must produce Labour License to be obtained from the Assistant Labour Commissioner's/Dy. Labour Commissioner's office of the region in compliance with the provisions of Central Labour Regulation & Abolition Act 1970 and the rules made there under. You should comply with all labour laws to protect the labourers engaged by you. The successful bidder after placement of the order shall have to comply with the following terms and conditions during the execution of the work and to produce necessary documents in respect of the following in order to get payment. :
  - a. You shall have to follow the rules and regulations of the prevailing acts of Central Government and State Government;
  - b. You shall be responsible for compliance of statutory obligation under the Central Labour (R&A) act , 1978 , Minimum Wages act 1948, Payment Wages act 1936, Bonus payment act 1956, and also be responsible for payment of contribution ( Both employer and employee's ) under Provident Act & Employees' State insurance act 1952 i.r.o employee;
  - c. You shall be solely responsible for any accident , occurring if any, during the course of the work or any injury to any person and in the event of any such accident/ injury you will be held responsible and must pay proper compensation of the same as per Workmen's Compensation act 1923( when employee state insurance act 1948 is not applicable);
  - d. No labour of minor age should be employed;
  - e. Statutory minimum wages for all categories of labour are to be paid as per notifications issued by the appropriate department of the Government from time to time; You are liable to pay service tax and cess tax as admissible under the rules.
25. Standard Log Books shall be maintained by the contractor day by day and countersigned by the concern SAE. It is necessary to draw clear view of maintenance work on LOG Book like, fan-fitting cleaning, panel cleaning, split pin checking, tight checking, and security or compound light checking etc.
26. The Agency should provide Skilled & Helper per shift wise as per agreement or as per direction of EIC. Note: No repeated duty / duty at another place at a time for man will be allowed.
27. The Agency will have to maintain call book regularly and duly signed by the concerned SAE, concerned Electrical section, SJDA.

28. The agency must keep one Attendance Register and all his staff must sign regularly on it.
29. The agency shall depute its staff equipped with necessary tools & plants for E.I. maintenance works.
30. SJDA will not be responsible for any accident of staff(s) / worker(s) engaged by the agency. In any case if happened, Authority will not provide any compensation for any such accident.
31. On Selection, Performance Guarantee of Rs. 30,000.00 (Rs. Thirty Thousand only) have to be deposited in favour of CEO, SJDA at the time of Formal Agreement within 07 (seven) working days.
32. If any light fittings or fans is / are found in defunct condition at site for 2 (two) consecutive days a sum of Rs. 70.00 (Rupees Seventy only) for each fittings / fans from third day onwards will be deducted from the Quoted rate / Performance Guarantee deposit without making any further communication

  
Chief Executive Officer

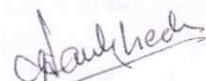
Siliguri Jalpaiguri Development Authority

Memo No: 471 /X/ELECT/5/24/SJDA

Date: 12-8-2025

Copy to: With request to display in their Notice Board.

1. District Magistrate, Darjeeling.
2. District Magistrate, Jalpaiguri.
3. Chairman, Jalpaiguri Municipality, Jalpaiguri.
4. Addl. Executive Officer, Siliguri Mahakuma Parishad.
5. Commissioner, Siliguri Municipal Corporation.
6. Secretary, Jalpaiguri Zilla Parishad, Jalpaiguri.
7. A.E.O., Siliguri Jalpaiguri Development Authority, Siliguri for uploading in SJDA website
8. Superintending Engineer, PW (Roads), SHC-IV, Shaktigarh, Siliguri.
9. Executive Engineer, Northern Circle, PWD, Jalpaiguri.
10. Executive Engineer, North Bengal Development Department, H. C. Road, Siliguri.
11. Executive Engineer, North Bengal Construction Division, PWD, Siliguri.
12. D.I.O., NIC, Siliguri for uploading in official website.
13. Notice Board, Siliguri Jalpaiguri Development Authority, Siliguri.
14. Notice Board, Siliguri Jalpaiguri Development Authority, DCRPD Building, Near Sadar Hospital, Jalpaiguri.

  
Chief Executive Officer

Siliguri Jalpaiguri Development Authority