

Matigara
A. Upadhyay



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/SJDAenders@gmail.com

710/1014/ENG/24/23

Memo No.: _____ / SJDA

Dated: 1st 10th 2024

NOTICE INVITING E-QUOTATION

e-NIQ No. 001/ ENGG/2024-25 of SJDA

The Chief Executive Officer, Siliguri Jalpaiguri Development Authority (SJDA) invites Sealed Quotations in two bid system from reliable resourceful bonafide and experienced firms / companies / individual contractors who have executed similar nature works in any Government / Semi Government / Govt. Undertakings / Autonomous / Statutory bodies / Local bodies constituted under the Central / State Statute, qualifying the stipulated requirements as per details mentioned for the under mentioned work(s) :-

Sl. No	Particulars of the e-NIQ	
1.	Name of the work : Construction of Stages, Pandals and supply on hire required number of sofa, chairs, tables, carpet etc. etc. for official programmes at different places within the Darjeeling District, jurisdiction of SJDA.	
2.	Rate quotation on scope of Work : Bidders should offer the Rates of the items listed in Annexure "A" which is available in BOQ format (excluding GST & Cess) but including all costs like carrying of all materials, erection/ placing, cleaning of the programme site (before & after), removal & taken away after completion of the programmes, Road / Toll Tax if any etc. Required man power to be provided till the end of the programme to execute the scheduled programme successfully.	
3.	Earnest money	Rs. 50,000/-
4.	Price of Technical & Financial Bid Documents and other Annexure (Ref: 199- CRC/2M-10/ 2012, Dated 21/12/2012 of P.W.D., Govt. of WB)	Rs. 1,000.00 (Per set) (Tender cost is not required during participation in the NIQ. Applicable to the L1 bidder only & during formal agreement)
5.	Period of Work : 1(one) year from the date of Acceptance of Rates which is renewable up to 3 years on satisfactory performance. (There will be no scope to revise the accepted Rates if work period is renewed)	
6.	Period of Completion : As will be mentioned in the Work Order of each individual Programme site.	
7.	Tender Document download Start Date and Time. (online)	04.10.2024 from 16:00 Hour onwards.
8.	Bid Proposal Submission Start Date and Time, Technical (Part-I) and Financial (Part-II) (online)	04.10.2024 from 16:00 Hour onwards.
9.	Closing Date and Time of Bid submission, Technical (Part-I) and Financial (Part-II) (online).	22.10.2024 Upto 16:00 Hour
10.	Location, Date and Time of opening of Technical Proposals (Part-I) (online).	25.10.2024 at 14:00 Hour at SJDA Office, Himanchal Vihar, near Passport Seva Kendra, Matigara-734 010
11.	Date of uploading list for Technically Qualified Bidder (Online)	To be intimated later through online
12.	Time and Date of opening of Financial bid (Part-II)	To be intimated later through online

In the event of any of the above-mentioned dates being declared as a holiday, the bid(s) shall be opened on the next working day at the appointed time.

The intending bidder(s) must read the terms and conditions carefully before submitting his/their bid and should assure himself/ themselves about possession of all necessary documents.

Financial bid (Part-II) shall be opened/ declared only after Technical bid (Part-I) evaluation.

In the event of e-Filing intending bidder may download the tender documents from the website <https://wbttenders.gov.in> directly by the help of his/ her Digital Signature Certificate (DSC).

1. COST OF TENDER DOCUMENTS :

Intending Tenderer will not have to pay the cost of tender documents for the purpose of participating in e-tendering, but the successful L1(Lowest) Bidder will have to pay the cost of tender documents of 2 (Two) sets @ price mentioned in the Particulars of the e-NIT during purchase of tender documents for execution of Form Agreement as per notification no. 199-CRC/2M-10/2012, Dated. 21/12/2012 of the PWD, CRC Branch, Government of West Bengal in the wake of issuance of the Finance Department memorandum No. 9701-F(Y), Dated.30.11.2012.

The cost of tender should be deposited separately by the successful L1(Lowest) Bidder through NEFT/ RTGS of any scheduled commercial bank in India approved by the RBI, drawn in favour of the **CHIEF EXECUTIVE OFFICER, SJDA** and the acknowledgement should also be uploaded with Unique Transaction Reference No. (UTR) and Account details of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Siliguri is as follows :-

Name of the Account	: Siliguri Jalpaiguri Development Authority
Account no	: 912010035059401
Name of Bank	: Axis Bank Ltd., 32, Pradhan Nagar, Near Ramakrishna Vedanta Ashram, Hill Cart Road, Siliguri - 734003
Branch name	: Hill Cart Road
IFSC Code	: UTIB0001403

2. EARNEST MONEY :

Earnest money amounting to 2% (two percent) of the Estimated Amount put to tender or Rs 10 lakh whichever is lower will have to be submitted online by all intending Tenderers. In any case, Fixed Permanent Security Deposit will not be entertained as an earnest money, as per notification no. 24-A/2D-13/2010, Dated. 31/01/2014.

As per G.O. No. 3975-F(Y) dated 28/07/2016 of the Secretary, Audit Branch, Finance Department, Government of West Bengal, a bidder should initiate payment of pre-defined EMD for the tender by selecting from either of the following payments modes in favour of the **Chief Executive Officer, Siliguri Jalpaiguri Development Authority (SJDA)** at the time of uploading the tender / quotation :

- Net banking (Any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway for on-line tenders.
- RTGS/NEFT in case of offline payment through bank account in any bank. (Details of which has been narrated in "Instruction to Bidders").

As per G.O. No. 6417-F(Y), Dated. 26/08/2015 of the Principal Secretary, Finance Department, Audit Branch, Government of West Bengal, three State Government enterprises viz. Mackintosh Burn Limited, Westinghouse Saxby Framer Limited and Britannia Engineering Limited and as per G.O. No. 6718-F(Y), Dated. 08/9/2015 & 815-F(Y), Dated. 23/2/2023 of Finance Department, Audit Branch, Government of West Bengal, Labour Co-operative Societies have given exemption from deposit of earnest money for participating in Government tenders, subject to the condition that they will furnish security deposit if selected in a tender. As per G.O. No. 4245-F(Y), Dated. 28/05/2013 of Finance Department, Audit Branch, Government of West Bengal regarding exemption from deposit of earnest money of Small Scale Industrial (SSI) Units under rules 47A(1) and 47B(7) of West Bengal Financial Rules, Vol.-I is applicable to Supply Contracts only and not to Works contracts. SSI units participating in works tenders will have to deposit EMD, Performance Security/Security Deposit as usual.

Bidder eligible for exemption of EMD as per Govt. Order may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of Statutory documents.

3. REFUND OF EMD :

The EMD of the unsuccessful Tenderer deposited shall automatically be refunded through online process. The refund of EMDs will be credited 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.

4. Technical Bid (Part-I) and Financial Bid (Part-II) both should be submitted concurrently duly digitally signed in the Website <https://wbtenders.gov.in>. Tender documents may be downloaded from the website. Submission of technical Bid / financial bid should be done as per the date / time schedule stated in above table of this NIT. Bidders should ensure to submit/ upload only required documents duly indexed.
5. **Payment certificate will not be treated as credential for the works.**
6. **TERMS AND CONDITIONS OF THE CREDENTIALS :**
No Credential will be considered as valid unless Credential certificate of similar nature works are supported by Work Order, Price Schedule or BOQ of work and completion certificate mentioning the date of completion issued by the competent authority not below the rank of Executive Engineer or equivalent or competent authority of a State / Central Government, State / Central Government undertakings, Statutory / Autonomous bodies constituted under the Central / State Statute. The completion certificate should indicate the value of the work completed (equal to booked expenditure).
N.B. Estimated Amount, tendered amount, value of executed work, Date of Completion of project along with telephone number & detail address for communication of client must be indicated in the Credential Certificate.
7. Deed of Partnership firm, and documents for their registration or applied for registration is applicable in the form of certified copy of 'Form No. VIII,' issued under the Indian Partnership Act, 1932 (Act-IX of 1932) to be submitted by the Registrar of Firms, West Bengal having their registered office at P-15 India- Exchange Place, Todi-Mansion, 10th Floor, Kolkata 700001. In case a contractor/bidder is yet to receive Form No. VIII, a "Memorandum" issued from the above office may also be accepted. Any change in the constituent of the Partnership Firm should also be intimated to the office of the Registrar of Firms, Kolkata prior to submission of application in the e-tender and a certified copy of the revised Form No. VIII showing changes in its constituents are required to be submitted.
8. Registered Unemployed Engineers' Co-operative Societies/ Unemployed Labour Co.- Op. Societies are required to furnish valid Bye Law, Current Audit Report, Valid Clearance Certificate from A.R.C.S. of the last year along with other relevant supporting papers.
9. A prospective bidder shall be allowed to participate in the particular Job either in the capacity of individual or as a partner of a firm. If any bidder(s) found to have applied multiple bids in a single job, all of his / their bids will be considered as non-responsive for that job. The bids shall be rejected summarily without assigning any reason thereof.
10. Successful Tenderers will be required to obtain valid Registration Certificate & Labour License from respective Regional Labour Offices where construction work by them are proposed to be carried out as per Clauses u/s 7 of West Bengal Building & other Construction Works' Act, 1996 and u/s 12 of Contract Labour Act.
11. In case if there be any objection regarding pre-qualification/ list of "Technically Qualified Bidders", that objection should be lodged to the CHIEF EXECUTIVE OFFICER, SJDA, **within 24 hours** including holidays from the date of initial publication of list of Technically Qualified Bidders and beyond that time schedule no objection shall be entertained by the Authority. The objection may also be submitted to the e-mail ID: SJDAtenders@gmail.com
12. All bidders are requested to remain present in the Office of The Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Himanchal Vihar, Near Passport Seva Laghu Kendra, Matigara-734010 , Dist. Darjeeling, West Bengal, during opening of the Financial Bid to witness the tender opening procedure .
After opening of the financial bid, if situation demands, Chief Executive Officer, Siliguri Jalpaiguri Development Authority may negotiate with the lowest bidder to lower down the rate quoted (may be on the day of opening and on spot or later on by issuing a negotiation letter), so all qualified bidders are requested to remain present in the office of Chief Executive Officer, Siliguri Jalpaiguri Development Authority. No objection in this respect will be entertained raised by any bidder who will be present during opening of bid or from any bidder who choose to remain absent during opening of the bid for tender.
13. Intending bidders are required to produce original documents, scanned copies of which have been uploaded by them, for verification by this office as and when asked for.
14. **No Mobilisation Advance and Secured Advance will be allowed.**
15. (i) The contractor shall do photography / video photography of the site firstly before the start of the work, secondly mid-way in the execution of different stages including reinforcement work with an identification mark before covering by concreting and lastly after the completion of the work. No separate payment shall be made to the contractor on this account.

(ii) The Tenderer, whose tender is accepted, should purchase **2 (two)** copies of Agreement Copies/Tender documents including other relevant papers etc. as prescribed in the Acceptance letter/ Work Order/ Acceptance cum Work Order. This amount may be paid through form NEFT/ RTGS in the A/C no 912010035059401 of Axis Bank of India, Hill Cart Road Branch, IFSC code UTIB0001403. This is mandatory to formalize the contract within **7 (Seven) working days** from the date of issue of the Acceptance letter/ Work Order/ Acceptance cum Work Order, failing which it may be construed as an attempt to disturb the tendering process and shall be dealt with in a legal manner as deemed fit including debarring the bidder as per GCC (General Conditions of Contract) clause 41 and the Acceptance letter/ Work Order/ Acceptance cum Work Order will be treated as cancelled.

16. Issuance of Work Order / Acceptance cum Work Order for all individual stretches may be financially restricted upto the limit of existing administrative approval until receipt of administrative approval / revised administrative approval from the competent authority (*in applicable cases*). Also issuance of letter of work Order / Acceptance cum Work Order for all individual stretches may be restricted in some stretches till necessary land for the same is made available and / or encroachments are removed (*in applicable cases*). No claim, whatsoever, for such delay in issuance of Work Order/ Acceptance cum Work Order and or restriction of work will be entertained. Intending bidders may keep these criteria in mind while participating in tender and / or while quoting their rates.

17. Relevant documents (as uploaded online) in hard copies duly self-attested must be submitted in the Engineering Section before Formalising the contract agreement within 7(seven) working days from the date of issuance of Acceptance letter/ Work Order / Acceptance cum Work Order, failing which your tender is liable to be terminated and further necessary action may be taken as per rules & conditions of the notice.

18. Programme venue will be intimated to the agency as and where and whenever necessary.

19. DEDUCTION OF TAX :

Deduction of tax shall be as below as per provision of GST applicable as per existing rule.

i) The contractor is registered under the GST Act and such registration is valid on the date of making such payment (for which the valid GST Registration Certificate is to be produced by the contractor along with a declaration from the contractor that his certificate of registration is valid to the best of his knowledge and that he will intimate the contractee i.e. Chief Executive Officer, SJDA, in case of any notice issued by Commercial Taxes Authority regarding the cancellation of his certificate of registration). GST applicable as per existing rule.

ii) All other taxes if applicable as per Government rule in force.

20. The intending tenderers may note that an amount equal to 1% of the contract amount will be deducted from the RA bill / final bill on account of "the building and other construction work (regulation of employment and condition of service) Act, 1996" and "The building and other construction work welfare Cess Act, 1996" apart from other statutory deductions from bills / payment due. GST, Royalty & all other statutory levy / CESS will have to be borne by the contractor & the rates in the schedule of rates are inclusive of all the taxes & CESS stated above.

21. If any tenderer withdraws his offer before acceptance or refuse within a reasonable time without giving any satisfactory explanation for such withdrawals, he shall be disqualified for submitting any tender/quotation at Siliguri Jalpaiguri Development Authority for a minimum period of 1(one) year.

22. Power of Attorney holders are not allowed to sign Tender Documents unless otherwise approved by Chief Executive officer, Siliguri Jalpaiguri Development Authority.

23. No Price Preference will be allowed for the work under this NleT.

24. The Bidder at his/ their own responsibility is encouraged to enquire about the site of works and its surroundings to collect all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting quotation.

25. The intending bidders should note that whatever may be the outcome of the present invitation of bids, no cost of bidding shall be reimbursable by the Authority. The Chief Executive Officer, SJDA reserves the right to accept or reject any offer with or without assigning any reason whatsoever and is not liable for any cost that might have incurred by any bidder at that stage of bidding.

26. No Conditional / In-complete Bid / Tender shall be accepted.

27. There shall be no provision of Arbitration. Hence GCC Cl. 25 of 2911 is omitted vide notification no. 558/SPW, Dt. 13.12.11 of Secretary, to the Govt. of West Bengal.

28. Before issuance of the formal Work Order, the Tender Accepting Authority may verify the credential & other documents of the lowest bidder, if considered necessary. After verification, if it is noticed that such documents

submitted by the lowest bidder is either manufactured or false, Work Order shall not be issued in favour of the lowest bidder. The EMD shall be forfeited besides taking necessary debarment action as per GCC clause-41.

29. All works covered in the clause appearing hereinafter shall be deemed to form a part of the appropriate item or items of works appearing in the work schedule whether specifically mentioned in any clause or not and the rates quoted shall include all such works unless it is otherwise mentioned that extra payment will be made for particular works.

30. FORFEITURE OF EARNEST MONEY :

- a) If the Bidder withdraws the bid during the period of Bid validity.
 - b) In case of a successful bidder, if the Bidder fails to sign the Formal Agreement within the specified time limit.
 - c) During scrutiny, if it comes to notice to the tender inviting authority that the credential or any other papers found incorrect / manufactured / fabricated.
- and other than forfeiture of EMD in the above cases, suitable penal action as per GCC and NIT clauses may be applied.

31. Other clauses as referred herein above of contract shall be as per GCC as per West Bengal form no 2911 circulated vide no. 3529(25)-UD/O/M/B/MISC-05/2016 (Pi), DATED 15/11/2019.

32. This is a time bound urgent work. Hence the Bid Evaluation Committee reserves the right to ignore some Deficiencies in consultation with the Tender Accepting Authority and his discretion in case of 1st call and no challenge whatsoever against such decision of the said committee will be entertained. In case of 2nd Call, the same Bid Evaluation Committee reserves the right to ignore some more deficiencies in consultation with the Tender Accepting Authority and his discretion and no challenge whatsoever against such decision of the said committee will be entertained. In case of 3rd and subsequent calls, the same Bid Evaluation Committee reserves the right to ignore more and more deficiencies in consultation with the Tender Accepting Authority and his discretion and no challenge whatsoever against such decision of the said committee will be entertained.

33. If there is any violation of any or all the relevant above criteria during execution of the job, it will render the concerned agencies ineligible for the work then and there or at any subsequent stage as may be found convenient.

34. SPECIAL TERMS & CONDITIONS :

- a) The tenure of agreement will initially be for 1 (one) year but may be extended for another 2 (two) years on satisfactory performance, provided the same quoted item wise rates will be applicable for the extended period, if agreed upon. In case of any disagreement to continue with the quoted rates for the extended period, that must be intimated 2(two) months earlier of the completion date, otherwise it will be considered as his willingness to continue.
- b) The Contractor shall insure its staff members against work accidents and engages itself to respect the legislation in place regarding labour matters, social security and the services rendered taxation and all other matters related to
- c) The contract may be discontinued/ terminated at any time if such services are not required by SJDA. SJDA reserves the right to assess anytime the performance of the contractor. Failure to perform the requested tasks may be regarded as a basis for termination of the contract.
- d) The Authority will make all payments to the contractor for the services rendered satisfactorily and upon the measurement done by concerned Engineer along with photographs of the work done.
- e) The contractor will be given written work order as and when any programme is scheduled.
- f) SJDA reserves the right to modify at any time the services indicated in the schedule of the tasks stated above.
- g) SJDA shall reserve the right to cancel the work/ contract anytime without assigning any reasons.

35. SJDA shall not bear any responsibility related to i) Any insurance claim ii) Theft/ robbery/ loss iii) Any legal hazards related to accidents and others. iv) Removing and taken away of items executed, cleaning of the programme sites shall be bound by the contractor at his own cost & responsibility.

36. In case of inadvertent typographical mistake found in the specified schedule of rates / BOQ, Acceptance letter/ Work Order / Acceptance cum Work Order the same will be treated to be so corrected as to conform with the relevant schedule of rates prevailing at the time of floating of tender and / or technically sanctioned estimate and / or the rate quoted in the Financial proposal. No claim whatsoever for such inadvertent typographical mistake will be entertained and will be corrected.

37. Chief Executive Officer, Siliguri Jalpaiguri Development Authority reserves the right to cancel the NleT due to unavoidable circumstances and no claim in this respect will be entertained.

INSTRUCTION TO BIDDERS

SECTION – A

1. *General guidance for e-Tendering*

Instructions / Guidelines for tenders for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

A.1. Registration of Contractor

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://wbtenders.gov.in>. The contractor is to click on the link for e-Tendering site as given on the web portal.

A.2. Digital Signature Certificate (DSC)

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details for obtaining class-II or class-III DSC can be had by logging on to <https://wbtenders.gov.in>.

A.3 Participation of Contractor

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system; after logging on to <https://wbtenders.gov.in> the contractor needs to click in the specified link for e-Tendering site as given on the web portal.

A.4. Mode of Collection

The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in A.3 using the Digital Signature Certificate (DSC). This is the only mode of collection of Tender Documents.

A.5. Participation in more than one work

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If any bidder found to have applied multiple times in a single job all his applications will be rejected for that job.

A.6. Submission of Tenders

Tenders are to be submitted/ uploaded through online to the website stated in **Sl. 4** of NIT. Up-loading of tenders should be in two folders at a time for each work (One folder for Technical Proposal & the other folder for Financial Proposal. Up-loading or submission of tenders must be done before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly after virus scanning also duly Digitally Signed. The documents will then get encrypted (transformed into non readable formats).

A.6.1. Bidders are advised to upload scanned copies of original documents, uploading scanned copies from Photo/Xerox copies & illegible copies will not be entertained and NIT shall summarily liable to be rejected without intimation thereto.

A.6.2. Bidding (PART-I and PART-II) :

The Technical proposal/ Bid should contain scanned copies of the following under **Statutory and Non-Statutory** covers folders. **(PART-I)**

Financial proposal/ Bid in **One** cover folder. **(PART-II)**

The documents will get encrypted (transformed into non readable formats).

A.6.2.1. Technical Bid Documents [Statutory and Non-Statutory Documents] (PART-I) :

(AA) [Statutory Documents]

- i) Earnest Money as prescribed in the e-NIT against each of the serial of work.
- ii) Bidder eligible for exemption of EMD as per Govt. Order, necessary documents regarding the exemption of EMD must be uploaded.
- iii) NIT, Special Terms & Conditions in NIT, Special Specification in NIT, if any, with All Corrigendum and addendum, if any. **(Download & upload the same Digitally Signed).**
- iv) Tender form No. 2911(ii), **(Download & upload the same Digitally Signed except quoting rate, quoting rate will only encrypted in the Annexure "A" available in BOQ format under Financial Bid.**

IN CASE QUOTING ANY RATE IN 2911, THE TENDER LIABLE TO BE SUMMARILY REJECTED.

(BB) [Non- Statutory Documents]

- i) Letter Head containing pre qualification application (Section – B, Form-I).
- ii) Pan Card.
- iii) Up to date Professional Tax Clearance Certificate / Professional Tax (PT) deposit receipt challan.
- iv) Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 with current GST return challan.
- v) Current Trade License from the respective Municipality/Panchayet as applicable.
- vi) Income Tax Return & Certificate for last 3 (three) Financial year.
- vii) Scanned copy of Original Credential Certificate as mentioned in **Sl.No.6** above.
- viii) Firm/ Company/Society Registration Certificate under Company Act (if any).
- ix) Registered Deed of partnership Firm/ Article of Association & Memorandum (if any).
- x) Valid bye laws (Registered Labour Co-Operative(s) or Engineers' Co-Operative(s).
- xi) Power of Attorney (For Partnership Firm/ Private Limited Company, if any).

Note :- Failure of submission of any of the above mentioned documents will render the Tender liable to summarily rejected for PART-I, both Statutory & Non Statutory Cover.

A.6.2.2. Financial proposal (PART-II) :

- i) The financial proposal should contain the Annexure "A" in one cover (folder). The contractor is to quote the rate in Annexure "A" in BOQ format only in the space marked for quoting rate.
- ii) Only downloaded copy of the Annexure "A" available in BOQ format is to be uploaded virus scanned & Digitally Signed by the contractor.

CHECKLIST FOR BIDDERS

Bidders are advised to upload scanned copies of original documents only. Uploading scanned copies from Photo/Xerox copies & illegible copies will not be accepted and NIT shall summarily be rejected.

Sl. No.	Name of the Documents to be uploaded (only for the cases where applicable)	Uploaded		Write the Submitted File Name
		Yes	No	
Technical Proposal (PART-I)				
1.	Prescribed Earnest Money.			
2.	Documents regarding the exemption of EMD as per Govt. Order.			
3.	NIQ, Special Terms & Conditions, Special Specification in NIQ etc.			
4.	Tender form No. 2911:			
5.	Letter Head containing pre qualification application (Section-B,Form-I)			
6.	PAN Card.			
7.	Up to date Professional Tax (PT) Certificate.			
8.	Valid GSTIN Certificate with current GST return challan.			
9.	Current Trade License Certificate.			
10.	Income Tax Return & Certificate for last 3 (three) Financial Years.			
11.	Scanned copy of Original Credentials Certificate in the form of Work Order.			
12.	Scanned copy of Original Credentials Certificate in the form of Completion Certificate with Gross Bill Value.			
13.	Scanned copy of Original Credentials Certificate in the form of Price Schedule or BOQ of work.			
14.	Registration Certificate under Company Act.			
15.	Registered Deed with Bye Laws (For Partnership Firm).			
16.	Power of Attorney (For Partnership Firm / Private Limited Company).			
17.	Valid bye laws (Registered Labour Co-Operative(s) or Engineers' Co.-Operative(s).			
18.	Corrigendum, if any.			
Financial Proposal (PART-II)				
1.	Only downloaded copy of the Annexure "A" available in BOQ format.			

Note: - Failure of submission of any of the above mentioned documents/Forms etc. (where applicable) with authentic supporting papers as asked, will render the Tender liable to summarily rejected.

Uploading of non relevant /out dated documents will be considered a willful attempt to mislead/get into the Bid Evaluation Committee and will render the Quotation summarily be rejected.

A.6.3. Bid Evaluation Committee (BEC)

Bid Evaluation Committee will continue to function for determination of technically and financially qualified bidders.

Opening & evaluation of tender : *Prescribed Earnest money will have to be submitted online by all intending Tenderers.

Opening of Technical proposal : Technical proposals will be open by the CHIEF EXECUTIVE OFFICER, SJDA along with or his authorized representative electronically from the website stated in **Sl. 4** in this NIQ using their Digital Signature Certificates (DSC).

- i) Intending bidders may remain present if they so desire in the Office of The Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Himanchal Vihar, Near Passport Seva Laghu Kendra, Matigara-734010, Dist. Darjeeling, West Bengal.
- ii) Cover (folder) **statutory documents** (vide Cl. No. **A.6.2.1, (AA)**) should be open first & if found in order, cover (folder) for **non statutory documents** (vide Cl. No. **A.6.2.1, (BB)**) will be opened. If there is any deficiency in the statutory documents the bid will summarily be rejected.
- iii) Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the Bid Evaluation Committee.
- iv) Uploading of the evaluated summary list of technically qualified bidders will be made.
- v) Pursuant to scrutiny & decision of the Bid Evaluation Committee the summary list of eligible bidder & the serial number of work for which their proposal will be considered & will be uploaded in the web portals.
- vi) During evaluation the Bid Evaluation Committee may summon any of the bidders & seek clarification / information or seek additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- vii) Shortfall notice may be served to the participant bidder/s to submit any historical document/s available to them which is/are per-existed at the time of the bid submission, if required to verify the submitted documents.

A.6.4. Tender Committee (TC)

In supersession of all the orders published earlier and as per UD&MA Department (T&CP Branch) Memo No.2311-UDMA-22012(99)/ 35/ 2022-ESTT-TCP SEC-Dept. of UDMA, Dated. 15-12-2022, Tender Committee comprising the following members will monitor tender related activities and scrutinize all the tender related documents along with the technical and financial evaluation process to ascertain whether all the basic principles of the Public procurement has been followed. Also will ensure that the necessary formalities as per guidelines issued by Finance Dept. from time to time have duly been observed by the Tender Inviting Authority.

- a) Chief Executive Officer, SJDA – Chairperson
- b) Asst. Executive Officer, SJDA – Vice-Chairperson
- c) Superintending Engineer/ Executive Engineer, SJDA – Member-Convenor
- d) Finance Officer, SJDA. – Member
- e) Tender-in-charge, SJDA – Member
- f) Officers nominated by DM, Darjeeling and DM, Jalpaiguri – Member
- g) Officers nominated by SDO, Siliguri & Jalpaiguri Sadar & Malbazar – Member

A.7. The CHIEF EXECUTIVE OFFICER, Siliguri Jalpaiguri Development Authority (Tender Accepting Authority) may refer the cases to this Tender Committee for its opinion regarding any clarification and implementation of GCC as well as NIQ clauses.

A.8. Penalty for suppression / distortion of facts

Submission of false document by bidder is strictly prohibited & if found the bid will be considered as non-responsive and rejected with forfeiture of Earnest Money and action may be referred to the appropriate

authority for prosecution as per relevant IT Act or debarment process be initiated as per General conditions of Contract clause 41.

A.9. Rejection of Bid

The tender inviting authority reserves the right to accept or reject any Bid and / or to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder / Bidders or any obligation to inform the affected Bidder or Bidders of the ground for such action from tender inviting authority.

A.10. Opening of Financial Bid

A.9.1. Financial proposals will be opened by the Chief Executive Officer, SJDA, Siliguri along with his authorized representative electronically from the website stated in **Sl. 4** in this NIT using their Digital Signature Certificates (DSC).

A.11. Award of Contract

The Bidder who's Bid has been accepted will be notified by the Tender Accepting Authority. The notification of award will constitute the formation of the Contract.

SECTION – B
FORM –I
PRE-QUALIFICATION APPLICATION

To
The Chief Executive Officer,
Siliguri Jalpaiguri Development Authority,
Himanchal Vihar, near Passport Seva Kendra,
Matigara-734 010

Ref : - Tender for _____

(Name of work) _____

N.I.Q. No.: _____ of Chief Executive Officer, Siliguri Jalpaiguri Development
Authority, Pradhan Nagar, Siliguri.

Dear Sir,

Having examined the Statutory, Non statutory, Instruction to Bidders & NIT documents along with its Agenda & corrigendum, I /we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / us on behalf of _____ in the Capacity _____ duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- (a) Tender Inviting & Accepting Authority can amend the scope & value of the contract bid under this project.
- (b) Tender Inviting & Accepting Authority reserve the right to reject any application without assigning any reason.

Enclosures : e-Filling :-

- 1. Statutory Documents
- 2. Non Statutory Documents

Date:.....

.....
Signature, name and designation
of Authorised Signatory.

For and on behalf of.....
(Name of the Applicant)

N.B.: This application must be made in the Letter Head Pad of the firm in which application is made, clearly
Mentioning the address and contact number and email ID of the firm.

ANNEXURE "A"

(Refer BOQ Format to download for submission of Financial Proposal)

Sl. No.	Work Component	UNIT	RATE	AMOUNT
1.	Pandal (Bamboo Structure with necessary props and bracings, Height upto 15'-00" and above if required without Roof covering but ceiling portion covered with cloth ceiling etc. complete	Sq.ft		
2.	Making of Stage with Pandal. Stage will be stout and strong enough, made of Wooden/Iron structure with necessary bracings as instructed by EIC with 1" (25 mm) Ply over wooden/Iron Planking, Height of Stage will be 5'-0" in height from ground level with Ordinary Green Carpet covering etc, complete including a Stair and Pandal portion of Stage will be made of Strong Bamboo Structure with necessary props and Bracings, Height upto 15'-00" and above (if Required) With Roof Covering and three side of Stage and ceiling portion covered with cloth etc. complete as per direction of EIC, all complete	Sq.ft		
3.	Supply of VIP Chair with cover.	Each		
4.	Supply of Plastic Chair. A) with Handle	Each		
	"DO" B) Without Handle	Each		
5.	Supply of Tea Table (a) Plastic Table with Cloth Cover.	Each		
	"DO" (b) Wooden Table With Cloth Cover.	Each		
6.	Supply of Podium Dies (Normal)	Each		
7.	Construction of Temporary Gate with bamboo and wooden structure (Box type), all sides covering with cloth and as per direction of EIC, all complete. A) Box type Low Height Gate upto 9'-0"	Each		
	B) Box type High Height Gate upto 16'-00"	Each		
8.	Supply of Sofa--A) 3 Seat	Each		
	B) 2 Seat	Each		
9.	Construction of Temporary Simple Side Wall (Height 10' 00") with bamboo Props as vertical members with bamboo Horizontal members as structure and one side covering with cloth and as per direction of EIC, all complete.	Sq.ft		
10.	Inauguration Lamp (complete Set) with necessary required materials complete.	Each		
11.	Temporary Urinal (For Male) (A) made of Bamboo structure (3'X4' and 6'-00" Height) three sides covered, open air with necessary works completed or as per instruction of EIC.	Each		
12.	Temporary Urinal (For Female) made of Bamboo structure (3'X4' and 6'-00" Height) three sides and Roof Portion are covered, with Door including inside locking arrangement and other necessary works completed or as per instruction of EIC.	Each		
13.	Wooden Planking works over Ground or Drain covering etc. with all necessary allied works complete and as per instruction of EIC.	Sq.ft		
14.	Temporary Bamboo structure Tower for installations of Electric Light or Mike. (A) Height upto-15'-00" (Base- 4'0" X 4'0")	Each		
	(B) Height upto-20'-00" (Base- 6'0" X 6'0")	Each		
15.	Temporary Display Board for Plaque with 12 mm ply over simple Bamboo structure including necessary Curtain, Rope etc. complete and as per instruction of EIC.	Sq.ft		

16.	Garbage cleaning and levelling etc complete as per instruction of EIC.	Cft		
17.	Ordinary Carpet laying with all complete	Sq.ft		
18.	Green Room (10ft X 10ft) / Changing room	Each		
19.	Table big with cover	Each		
20.	Wooden Structure Falak	Each		
21.	Flower Decoration	Lum Sum		
22.	Water (200 ML)	Each		
23.	Tea	Per Cup		
24.	Light Tiffin Packet	Per Packet (Max. Rs. 50/-)		
25.	VIP Tiffin packet	Per Packet (Max. Rs. 100/-)		
26.	Garland	Each		
27.	Ballon Decoration	Per Balloon		
28.	Inauguration Board opening Screen	Each		

710/i(16) 110/V/1048/16/23

Memo No.: _____ / SJDA

Copy with request to display in their Notice Board :

Chief Executive Officer
Siliguri Jalpaiguri Development Authority
Dated: 1/10/2024

1. The Addl. Secretary, U.D. & M.A. with a kind request to publish the matter attached herewith in official website of the Department.
2. District Magistrate, Darjeeling.
3. District Magistrate, Jalpaiguri.
4. Chairman, Jalpaiguri Municipality, Jalpaiguri.
5. Addl. Executive Officer, Siliguri Mahakuma Parishad.
6. Commissioner, Siliguri Municipal Corporation.
7. Secretary, Jalpaiguri Jilla Parishad, Jalpaiguri.
8. AEO, Siliguri Jalpaiguri Development Authority, Siliguri for uploading in SJDA website.
9. Addl. Chief Engineer, Municipal Engineering Directorate, Siliguri.
10. Superintending Engineer, PW (Roads), SHC-IV, Shaktigarh, Siliguri.
11. Executive Engineer, Northern Circle, PWD, Jalpaiguri.
12. Executive Engineer, North Bengal Development Department, H. C. Road, Siliguri.
13. Executive Engineer, North Bengal Construction Division, PWD, Siliguri.
14. D.J.O., NIC, Siliguri for uploading in official website.
15. Notice Board, Siliguri Jalpaiguri Development Authority, Siliguri.
16. Notice Board, Siliguri Jalpaiguri Development Authority, DCRPD Building, Near Sadar Hospital, Jalpaiguri.

Chief Executive Officer,
Siliguri Jalpaiguri Development Authority