



## Siliguri Jalpaiguri Development Authority

A statutory body under Department of UDMA

An IS/ISO 9001:2008 Certified Organisation

Himanchal Vihar, Matigara-734-010

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

Memo No. 908/I/Admin/821/2022

Date. 8/08/2025

### NOTICE INVITING BID (E-BIDDING) NO. 01/Hoarding/Uttarapan Market Complex /2025-26 OF SJDA

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

1. **Name of Work:** Rent for space for advertisement display of 30ft.x 40ft. size ( ONE NUMBER) at the following location 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. **Location:** Roof Top of Uttarapan Market Complex, Hill Cart Road, Siliguri in Darjeeling district.
3. PLEASE FOLLOW PRE-BID MEETING SCHEDULE ( DATE AND TIME SCHEDULE BELOW)
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 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 2<sup>nd</sup> year, if the contract agreement is extended.
6. In the event of e-Filing, intending bidder may download the tender document from the website: <https://wbenders.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.



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**Earnest Money:** The amounting to Rs.20,000/- (Twenty Thousand) only of 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 from 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.

- Reserved Price – Rs.2,50,000/- (Rupees Two lakhs Fifty thousand only) per annum. Rate quoted below the reserve price (Excluding taxes) will not be accepted.  
(GST and other Government Taxes upon the quoted and accepted rate shall be borne by the successful bidder)
- Eligibility criteria for participation in bid:
  - 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 or Municipality having value of not less than Rs.2 (Two) lakhs for a single work.
  - GST documents.
  - Pan Card.
  - Income Tax (Saral) acknowledgement receipt for the last 03 (Three) Assessment years.
  - Valid Trade licence.
  - Professional Tax receipt updated Challan for the year 2024-25, to be accompanied with the Technical Bid document.
  - Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co.-Op. Societies are required to submit as follows.
  - Valid Registration certificate issue by the Co-operative Department.
  - Audit report audited by Co-operative Deptt. for the year 2023-24.
  - Resolution copy of Annual General meeting for the year 2023-24.





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- 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)	08.08.2025 at 04.00 PM
2.	Bid documents download and uploading of bid start date and time (online)	08.08.2025 at 04.00 PM
3.	Bid proposal download & uploading ended date & time (online)	29.08.2025 up to 06.00 PM
4.	Date, Time and Venue of the Pre-bid meeting  If any queries, please feel free to contact details provided below:  Sri Sanjay Malakar, AEO, SJDA Phone No.94349-85365 Email ID: sjdwb@gmail.com	18.08.2025 at 12.00 noon at SJDA Office, near Passport Seva Laghu Kendra, Himanchal Vihar, Matigara-734010
5.	Bid opening date for Technical Proposal (online)	01.09.2025 at 11:00 AM
6.	Bid opening date for Financial Proposal (online)	Will be declared after technical evaluation.

### 9. Terms and Conditions:-

- The selected agency shall not exhibit such advertisement matter which are obscene in character and are of bad taste and may disturb public peace and tranquility.
- The selected agency shall not make any addition and alteration of the existing structure of the building in any manner whatsoever. Regarding construction of Iron Structure at the roof top of the building, the selected agency shall take necessary permission from the Authority (SJDA) and the said Iron structure shall be constructed as per instruction and guidance of the authority (SJDA), under complete supervision of SJDA.
- The payment of Electricity bill and other cost for maintenance of advertisement display will be done by the selected agency. No other Electricity connection will be allowed without prior approval of the Authority.



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- iv. Apart from the accepted bid, the successful bidder needs to deposit GST and other taxes as per Govt. norms as applicable.
- v. The advertisement display hoarding size should not be above 30ft. x 40ft. . Quantity - One.
- vi. The successful bidder needs to enter into an agreement or contract with SJDA after selection.
- vii. Defaulter agencies w.r.t. any work awarded earlier by SJDA will not be considered for the work.
- viii. The Bidder, at his/her/their own responsibility and risk has to visit and examine the Site of advertisement display and its Surroundings and obtain all informations 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 site shall be at the Bidder's own expense.
- ix. 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.
- x. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instruction to Bidders' before bidding'.
- xi. No CONDITIONAL/ INCOMPLETE TENDER will be accepted under any circumstances.
- xii. In case of Quoting rates, no multiple rates will be entertained by the SJDA.
- xiii. The selected agency may be allowed to display Advertisement matters initially for a period of 1 (one) year, it may be extended for another two years, subject to minimum increase of 10% rate every year on the quoted and accepted rate on the discretion of SJDA.
- xiv. Necessary GST documents as per the Government rules to be furnished by the agency.
- xv. The agency has to quote the rate for one year. Normally, the highest bidder will be given the order for display right.
- xvi. The Authority (SJDA) has right to accept or reject rate any of the bid without assigning any reason thereof. Siliguri Jalpaiguri Development Authority also reserves the right to cancel the NIB and work order and agreement at any time.
- xvii. The selected agency shall maintain safety measures while installing advertisement materials to avoid any accident that may endanger public safety and the agency shall be liable for any such situation.
- xviii. The selected Agency shall maintain that the materials in display will not disturb and put hindrance to the traffic movement. The selected agency shall not exhibit such Advertisement Matter which are obscene in character and test and may disturb public peace and tranquillity. No matter relating to items that may cause health hazard like tobacco products or liquor etc. shall be advertised.





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xix. The Chief Executive Officer, Siliguri Jalpaiguri Development Authority reserves the right to cancel the N.I.B. and work order and agreement due to unavoidable circumstances and no claim in this respect will be given or entertained. On receipt of the order in this behalf the selected agency or successful bidder shall hand over vacant and peaceful possession of the site to the Siliguri Jalpaiguri Development Authority and no claim in this respect will be entertained.

xx. During scrutiny, if it comes to the notice to bid inviting authority that the credential or any other papers are found incorrect / manufactured / fabricated, tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

xxi. All necessary clearance, no objection certificate for installation of all the above noted structure as applicable need to be obtained by the selected agency from competent authorities like Siliguri Municipal Corporation etc.

xxii. Before issuance of the work order, the bid inviting authority 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 or cancelled in favour of the bidder under any circumstances.

xxiii. The engagement/ agreement and work order 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.

xxiv. Violation of any Terms and Conditions by the selected agency will lead to cancellation of the Contract Agreement and forfeiture of the deposited amount.

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

**Deposition of Quoted Amount:** The bidder has to quote the rate for 1 (one) year as a whole. But the successful bidder shall deposit for first year revenue amount along with GST and other Govt. taxes in advance as per Letter of Acceptance issued from SJDA before issue of the work order. The revenue amount for 2<sup>nd</sup> and 3<sup>rd</sup> year along with GST and other Govt. taxes to be deposited in advance 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. Bidders must go through & sign all pages of the bid document.
2. Erasing or overwriting is not allowed. All correction are to be signed by the bidder. Incomplete bid document will be rejected. No conditional bid rates will be entertained.
3. Selection of the Lessee shall be on the basis of Bid by online submission by bidders to be received by the Chief Executive Officer, Siliguri Jalpaiguri Development Authority and normally the highest bidder is selected by the Siliguri Jalpaiguri Development Authority. But the accepting authority has the right to accept the highest Bid or any bid or to reject any or all of them without assigning any reason.
4. No reduction or remission of bid money will be admissible for the reason whatsoever (viz. Bandh, Strike, Suspension of vehicular traffic over flyover for major or minor repairs of either side of the flyover, natural calamities, public agitation, and / or suspension of traffic movements for any other reason whatsoever). No police or Security arrangements would be made by SJDA.

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5. Siliguri Jalpaiguri Development Authority reserves the right to terminate the contract agreement and work order at any time without assigning any reason to the selected agency/ Lessee whatsoever. On receipt of the order in this behalf the Lessee shall hand over vacant and peaceful possession of the site to the Siliguri Jalpaiguri Development Authority and no claim in this respect will be entertained.
6. The selected agency/ lessee shall comply with the provisions of The Apprentice Act, 1961, Minimum Wages Act, 1948 and Contract Labour (Regulation & Abolition) Act, 1970 and order issued there under from time to time failing which there will be breach of Contract and the Siliguri Jalpaiguri Development Authority at discretion take necessary measures against the Lessee.
7. During the lease period any damage occurred to the Govt. properties (viz:- Bridge proper, approaches, guards posts etc.) due to working procedure, would have to be repaired by the lessee at his/her/their own cost and upto the satisfaction of the Siliguri Jalpaiguri Development Authority.
8. The SJDA shall not bear any responsibility related to i) any insurance claim ii) Theft/ robbery/ loss of display point iii) any legal hazards related to accidents in display area. Any claim related to operation of display/ personal engaged thereof shall be bound by the lessee at his own responsibility.
9. The successful bidder (as lessee) will also has to sign an agreement or contract with the Chief Executive Officer, Siliguri Jalpaiguri Development Authority (as lesser) 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 /herself/ 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.

*Handwritten signature*

Chief Executive Officer,  
Siliguri Jalpaiguri Development Authority

Memo no. 908/1(7)/SJDA

Date. 08/08/2025

Copy forwarded to:-

1. The A.E.O., SJDA, for Website uploading.
2. The Addl. Chief Engineer, SJDA
3. Notice Board, SJDA.
4. Notice Board, UTTARKANNYA, Fulbari- 734015
5. Notice Board, Siliguri Mahakuma Parishad- 734001
6. Notice Board, Jalpaiguri Zilla Parishad- 735101
7. Notice Board, O/o the SDO, Siliguri- 734003

*Handwritten signature*

Chief Executive Officer,  
Siliguri Jalpaiguri Development Authority





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### 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/they 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



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- 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	<ol style="list-style-type: none"> <li>1. Professional Tax (PT) deposit receipt challan for the year 2024-25 ( with updated challan)</li> <li>2. GST</li> <li>3. Pan Card,</li> <li>3. Valid trade licence</li> <li>4. Income Tax (Saral) Acknowledgement receipt for last 03(Three) Assessment years.</li> </ol>
B.	Only for COMPANY  / Firm matters	<ol style="list-style-type: none"> <li>1. Registration Certificate under Company Act. (if any).</li> <li>2. Registered Deed of partnership Firm/Article of Association &amp; Memorandum.</li> <li>3. Power of Attorney (For Partnership Firm/Private Limited Company, if any)</li> </ol>
C.	For registered Unemployed Engineers Co- operative Societies/ Unemployed Labour Co- operatives	<ol style="list-style-type: none"> <li>4. Registration certificate issued by the co-operative department, audited report audited by Co-operative department for the year 2023-24, resolution copy of Annual General Meeting for the year 2023-24 are to be submitted by the Registered labour Co-Op(S) Engineers' Co-Opt.(S)</li> </ol>
D.	Credential  Certificates	Credential Certificate: As stated earlier Credential certificate is to 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. Department 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





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to summarily rejected.

### 2. Bid evaluation

- i. **Opening of Technical proposal:** - Technical proposal will be opened by the Chief Executive Officer, or her/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/her/their 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.

  
Chief Executive Officer,

Siliguri Jalpaiguri Development Authority