



Siliguri Jalpaiguri Development Authority

A Statutory Authority Under Department of UDMA

An IS/ISO 9001:2008 Certified Organisation

Tenzing Norgey Road, Pradhan Nagar, Siliguri-734003

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

Memo No: 81/111/Plg/112/2K/P-11 /SJDA

Date: 16/01/2023

NOTICE INVITING QUOTATION

No. 81/22 – 23/Admn/SJDA(2nd Call) dated 16.01.2023

Sealed quotations are invited by the undersigned from reputed Website Developers for upgradation & maintenance of SJDA's existing website www.sjda.org. Interested agencies may quote for the following items in the following format inclusive all taxes, as applicable.

1. Website maintenance domain renewal:

SL. No.	Description	Charge (in Rs.)
a)	Maintenance of website with daily updates for a period of 1 year	--
b)	Domain renew and hosting for one year	--
c)	Renewal of existing SSL Certificate into domain name and server for www.sjda.org for 1 year	--

2. Upgrades chargeable

SL. No.	Upgrade Description	Charge (in Rs.)
a)	New Home Page Design for 1 year	--
b)	New Static Page Design for 1 year	--
c)	New Form Mail Page for 1 year	--

3. Integration of Short messaging service (SMS) & email features in existing website

SL. No.	Description	Charge (in Rs.)
a)	Rate per SMS for 1 year	--

4. Terms of services

A. Following updates to be done within the quoted price without any extra cost.

- Uploading of news, photographs, advertisement, tenders and notices.
- Change, replacement & removal of text / photos on pages, photo-galleries and flash designs.
- Adding records in dynamic sections like tenders, news, advertisement & others (except data entry like LUCC dynamic module).
- Minor Change of Layout without disturbing logical alteration, link & Table structure; e.g. increase space between lines, photos, links, etc.
- Putting extra link/s in Home page.
- Change colour scheme of pages (2 times in a year).
- To send SMS and email to addresses provided by SJDA in approved formats for about status of application for change of use / development permission.

B. Upload contents to be collected from SJDA office and to be uploaded to the server on daily basis.

C. Detailed uploading downloading log to be maintained by the agency.

Contd. to Page-2



Siliguri Jalpaiguri Development Authority

A Statutory Authority Under Department of UDMA

An IS/ISO 9001:2008 Certified Organisation

Tenzing Norgey Road, Pradhan Nagar, Siliguri-734003

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

Page-2

D. Uploading confirmation mail to be sent to SJDA mail address.

5. Submission of Quotations:

- A) **Mode of submission:** The quotationers shall submit their quotations in sealed envelope addressed to the Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Tenzing Norgey Road, Pradhan Nagar, Siliguri – 734 003.
- B) **Documents to be submitted:** Copy of the following documents will be submitted by the quotationer / (s) for pre-qualification.
- i) Valid Trade License.
 - ii) Income Tax (I.T.) Return for last three Assessment years.
 - iii) Professional Tax (P.T.) / updated challan.
 - iv) Valid 15-digit Goods and Service Taxpayer Identification Number (GSTIN) under GST Act, 2017. "Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017" in terms of 4374 F (Y) dt. 13.07.2017 of Finance Department, Govt. of West Bengal.
 - v) Partnership deed in case of Partnership firm.
 - vi) Co. operative society Registration and Bye laws in case of Co-operative society.
 - vii) Memorandum of Association in case of Company.
 - viii) PAN card

*All required documents must be updated.

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

7. **Last date & time of Submission:** 27.01.2023 up to 03.00 P.M.

8. **Opening of Quotations:** Quotations will be opened on 27.01.2023 at 04.00 P.M.

9. The quotationers shall have to show original copies of the submitted documents at the time of evaluation of the quotations.

10. The quotationers or their authorized representatives may like to present at the time of opening of quotation. The schedule of opening may be altered depending on unavoidable circumstances.

11. Bidder shall not be in a conflict of interest with one or more parties in the bidding process.

12. SJDA reserves right to withdraw from whole process or any part thereof to accept or reject any or all offer at any stage of the process. No formal obligation shall accrue to SJDA or in such an event authority shall not be responsible for non-receipt of correspondence sent by post / e-mail / fax / courier.

13. The lowest quotationer will have to enter into an agreement in SJDA's format within **07 (Seven) Days** else the same will be treated as cancelled.

Contd. to Page-3



Siliguri Jalpaiguri Development Authority

A Statutory Authority Under Department of UDMA


An IS/ISO 9001:2008 Certified Organisation

Tenzing Norgye Road, Pradhan Nagar, Siliguri-734003

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

Page-3

14. The web site contains html pages, flash movies & dynamic (ASP/others) pages (like LUCC & Building plan, News Announcements, Tender & Quotation, Advertisements & Commercial opportunities, and others). For further details and nos of different types of pages, flash movies and modules, existing web site of SJDA may be referred to or the office of the undersigned may be contacted at office hours.


Chief Executive Officer,

Siliguri Jalpaiguri Development Authority

Memo No: _____/SJDA

Date: _____

Copy forwarded for information to:

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

Chief Executive Officer,
Siliguri Jalpaiguri Development Authority