



## Siliguri Jalpaiguri Development Authority

A statutory body under Department of UDMA

An IS/ISO 9001:2008 Certified Organisation

Near Passport Sewa Kendra, Himanchal Vihar, Matigara-734010

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

Memo No: 963/I/Admn/445/17/P-VI /SJDA

Date: 07/08/2024

### NOTICE INVITING BID (E- BIDDING) NO. 01/ADMN/CLEANING OF NBMCH/ 2024 – 2025 OF SJDA

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

1. Name of Work: Cleaning of premises of North Bengal Medical College & Hospital.

2. E- Filing: In the event of e-Filing, intending bidder has to download the bid document from the <http://wbttenders.gov.in> directly by the help of Digital Signature Certificate. Details are narrated in “Instruction to Bidders”. Tender time schedule stated at Page No.02 of 07.

3A. Period of work: 1 (one) year from the date of taking over the possession which is renewable on satisfactory performance.

3B. Quoting of Rate: ALL THE INTENDING BIDDERS SHOULD OFFER THE RATE ON DAILY BASIS. Rate should be quoted in both word and figure as per format at Annexure ‘A’ excluding GST and other Govt. Taxes.

4. Earnest Money amounting to Rs.1,00,000/- (Rupees one lakh only) to be submitted online in favour of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority (To be converted into Security Deposit on selection of successful bidder). At the time of uploading the E-Bid, the intending bidder should select the Bid and initiate payment of pre-defined EMD for that Bid 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/ bid as per Memorandum No.3975-F (Y) dated.28/07/2016 of Secretary to the Govt. of West Bengal, Finance Department. The L1 bidder shall make the Agreement in N.J. Stamp with SJDA within 7 days after getting the letter of acceptance (LOA).

#### 5. Eligibility criteria for participation in bid:

a. The prospective bidders shall have satisfactorily completed as a prime agency during the last 03(Three) years prior to the date of issue of the works of similar nature (having credential of cleaning works with the help of manpower and JCB and Tipper etc.) of SJDA or of other State/Central Govt. Deptt or statutory body, Zilla Parishad, Mahukuma Parishad, Panchayat Samiti or Municipality.

b. Valid Trade License

c. Pan Card, Income Tax (Salaried) Acknowledgement receipt for last three year and Professional Tax receipts Challan for the last three years, to be accompanied with the Technical Bid document.

d. Registered Unemployed Engineers' Co-operative Societies/ Unemployed Labour Co. Operative Societies are required to





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submit as follows

- i. Valid Registration certificate issued by the Co-operative Deptt.
- ii. Audit report audited by Co-operative Deptt. for the year not earlier than 2019-20.
- iii. Resolution copy of Last Annual General Meeting authenticated and certified by the appropriate Authority in this regard.
- d. The partnership firm shall furnish the registered partnership deed.
- e. Any change of BOQ will not be accepted under any circumstances.
6. GST, Royalty & all other statutory levy/ Cess if applicable will have to be borne by the agency.

### 7. Date & Time Schedule:

Sl. No	Particulars	Date & Time
1	Date and time of Publishing of Bid (online)	08.08.2024 at 4.00 p.m.
2	Bid documents download and uploading of bid start date and time (online)	08.08.2024 at 4.00 p.m.
3	Bid proposal download & Uploading ended date & time (online)	29.08.2023 at 4.00 p.m.
4	Bid opening date for Technical Proposal (online).	31.08.2024 at 11.00 a.m.
5	Bid opening date for Financial Proposal (online).	Will be declared after Technical Evaluation.

8. Defaulter agencies w.r.t any works awarded earlier by SJDA will not be considered for the works.
9. The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information's 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 the site shall be at the Bidder's own expense.
10. The intending Bidders 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 Bidding.
11. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned Instructions to Bidders' before bidding.
12. The agency shall not make any addition/ alteration or construct any structure at the site.
13. No CONDITIONAL/ INCOMPLETE TENDER will be accepted under any circumstances.
14. In case of Quoting rates, no multiple rates will be entertained by the SJDA.
15. Normally lowest bidder will be accepted & work order given but the Chief Executive Officer, Siliguri Jalpaiguri Development Authority, reserves the right to cancel the NIB without assigning any reasons thereof and no claim in this respect will be entertained.
16. During scrutiny, if it is come to the notice to bid inviting authority that the credential or any other papers found incorrect/





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manufactured/fabricated, that tenderer/ 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 bidder 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 of the Authority, or where the agencies entrusted / engaged in illegal/unlawful activity in the said location/premises.

19 .Refund of EMD: The Earnest Money of all the unsuccessful bidder will be refunded

20. The bidder 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.

21. The Successful bidder will also have 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 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.

### **SPECIAL TERMS AND CONDITIONS**

1. All tasks referred above must be executed as per the schedule provided by Siliguri Jalpaiguri Development Authority and work has to be executed as per the direction of the officials/ representatives of the North Bengal Medical Collage and Hospital.
2. The Contractor shall carry out all items of services assigned or entrusted to him/ them by an officer on behalf of SJDA/ NBMCH and shall abide by all instructions issued to him/ them from time to time by the said officer.
3. The contractor shall render the services to the satisfaction of the officer acting on behalf of SJDA & NBMCH together with ancillary and incidental duties, services and operations as may be indicated by the said officer(s) and are not inconsistent with the terms and conditions of the contract.
4. The Contractor shall always be bound to act with responsibilities delegacy and in a businesslike manner and to use such skill as expected of men of ordinary prudence in the conduct of their activities.
5. The Contractor shall engage competent adequate staff to the satisfaction of the SJDA & NBMCH or an officer acting on its behalf.





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6. The Contractor shall be responsible for the good conduct of their employees and shall compensate SJDA for losses arising from neglect carelessness, want of skill or misconduct of themselves, their servant or agents or representatives.
7. The Contractor shall strictly abide by Laws, Rules & Regulation.
8. SJDA shall have to ask the dismissal of any employee of contractor who in its opinion is hampering the smooth execution of the work and his decision regarding losses caused by neglect and misconduct etc. of the contractor's staff and agents.
9. During the duration of the contract, the contractor is and remains the employer of its staff. The Contractor shall recruit, train, provide uniforms etc. and remuneration to the staff required for the cleaning of the premises and shall engage this staff under his sole responsibility.
10. 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 taxation and all other matters related to the services rendered.
11. The Agency shall be solely and exclusively responsible to adhere to meet out all statutory obligations under Indian law in respect of compliance of all the rules, regulations and directions given by any statutory authority with regard to safety, labour laws (ESI, PF, Income Tax, Goods and Service Tax (GST) or any other extra taxes levied by the Govt. from time to time.) Companies Act
12. The Contractor shall inform SJDA in writing of the identity of all the staff allocated to perform the duties in the NBMCH premises (Whether they are employed on permanent or temporary basis) by supplying a copy of their ID card.
13. The Contractor shall replace immediately any of his employees who would be absent for any reason in order to ensure continuity of the service.
14. In case any person engaged by the contractor is found to be inefficient quarrelsome, infirm and invalid or found indulging in unlawful or union activities, the contractor will have to replace such person with a suitable substitute at the direction of the competent authority.
15. The Contractor will be required to remove or replace any of its personnel whose duty has not been found satisfactory or whose presence in the Hospital premises is considered undesirable by the authority.
16. The Contractor shall designate a supervisor having experience in the sector of activities covered by the contract.
17. The Contractor shall provide all the machineries and equipments like, JCB, Tipper, Labour, Lorry etc as required for execution of the work from his quoted amount and no extra payment for these items will be entertained by SJDA.
18. The machineries like JCB, tipper etc. along with labour has to be provided everyday as per the work order minimum for 8 hours a day.
19. The validity of a contract agreement will be for one year period, renewable under the same conditions as initial contract upon satisfactory service of the contractor and depending upon the requirement of such service. The contract





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may be discontinued/ terminated at any time if such service are not required by NBMCH or the NBMCH on its own make any alternative arrangement or SJDA on its own discretion discontinues such service.

20. 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.
21. The authority will make all payments to the contractor for the services rendered satisfactorily on monthly basis in accordance to relevant clauses of conditions of contract. The payment will be upon the no. of days worked during a month.
22. At the end of each month the contractor will submit the bill to SJDA along with the certification of work done certified by the authorized representative of NBMCH & SJDA along with log book and photographs and other relevant documents.
23. All D, GST, other taxes, Royalties, Cess, Toll all other statutory levies shall be payable by the contractor under the contract to the State/ Central Government for any other cause including 1 % Cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Act. 1996, if needed to be paid, will have to be borne by the contractor. SJDA shall have no liability whatsoever.
24. SJDA reserves the right to modify at any time the services indicated in the schedule of the tasks stated above. The volume and days of works can be modified on the basis of written instruction.
25. SJDA shall reserve the right to cancel the work/ contract anytime without assigning any reasons.
26. The SJDA shall not bear any responsibility related to i) any insurance claim ii) Theft/ robbery/ loss ii) any legal hazards related to accidents and others iii) Any claim related to cleaning of the premises of the NBMCH shall be bound by the contractor at his own responsibility.

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Chief Executive Officer  
Siliguri Jalpaiguri Development Authority

Memo No./SJDA 963/1(8)/SJDA

Dated: 07/08/2024

Copy forwarded to:-

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

*AB*

Chief Executive Officer  
Siliguri Jalpaiguri Development Authority



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**Annexure – A**

Component of Work	Rate per day (excluding GST)
Cleaning of jungle, garbage by using JCB, Tipper / Dumper and labour including supply and spreading of bleaching etc. and all items related to cleaning purpose like mask, gloves etc.	