



**OFFICE OF THE CHIEF EXECUTIVE OFFICER**  
**Siliguri Jalpaiguri Development Authority**

Tenzing Norgey Road, Pradhan Nagar, Siliguri, Dist: Darjeeling, Pin – 734 003  
Phone: (0353) 2512922, 2515647, Fax: (0353) 2510056, e-mail: [sjda@sify.com](mailto:sjda@sify.com) Web: [www.sjda.org](http://www.sjda.org)

**Memo No.: 447 / ENGG / 2014 – 15 of SJDA**

**Dated: 24.06.2014**

**NOTICE INVITING ONLINE TENDER (e - TENDER) NO. 027 / ENGG / 2014 – 2015 OF SJDA**

Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Siliguri invites ONLINE TENDER (e - Tender) from reliable resourceful bonafide and experienced firms / companies / individual contractors, who have successfully completed the similar nature of works of value not less than 40% of the value of amount put to tender in a single contract within last 5 (five) years from the date of NIT in any Government / Semi Government / Undertakings / Autonomous / Statutory bodies and Local bodies.

**e - Tender details: 1.**

Sl. No.	Name of the Work	Amount Put to Tender (Rs.)	Earnest Money (Rs.)
a	Beautification of Front side of Circuit House at Siliguri	10, 80, 206.00	21, 605.00
		Tender Processing Fee (Rs.)	1, 214.00
b	Time of completion	4 (Four) Months	
c	Last Date of request of tender online	07.07.2014 up to 5.00 P.M.	
d	Last Date of submission of tender Part – I (Technical Bid) and Part – II (Financial Bid) through online.	10.07.2014 up to 1.30 P.M.	
e	Date & Time of opening of Technical Bid (Part – I)	10.07.2014 at 2.30 P.M.	
f	Date of opening of tender Financial Bid (Part – II)	10.07.2014 at 4.00 P.M.	
g	Relevant documents (as uploaded online) in hard copy in a sealed cover may be submitted (at the option of bidder) through tender box kept in the office of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Siliguri. <u>Mandatory documents (as mentioned in point no.3) should be uploaded online.</u>	On or Before 10.07.2014 at 1.30 P.M. at the office of the CEO, SJDA, Siliguri Jalpaiguri Development Authority, Tenzing Norgey Road, Pradhan Nagar, Siliguri – 734 003, Dist: Darjeeling.	
h	Earnest Money deposited in the form of e - Payment through Credit Card (Master Card / Visa / Diner) or Debit Card / Net Banking Account (Transaction ID will be provided by the agency in case of payment through Debit or Credit Card) or Offline NEFT / RTGS Challan from any CBS enabled Bank and acknowledgement should also be uploaded online & may be submitted with hard copy (at the option of bidder).	On or before 10.07.2014 at 1.30 P.M.	
i	Tender Processing Fee (0.1% of the value of amount put to tender subject to minimum Rs. 500/- and maximum Rs. 5000/- + 12.36 % service tax) deposited in the form of e - Payment through Credit Card (Master Card / Visa / Diner) or Debit Card / Net Banking Account (Transaction ID will be provided by the agency in case payment through of Debit or Credit Card) or Offline NEFT / RTGS Challan from any CBS enabled Bank and acknowledgement should also be uploaded online & may be submitted with hard copy (at the option of bidder).	On or before 10.07.2014 at 1.30 P.M.	



j	<b>Experience / Credential:</b> The agency should have successfully completed similar nature of works having value of Rs. 4, 32, 083/- in a single contract in the last 5 (five) years from the date of NIT in any Government / Semi Government / Undertakings / Autonomous / Statutory bodies and Local bodies. The work completion certificate shall specify detailed nature of job completed, value of job done, date of commencement of work and the date of completion of the work. Copy of the work order shall have to submit for verification. Payment certificate may also be submitted for successfully completed work. Completion Certificate regarding part completion of work shall not be accepted.	
k	Turn over within the last 5 (Five) financial years	Rs. 10, 80, 206.00
l	Validity of bid	120 Days
m	<b>Departmental Materials:</b> The recovery rates for departmental materials:	Cement: Rs. 7, 050.00 / MT Steel: Rs. 54, 000.00
n	SJDA reserves the right not to allow the agency to participate in the tender under the following circumstances.	
	(i)	Delay in completion of job.
	(ii)	Performance in terms of either quality of materials and workmanship.
	(iii)	Litigation and court cases
o	<p>The bidder shall be required to properly maintain the work including all its components for a period of 3 (Three) years from the date of completion and handing over to SJDA in proper format, a Security Deposit of 10% shall be deducted from each RA bill (up to 10% in total). 2% EMD may be adjusted with the Security Deposit. The release of S.D. would be subject to quality and proper maintenance of the work and its components satisfactory for the entire period of 3 (Three) years.</p> <ol style="list-style-type: none"> <li>1. Completion of 1<sup>st</sup> year from the date of completion – 30 % of SD</li> <li>2. Completion of 2<sup>nd</sup> year from the date of completion – 30 % of SD</li> <li>3. Completion of 3<sup>rd</sup> year from the date of completion – 40 % of SD</li> </ol> <p>Failure to execute proper maintenance of the work for three years will lead to forfeiture of the security deposit.</p>	
p	<p><b>General information to the agencies:</b></p> <ol style="list-style-type: none"> <li>a) The intending agencies are requested to register with ITI Ltd. well before the last date of request of tender to participate in the e-tender. For any query related to e-tendering process contact Sri Kanak Tiwari, Sr. Executive CRM, Kolkata Mob. No. 09681094166, Sri Bibekanada Baral, Executive CRM, Siliguri Mob. No. 07550870275. Agencies shall ensure that necessary clarifications regarding this e-tender are received in time and the requisition of document is done within stipulated time.</li> <li>b) It may be made clear that the agency should be deposited the Earnest Money and Tender Processing Fee in the form of e – Payment and acknowledgement should also be uploaded online.</li> <li>c) The Agencies / Contractor shall abide by all the labour welfare laws and there modifications from time to time, if any, within the contract period such as minimum labour wages act, labour facilities, E.S.I, P.F, Bonus facilities etc. should be provided as per latest Govt. order / Circulars. In no case, SJDA shall be held responsible for any eventualities in this regard including payment of wages to personnel deployed by the contractor.</li> <li>d) One Affidavit before Notary will have to be submitted mentioning the correctness of the documents submitted along with this tender.</li> <li>e) If the applicant is an authorized signatory he should submit document of authorization in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.</li> <li>f) In any case cost of Tender Paper and Processing fees will not be refunded, but earnest money will be refunded to unsuccessful tenderer after issuance of work order to the successful tenderer.</li> <li>g) SJDA takes no responsibility for acceptance of tender documents sent by post / courier or by hand.</li> <li>h) SJDA reserves the right to reject or accept or split any or all tenders / bids without assigning any reasons what so ever.</li> </ol> <p>Agencies can contact the concern Executive Engineer, SJDA for any clarification.</p>	

2. **Withdrawal of tender:** A tender once submitted shall not be withdrawn within a period of 120 days from the last day of the opening of the tender. If a tenderer withdraws his tender within this period without any valid reason, tenderer may be barred from submitting any tender in SJDA for a period of one year.
3. The following **Mandatory Documents** are to be submitted by the intending bidders within the stipulated date and time as mentioned in point no. 1(d)
  - i) Trade License.
  - ii) Income Tax (I.T.) PAN along with the copy of any one Return of last three years submitted to I.T. Authority.
  - iii) Professional Tax (P.T.) Registration Certificate.
  - iv) Value Added Tax (VAT) Registration Certificate (If registered).
  - v) Payment Certificates in support of turnover to be submitted for the value as mentioned in point no. 1(k).
  - vi) In case of Co-operative Societies, Registration Certificate that covered under Co – operative Act to be provided with application.
  - vii) Work Order, Completion Certificate & Payment Certificate of similar nature of project / job under any Government / Semi Government / Undertakings / Autonomous / Statutory bodies and Local bodies, with requisite single tender within the last five years value as mentioned in point no. 1(j).



- viii) List of machineries as Hopper type Mixture Machine, Vibrator etc. and construction equipments related to the same nature of work owned / arranged by the agency with proper valid documents along with an undertaking should be submitted.
  - ix) A list of Technical Personnel (at least one Degree / Diploma - holder) should be submitted along with supporting documents.
  - x) A written declaration in the form of Affidavit (Original) before Notary as the correctness of the copies of all documents.
  - xi) List of Projects executed by the agency during last 5 years.
4. In addition to the above, following documents are also to be submitted along with the tender.
    - a) Original document to be shown before opening of the financial bid.
    - b) Registration details with any Government or Semi-Government or other organisation.
    - c) Details of civil suit arising in the contracts executed during last 5 years.
    - d) Name of technical Personnel with qualifications and experiences for this work.
    - e) Documents of proof of ownership or hire of the machineries / equipments.
    - f) Any other information to indicate Technical management competence.
  5. The intending participants shall have to satisfy the undersigned with their proof of experience and financial capabilities in similar nature of work without which the undersigned does not bind him to allow him to participate in the tender and the decision of SJDA is final and binding in this regard.
  6. The rate is to be quoted both in words and figures clearly in the specified spaces.
  7. All corrections in the tender should be signed with date by the Tenderer. Each of the Tender document and drawings must be signed by the Tenderer.
  8. The rates quoted should be considered as inclusive of Sale Tax, Income Tax, VAT and all other taxes as applicable. No extra payment is admissible.
  9. Before submitting any tender, intending Tenderers are advised to visit the work sites and satisfy themselves about the local conditions and other matters related to the work. The Tenderers submitting their tenders shall be deemed to have done so and SJDA does not take any responsibility in this regard.
  10. The Tenderer, whose tender is accepted and after issuing Work Order, should purchase additional three copies of tender documents including relevant papers etc. at the rate of Rs. 200.00 (Two hundred) each (May be paid in the form of Demand Draft / Pay Order or Challan to be deposited in United Bank of India in favour of Chief Executive Officer, Siliguri Jalpaiguri Development Authority) from the Accounts Sec. of this office and formalize the contract within 15 (Fifteen) Days from the date of issue of the Work Order, failing which action will be taken and the order will be treated as cancelled.
  11. Relevant documents (as uploaded online) in hard copy must be submitted in the Engineering Section by the lowest quotationer before formalize the contract.
  12. Tenderers who will sign on Tender on behalf of a company or Firm must produce the "Registered documents" in respect of their competency to do so, failing which their tender will not be considered.
  13. If any Tenderer withdraws his tender before its acceptance without assigning any satisfactory and specific explanation for such withdrawal, he shall be disqualified to participate in any tender for a period of one year.
  14. The successful Tenderer is to obtain license from the Registering Officer and Assistant Labour Commissioner, Siliguri, Darjeeling under the contract labour (Regulation & Abolition), 1970 and to submit the same to the office on receipt of the work order. He is also required to fulfill all the terms and conditions as embodied in the above Act, as well as any other laws and statutes as applicable.
  15. Initial Employment is to be made from the Local Employment Exchange as will be available in forms of Para - 6(b) of 1700/EMP dated 03.08.1989.
  16. Any conditional tender will be liable for rejection.
  17. After receipt of the Work Order, the successful Tenderer shall submit the work programme, establish site office and deploy Site Engineers. He shall also maintain Work Order Copy, Drawings, schedule of work and tools & tackles at site to assists SJDA Engineers to carry out necessary checking and supervision of the work.
  18. The successful Tenderer shall have to start the work at site within 7 days after receipt of the work order failing which work order shall be cancelled and the earnest money submitted by the agency shall be forfeited.
  19. Sub-letting of the job is not permissible and the Tenderer must submit one undertaking that he will not sub-let the job under any circumstances. If he does so then the department may take suitable action including termination of contract.
  20. All materials & workmanship shall be as per the approved quality and methodology.
  21. If the lowest rate comes to below 10 % of the estimated value then performance security @ 2.5% of the contract value should be paid in the form of Demand Draft in favour of CEO, SJDA before the process of Formal Tender, failing which action will be taken and the order will be treated as cancelled. The same may be released after completion of the work with value of at least 80%.
  22. The intending tenders may be noted 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.



23. No advance will be paid to the working agency. The contractor will pay minimum wages to his workmen as per latest Labour Act.
24. Progressive payment will be paid in running account bill subject to good performance. Payment may be withheld / not made on poor quality of job.
25. Defect liability period starts from the date of completion of the work and Security Money (10% of the contract value) will be released as per clause vide sl. no. 1(o).
26. For the scheme of work, the contractor shall provide necessary testing equipments. The tests can also be performed in the Govt. laboratory and the agency will bear the said cost.
27. No escalation is permissible.
28. The agency shall erect "Citizen Information Board" which shall be placed on both ends of the work site or any suitable location approved by the Engineer. The details of board are to be provided by SJDA.
29. **Royalty:** The successful tenderer should deposit royalty to the competent authority against embankment / filling / land development work with earth. In that case, all the original money receipt / Challan for deposition of royalty charges should be submitted to SJDA.
30. Original copy of all certificates shall be produced for checking and verification of all supporting documents submitted with application or with Technical bid, as applicable.
31. The agency should possess the requisite and relevant equipments and machineries for the work.
32. **Payment of bill -** Payment against accepted work will be made as per availability of fund and no claim from the contractor for delay in payment in this regard will be tenable / admissible even after completion of the job.
33. **Discretion of the authority inviting tender -** The tender inviting authority reserves the right to accept or to reject any or all applications / tenders without assigning any reason whatsoever.
34. Registration of all workers engaged in building and other construction workers to be done under the Building and other Construction Workers' (RE & CS) Act, 1996 and the State Rules, 2004 framed there under to provide for their safety, health and welfare measures.
35. For release of Security Money, the contractor should apply to the authority at least 2 (two) months prior to the last date of defect liability period with an undertaking that the work is maintained properly as per the terms of contract.
36. 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 of work and lastly after the completion of the work. No separate payment will be made to the contractor for this including reinforcement work with an identification mark.

*[Signature]*  
Chief Executive Officer  
Siliguri Jalpaiguri Development Authority

**Memo No.: 447 / 1 (18) / ENGG / 2014 – 15 of SJDA**

**Dated: 24.06.2014**

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

1. Sabhadhipati, Siliguri Mahakuma Parishad.
2. Mayor, Siliguri Municipal Corporation.
3. District Magistrate, Darjeeling.
4. District Magistrate, Jalpaiguri.
5. Chairman, Jalpaiguri Municipality, Jalpaiguri.
6. Secretary, Jalpaiguri Jilla Parishad, Jalpaiguri.
7. Superintendent of Police, Darjeeling.
8. Superintendent of Police, Jalpaiguri.
9. Superintending Engineer, PW (Roads), SHC-IV, Shaktigarh, Siliguri.
10. Superintending Engineer, Northern Circle, PWD, Jalpaiguri.
11. Executive Engineer, North Bengal Development Department, H. C. Road, Siliguri.
12. Executive Engineer, North Bengal Construction Division, PWD, Siliguri.
13. Executive Engineer, Construction Board, Gayaram Build, H.C. Road, Siliguri.
14. Executive Engineer, Darjeeling Division, PWD.
- ✓ 15. A. P., Siliguri Jalpaiguri Development Authority, Siliguri for uploading in SJDA website.
16. D.I.O., NIC, Siliguri for uploading in official website
17. Notice Board, Siliguri Jalpaiguri Development Authority, Siliguri.
18. Notice Board, Siliguri Jalpaiguri Development Authority, DCRPD Building, Near Sadar Hospital, Jalpaiguri.

*[Signature]*  
Chief Executive Officer  
Siliguri Jalpaiguri Development Authority