

Soma  
Pl. upload  
R



# Siliguri Jalpaiguri Development Authority

A statutory body under Department of UDMA

An IS/ISO 9001:2008 Certified Organisation

Himanchal Vihar, Near Passport Sewa Kendra, Matigara - 734010

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

Memo No.: 224/I/Admn/SJDA/1025/2026

Dated: 18/02/2026

## NOTICE INVITING BID

NIB No: 01/ADMN/RENT OF SHOP/HIMANCHAL VIHAR MARKET/2025-26 OF SJDA

The Chief Executive Officer, Siliguri Jalpaiguri Development Authority (SJDA), Siliguri invites on-line percentage rate tender 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 / Undertakings / Autonomous / Statutory bodies and Local bodies qualifying the stipulated requirements as per details mentioned herein under for the under mentioned work (s): -

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).

Name of the Work	Earnest Money Deposit	Time Period	Tender Documents Sale/ Download Start Date and Time	Last date and time for submission of EMD, other documents as per NIT	Time and date of opening of technical bid (Part-I)	Time and date of opening of financial bid (Part-II)
Renting of shop having area of 203 sqft for setting up of ATM at Himanchal Vihar Market Complex, Matigara	1000/-	1 (One year) it may be renewed on mutually acceptable terms and conditions	18.02.2026 at 4.00 PM	05.03.2026 up to 4:00 PM	9.03.2026 at 11:00 AM	To be notified after technical evaluation

1. Base Rate: Rs. 4060/- per month excluding tax.
2. Technical Bid (Part-I) and Financial Bid (Part-II) both should be submitted concurrently duly digitally signed in the Website <https://wbttenders.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. Papers not required or asked for but uploaded while tendering might create illusionary error while scrutiny on line, in such case of any error arising out owing to reasons stated above of documents, the SJDA Siliguri shall not be responsible.
3. 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:
  - i) 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.

**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.

## HELPDESK

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.

### 4. Qualification Criteria:

The Tender Inviting & Accepting Authority will determine the eligibility of each bidder. Bidders shall have to meet all the criteria of Part-I. After having been found successful in Part-I bid then only financial bid of the respective bidder(s) shall be opened. Details of Part-I bidding: -

- i) (a) Part- I Technical eligibility.
- (b) Part-I Financial eligibility.
- ii) Others, if any

### 5. **(Bidders are advised to upload scanned copies of original documents, uploading scanned copies from photo/ zerox copies shall not be entertained and NIT shall summarily liable to be rejected without intimation thereto)**

### **A. Documents required for Part – I technical bid.**

- I. Earnest Money Deposit (EMD) Details

### GENERAL TERMS AND CONDITIONS

1. The name and address of the tenderer shall be clearly written and submitted in their own letter head pad and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instruction laid down herein; otherwise the tender is liable to be cancelled.
2. The tender shall be ignored, if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in.
3. **The space shall be let out only for setting up of ATM . No other business shall be allowed.**
4. The company or firm will provide GSTIN (Good and Tax Registration No.) along with bid. Further company or firm will provide monthly challan for payment of GST along with bill.
5. Individual signing the tender or other documents connected with the tender must specify whether he signs as:- (i) A sole proprietor of the concern or constituted attorney of such sole proprietor. (ii) A partner of the firm if it is a partnership firm, in which case he/she must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firms. (iii) Director or Principal Officer duly authorized by the Board of Directors of the company. (iv) In case of (ii) a copy of the partnership agreement or general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate of registration of firm should be attached along with the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of (iii) the person signing the tender should be authorized by a resolution passed by the Board of Directors and a copy of the resolution attested by the Principal Officer should be attached.
6. Please note that offers not accompanied by the required EMD shall be out rightly rejected.
7. The tender shall be awarded to the highest financial bidder.
8. The bids should be valid for at least 60 days from the date of opening of the tender and if any tenderer withdraws or alters the terms of the tender during the period, the Earnest Money Deposit shall be forfeited by SJDA
9. Siliguri Jalpaiguri Development Authority reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid.
10. The quoted rates shall not be less than the **base rate**.
11. The contract shall remain valid for a period of One year and it may be renewed on mutually acceptable terms and conditions. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless,

SJDA may terminate the contract of the Agency without any notice in case the Security Agency commits a breach of any of the terms of the contract. SJDA's decision that a breach has occurred will be final and shall be accepted without demur by the Agency.

12. EMD will be converted to security deposit of the successful bidder.
13. The agreement will be valid for a period of one year subject to review at the discretion of SJDA authorities at mutually agreed terms and conditions
14. Decision of SJDA with regard to interpretation of the terms and conditions shall be final and binding on the Agency.

## **Submission of Tenders**

### **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.2. Registration of Contractor**

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 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. 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. Bid – I (Technical proposal as well as Financial)**

The Technical proposal should contain scanned copies of the following further two covers (folders).

##### **A.6.1.1. Statutory Cover Containing**

- i. NIT, Special Terms & Conditions in NIT, Special Specifications in NIT, if any, with all Corrigendum and Addendum, if any. (Download & upload the same Digitally Signed).
- ii. Tender form i.e. Tender clause (Download & upload the same Digitally Signed except quoting rate, quoting rate will only encrypted in the B.O.Q. under Financial Bid).

#### **A.6.2. Screening Committee & Tender Evaluation Committee**

- i) The Assistant Executive Officer, SJDA and the Finance Officer, SJDA under the Chief Executive Officer, SJDA will function as Screening Committee for determination technically qualified bidders.
- ii) Technical proposals will be open by the CHIEF EXECUTIVE OFFICER, SJDA along with his authorized representative electronically from the website using their Digital Signature Certificates (DSC).
- iii) Intending bidders may remain present if they so desire.
- iv) Cover (folder) statutory documents should be open first & if found in order, cover (folder) for non statutory documents will be opened. If there is any deficiency in the statutory documents the bid will summarily be rejected.
- v) Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the Tender Evaluation Committee [The Assistant Executive Officer, SJDA and the Finance Officer, SJDA].
- vi) Pursuant to scrutiny & decision of the screening 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.
- vii) During evaluation the Screening Committee, it 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.

#### **A.6.3. Financial proposal**

- i) The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The bidder shall quote their rate (lump-sum) over the total estimated cost of the intended job 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 after anti-virus Scanning and it should be Digitally Signed by the bidder.

#### **A.7. 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.8. 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.9. 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 using their Digital Signature Certificates (DSC).

#### **A.10. 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.

#### **SPECIAL TERMS & CONDITIONS:**

1. The period of lease shall be for duration of 11 months commencing from the date of agreement. The same may be extended for further period at the option of the LESSEE with 2 (two) months prior intimation to the LESSOR before expiry of the period of lease if the LESSEE is agreed to pay the revised rent to be decided by the LESSOR. The LESSOR or LESSEE may terminate the lease after giving two months prior notice on either side.
2. The LESSEE shall not in any way subdivide the space or the premises thereupon or let out, mortgage, sale or any way transfer the right for running the business / operation granted by the LESSOR without prior approval of the LESSOR. Violation of any of these conditions shall mean termination of lease.
3. The space shall be let out only for setting up of ATM . No other business shall be allowed.
4. The LESSEE shall not share his right of running the business with any person/ institution without prior approval from the LESSOR.

5. The LESSEE shall not in any way encroach upon any space owned by the LESSOR. His right to run the business is confined only to the space area for which lease has been actually granted for the premises described in the schedule.
6. The LESSEE shall not in any way alter the structure of the premises. However for efficiently running the business the LESSEE may with prior approval of LESSOR may make suitable interiors, partitions etc of the space taken on lease.

The LESSEE shall be under obligation to hand over the space and the premises let out on the expiry of the tenure or termination of the lease in similar condition at the time of granting lease. Any improvement of of space done during the perior of ease which is permanent in nature will not be allowed to be dismantled.

7. The LESSEE shall pay the accepted rent to the LESSOR or its authorized agent at the present rate fixed by the authority along with GST as applicable in advance for every year. The LESSOR however reserve its right to change the aforesaid terms & conditions of the existing rate of rent or to impose any tax, duty and fees on the LESSEE but with the consent of the LESSEE.
8. The LESSEE shall deal only on articles for which premises has been let out by the LESSOR. Dealing or carrying on business of other nature without a prior approval of the LESSOR shall mean termination of lease by the LESSOR.
9. The LESSEE shall not use nor permit any other to use the demised space or any portion thereof for any immoral, illegal or unsocial purposes in any manner so as to become a source of danger to the public peace and public safety.
10. The LESSOR shall have the right to make any rules and regulations or take any decisions if deems necessary for management and improvement of the building at any time it thinks necessary and the LESSEE shall be under obligation to abide by any such rules and regulations and decisions framed by the LESSOR. Violation of any such rules by the LESSEE shall make its lease liable to be terminated.
11. During the tenure of the lease, the LESSOR or any of its authorized representatives shall have the right to inspect the premises with due notice. The LESSEE shall be under obligation to provide all required information to the said representatives.
12. All the letters to the LESSEE shall be communicated through the post or through an authorized messenger of the LESSOR. IN case the refusal or the premises remaining closed, letter shall be communicated by fixing on the door / wall of the LESSEE's premises. This shall be the conclusive evidence that the LESSEE has been properly notified.
13. The LESSEE shall not acquire any right of ownership over the land or the space let out by the LESSOR.
14. The LESSEE shall maintain a clean and hygienic condition in and around the leased shop. LESSEE should not pollute the environmental quality of the building complex or storage of any merchandise in the open space around the building.
15. The LESSEE shall not store or keep any inflammable or combustible materials within the demised premises. The LESSEE shall have to install fire extinguisher at its own cost in the premises.
16. The LESSOR shall issue receipt for the annual rent collected from the LESSEE every year.
17. The LESSEE shall peacefully hold the said premises during the period of lease without any interruption or disturbance from the LESSOR or by any person/ representative claiming under them.
18. **The electricity, water in common toilet, security management, emergency power supply and other charges of common area of the premises are to be paid by the LESSEE proportionately to the co - operative/ society to be formed by the allottees in the buiding or to the authority as the case may be for the provided services. For separate electricity connection, the LESSEE has to apply directly to West Bengal State Electricity Distribution Company Limited (WBSEDCL) after taking no objection from the LESSOR. Till the time separate electricity connection is provided by WBSEDCL, the LESSEE shall pay the proportionate electricity charges as per meter regarding average consumption to the LESSEE.**
19. Proportionate property tax and other related taxes for the shop shall be paid by the LESSOR.
20. The LESSOR shall not withhold/ obstruct the amenities at any point of time being enjoyed by the LESSEE as per lease.
21. The LESSOR shall not interrupt/ obstruct the free and fair passage, access to the leasehold premises.
22. The repairs and white washing to the interior portion of the premises shall be carried out by the LESSEE at its own cost.
23. In case of violation of any of the conditions stated above, the LESSOR will have the right to determine the lease by giving two month's prior notice to the LESSEE and take over the premises and the space in its possession.

Memo No.: 227/1(9) / SJDA

*Handwritten: 17/02/26*  
Chief Executive Officer  
Siliguri Jalpaiguri Development Authority

Dated: 18/02/26

Copy forwarded for information to:

- 1) The District Magistrate, Jalpaiguri.
- 2) The District Magistrate, Darjeeling.
- ✓ 3) Assistant Executive Officer, SJDA to upload in the website.
- 4) The Additional Executive Officer, Siliguri Mahakuma Parishad.
- 5) The Additional Executive Officer, Jalpaiguri Zilla Parishad.
- 6) The Sub Divisional Officer, Siliguri.
- 7) The Sub Divisional Officer, Jalpaiguri Sadar.
- 8) The Executive Officer, Jalpaiguri Municipality.
- 9) Office notice board.

*Handwritten: 17/02/26*  
Chief Executive Officer  
Siliguri Jalpaiguri Development Authority

ANNEXURE-A

Sl No	Item Description	Base Rate	Quoted rent per month (excluding tax)
1.	Renting of shop having area of 203 sqft for setting up of ATM at Himanchal Vihar Market Complex, Matigara	Rs. 4060/-	