



Siliguri Jalpaiguri Development Authority

A Statutory Authority Under Department of UDMA

An IS/ISO 9001:2008 Certified Organisation

Himanchal Vihar, Near – Passport Seva Laghu Kendra, Matigara-734010

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

NOTICE INVITING QUOTATION

Date: 27.06.23

Offline NIQ No. 006 / ENGG/ 2023-24 of SJDA

Sealed Quotations are invited on behalf of **Siliguri Jalpaiguri Development Authority** from reliable resourceful bonafide and experienced firms / companies / individual contractors of the following work:

1. **Name of work:** Supplying and Commissioning of Sound Systems for conducting different programmes of this Authority on hire basis within SJDA Jurisdiction.
2. **NIQ No. -** 006 / ENGG / 2023-24 OF SJDA
3. **Name of Tendering Authority:** Chief Executive Officer, Siliguri Jalpaiguri Development Authority
4. **Period of work:** 1 (one) year from the date of work order which is renewable up to 3 years on satisfactory performance.
5. **Quoting of Rate:** ALL THE INTENDING BIDDERS SHOULD OFFER THE HIRE RATE ON THE BASIS OF UNIT AS PER THE SCHEDULE IN ANNEXURE "A"(excluding GST & Cess) but including all cost like carrying, installation & commissioning, removal after programme, cleaning of the programme spot, Road / Toll Tax if any etc. Required man power to be provided to run the system successfully.
6. L1 will be declared to the bidder whose rate is found to be lowest after adding the rates of all the items.
7. **Earnest Money:** The amount of Earnest Money Deposit (EMD) is Rs. 5000.00/- (Rupees Five Thousand only) must be submitted in the form of **Demand Draft** or through **NEFT/RTGS** of (Any scheduled commercial bank in India approved by the RBI and having a branch in West Bengal) drawn in favour of the **Chief Executive Officer, SJDA, Siliguri** in case of offline Tenders/ Quotations against each of the work. Payment in any other forms i.e.: NSC, KVP, cheques etc. will not be accepted. The Chief Executive Officer shall release the EMD pledged in his/her favour after opening of technical and financial bids, other than L1, after being approached in writing with the instrument of EMD by the unsuccessful bidders. **The EMD of L1 Bidder to be converted into Security Deposit on selection of successful bidder.**
8. **Eligibility criteria for participation in Bid:-**
 - i. The prospective bidders shall have satisfactorily completed as a prime agency during the last 03(Three) years prior to the date of issue of this Notice of a similar nature of work (having credential of supply of various items of sound system on hire basis) of SJDA or of other State/Central Govt. Deptt or statutory body, Zilla Parishad, Mahukuma Parishad, Panchayat Samiti or Municipality.
 - ii. **The intending bidder has to submit/ upload following financial documents at the time of his/ her bidding:**
 - a. Current Trade License
 - b. PAN Card,
 - c. Professional Tax deposit Receipt Challan of Last financial year
 - d. Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 with updated challan.



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- e. Income Tax (SARAL) Acknowledgement Receipt of the last three assessment years to be submitted.
 - f. Firm registration certificate with valid renewal for firms/ companies.
 - g. Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co-operative Societies / Company are required to furnish :- (name of file should be "companydetails.pdf") a. Society Registration certificate from ARCS and By-Laws for Cooperative Societies. (For Registered Co- operative Societies only)
 - h. Memorandum of Articles' for Limited Companies. Any other document, showing name with signature of all latest office bearers
 - i. [Non statutory documents]
9. The sealed quotation is to be submitted at the drop box kept in front of Engineering Sections of SJDA on or before **07/07/2023** by **1.30** pm. and the Bid will be opened at **2.30** pm on the same day.
10. **Receiving of Quotation Documents / Papers:** The Quotation will be received through envelopes Headed by the Work name & NIQ Number and dropped in Quotation box kept in the office of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Himachal Vihar, Siliguri.
11. Defaulter agencies w.r.t anyworks awarded earlier by SJDA will not be considered for the works.
12. **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.**
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.L1 will be declared to the bidder whose rate is found to be lowest after adding the rates of all the items.**
16. During scrutiny, if it is come to the notice to bid inviting authority that the credential or any other papers found incorrect/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.



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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.
22. Bidders or his authorized representative can be present, if so desires, at the time of opening of the bid.
23. In case of ambiguity of quoted rates between Figures and Words, the minimum of the two shall be deemed as actually quoted.

SPECIAL TERMS & CONDITIONS:

1. All tasks referred above must be executed as per the schedule provided by Siliguri Jalpaiguri Development Authority.
2. The Contractor shall carry out all items of services assigned or entrusted to him/ them by an officer on behalf of SJDA and shall abide by all instructions issued to him/ them from time to time by the said officer.
3. The Contractor shall engage competent adequate staff to the satisfaction of the SJDA or an officer acting on its behalf.
4. The Contractor shall strictly abide by Govt. Laws, Rules & Regulation.
5. 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.
6. 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
7. The validity of a contract agreement will be for one year period, renewable up to 3 years under the same conditions as initial contract upon satisfactory service of the contractor and depending upon the requirement of such service. The contract may be discontinued/ terminated at any time if such services are not required by SJDA.
8. 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.
9. The authority will make all payments to the contractor for the services rendered satisfactorily and upon the measurement done by concerned engineer along with photograph of the work done.
10. The contractor will be given written work order as and when the programme is scheduled to supply Sound System as per the schedule.



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11. SJDA reserves the right to modify at any time the services indicated in the schedule of the tasks stated above.
12. SJDA shall reserve the right to cancel the work/ contract anytime without assigning any reasons.
13. 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 programme premises shall be bound by the contractor at his own cost & responsibility.

Chief Executive Officer
Siliguri Jalpaiguri Development Authority

Dated: 27.6.23

1. Notice Board, Siliguri Jalpaiguri Development Authority, Siliguri.
2. Notice Board, Siliguri Jalpaiguri Development Authority, Jalpaiguri.
3. Office Copy

Chief Executive Officer
Siliguri Jalpaiguri Development Authority

ANNEXURE "A"

Sl. No.	Item	Unit	Hire Charges Excluding GST & Cess
1.	Horn Unit	Per pc / per day	
2.	Microphone Corded (Shure)	Per pc / per day	
3.	Microphone Corded Ordinary	Per pc / per day	
4.	Microphone Cordless(Shure)	Per pc / per day	
5.	Podium Microphone		
6.	Lapel Microphone		
7.	Amplifier a) QSE/ CROWN 6000W b) Ahuja 400 W c) Ahuja 1000 W d) Ahuja 60 W	Per pc / per day	
8.	Sound Box a. 15" X 15 " Double Top (JBL) b. 12" Box (JBL) c. Monitor (JBL) d. Single Low e. Double Low f. Ordinary Box 12" g. Liner Box	Per pc / per day	
9.	Mixer a. 32 Channel b. 16 Channel c. 8 Channel d. 32 Channel Digital	Per pc / per day	
10.	Voice Processor	Per pc / per day	
11.	Equalizer	Per pc / per day	
12.	12 Volt Battery	Per pc / per day	
13.	UPS 1000W	Per pc / per day	
14.	Electric Cross Over	Per pc / per day	

GST & CESS WILL BE PAID SEPARATELY AS ADMISSIBLE