

# Siliguri Jalpaiguri Development Authority

Tenzing Norgay Road, Pradhan Nagar, Siliguri-734003

Phone : Siliguri : (0353) 2512922, 2515647

Jalpaiguri : (03561) 230874

Fax : (0353) 2510056



Memo No. \_\_\_\_\_/SJDA

Dated: \_\_\_\_\_

Invitation for Submission of Expression of Interest for Operation & Maintenance of Godown at Food Park, Siliguri, P.S. Phansidewa, Distr. Darjeeling.

## **NOTICE INVITING EOI-No. 09/ADMN/Food Park/ 2020 – 2021 OF SJDA (5<sup>th</sup> Call)**

Siliguri Jalpaiguri Development Authority (SJDA) invites expression of interest (EOI) for financial offer to lease the Godown measuring 4970 Sq.ft. at Food Park, Siliguri, P.S. Phansidewa, Dist. Darjeeling, for maintenance & operation from registered reputed firms / agencies having experience in the field.

The bidder will submit the documentary proof of all documents in support of his / her experience and eligibility with an **earnest money (EMD) amounting Rs.50,000.00 (Rupees fifty thousand) only in the shape of demand draft drawn on any nationalized bank payable at Siliguri in favour of Chief Executive Officer, Siliguri Jalpaiguri Development Authority.**

The last date submitting EOI with supporting documents is **17<sup>th</sup> November 2020, within 2.30 p.m.**, in two separate sealed envelopes ( technical and financial ) marked with EOI for maintenance & operation Godown at Food Park, Siliguri, P.S. Phansidewa, Distr. Darjeeling, delivered to below mentioned address by hand or by post:

To,  
Chief Executive Officer,  
Siliguri Jalpaiguri Development Authority  
Tenzing Norgay Road, Pradhan Nagar  
Siliguri-734003.

**The bid will be opened on 17<sup>th</sup> November 2020 after 3.00 p.m.**

The contract at initial stage will be awarded for a period of 3 (three) years and will be / may be extended according to suitability on the basis of performance efficiency of the firm.

### **INFORMATION TO BIDDERS:**

#### **1. BASE RATE:**

The quoted amount payable to the SJDA shall not be below Rs. 6/- per sq.ft. ( Rupees six only) per sq.ft. which will be the base rate, excluding Govt. Taxes as applicable.

**TOTAL AREA OF THE GODOWN MEASURED: 4970 Sq.ft.**

**ALL THE INTENDING BIDDERS SHOULD OFFER THE RATE NOT LESS THAN THE BASE RATE (excluding Govt. Taxes as applicable). Government taxes like GST and TCS etc. has to be borne by the bidder in addition to the accepted bid rate.**

#### **2. Filing of the bid:**

The bidder has to submit their rate through off line bidding in prescribed proforma (sample in Page No 7 & 8 ) in the agencies letter head pad. The two separate sealed envelopes marked Technical and Financial Bid containing following documents is to be submitted by hand or by post:

- 1. Technical Bid Envelope containing self attested/ certified copy**
  - a. Trade License.
  - b. PTCC, PAN Card.

- c. Income Tax return for the assessment year 2018-19, 2019-20 & 2020-21.
  - d. Registration certificates of GST.
  - e. EMD.
  - f. Etc.
2. **Financial Bid Envelope** containing quoted rate in agencies letter head pad quoting rate both in figure and words with full signature of the agency.
3. **Mode of Selection:**  
The highest bidder having adequate credential will be selected as successful bidder.
4. **Period of operation:**  
3 (three) years from the date of taking over the possession, [may be extended on satisfactory completion of work and timely payment of the lease amount].
5. **Quoting of Rate:**  
Rate is to be quoted for 1(One) year. **While putting the rate, it is to be kept in mind that GST, TCS & other taxes as applicable will be added to the quoted rate amount as per Govt. rules.**  
[Also 5% (five) increase every year upon the quoted accepted rate from the 2<sup>nd</sup> year onwards]  
Rate should be quoted both in figure and words.  
• Quoting of Multiple Rates and Overwriting will be disqualified.
6. **Earnest Money :**  
Demand Draft amounting to Rs.50,000/- (Rupees fifty thousand only) to be submitted in favour of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority. (To be converted into Security Deposit on selection of successful bidder).
7. **Eligibility and criteria for participation in bid:**
- i. Self attested / certified copies of the following documents are to be submitted along with the Bid.
    - a. Trade License.
    - b. PTCC, PAN Card.
    - c. Income Tax return for the assessment year 2018-19, 2019-20 & 2020-21.
    - d. Registration certificates of GST.
    - e. Partnership Deed / Memorandum & Articles of association in the case of registered partnership firm / Company or relevant part of the Constitution in the case of Registered Co-operative Societies. ( where applicable)
    - f. Valid Registration Certificate in the case of firm / Engineers co-operative Societies (where applicable) .
  - ii. The originals are to be shown at the time of opening of Tender Papers or at time asked by this office.
  - iii. The Tender inviting authority may call for any other document related with the work during scrutiny or later on. The participants should furnish name, authorized address for communication, e-mail address & contact details of the bidder.
  - iv. Each Bidders is allowed to submit only one Bid. A Bidder who submits more than one Bid will be disqualified.
  - v. Audit report of last financial year is required to be submitted in case of unemployed Engineers Co-operative and Labour Co-operative societies.
  - vi. GST, Royalty & all other statutory levy/ Cess applicable will have to be borne by the agency.



- vii. Defaulter agencies w.r.t any works awarded earlier by SJDA will not be considered for the works.
- viii. 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.
- ix. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, 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.
- x. No CONDITIONAL/ INCOMPLETE TENDER will be accepted under any circumstances.
- xi. **Normally highest bidder will be accepted & will be awarded work order 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.**
- xii. During scrutiny, if it comes to the notice to bid inviting authority/ SJDA that the credential or any other papers found incorrect/manufactured/fabricated, that bidder/ tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
- xiii. Before issuance of the work order, the bid inviting authority/ SJDA may verify the credential & other documents of the highest bidder if found necessary. After verification, if it is found that such documents submitted by the highest bidder is either manufactured or false in that case, work order will not be issued in favour of the bidder under any circumstances.
- xiv. 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 working location/premises.
- xv. Interested bidders may visit the Godown on any working day to see the existing / available facility.
- xvi. **Refund of EMD:** EMD of all the unsuccessful Bidder will be refunded and EMD of the successful bidder will be converted into security deposit which will be refunded after contract period on satisfactory performance.
- xvii. **Deposition of Quoted Amount:** Entire quoted and accepted amount along with all taxes as admissible as per Govt. order to be deposited in advance on selection.
- xviii. The Successful bidder (as lessee) will also have to sign an agreement with the Chief Executive Officer, Siliguri Jalpaiguri Development Authority (as lessor) on requisite stamp. The bid documents along with other Terms and Conditions shall form part of the agreement and the Successful Bidder (as Lessee) 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.
- xix. SJDA shall not be responsible for any delay in postal services for submission of the bid and late submission of the bid after scheduled date and time will not be entertained.

#### GENERAL TERMS & CONDITIONS:

1. The Lease period shall be 3 years commencing from the date of start of operations. After expiry of the 3 (three) years period, the operator shall continue to renew the Agreement for further 3 (three) year periods on the same terms and conditions or the Authority may consider renewal of the contract granted on due expiry on fresh terms and conditions to be fixed mutually by the authority.
2. Renewal will be / may be permitted according to suitability on the basis of performance efficiency of the firm/ agency.
3. All the intending bidders should offer the rate not less than the BASE RATE set by this authority, below which **no bid will be accepted** and will be treated as disqualified.
4. The rent calculation shall commence from the date of start of operations.
5. The cost of electricity consumed and other charges/ statutory dues for operation of the whole Godown shall be borne by the Successful Bidder.
6. The Successful Bidder shall pay statutory dues and outgoing in relation to the Godown.
7. The successful bidder shall not make any addition or alteration to the existing structure of the Godown in any manner whatsoever, without written consent of the SJDA. The Successful Bidder shall make such repairs at its own cost keeping in mind that originality has to be maintained and that no aesthetic change takes place.
8. The Successful Bidder shall not use any other space except the portion earmarked therefore.
9. The authority of SJDA shall have the right of entry and inspection of the licensed property at any time and without prior notice.
10. The Successful Bidder shall not transfer or assign any of its right or interest under this License to any other party without first obtaining permission in writing thereof from the SJDA.
11. In the event of any breach of any of the terms and conditions hereof, the SJDA shall serve a notice to the Successful Bidder pointing out the breaches and it shall call upon the Successful Bidder to rectify the within such time as the **LICENSOR (SJDA)** deems fit and proper. Upon failure of the Successful Bidder to rectify the breaches within the time set thereof, the SJDA shall be free to cancel the agreement without any further notice and be entitled to vacant possession of the rented property without recourse to any judicial proceeding.
12. All payments will be made in Indian Currency.
13. All the time during the term of the lease period to keep and maintain the premises clean and further in good and substantial repair and the requisite expenditure has to borne by the successful bidder.
14. The cost towards maintenance, AMC charges, manpower for operation and all consumable will be borne by the successful bidder/operator/lessee/ licensee.
15. The Successful bidder shall pay all rates, taxes and impositions which are now or during the said terms be hereafter imposed or assess on the said premises by the Government, Municipal authority or any other authority.



16. Financial offer should be firm and valid for entire contract period and the offered rate should be excluding of all other cost like Operation and Maintenance, Electrical charges, Water charges, Taxes etc. All such taxes and charges will have to be paid by the successful bidder at his own cost.
17. The Successful bidder will have to deposit entire accepted amount in advance within seven days from the date of issue of letter of award, in favour of Chief Executive Officer, Siliguri Jalpaiguri Development Authority at the details of A/C No as would be supplied by the SJDA to successful bidder.
18. The successful bidder will have to pay yearly rent in advance within the 10<sup>th</sup> day of every following year with 5% increase of the accepted rate along with GST and other taxes as applicable. Any failure of payment of such yearly rent will lead the SJDA to arrange the direct deduction from the security deposit and recurring failure of payment of such rent will lead for termination of the agreement with forfeiture of entire security deposit.
19. If under any compulsion or under unavoidable circumstances either SJDA or Operator is in a position to terminate or to surrender the operation of the Godown, the party which is to terminate or to surrender the operation will issue notice to the other party giving time of 03 (three) months, for peaceful handing and taking over of the Godown to or from the other party.
20. In the event of any breach of any of the terms and conditions the authority shall be serving a notice on the Operator to call upon the Operator for immediate remedial measures within a period to be decided by the Authority and upon failure of taking appropriate remedial measures on the part of the Operator, the authority shall be entitled to cancel the contract agreement and shall also be entitled to take over peaceful possession of the entire godown complex without any further notice and without recourse to any judicial proceeding and the Operator shall be liable to make over forthwith possession of the Godown Complex to this Authority.
21. The successful bidder/ operator shall comply with the provisions of The Apprentice Act, 1961, Minimum Wages Act. 1948, and Contract Labour (Regulation & Abolition) Act, 1970 and orders issued there under from time to time failing which there will be breach of Contract and the Siliguri Jalpaiguri Development Authority at his discretion take necessary measures against the Lessee.
22. Operator shall not make any addition and alteration to the existing structure of the complex in any manner whatsoever without the written consent of the SJDA.
23. Operator shall not act contrary to any of the terms and conditions as stated above.
24. The above terms and conditions may be altered by negotiation or otherwise at the sole discretion of this Authority.
25. The Operator shall also take necessary safety measures such as fire precautions etc. and obtain required license for the purpose from the appropriate authority.
26. The Operator shall also be responsible for any theft or missing of accessories etc. of the Godown complex.
27. The Operator i.e. successful bidder shall be responsible for any accident of his staff and workers. The workers engaged shall have to follow all security and safety rules. SJDA will not compensate the contractor for such accident.

28. For any kind of damage of the existing facilities, cost rectification & compensation to SJDA should be borne by the bidder. The bidder shall responsible for smooth maintenance and shall ensure that complaint lodged by SJDA is attended and rectified immediately.
29. The successful party would have to arrange necessary manpower in required strength for the operation and maintenance of the Godown.

*sd/r*  
Chief Executive Officer  
Siliguri Jalpaiguri Development Authority

Memo No: 1322/1(12) SJDA

Dated: 09/10/2020

**Copy forwarded for information to:**

- 1) The Additional Secretary, North Bengal Development Department, Uttarkanya.
- 2) The District Magistrate, Jalpaiguri.
- 3) The District Magistrate, Darjeeling.
- 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) The District Information & Cultural Officer, Jalpaiguri.
- 10) The Sub Divisional Information & Cultural Officer, Siliguri.
- 11) The A.P., SJDA, for uploading in Website.
- 12) Office notice board.

*Received  
on 15.10.2020.*

*St. Hini Saha  
8/10/20  
15/10/20*

*pe*  
Chief Executive Officer  
Siliguri Jalpaiguri Development Authority  
*15/10*

## **TECHNICAL BID**

EOI Notice No with date:

Name of the agency :

Address:

Telephone/Mobile No:

Email:

Declaration:

- 1) I / We assure the Siliguri Jalpaiguri Development Authority that neither I/We, nor any of my / our workers will do any acts, which are improper/ Illegal during the execution of the contract awarded to us.
- 2) I / We will have no conflict of interest in any of our works / contracts at Siliguri Jalpaiguri Development Authority

List of documents enclosed:

- 1.
- 2.
- 3.
- 4.
- 5.....

(Full signature of the Tenderer with seal of the Agency)

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NB:

1. Technical Bid should be kept in separate sealed cover super scribing "Technical Bid" on it).
2. The documents submitted should be self attested/ certified copy.
3. Above details should be submitted in Agencies letter head pad.



## **FINANCIAL BID**

EOI Notice No with date:

Name of the work	Quoted rate in figure (in Rs.) for one year	Quoted rate in words (in Rs.) for one year
Maintenance & operation of the Godown measuring 4970Sq.ft. at Food Park at Siliguri, P.S. Phansidewa, Distr. Darjeeling.		

Date

(Full Signature of the tenderer with seal)

**\*\*NB:**

1. Financial Bid should be kept in separate sealed cover super scribing "Financial Bid" on it).
2. The Bidder to quote the rates to be payable to SJDA for single year.
3. Bid should be submitted in Agencies letter head pad.