



## OFFICE OF THE CHIEF EXECUTIVE OFFICER

Siliguri Jalpaiguri Development Authority (SJDA)

**AN IS/ISO 9001:2008 CERTIFIED ORGANISATION**

Tenzing Norgey Road, Pradhan Nagar, Siliguri, Dist: Darjeeling, Pin – 734 003

Phone: (0353) 2512922, 2515647, Fax: (0353) 2510056, e-mail: [sidawb@gmail.com](mailto:sidawb@gmail.com) Web: [www.sjda.org](http://www.sjda.org)

Memo No.: 87 / ENGG / 2021 of SJDA

(QSF: ENGG 03 / 01)

Dated: 27.1.21

### NOTICE INVITING ONLINE eEOI ( QUOTATION) NO. 003/ENGG/2020 2021 OF SJDA

#### EXPRESSION OF INTEREST (EOI) FOR PLANNING, DESIGNING AND PERIODICAL ARCHITECTURAL SUPERVISION OF THE PROPOSED OFFICE BUILDING COMPLEX OF SJDA IN SILIGURI.

An Expression of Interest (EOI) is hereby invited by Siliguri Jalpaiguri Development Authority (SJDA) from the registered, bonafide, reliable and resourceful Architects / Agencies / Consultancy Firms having experience of not less than five years in Planning, Designing and preparation of Drawings for construction of a SJDA Office Building Complex as per land available at Kawakhali, Siliguri (West Bengal).

#### About the Project:

Siliguri Jalpaiguri Development Authority or SJDA was established in the year 1980 and has been responsible of Planning & Development of Siliguri - Jalpaiguri Area. It came in existence under the West Bengal Town and Country Act 1979. SJDA will have the State of Art Office Building at Kawakhali, Siliguri having total plot area of 01(one) Acre, with Multistory, energy efficient PLATINUM rated, GRIHA five star rated and Net Zero green building having adequate parking, landscape and other amenities etc. with the requirements as annexed.

#### Scope of Work:

The work would include preparation of details of Architectural Drawings, Structural Designs including Geo technical Investigation & Total Station Survey, preparation of details of estimate of the proposed building complex with bill of quantities including sanitary, plumbing, electrical, firefighting arrangements, air conditioning if required, other ancillaries etc.. The detailed estimate is to be prepared on the basis of PWD schedules. In case of non-scheduled items, analysis of rates may also be provided. In addition to the above, the work would include periodical Architectural supervision of execution in the field. The selected Consultant would have to provide the following:

- 1) Architectural Designs including preparation of Plans, Elevations, Sections, Perspective Drawings, Architectural Details etc.



- 2) Structural Design of the Building including vetting of the Structural Design of the building. The vetting would be done by IEST, JU, IIT-Kharagpur or similar Institute as agreed upon by SJDA and the fees for the same would have to be borne by the Architect / Agency / Consultancy Firm.
- 3) Detail design & drawings of Water Supply, Sewerage, Drainage, Electricals, Air conditioning and other related ancillaries.
- 4) Any change in Architectural and other Designs of the building as may be suggested must be done by the selected bidder free of cost. Also, any other unavoidable change is to be done by the selected bidder free of cost.
- 5) Sanctioning of Building Plan from Siliguri Jalpaiguri Development Authority (SJDA) as per the Zoning and sub division regulations and other relevant rules, obtaining all other statutory approvals as may require for the project and obtaining Platinum rated green building certification from competent authority.
- 6) Preparation of detailed estimate, bill of quantities for the building and ancillary works like electrical, sanitary, fire-fighting arrangements, airconditioning etc. Vetting of estimate would be done by the Chief Engineer of Public Works Department and the fees for the same if any to be borne by the Architectural Agency / Consultancy Firm.
- 7) Preparation of Draft Tender Documents.
- 8) Periodical Architectural supervision of construction work including ancillary works.

#### **ELEGIBILITY TO PARTICIPATE:**

*Registered,, bonafide, reliable and resourceful Architects / Agencies / Consultancy Firms with PF & ESI Registration & having not less than five years of experience in designing similar type of projects may participate in this Expression of Interest (EOI). The Multi-Disciplinary firms / Agencies / Consultancy Firms, who have experience / credential in preparation of DPR etc. of at least one similar nature of project not less than Rs. 10 Crores in the last Five Financial Years ending 19-20 under Govt. / Undertaking / Zilla Parishad / Municipal Corporation / Statutory Body with **completion experience of Green Building Project. They should also have an annual turnover of Rs. 1.25 Crores minimum in the last 3 Financial Years 2020-21.***

#### **SELECTION / ACCEPTANCE OF THE SUCCESSFUL BID/ OFFER:**

- a) The accepting authority/ SJDA reserves right to withdraw from whole process or any part thereof or to accept or reject any or all bid(s)/offer(s) including the lowest bid/offer received at any stage of the process without assigning any reason whatsoever to the participants. No formal obligation shall accrue to SJDA or in such an event authority shall not be responsible for non- receipt of correspondence sent by post/e-mail/fax/courier.
- b) For selection/ finalization of the offer/bid, at first responsiveness will be verified as per eligibility criteria and submitted documents.
- c) The final selection/acceptance of the bid/offer shall be made by a panel of experts to be constituted by the SJDA, Siliguri
- d) The accepting authority reserves right to withdraw from whole process or any part thereof or to accept or reject any or all bid(s)/offer(s) including the lowest bid/offer received at any stage of the process without assigning any reason whatsoever to the participants. No formal obligation shall accrue to the



Authority or in such an event authority shall not be responsible for non- receipt of correspondence sent by post/e-mail/fax/courier.

- e) For selection/finalization of the offer/bid, at first responsiveness will be verified as per eligibility criteria and submitted documents. The eligible participants will have to make a Power Point presentation of their architectural design and other details before the panel of experts to be constituted by the SJDA, Siliguri at Conference Hall of SJDA office building, Siliguri on the day of evaluation of the Technical bids (the date will be announced in due course). During presentation, the participants bidder will have to present their concept to visualize the proposed Project along with three dimensional drawings preferably from different angles. The participants will have to arrange for laptop, computer etc. for venue of the presentation. Final selection will be made on the basis of marks given by the panel (80% weightage will be taken from the marks obtained in the Technical Bid and 20% weight age will be taken from the marks obtained in the Financial Bid).

Qualifying marks will be 80 % for technical bid. The marking system would be as follows: -

**Technical bid/ proposal:**

SL. No.	CRITERIA	MARKS
01	Key professional staff qualification and competence for the assignment	25
02	Experience and financial strength of the bidder	25
03	Concept Plan & Design and presentation thereof	50
	Total Marks	100

The score would be the arithmetic sum of the percentage of the marks assigned to the bidder under each of the parameter listed above.

Financial bid /proposal (Financial bid of top 3 technically qualified bidder will be opened only) -

The Financial bid / proposal with the lowest cost (L 1) will be given a mark of 20 and for the other proposals (N, N1, N2 etc.), scores will be calculated by the formula " $L1/N \times 20$ ".

The Rate in financial bid should be quoted in lump sum basis in rupees excluding all taxes and incidental charges like all vetting charges if any.

**BID DOCUMENTS**

Technical bid shall contain.

- 1) Total Turnover of the company / firm for the last 3 years i.e. up to 1.25 Crore specifying eligibility criteria.
- 2) Partnership Deed with Registration Certificate in case of partnership firm / Trade License / Company Registration Certificate valid at least up to the date of submitting their bid.
- 3) PF & ESI Registration.
- 4) Income Tax (I.T.) PAN.
- 5) Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017.
- 6) "Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017" / in terms of 4374 F (Y).
- 7) Auditor's Certificate for Turnover for the last three years, i.e., up to 1.25 Crore.
- 8) Registration certificate of Council of Architecture valid at least up to the date of submitting their bid
- 9) Experience on successful preparation of similar type of works specifying eligibility criteria
- 10) Key professional staff qualification and competence for the assignment (Details of Architects and Engineers).
- 11) Concept proposal.

At least one hard copy of the *Technical Bid of the Proposed Office Building Complex, Siliguri* documents in a book format would have to be submitted.



Any participant bidder not following the steps in submitting their bid /offer as described are liable to be disqualified.

**TERMS & CONDITIONS:**

- (1) Before submitting any bid offer, the intending participants should make themselves acquainted, thoroughly, with the local conditions prevailing by actual inspection of the site and take into considerations all aspects including actual size and availability of land, communication facilities, climate conditions etc. As no claim whatsoever will be entertained on these accounts, afterwards.
- (2) All related expenditure incurred by the bidders for preparation, submission, clarification, presentation etc. shall not be borne by SJDA.
- (3) As per the evaluation criteria specified above, selected successful bidder maybe called for negotiations for improvement of Terms of Reference and scope of work and financial terms. SJDA reserves the right to negotiate with the successful bidder.
- (4) The selected bidder will have to enter into an agreement of contract with SJDA within 10 (ten) days of issuance of the LOI.
- (5) The detailed drawings would have to be submitted by the Architect / Agency / Consultancy Firm within 1 (one) month from the date of issue of LOI. They would, however, have to get the Building Plans sanctioned and other no objection certificates from the competent authorities within 2 (two) months from the date of issue of LOI. Considering the size of the Project, 'NOC' (No Objection Certificate) from the Environment Department / Pollution Control Board under Government of West Bengal would be required.
- (6) The building design must conform to the prevailing rules of the Sanctioning Authority. Fire safety norms must be as per relevant B.S. Codes and National Building Code.

**(7) Fees Payable: -**

Fee would be paid as a percentage of the Total quoted / accepted Fee inclusive of taxes as mentioned against each item of works as per following. Payments will be released only after approval by the Competent Authority.

- (i) Preparation of details of Architectural designs drawings: -
  - a) Soil test and traverse and level survey and Concept drawings – 15%
  - b) Detailed Architectural designs & drawings – 20%
- (ii) Preparation and sanction of Building Plans from SJDA and other competent authority – 15%
- (iii) Structural Designs including the items indicated below – 40%
  - a) Preparation of Details of Structural designs & drawings
  - b) Preparation of Estimates with Bills Of Quantities (BOQ)
  - c) Sanitary and Plumbing designs & drawings
  - d) Electrical designs & drawings
  - e) Firefighting arrangements
  - f) Air conditioning Systems if required
  - g) Other ancillaries etc.
  - h) Preparation of Draft Tender Documents
- (iv) Periodical Architectural Supervision during construction period – 10%
- (v) All other relevant works as applicable within these parameters



The stages of payment may, however, be finalized during the Pre-Bid Meeting in consultation with the participating bidders.

- (8) Separate tender/ bid will be invited by SJDA for construction of the Proposed Building. Construction supervision shall have to be taken up by the selected bidder after actual construction begins (to be communicated separately) and shall continue till completion of the project in the field. The periodical supervision should preferably be once in a week. If required, the frequency of visits to the Project site might be increased.
- (9) Any bid/offer containing overwriting is liable to be rejected. All corrections are to be attested under the dated signature of the bidder without which the bid/offer may be informal.
10. **Time allowed-** Time allowed for completion of the Job is 60 (Sixty) Days.
11. **Download and Bid Submission / Upload Start Date & Time – 29.02.2021 from 16.00 hrs.**
12. **Download and Bid Submission / Upload End Date & Time – 12.02.2021 up to 16.00 hrs.**
13. **Date of opening of Technical Proposals – 15.02.2021 at 11.00 hrs.**
14. **Time and date of publishing of qualified bidder (Part I) : To be notified**
15. **Time and date of opening of financial bid (Part-II) : To be notified**
16. In case if there be any objection regarding pre-qualification/ list of “ Technically Qualified Bidders”, that objection should be lodged to the CHIEF EXECUTIVE OFFICER, SJDA, SILIGURI within two working days from the date of initial publication of list of Technically Qualified Bidders and beyond that time schedule no objection shall be entertained by the authority.
17. No conditional bid/offer shall be accepted.
18. The Bidders shall have to show original copies of the submitted documents at the time of evaluation of the bids.
19. The Bidders or their authorized representatives may remain present at the time of opening of bids. The schedule of opening may be altered depending on unavoidable circumstances.
20. Any corrigendum, addendum, modification, extension, change etc. in the EOI/Bid including dates, venue, conditions, minutes of meeting etc. Bidders are advised to follow SJDA website ([www.sjda.org](http://www.sjda.org)) regularly related to the captioned project for all public announcements / communications.
21. Contact Address: Siliguri Jalpaiguri Development Authority, Tenzing Norgey Road, Central Bus Terminus, Pradhan Nagar, Siliguri-734003, Telephone Nos. 0353-2515647 / 2512922, Fax-2510056 during office hours.

  
**Chief Executive Officer**  
**Siliguri Jalpaiguri Development Authority**

**Memo No.:** 87/1(19) / ENGG / 2021 of SJDA  
**2020**

**Dated:** 27.1.21

**Copy for information with request to display in their Notice Board.**

1. District Magistrate, Darjeeling.
2. District Magistrate, Jalpaiguri.
3. Superintendent of Police, Darjeeling.
4. Superintendent of Police, Jalpaiguri.
5. Chairman, Jalpaiguri Municipality, Jalpaiguri.
6. Addl. Executive Officer, Siliguri Mahakuma Parishad.
7. Commissioner, Siliguri Municipal Corporation.

8. Secretary, Jalpaiguri Jilla Parishad, Jalpaiguri.
9. Superintending Engineer, PW (Roads), SHC-IV, Shaktigarh, Siliguri.
10. Executive 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, North Bengal Division, PWD (TE), Shaktigarh, Siliguri.
14. Executive Engineer, Darjeeling Division, PWD.
15. A. P., Siliguri Jalpaiguri Development Authority, Siliguri for uploading in SJDA website.
16. Concern Assistant Engineer, Siliguri Jalpaiguri Development Authority, Siliguri.
17. D.I.O., NIC, Siliguri for uploading in official website.
18. Notice Board, Siliguri Jalpaiguri Development Authority, Siliguri.
19. Notice Board, Siliguri Jalpaiguri Development Authority, DCRPD Building, Near Sadar Hospital, Jalpaiguri.

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**Chief Executive Officer**  
Siliguri Jalpaiguri Development Authority

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