

# **Siliguri Jalpaiguri Development Authority**

**Tenzing Norgay Road, Pradhan Nagar, Siliguri-734403**



Phone : Siliguri : (0353) 512922, 515647  
: Jalpaiguri : (03561) 30874  
Fax : (0353) 510056

**Memo No. : /SJDA**

**Date: \_\_\_\_\_**

## **Notice Inviting bid for Selection of Management and Operation for Boating Facility at Rajbaridighi Park Lake, Jalpaiguri**

### **NIB – 01/ADMN/Rajbaridighi/20-21 of SJDA**

For and on behalf of Siliguri Jalpaiguri Development Authority, sealed tender is invited in the prescribed original tender document from agencies for **“Management and Operation for Boating Facility at Rajbaridighi Park Lake, Jalpaiguri”**. There are 01 no 6 seater, 01 no 04 seater and 02 nos 2 seater boats available at the Rajbaridighi Park provided by Siliguri Jalpaiguri Development Authority.

The bidder will submit the documentary proof of all documents in support of his / her experience and eligibility with an earnest money (EMD) amounting to Rs. 50,000/- (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 for submitting bid with supporting documents is 26<sup>th</sup> February, 2021 within 2.30 p.m.**, in two separate sealed envelopes containing Technical and Financial bid documents and delivered to below mentioned address by hand or by post:

To,

The Chief Executive Officer,  
Siliguri Jalpaiguri Development Authority,  
Tenzing Norgay Road, Pradhannagar,  
Siliguri – 734003

The bid will be opened on **26<sup>th</sup> February, 2021 after 3.00.p.m.**

The contract for initial stage will be awarded for 01 (One) year, which may be extended for another two years on satisfactory performance by the agency.

Any bid submitted without EMD will not be considered for scrutiny. Any postal delay or loss in transit will not bind SJDA. The tender submitted beyond the date and time fixed shall be summarily rejected. In the event for last date of submission / opening of tender falls on a holiday, the acceptance / opening of the tenders will be on the next working day at the same time and venue. The tender inviting authority reserves the right to accept or reject any or all the bids, postpone the due date and annul the bid process at any time without assigning any reason whatsoever. You may also visit SJDA's website [www.sjda.org](http://www.sjda.org) for obtaining further details.

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## INSTRUCTIONS

### 1. BASE RATE:

The quoted amount payable to the SJDA shall not be below Rs. 2,50,000/- (Rupees Two lakh Fifty Thousand) only per year which will be the base rate, excluding Govt. Taxes as applicable.

**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. The offer should be submitted in two separate envelopes:

#### ENVELOPE – I Superscribed “TECHNICAL BID” should contain

- ✓ Information in prescribed format containing details of the agency in their letter headed pad.
- ✓ Earnest Money Deposit in the form of Demand Draft for Rs. 1,00,000/-
- ✓ Company / Contract profile
- ✓ Particulars of Tenderer as per Annexure I attached in agency's letter head pad
- ✓ Details of experience of similar work
- ✓ Documentary evidence for PAN, PTCC, Trade License etc.
- ✓ Self attested copies Income Tax Return for the assessment year 2018-19, 2019-20, 2020-21
- ✓ Two References with Name and Contact information, where the bidder has already provided the Boating and Water Sport facilities during last 3 years
- ✓ 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)
- ✓ Valid Registration Certificate in the case of firm / Engineers co – operative Societies (Where applicable)
- ✓ Any other details tenderer wants to submit in support of his / her suitability.

Audit Report of last financial year is required to be submitted in case of Unemployed Engineers Co – operative and Labour Co – operative Societies authenticated by the appropriate authority.

**All the above documents should be self attested / certified copy.**



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## ENVELOPE – I I Superscribed “FINANCIAL BID” should contain:-

The envelope should contain only the price bid in the prescribed format both in figure and word in agencies letter head pad bearing signature in ink of the agency.

All the envelopes mentioned above should be submitted in a larger envelope double – sealed cover, super scribing **“TENDER for Management and Operation for Boating Facility at Rajbaridighi Park Lake, Jalpaiguri”** within due date.

### 3. 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 if the contract is extended)

### 4. Selection Criteria:

Highest bidder will be accepted and will be awarded work order.

### 5. Other Instruction

- i) Siliguri Jalpaiguri Development Authority or SJDA will process the tender as per SJDA's norms & procedures and SJDA would not be under any obligation to give any clarification to the agencies whose bids are rejected.
- ii) Tenderers are advised to understand the magnitude of the work and visit the location and themselves see the location of Water Body.
- iii) SJDA reserves the right to reject / cancel any or all or part of the tender of the bidder without assigning any reasons and shall also not be bound to accept highest bidder. The decision of the SJDA shall be final and binding.

Submission, neglect or failure on the part of bidder to obtain requisite reliable and full information or any matter affecting his / her tender shall not relieve the bidder from any liability in respect of the contract.

- iv) 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 reason thereof and no claim in this respect will be entertained.

## **SCOPE OF WORK, TERMS AND CONDITIONS**

### 1. Scope of work:

Boating facilities at Rajbaridighi Lake, Jalpaiguri.

### 2. Period of criteria:

The contract will be for a period of 01 (One) year, which may be extended for another two years on satisfactory execution of the work by agency.



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### 3. Security and Payment:

- a. The Bidders shall deposit EMD of Rs. 50,000/- at the time of deposit of tender. EMD of the successful bidder will be kept as security amount for the duration of the lease period. It will be returned only after the completion of the lease period.
- b. No interest will be payable on security deposit.
- c. The Security Deposit is liable to be forfeited wholly or partially if
  - i. The standard of boats and services deteriorates during the tenure of contract.
  - ii. Persistent misbehaviour of contractor or his employees.
  - iii. Any damage is caused by the contractor / his or her employee(s) or caused to be allowed to any person to the water body, property, equipment and any other things belonging to SJDA in the location.
  - iv. The tenderer declines to render services at the rates agreed upon, due to any reason.
  - v. Tender fails to fulfill any terms & conditions of agreement.
- d. The successful bidder will have to deposit entire accepted amount in advance within seven days from the day of issue of letter of award in favour of Chief Executive Officer, Siliguri Jalpaiguri Development Authority at the details of AC No as would be supplied by the SJDA to successful bidder.

### 4. COST OF TICKETS

The cost of ticket per head will be Rs. 30/- (Thirty) per head per hour. The rate should be displayed at the prominent place / outside the ticket counter.

### 5. TIMING OF BOATING

The facility will be made available everyday (from Monday to Sunday) from 10.00 a.m to 4.00 p.m.

### 6. RESPONSIBILITIES OF OPERATOR / AGENCY

- I. Contractor shall follow and comply with Requirements / ACTS / Rules / Notifications by Government and Guidelines provided for Boating or Water Sports / activities.
- II. The SJDA will provide 2 to 4 numbers of different types of boats (Two seater paddle, Four seater paddle boats) etc. at Rajbaridighi. The boats and equipments supplied by SJDA shall be kept in excellent safe operative conditions by the agency who is allotted with the work.
- III. Any loss or damage to the boats and equipments, the agency shall pay the damage cost to SJDA.
- IV. The contractor will arrange and provide other auxiliary and support infrastructure or equipment for operations and maintenance of the facility.
- V. All other capital cost in respect of boating, life saving gadgets and equipments, life jackets etc. their operation and maintenance will be borne by the contractor.
- VI. Ticket rates will be Rs. 30/- per head per hour.



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- VII. The contractor will keep the sufficient number of life jackets and he will ensure that no person boards any boat without the life jackets. The contractor will also educate the staff, the importance of boating with life jackets. It will be widely displayed that nobody will be allowed boating and Water Sports without life jacket.
- VIII. The contractor will keep security guard(s) to keep watch on the activities in the water body. Agency will provide Public Address System for making announcement in case of emergency and ensure safety of the users of the boat etc. and to rescue anyone in need of distress.
- IX. The contractor will depute sufficient number of trained lifeguards to ensure the safety of the visitors.
- X. Inflated tubes with nylon ropes to be provided at every 100 mtrs or such short distance as may be required on the periphery of the water body for rescuing the visitors.
- XI. Life saving equipments such as first aid kits, stretchers, inflated tubes, life jackets etc will be kept at the sites by the contractor, always handy and in perfect working conditions.
- XII. The contractor shall charge from the person using / availing Boating facility at the rate fixed by the SJDA and same shall be displayed in the notice board at prominent place/outside the ticket booth.
- XIII. The contractor shall at his own cost engage suitable and trained staff/employee/worker and they shall not be less than 18 years and the contractor shall comply with all the statutory requirements regarding engagement of the workers.
- XIV. The Contractor shall pay the minimum wages as prescribed by the Labour Department, Government of West Bengal to the persons engaged by him/her and abide by other Labour Laws.
- XV. The contractor will furnish a list of his employees with their names, Father's Name, Correspondence Address as well as Permanent Address, Date of Birth and Photographs to the SJDA for record.
- XVI. The contractor shall provide Identity Cards and Uniforms to all his staff at his own cost.
- XVII. The contractor will be responsible for observing all the legal requirement/obligations/statutory compliance regarding working conditions of his employees under various Labour, Service, ESI, PF and other laws which may be in force.
- XVIII. Neither contractor nor any of his employees will perform the duty in drunken condition and if the contractor or any of his employees is found in such state, it may result in termination of the contract. The contractor shall not bring, store, stock, keep or sell any illicit or contraband articles at the location/premise.
- XIX. In case any legal action is brought about by any of the employees of the contractor for any damage in regard to his service conditions, benefits or any other loss or any injuries suffered during performance of his duties etc, the entire responsibility shall be of the contractor.



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- XX. The behaviour of the contractor and his employees with the visitors/public/passengers shall be polite and courteous. The employee of the contractor, who will be dealing with the public shall be well mannered and of co-operative attitude. Further they shall be in proper uniform.
- XXI. In case the contractor or his employees are found guilty of moral turpitude or any anti-social activity, the contract may be cancelled by the SJDA. Besides, SJDA will be at liberty to take criminal/civil action as per provision of law against such person.
- XXII. SJDA will not be responsible for payment of any type, on account of any loss occurring due to conduct or act of employees of the contractor for which the contractor shall be exclusively liable.
- XXIII. In case of any mishap or any accident in the contract space, the contractor shall be solely responsible for civil damages and criminal action. Also it will be the responsibility of the contractor to shift the person/persons on this account to a suitable medical facility at his cost and meeting his/her medical expenses if so required.
- XXIV. The contractor will not transfer or sublet the contract.
- XXV. The contractor will not make any kind of excavation or construction including alteration or modification in the premises without the permission of SJDA in writing and further, he shall have no right to use SJDA's property for his/her employees' personal purpose. The contractor shall not claim any such alteration/modification to be removed which may damage the premises as originally existing at the expiry of contract or extended period thereof.
- XXVI. The contractor will not alter or damage SJDA's property and equipments as well the plantation work provided in the premises. In fact he shall be responsible for its care and safety, failing which he will be liable to pay its cost as decided by the SJDA.
- XXVII. SJDA has the authority to inspect the leased space anytime without giving any notice to the contractor.
- XXVIII. The contractor will keep the premises in good, clean and hygienic order and maintain it in its original and aesthetic shape.
- XXIX. Contractor will keep the water in the lake and the surrounding areas neat and clean.
- XXX. The contractor will not use or permit others to use the premises for the publicity purpose in any shape or form.
- XXXI. The contractor will not encroach upon the rights of other contractors running their business in the SJDA premises.
- XXXII. Maintenance of the premises will be the responsibility of the contractor during the lease period.
- XXXIII. On termination of contract, the contractor will hand over the site(s) to SJDA in the condition/manner it was received except as provided elsewhere herein, else SJDA will have the right to deduct cleaning/repair etc cost from the security (EMD) or other dues payable or charge the contractor for the same.



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- XXXIV. Boating facility should be made available everyday from 10 am to 4 pm and the same shall be displayed in the notice board outside ticket counter. If opening and closing times are changed by the SJDA, the contractor will accordingly change the timings for services.
- XXXV. The contractor will arrange to collect payment on agreed rates for Boating facility from visitors or on his/her own. Any credit facility extended by contractor will be at his/her cost and risk. The SJDA will not take any responsibility on this account.
- XXXVI. All statutory requirements regarding payment to the workers shall be exclusive liability of the contractor.
- XXXVII. All the Taxes applicable from time to time shall be the responsibility of the contractor.
- XXXVIII. The contractor will be himself/herself responsible for insurance of his/her goods and will indemnify SJDA from any losses due to operations, fire, theft, force majeure etc.
- XXXIX. During activity, any damage, loss of life, accident, defamation case, breach of any law etc or consequential claim shall be sole responsibility of the contractor/operator and SJDA will be free from such liabilities.
- XL. The operator shall abide by and observe each and every law, rules and regulations of the Police, local bodies, Government and Statutory Authorities for operating the activity.

*sd*  
Chief Executive Officer  
Siliguri Jalpaiguri Development Authority.

458/1(9)/I/Admin/460/17/P-I  
Memo No: /SJDA

Dated: 15/02/2021

Copy forwarded for information to:

1. The District Magistrate, Darjeeling.
2. The District Magistrate, Jalpaiguri.
3. The Addl. Executive Officer, Siliguri Mahakuma Parishad.
4. The Commissioner, Siliguri Municipal Corporation,
5. The Sub Divisional Officer, Siliguri.
6. The Deputy Director, Tourism Department, Govt. Of West Bengal, Mainak, Siliguri.
7. The Executive Engineer, SJDA, Tender Section, for necessary action.
- ✓ 8. The Associate Planner, SJDA to publish in official website.
9. Office Notice board.

*sd*  
Chief Executive Officer  
Siliguri Jalpaiguri Development Authority.

*sd*  
A. K. Saha  
15/2/21

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## TECHNICAL BID

1. Tender Notice No with date:
2. Name of the agency :
3. Address:
4. Telephone/Mobile No:
5. Email:
6. Name and Contact information  
where the bidder has already  
provided the Boating facilities  
during last 3 years

### 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)

### 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.



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## 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
Management and Operation for Boating Facility at Rajbaridighi Park Lake, Jalpaiguri		

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.