

SILIGURI JALPAIGURI DEVELOPMENT AUTHORITY

TENZING NORGEY ROAD, PRADHAN NAGAR, SILIGURI – 734 003

AN IS/ISO 9001:2008 CERTIFIED ORGANISATION

NOTICE INVITING BID

NIB No. 003/ADMN/RAJABRIDIGHI/ 2022-23 of SJDA (3rd Call)

Memo No.: 1212/1/Admn/704/2021/SJDA

Date: 01.08.2022

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: : Running Canteen/Cafeteria On Contract Basis At Rajbaridighi at Jalpaiguri

1. NIB No. 003/ADMN/RAJABRIDIGHI/ 2022-23 of SJDA (3rd Call)

2. **Name of Tendering Authority**: Chief Executive Officer, Siliguri Jalpaiguri Development Authority

3. 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

4. **Earnest Money**: 10,000.00

5. **BASE RATE**: The quoted amount payable to the SJDA shall not be below Rs. 72,000/- (Rupees Seventy Two 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

6. **Quoting of Rate**: Rate is to be quoted for 1(One) year only. While putting the rate it is to be kept in mind that GST, TCS & other taxes as applicable will be added to that amount as per Govt. rules..

7. The amount of Earnest Money Deposit (EMD) must be submitted in the form of **Demand Draft** (Any scheduled commercial bank in India approved by the RBI) 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

8. Submission of Tenders:

Mode of submission: The tenderers shall submit their tenders in two sealed covers enclosed in a main sealed envelope addressed to the Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Tenzing Norgey Road, Pradhan Nagar, Siliguri – 734 003.

a)

The sealed cover no. 1 shall be super scribed as "**Part – I (Technical Bid)**" containing technical and financial specifications / particulars along with the Earnest Money and cost of tender documents (if necessary).

b)

The sealed cover no. 2 shall be super scribed as "**Part – II (Financial Bid)**"

9. Eligibility criteria for participation in bid:-

✓ i) Earnest Money Deposit in the form of Demand Draft for Rs. 10,000/-

✓ Registration Certificate of GST

✓ Documentary evidence for PAN, PTCC, Trade License etc.

✓ Income Tax Return for the assessment year.

- ✓ 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.

viii) The sealed quotation is to be submitted at the drop box kept in front of Administrative Sections of SJDA on or before **08.08.2022** by **1.30** pm and will be opened at **2.30** pm on the same day.

ix) The undersigned reserve the right to reject / accept any / all quotation without assigning any reason there to.

10. **Receiving of Quotation Documents / Papers:** The Quotation will be received through tender/Quotation box kept in the office of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Siliguri.
11. The bidders shall have to show original copies of the submitted documents at the time of evaluation of the Quotation.
12. Bidders or his authorised representative can be present, if so desires, at the time of opening of the bid.
13. The Bidder should quote **(Both in Words & Figure)**.
14. 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.
15. The intending Bidders shall clearly understand that whatever may be the out come 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.
16. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.
17. The agency shall not make any addition/ alteration or construct any structure at the site.
18. No **CONDITIONAL/ INCOMPLETE TENDER** will be accepted under any circumstances
19. In case of Quoting rates no multiple rate will be entertained by the SJDA.
20. **Normally highest 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.**
21. 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 will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
22. Before issuance of the work order, the bid inviting authority 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.
23. 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
24. **Qualification Criteria:** The bidders shall have to meet all the minimum criteria regarding :-
The eligibility of a bidder will be ascertained on the basis of uploaded documents in support of the minimum criteria as mentioned in a & b above. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice.
25. **Refund of EMD :** The Earnest Money of all the unsuccessful bidder will be refunded

26. 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.
27. **Deposition of Quoted Amount:** 100% amount of the quoted rate with all taxes as admissible as per Govt. order (including GST 18% + TCS 2%) for first one year to be deposited in advance on selection and similar mode of payment (with 5% increase per year) will be fixed for successive years.
28. The Successful bidder (as lessee) will also has 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.

TERMS AND CONDITIONS FOR RUNNING CANTEEN / CAFETERIA

(A) CANTEEN / CAFETERIA PREMISES:

- (1) The canteen / cafeteria is situated at Rajbaridighi premises, Jalpaiguri.

(B) BASE Rate – Rs. 72000/- per annum.

The bidders should quoted the rate above base rate. The rate below base rate will be disqualified. If the contract is extended there will be 5% increase of quoted rate from second year for each year.

(C) PERIOD OF LINCENSE, RENEWAL, etc:

- (3) The period of license shall be one year from the date of allotment.
- (4) The Lessor will have the discretion to renew the license on the same terms and condition and at the same rates on written request made by the lease at least two calendar months before the expiration of the license for such further period and at such license fee as the lessor may deem proper.
- (5) The lease shall not sublet or part with possession of the demised premised or any portion thereof in favour of anyone else.
- (6) The lease shall not use the premises for any other purpose except for running the canteen.

(D) INFRASTRUCTURE FACILITIES, MAINTANANCE, ELECTRICITY CHARGES, TAXES, etc:

- (7) The lease shall not remove from the canteen / cafeteria any of the articles of fixtures & fittings provided by the leasor.
- (8) The general maintenance of the demised premises will be carried out by the lease at his/her own expenses.
- (9) The leasee shall arrange by themselves own Gas Cylinders connection and other required articles for running the canteen.
- (10) The lease shall have to obtain necessary license including fire safety license etc. from the competent Authority for running canteen immediately from the date of granting the license and before starting the canteen.
- (11) The lease shall keep the canteen premises inside and outside absolutely neat and clean. No plastic articles like cup, plates etc. are to be used.
- (12) The canteen will not be permitted to be used room or lodging house.
- (13) The lease shall keep the dining, kitchen, store and washing area in clean and good condition.
- (14) The agency should make its own arrangement for any special equipment, if required.
- (15) The contractor will have to submit an affidavit at the time of signing the agreement indicating that all employees of the contractor are paid the minimum wage as per Minimum Wages act of the Govt. of West Bengal.
- (16) The contractor will be solely and exclusively be responsible adhere to meet out all statutory obligation under Indian law in respect of compliance of all the rules, regulations and directions given by a statutory authority with regard to safety, labour laws or any other prevalent laws both of Central and State Enactments.
- (17) The contactor will ensure high standard of cleanliness hygiene and sanitation in the kitchen and canteen, adequate number of dustbin will be provided by the contractor to ensure proper disposal of garbage.

(18) There should not be any littering of unused food or any other articles within the canteen and also in the premises of the park and vicinity.

(19) The lease shall not keep, store, sell, deal with or allow the sale or nor shall deal with any item which is prohibited by law and which is injurious to health viz. Bidi, Cigaretters, Gutka, alcoholic beverages, liquor etc.

(20) The lease is to ensure that no stale food is served.

(21) Rate of all the items to be served should be displayed prominently.

(22) The lease shall be subject to the regulation of the Labour Law. No child labour is employed at any cost.

(23) Cost of electricity consumption to be borne by lease himself.

(F) TREMINATION OF CONTRACT, VACATION OF THE CANTEEN / CAFETERIA etc:

(24) The lease shall give one month's notice leasor in case he/she intends to vacate the demised premises.

(25) The lease will at the expiration of the period of license, peacefully and quietly hand over vacant possession of the demised premises to the leasor without raising any dispute whatsoever.

(26) The lease shall not put up any permanent structure or make any alteration or additions to the demised premises without the prior consent in writing of the leasor.

(27) The lease will be at liberty to remove all the movable articles brought by the lease in the demised premises during the continuance of the contract, before delivering possession of the demised premises.

(28) In case of loss or damage caused to any furniture, fixtures, fittings etc. provided by the leasor the cost thereof shall be recovered from the lease and the same shall be deducted from the security deposit.

(29) If the leasee commits breach of any foreside terms and conditions the lease will stand terminated forthwith and the lease shall have to hand over vacant and peaceful possession of the premises to the SJDA (Leasor) without raising any dispute whatsoever.

1. (30) The lease shall pay all the dues of the SJDA towards license fee and/or rent before vacating the demised premises.

Memo No.: 12/12/1(8)/I/Admn/704/2021 /SJDA


Chief Executive Officer,
Siliguri Jalpaiguri Development Authority

Dated: 01.08.2021

Copy Forwarded to:-

1. The Superintending Engineer, SJDA
2. The Associate Planner, SJDA for uploading in the SJDA website.
3. Notice Board, Siliguri Jalpaiguri Development Authority, Siliguri.
4. Notice Board, Siliguri Jalpaiguri Development Authority, Jalpaiguri.
5. Notice Board, UTTARKANYA, Fulbari
6. Notice Board, Siliguri Mahakuma Parishad
7. Notice Board, Jalpaiguri Zilla Parishad
8. Notice Board, O/o the SDO, Siliguri


01/08/21
Chief Executive Officer,
Siliguri Jalpaiguri Development Authority