



OFFICE OF THE CHIEF EXECUTIVE OFFICER

Siliguri Jalpaiguri Development Authority (SJDA)

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

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Memo No.: 1306/T/Admn/799/2022

Dated: 12/08/2022

NOTICE INVITING BID (E- BIDDING) NO. 007/ADMN/2022-23 OF SJDA

Chief Executive Officer, Siliguri Jalpaiguri Development Authority (SJDA), Siliguri invites ONLINE BID (E-BID) of the following work.

1.. **Name of Work:** Rent for Space of installation of advertisement boards.

Location/Site: 45 nos. LED Light poles at NJP to IOCL underpass.

2. **Base Rate:** Rs. 2, 00, 000/- + Government Taxes. Rate quoted should not be below base rate. Rates below base rate will be rejected.

E- Filing: In the event of e-Filing, intending bidder has to download the bid document from the <http://wb-tenders.gov.in> directly by the help of Digital Signature Certificate. Details are narrated in "Instruction to Bidders". Tender time schedule stated at page No. 02 of 08.

3A. **Period of Work:** 1 (One) year from the date of taking over the possession which may be extended for another 2 (two) year on satisfactory execution of the work and timely deposition of upfront money yearly with increment of 5% every year.

3B. **Quoting of Rate:** ALL intending bidders should offer the rate on yearly basis (excluding Govt. taxes as applicable).

4. **Earnest Money** amounting to Rs.10,000/- (Ten Thousand only) to be submitted online in favour of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority (To be converted into Security Deposit on selection of successful bidder). At the time of uploading the E-Bid, the intending bidder should select the Bid and initiate payment of pre-defined EMD for that Bid by selecting from either of the following payment modes:

i) Net banking (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway.

ii) RTGS/NEFT in case of offline payment through bank account in any bank with his/ her tender/ bid as per Memorandum No.3975-F (Y) dated.28/07/2016 of Secretary to the Govt. of West Bengal, Finance Department. The L1 bidder shall make the Agreement in Non- Judicial Stamp Paper with SJDA within 7 Days after getting the letter of acceptance (LOA).

5. **Eligibility criteria for participation in bid:**

- a. The Prospective bidders shall have satisfactorily completed as a prime agency during the last 03(three) years prior to the date of issue of the works of similar nature (having credential of Rs. 1,00,000.00 or above) of SJDA or of other state/ Central Govt. Deptt or statutory body, Zilla Parishad, Mahakuma Parishad, Panchayet Samiti or Municipality.
- b. Valid Trade License
- c. Pan Card, Income Tax (SARAL) Acknowledgement receipt for Assessment year 2019-20, 2020-21, 2021-22
- d. Professional Tax receipts Challan for the year 2019-20, 2020-21, 2021-22, to be accompanied with the technical bid document.
- e. Registered Unemployed Engineers' Co-Operative Societies/ Unemployed Labour Co-Operative Societies are required to submit as follows:
 - i. Valid Registration Certificate issued by the Co-Operative Deptt.
 - ii. Audit Report audited by Co-Operative Deptt. For the year not earlier than 2020-21
 - iii. Resolution copy of last Annual General Meeting authenticated and certified by the appropriate Authority in this regard.
- f. The partnership firm shall furnish the registered partnership deed.
- g. Any change of BOQ will not be accepted under any circumstances.

6 GST, Royalty & all other statutory levy/ Cess if applicable will have to be done by the agency

7 Date & Time Schedule:

Sl. No	Particulars	Date & Time
1	Date and time of Publishing of Bid (<i>online</i>)	22.08.2022 at 4:00 PM
2	Bid documents download and uploading of bid start date and time (<i>online</i>)	22.08.2022 at 4:00 PM
3	Bid proposal download & Uploading ended date & time (<i>online</i>)	05.09.2022 upto 4:00 PM
4	Bid opening date for Technical Proposal (<i>online</i>).	08.09.2022 at 11:00 AM.
5	Bid opening date for Financial Proposal (<i>online</i>).	Will be declared after Technical Evaluation.

8. Defaulter agencies w.r.t any works awarded earlier by SJDA will not be considered for the works.

9. 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.

10. 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.

11. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding

12. The agency shall not make any addition/ alteration or construct any structure at the site.

13. No CONDITIONAL/ INCOMPLETE TENDER will be accepted under any circumstances.

14. In case of Quoting rates no multiple rate will be entertained by the SJDA.

15. 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.

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 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 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.

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

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 (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.

SPECIAL TERMS AND CONDITIONS

- 1. The Kiosks size should be not above 4 ft x 3 ft in each pole.**
- 2. The site of installing advertisement is 45 nos. LED Light poles at NJP to IOCL underpass.**
- 3. The agency shall not make any addition or alternation of the structures.**
- 4. The agency should take care that no damage to the property is caused from the part of the agency or his employee and the agency shall be responsible to reimburse/compensate for any such damage.**

5. The agency shall not exhibit such Ad. Matter which are obscene in character and test and may disturb public peace and tranquillity. No matter relating to items that may cause health hazard like tobacco products or liquor etc. shall be advertised.
6. The agency may be allowed to display Ad matters initially for a period of 1 (one) year, it may be extended for another Two years, subject to minimum increase 5% rate every year. On satisfactory performance and timely deposition of upfront money
7. Necessary GST documents as per the government rules to be furnished by the agency.
8. Payment for the next year tenure to be made before the beginning of the tenure.
9. The agency has to quote the rate for one year. Normally the highest bidder will be given the work order for display right.
10. The authority has the right to accept or reject rate of any of the Tender without assigning any reason thereof. The authority also reserves the right to cancel the Tender at any time.
11. The agency may display awareness generating messages.
12. The defaulter agency in respect of any of the works of SJDA will not be allowed to participate in the bidding process.
13. The selected agency will have to sign an agreement with the authority.
14. The agency shall maintain safety measures while installing advertisement materials to avoid any accident that may endanger public safety and the agency shall solely be liable for any such situation.
15. The Agency shall maintain that the materials in display will not disturb and put hindrance to the traffic movement.
16. The agency shall have to bear the cost of electricity bill only in case the agency installs glow boards/ illumination boards that consume electricity with prior permission of SJDA.
17. The agreement 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.
18. The successful Tenderer have to deposit full amount of the accepted rate in 1 (one) instalment in advance within 7 (seven) days from the date of receipt of other letter.
19. The Tenderer whose rate will be accepted shall have to deposit taxes as applicable, separately.
20. Rate should be quoted excluding GST and other government taxes. The GST and other applicable government taxes will be borne by the successful agency who will be awarded the work order.

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Chief Executive Officer
Siliguri Jalpaiguri Development Authority

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Memo No. 1306/1(8)/I/Admn/799/2022/SJDA

Dated: 12/08/2022

Copy forwarded to :-

1. Addl. Chief Engineer, SJDA
2. Superintending Engineer, SJDA.
3. ☒ A.P., SJDA, for Website uploading.
4. Notice Board, SJDA.
5. Notice Board, UTTARKANNYA, Fulbari.
6. Notice Board, Siliguri Mahakuma Parishad.
7. Notice Board, Jalpaiguri Zilla Parishad.
8. Notice Board, O/o the SDO, Siliguri.

AB
12/08/22

Chief Executive Officer
Siliguri Jalpaiguri Development Authority

INSTRUCTION TO BIDDERS

SECTION – A

1. General guidance for e-Bidding

Instruction / Guidelines for bidders for electronic submission of the bid online have been annexed for assisting the agencies to participate in e-Tendering.

2. Registration of Bidder

Any bidder willing to take part in the process of e-bidding will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>. The agency is to click on the link for e-Tendering site as given on the web portal.

3. Digital Signature certificate (DSC)

Each bidder is required to obtain a class – III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause 2 of Guideline to tendered DSC is given us a USB e-Token. Where an individual person holds a digital certificate in his own name duly issued to him against the company of the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender / bidder for and on behalf of such company or firm invariable upload a copy or registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partner of such firm, to upload such bidder. The power of attorney shall have to be registered in accordance with the provisions of the registration act, 1908.

4. The agency can search & download NIB & Bid Documents electronically from computer once he / she logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

5. Submission of E – Bid

E – Bid is to be submitted through online to the website stated in Cl. 2 in two folders at a time, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The virus scanned copies of Digital Signature documents are to be uploaded.

The documents will be submitted as follows.

1. Technical proposal

The Technical proposal should contain scanned copies of the following folder

- i. Application in letter headed pad.
- ii. Credential/Experience Certificate
- iii. Earnest money Deposit (EMD) Receipt as prescribe in the NIB against the work in favour of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority,

- iv. NIB (Downloaded & upload the same after Digitally Signed). Quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate except in BOQ the bid liable to summarily rejected.
- v. Special Terms & condition (Download & upload the same after Digitally Signed)

SI No	Category Name	Details
A.	CERTIFICATES	<ol style="list-style-type: none"> 1. Professional Tax (PT) deposit receipt challan for the year 2019-20, 2020-21, 2021-22 (with updated challan) 2. GST 3. Pan Card, 3. Valid trade licence 4. Income Tax (Saral) Acknowledgement receipt for Assessment year 2019-20, 2020-21 and 2021-22.
B.	Only for COMPANY / Firm matters	<ol style="list-style-type: none"> 1. Registration Certificate under Company Act. (if any). 2. Registered Deed of partnership Firm/Article of Association & Memorandum. 3. Power of Attorney (For Partnership Firm/Private Limited Company, if any)
C	For registered Unemployed Engineers Co- operative Societies/ Unemployed Labour Co- operatives	<ol style="list-style-type: none"> 4. Registration certificate issued by the co-operative department, audited report audited by Co-operative department for the year 2020-21, resolution copy of Annual General Meeting for the year 2020-21 are to be submitted by the Registered labour Co-Op(S) Engineers' Co-Opt.(S)

C.	Credential Certificates	Credential Certificate: As stated earlier Credential certificate is be issued by the competent authority showing satisfactorily completion as a prime agency during the last 3 (three) years prior to the date of issue of this NIB a single work of similar nature of SJDA or of other State / Central Govt. Deptt or statutory body, Zilla Parishad, Mahakuma Parishad, Panchayat Samiti or Municipality.
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Note – Failure of submission of any of the above mentioned documents will render the tender liable to summarily rejected.

2. Bid evaluation

- i. **Opening of Technical proposal:** - Technical proposal will be opened by the Chief Executive Officer, or his authorized representative electronically from the web site stated using their Digital Signature Certificate.
- ii. Folder (Cover for offline) of statutory documents should be opened first & if found in order, Folder for non statutory documents will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- iii. Cover (folder) statutory documents should be opened first & if found in order, cover (folder) for non-statutory document will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- iv. While evaluation the Chief Executive Officer may summon the bidder & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produce within the stipulated time frame, their proposal will be liable for rejection.

Financial

C. Final Proposal

- i. For the financial proposal, the contractor is to quote the rate online through computer in the space marked for quoting rte in the BOQ.
- ii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Singed by the contractor.

6. Penalty for suppression / distortion of facts

If any bidder fails to produce the original hard copies of the documents (especially Credential Certificate) or any other documents on demand of the Chief Executive Officer within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the bidder will be suspended from participating in the tenders / bid on e-Tender platform for a 3 (three) years. In addition, his user ID will be deactivated and Earnest money deposit will stand forfeited Besides, the SJDA may take appropriate legal action against such defaulting bidder as per law.

7. Rejection of bid

The bid inviting authority reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bid at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

N.B. : The Bidder whose Bid has been accepted will be notified by the SJDA. The Letter of Acceptance will constitute the formation of the Contract. All the Bid documents including NIB & B.O.Q. will be the part of the Contract Document.


12/08/22
Chief Executive Officer,

Siliguri Jalpaiguri Development Authority

SSK

Sat Kishore
Prakash
12/8/22