



OFFICE OF THE CHIEF EXECUTIVE OFFICER
Siliguri Jalpaiguri Development Authority (SJDA)

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Memo No.: 779/1/Admn/SJDA/398/16 Dated:- 08.05.17
NOTICE INVITING BID (E- BIDDING) NO. 01/ADMN/Parking/ 2016 -- 2017 OF SJDA (Re-Call)

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

1. Name of Work : Collection of parking fees at Matigara Truck Terminal at Matigara (as per following rates).

Sl. No.	Vehicle Type	Maximum Rate (per vehicle) including all taxes.
A	Upto for 4 (four) hours	Rs. 40.00 (Forty)
B	4 (four) to 8 (eight) hours	Rs. 70.00 (Seventy)
C	8 (eight) to 12 (twelve) hours	Rs. 100.00 (One hundred)
D.	12 (twelve) to 24 (twenty four) hours	Rs. 130.00 (One hundred thirty)
E	Beyond 24 Hrs to 7 (seven) days	Rs. 100.00 (One hundred) per day
F	Beyond 7 (seven) days	Rs. 130.00 (One hundred thirty) per day
G	Loss of Ticket	Rs. 750.00 (Seven hundred fifty)

* Govt. Vehicle/Army/Ambulance/ Dead body Carrying vehicle/Press are exempted

* Grace period of Max 5(Five) minutes are allowed.

2. **E- Filing:** In the event of e-Filing intending bidder has to download the bid document from the website <http://wbttenders.gov.in> directly by the help of Digital Signature Certificate. (Details of which has been narrated in “Instruction to Bidders”).

3A.**Period of collection:** The E-Bid is for 3 (three) years duration from the date of taking over the possession. Work Order for 1(One) year will be given at a time. The order for successive years (one year spell every time) will be given on successful payment and satisfactory works.

3B. **Quoting of Rate:** But rate is to be quoted for 1(One) year only. While putting the rate it is to be kept in mind that Service Tax, TCS & other taxes as applicable will be added to that amount as per govt. rules.

3C: In addition to that the agency has to pay Rs. 50,000.00(Rs. Fifty thousand) only as the rent per year for the Installations like automatic gate etc. made by SJDA.

4.**Earnest Money (EMD):** Earnest Money amounting to Rs. 2.00 (two lakh) lakh 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 and will be refunded after three

years term). 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 Formal Agreement after getting the letter of acceptance (LOA) issued by the Bid Inviting Authority. Failure to make the formal agreement within the time period as prescribed in the Letter of Acceptance (LOA) for the purpose, may be construed as an attempt to disturb the tendering/ bidding process and will be dealt with accordingly in a legal manner as deemed fit including blacklisting the bidder.

5. Eligibility criteria for participation in bid:

- a. **Credential:** The prospective bidders shall have satisfactorily completed as a prime agency during the last 5(five) years prior to the date of issue of this a single work of similar nature of SJDA or of other State/Central Govt. Deptt or statutory body, Zilla Parishad, Mahukuma Parishad, Panchayat samiti or Municipality with value not less than Rs 12.00(Twelve) lakhs.
- b. **Income Tax Acknowledgement receipt** for Assessment year 2015-16 and 2016-17
- c. **Professional Tax Receipts Challan** for the year 2015-2016 and 2016-17
- d. **Service Tax Registration Certificate.**
- e. **Copy of PAN Card.**
- f. **Registered Unemployed Engineers' Co-operative Societies/ Unemployed Labour Co.-Op. 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 2015-16.
 - iii. Resolution copy of Annual General meeting for the year 2015-16.

f. The **partnership firm** shall furnish the registered partnership deed.

g. **COMPANY (Public /Private/partnership) Firm** will furnish following documents:

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)

6. **Vat, Royalty & all other statutory levy/ Cess/Service Taxes** if applicable will have to be borne by the agency.

7. Date & Time Schedule:

Sl. No	Particulars	Date & Time
1	Date and time of Publishing of Bid (online)	08.05.2017 at 4.00 pm
2	Bid documents download and uploading of bid start date and time(online)	08.05.2017 at 4.00 noon
3	Bid proposal download & Uploading ended	22.05.2017 at 6.00 pm

	date & time (<i>online</i>)	
5	Bid opening date for Technical Proposal (<i>online</i>).	25.05.2017 at 11 am
6	Bid opening date for Financial Proposal (<i>online</i>).	To be notified later

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 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.

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. The Chief Executive Officer, Siliguri Jalpaiguri Development Authority reserves the right to cancel the N.I.B. due to unavoidable circumstances 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 the Authority, or where the agencies entrusted / engaged in illegal/unlawful activity in the said location/premises.

19. **Regular Inspection:** Regular inspection will be made by the authority in respect of safety, security and service. During inspection if irregularity is noticed the work order will be terminated.

20. **Refund of EMD:** The Earnest Money of all the unsuccessful Bidder will be refunded

21. 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.

22. **Deposition of Quoted Amount::** 20% amount of the quoted rate (For one year) with taxes as admissible as per govt. order (Service Tax, TCS and other taxes as applicable) to be deposited in advance on selection and for balance amount (For one year) to be deposited in 4 (Four) equal instalments in 3(three) months interval. The amount is to be deposited before the starting of the tenure failing which

penalty may be imposed as per rule of SJDA or the work order may be terminated. For successive years similar mode of payment will be there.

23. It is to be mentioned that the operation of the Truck terminus is to be made through the Electronic gate only for security reason. All necessary register such as Entry-Exit of Vehicles etc. are to be maintained by the agency and all are to be produced while inspection.

24. 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. Bidders must go through the E-Bid Notice before participating online.
2. Incomplete bid document will be rejected. No conditional bid rates will be entertained.
3. Successful bidder will faithfully and diligently observe the provisions of Indian parking act 1951 and as amended upto date.
4. Selection of the Lessee shall be on the basis of Bid by online submission by bidders to be received by the Chief Executive Officer, Siliguri Jalpaiguri Development Authority and normally the highest Bidder is selected by the Siliguri Jalpaiguri Development Authority. But the accepting authority has the right to accept the highest Bid or any other bid or to reject all of them without assigning any reason.
5. The Lessee shall realize parking as per rates prescribed in format attached to the NIB and shall abide by the provisions of the India parking Act, 1951 as subsequently amended from time to time. This will constitute one of the terms and conditions of the contract. No reduction or remission of bid money will be admissible for the reasons whatsoever (viz. Bandh, Strike, natural calamities, public agitation, and / or suspension of traffic movements for any other reasons whatsoever). No police or Security arrangements would be made by SJDA.
6. Siliguri Jalpaiguri Development Authority reserves the right to terminate the contract at any time during its pendency without assigning any reason to the Lessee whatsoever. On receipt of the order in this behalf the Lessee shall hand over vacant and peaceful possession of parking area etc. to the Siliguri Jalpaiguri Development Authority
7. The Lessee will supply from time to time the traffic count data as and when required by the Siliguri Jalpaiguri Development Authority
8. The parking charges shall be displayed distinctly in Hindi, Bengali and English languages for each categories of vehicles at terminus premises.
9. The Lessee shall keep complaint book in the Terminal premises available for lodging complaints, if any. He will also maintain an ORDER BOOK for receiving instructions from the Siliguri Jalpaiguri Development Authority
10. The Lessee shall carry out instructions that may be issued by the Chief Executive Officer, Siliguri Jalpaiguri Development Authority or her representative for efficient and peaceful operation of the parking/ collection.
11. The Lessee 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.
12. During the lease period any damages occurred to the Govt. properties (viz:-Bridge proper, approaches, guards posts etc.) due to parking collection procedure, would have to repaired by the lessee at his own cost and upto the satisfaction of the Siliguri Jalpaiguri Development Authority

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13. The parking is to be operated through automatic electronic gate and it is to be maintained by the agency at his own cost. The energy bill have to be borne by the agency.
 14. During the lease period the traffic management and execution shall be the responsibility of the Agency at his/her/their risk and cost.
 15. During the lease period all the energy (Electric) bills, if any, have to be paid by him and with intimation to the Chief Executive Officer, Siliguri Jalpaiguri Development Authority along with original receipt.
 16. The SJDA shall not bear any responsibility related to i) any insurance claim ii) Theft/ robbery/ loss of parking collected iii) any legal hazards related to accidents in parking area. Any crime related to operation of parking collection/ personal engage in parking collection shall be bound by the lessee at his own responsibility ending.
 17. Sufficient illumination should be their during night hours to cater clear visibility within parking premises throughout the lease period.

Memo No. 779/1(G) / SJDA

Copy forwarded to :-

1. The District Magistrate, Darjeeling
2. The District Magistrate, Jalpaiguri
3. The Additional Executive Officer, Siliguri Mahukuma Parishad
4. The Sub-Divisional Officer, Siliguri.
5. A. P., Siliguri Jalpaiguri Development Authority, Siliguri for uploading in SJDA website.
6. Notice Board, Siliguri Jalpaiguri Development Authority, Siliguri.


Chief Executive Officer

Siliguri Jalpaiguri Development Authority

Dated: 08.05.17


Chief Executive Officer

Siliguri Jalpaiguri Development Authority

7 upload in website.

8/5/17

INSTRUCTION TO BIDDERS

1. General guidance for e-Bidding

Instructions/ 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://wbttenders.gov.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-II or 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 tenderer DSC is given as a USB e-Token. Where an individual person holds a digital certificate in his own name duly issued to him against the company or 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 invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners 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 E-Bid documents.

5. **Submission of E –BidE-** Bid is to be submitted through online 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 Digitally Signed documents are to be uploaded. The documents will be submitted as follows.

A. Technical proposal

The Technical proposal should contain scanned copies of the following two folders

A-1. Statutory folder Containing

- I. Application in letter headed pad.
- II. Credential documents as stated above
- III. Receipt of Earnest money Deposit (EMD) in favour of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority or Demand Draft.
- IV. NIB (Download & upload the same after Digitally Signed).
- V. Special Terms & condition (Download & upload the same after Digitally Signed)
- VI. Income Tax Acknowledgement receipt for Assessment year 2015-16 and 2016-17
- VII. Professional Tax receipts Challan for the year 2015-2016 and 2016-17
- VIII. Service Tax Registration Certificate.
- IX. Copy of PAN Card.
- X. Registered Unemployed Engineers' Co-operative Societies/ Unemployed Labour Co.- Op. 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 2015-16.
 - iii. Resolution copy of Annual General meeting for the year 2015-16.
- XI. The partnership firm shall furnish the registered partnership deed.
- XII. COMPANY(Public /Private/partnership) Firm will furnish following documents:
 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)

XII. An affidavit stating the correctness of all documents submitted in the instant E-Bid duly signed before NOTARY/Executive Magistrate.

A-2. Non statutory Cover containing any documents desired by the agency may be uploaded.

Note-Failure of submission of any of the above mentioned documents as stated above will render the tender liable to summarily rejected for both statutory & non statutory cover.

B. Financial Proposal: For the financial proposal, the contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ. In case quoting any rate except in BOQ the bid liable to summarily rejected.

6. Bid evaluation

- i. **Opening of Technical proposal:** - Technical proposals 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** 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. 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 produced within the stipulated time frame, their proposals will be liable for rejection.

7. 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.

8. 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 Bids at any time the 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 agreement and all the Bid documents including NIB & B.O.Q. will be the part of the agreement.


Chief Executive Officer

Siliguri Jalpaiguri Development Authority