



Siliguri Jalpaiguri Development Authority

A statutory body under Department of UDMA

An IS/ISO 9001:2008 Certified Organisation

Himanchal Vihar, Near Passport Sewa Kendra, Matigara - 734010

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Memo No. 3028/I/Admn/99/92/P-3

Dated: 26.09.24

NOTICE INVITING BID (E- BIDDING) NO. 01/ADMN/ENLISTMENT STATIONERY/ 2024 – 2025 OF SJDA

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

1. Name of Work: Supply of Stationery items.
2. E- Filing: In the event of e-Filing, intending bidder has to download the bid document from the <http://wbttenders.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 05.
- 3A. Period of work: 1 (one) year from the date of work order which is renewable on satisfactory performance.
- 3B. Quoting of Rate: ALL THE INTENDING BIDDERS SHOULD OFFER THE RATE ON THE BASIS OF UNIT AS PER THE SCHEDULE IN ANNEXURE "A" (excluding Govt. Taxes as applicable) INCLUDING CARRYING COST etc.
- 3C. L1 will be declared to the bidder whose rate is found to be lowest after adding the rates of all the items.
4. Earnest Money amounting to Rs.50,000/- (Rupees fifty 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 N.J. Stamp 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 supply of various items of stationery of SJDA or of other State/Central Govt. Deptt or statutory body, Zilla Parishad, Mahukuma Parishad, Panchayat Samiti or Municipality.
 - b. Valid Trade License

- c. Pan Card, Income Tax (Sara) Acknowledgement receipt for last three Assessment year
- d. Professional Tax receipts Challan for the last three year to be accompanied with the Technical Bid document.
- e. Valid GST registration.
- f. 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 2019-20.
 - iii. Resolution copy of Last Annual General Meeting authenticated and certified by the appropriate Authority in this regard.
- g. The partnership firm shall furnish the registered partnership deed.
- h. 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 borne by the agency.

7. Date & Time Schedule:

Sl. No	Particulars	Date & Time
1	Date and time of Publishing of Bid (online)	30.09.2024 at 4.00 p.m.
2	Bid documents download and uploading of bid start date and time (online)	30.09..2024 at 4.00 p.m.
3	Bid proposal download & Uploading ended date & time (online)	21.10.2024 at 4.00 p.m.
4	Bid opening date for Technical Proposal (online).	24.10.2024 at 11.00 a.m.
5	Bid opening date for Financial Proposal (online).	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 intending Bidders shall clearly understand that whatever may be the out come of the present invitation of Bid, 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.
- 10. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.
- 11. No CONDITIONAL/ INCOMPLETE TENDER will be accepted under any circumstances.
- 12. In case of Quoting rates, no multiple rates will be entertained by the SJDA.
- 13. Normally lowest 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. L1 will be declared to the bidder whose rate is found to be lowest.
- 14. 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/ bidder will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
- 15. Before issuance of the work order, the bid inviting authority may verify the credential & other documents of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest

bidder is either manufactured or false in that case, work order will not be issued in favour of the bidder under any circumstances.

16. 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.

17. **Refund of EMD** : The Earnest Money of all the unsuccessful bidder will be refunded

18. 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.

19. The Successful bidder will also have to sign an agreement with the Chief Executive Officer, Siliguri Jalpaiguri Development Authority on requisite stamp. The bid documents alongwith other Terms and Conditions shall form part of the agreement and the Successful Bidder 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. All supplies to be made as per the supply order provided by Siliguri Jalpaiguri Development Authority.
2. The Contractor shall carry out all items of services assigned or entrusted to him/ them by an officer on behalf of SJDA and shall abide by all instructions issued to him/ them from time to time by the said officer.
3. The Contractor shall strictly abide by Laws, Rules & Regulation.
4. The Contractor shall insure its staff members against work accidents and engages itself to respect the legislation in place regarding labour matters, social security and taxation and all other matters related to the services rendered.
5. The Agency shall be solely and exclusively responsible to adhere to meet out all statutory obligations under Indian law in respect of compliance of all the rules, regulations and directions given by any statutory authority with regard to safety, labour laws (ESI, PF, Income Tax, Goods and Service Tax (GST) or any other extra taxes levied by the Govt. from time to time.) Companies Act
6. The validity of a contract agreement will be for one year period, renewable under the same conditions as initial contract upon satisfactory service of the contractor and depending upon the requirement of such service. The contract may be discontinued/ terminated at any time if such services are not required by SJDA.
7. SJDA reserves the right to assess anytime the performance of the contractor. Failure to perform the requested tasks may be regarded as a basis for termination of the contract.
8. The authority will make all payments to the contractor for the supplies made satisfactorily.
9. The contractor will be given written supply order as and when the item is required to supply stationery items as per the schedule.
10. SJDA reserves the right to modify at any time the items indicated in the schedule of the item stated above.
11. SJDA shall reserve the right to cancel the work/ contract anytime without assigning any reasons.
12. The SJDA shall not bear any responsibility related to i) any insurance claim ii) Theft/ robbery/ loss ii) any legal hazards related to accidents and others iii) Any claim related to cleaning of the premises of the NBMCH shall be bound by the contractor at his own responsibility.



Chief Executive Officer
Siliguri Jalpaiguri Development Authority

Dated: 26.09.24

Memo No. 3028/1(7)/SJDA

Copy forwarded with a request to display on the Notice Board to :-

1. A.E.O., SJDA for uploading in the website.
2. A.E.O., Siliguri Mahakuma Parishad, Siliguri
3. A.E.O., Jalpaiguri Zilla Parishad, Jalpaiguri.
4. Joint Secretary, NBDD, UTTARKANNYA, Fulbari.
5. The S.D.O., Siliguri
6. Assistant Engineer, Tender, SJDA.
7. Notice Board, SJDA.



25/09/24

Chief Executive Officer
Siliguri Jalpaiguri Development Authority

List of items

ANNEXURE - A

Sl.No.	Items	Unit	Rate
1	Plastic Box	pcs	
2	Ful Jharu	pcs	
3	Add Gel Pen	3 pcs	
4	Parker Pen 850/-	pcs	
5	Parker Pen 750/-	pcs	
6	Car Perfume	pcs	
7	Peon Book	pcs	
8	Pencil Battery	pcs	
9	Towel Big (large)	pcs	
10	White Board 2 x 3	pc	
11	White Board 4 x 3	pcs	
12	White Board 2 x 1/2	pc	
13	Phenyle 5 ltr	jar	
14	Thermal Roll	pcs	
15	Towel Bombay Dyeing (big)	pc	
16	Register No. 30	pcs	
17	Parker Roller refill	pcs	
18	Stapler large 23517	pc	
19	Photo Paper	pkt	
20	Duster W.B.	pcs	
21	Marker W.B.	pcs	
22	Log book thick	pcs	
23	Punching m,achine DP-800 big	pc	
24	Sharpner	pcs	
25	Stick file	pcs	
26	Arch file P/C	pcs	
27	Bond paper 100 x100	pkt	
28	Button folder	pcs	
29	Paper F/S	rim	
30	Xerox paper	rim	
31	Duster cloth	doz	
32	Register No. 24	pcs	
33	Calling bell Havell	pc	
34	Stapler pin no. 10	pkt	
35	Stapler pin 24 x 6	pkt	
36	Butter flow gel pen	pcs	
37	Pad 1/8 - 10	pcs	
38	Stapler 10 D	pcs	
39	Pencil F/C	pkt	
40	Highlighter	pcs	
41	Harpic	btl	
42	Surf excel	kg	
43	Guard file	pcs	
44	Lizol 5 ltr	jar	
45	Glue stick	pcs	
46	I Card dori	pcs	
47	I Card Khacha white	pcs	
48	I Card	pcs	
49	Stapler Big	pcs	
50	Gems Clip	pkt	
51	File board	pcs	
52	Hand Wash	pouch	
53	Pen U/T	pkt	
54	Note Book 185/-	pc	
55	M.B.	pcs	
56	Calculator 512	pcs	
57	Single Punch	pcs	
58	Mop (Round)	pcs	
59	Markin Cloth	mtr	
60	Register No. 16	pcs	
61	Poker	pcs	
62	Gum Tube	pcs	
63	Correction pen	pcs	
64	Register No. 12	pcs	
65	Register No. 20	pcs	
66	Sticky flag	pcs	

Sl.No.	Items	Unit	Rate
67	Nepthalene ball	pkt	
68	Odonil	pcs	
69	Stapler Big	pcs	
70	Battery AA	pcs	
71	Battery AAA	pcs	
72	White Gel pen	pcs	
73	Wiper	pcs	
74	Dak folder	pcs	
75	Cutter Big	Btl	
76	Room spray	Pc	
77	Note pad no. 33	Pc	
78	Flag 3 x 1	Pc	
79	Conference pad (18 leaf)	Pc	
80	Pentonic pen	Pc	
81	Whitener pen	Doz	
82	Envelop 14 x 10	Pc	
83	Stamp Pad	Pc	
84	Cellotape 1"	Pc	
85	Supra Pen	Bundle	
86	Tag	Pkt	
87	Trimax refill	Pc	
88	Gum Tube	Pc	
89	Dust Pan	Pc	
90	Cloth Envelop 16 x 12 (Cloth)	Pc	
91	Paper Weight	Pc	
92	Dust Bin	Pc	
93	Scale PVC	Pc	
94	Gala stick	Pc	
95	Scissor		