



# Siliguri Jalpaiguri Development Authority

A Statutory Authority Under Department of UDMA

An IS/ISO 9001:2008 Certified Organisation

Himanchal Vihar, Matigara - 734010

Phone: Siliguri – 0353-2512922/2515647 Jalpaiguri – 03561-230874 E-mail: sjdawb@gmail.com

Memo No. 945/E-1200784/25/SJDA

Date. 18/08/2025.

## NOTICE INVITING BID (E-BIDDING) NO. 01/Passport Office/Parking Space/ 2025-26 of SJDA (2<sup>nd</sup> Call)

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

**Name of work:** Collection of Parking Fees from Parking space at the premises of Passport Seva Laghu Kendra at Himanchal Vihar, Matigara in Darjeeling district.

1. **E-Filing:** In the events of e-Filing intending bidder has to download the bid document from the website <http://etender.wb.nic.in> directly by the help of Digital Signature Certificate.
2. **Earnest Money:** In the event of e-Filing, intending bidder may download the tender document from the website:

<https://wbenders.gov.in> directly with the help of Digital Signature Certificate & earnest money may be submitted either by Net Banking (any listed bank) through ICICI Bank Payment Gateway or through RTGS/NEFT in favour of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority.

Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender time schedule stated in e - Tender details at Page No. 3.

The documents submitted by the bidders should be indexed and also should be according to his / their Firm name.

**Earnest Money:** The amount of Rs.12,000/- (Twelve Thousand) only as Earnest Money is to be submitted online in favour of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority (SJDA) at the time of uploading the tender / quotation, the intending tenderer / bidder should select the tender to bid and initiate payment of pre-defined EMD for that tender 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 / quotation as per Memorandum No. 3975-F(Y) dated: - 28.07.2016 of Secretary to the Government of West Bengal, Finance Department. The H1 bidder shall make the Formal Agreement after getting the Letter of Acceptance (LOA) issued by the Tender 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 process and will be dealt with accordingly in a legal manner as deemed fit including blacklisting the bidder.

**Refund of EMD:** The EMD of the unsuccessful Tenderer deposited shall be automatically refunded through online process. The refund of EMDs will be paid to the bidders to the account from which the EMD transaction got initiated by the bidder. Accordingly, for internet banking transactions, the EMD will be refunded back to the internet banking account from which the bidder initiated the transaction. If the bidder has made EMD payment through RTGS/NEFT mode, the refund will go back to the account from which the RTGS/NEFT transaction got initiated.

#### HELPDESK

For any queries or issues on EMD payments made through Internet banking or Payment gateway, RTGS/NEFT mode or any Refunds Contact Helpdesk: 03340267513/ 03340267512.

3. **BASE RATE:** The quoted amount payable to the SJDA shall not be below Rs.1,70,000/- (Rupees One lakh Seventy 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.

4. **Maximum Schedule of rate for Parking:**

Sl. No.	Vehicle Type	Rate
1.	Light Vehicles, Car, taxi, 3 wheelers (Excluding Govt. Vehicles)	Rs. 10/- ( Rupees ten per Vehicles)
2.	Two wheeler	Rs. 05/- (Rupees five per Vehicles)
NOTE # Collection of parking is exempted for the staffs of Passport Office and stall holders of the market complex of the building of Passport Office, Himanchal Vihar, Matigara.		

5. **Quoting of Rate:** The bidder has to quote the rate for yearly basis. But the successful bidder shall deposit for first year revenue amount along with GST and other Govt. taxes in advance as per Letter of Acceptance issued from SJDA before issue of the work order. The revenue amount for 2<sup>nd</sup> and 3<sup>rd</sup> year along with GST and other Govt. taxes to be deposited in advance with 10% increase for each year if the contract is extended, failing which the Authority will cancel the work order.
6. **Eligibility criteria for participation in bid:**
- Preferable – having experience in similar type of work.
  - GST documents.
  - Pan Card.
  - Income Tax (Sara) acknowledgement receipt for the last 03(Three) Assessment years.
  - Valid trade licence.
  - Professional Tax receipt updated Challan for the year 2024-25, to be accompanied with the Technical Bid document.
  - Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co.-Op.



Societies are required to submit as follows.

- i. Valid Registration certificate issue by the Co-operative Deptt.
- ii. Audit report audited by Co-operative Deptt. for the year 2023-24.
- iii. Resolution copy of Annual General meeting for the year 2023-24.
- h. The partnership firm shall furnish the registered partnership deed.
- i. Any change of BOQ will not be accepted under any circumstances.

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

**Date & Time Schedule:**

Sl. No.	Particulars	Date & Time
1.	Date and time of Publishing of Bid (online)	19.08.2025 at 04.00 PM
2.	Bid documents download and uploading of bid start date and time (online)	19.08.2025 at 04.00 PM
3.	Bid proposal download & uploading ended date & time (online)	09.09.2025 up to 06.00 PM
4.	<b>Date, Time and Venue of the Pre-bid meeting</b>  If any queries, please feel free to contact details provided below:  Sri Sanjay Malakar, AEO, SJDA Phone No.94349-85365 Email ID: sjdawb@gmail.com	27.08.2025 at 12.00 noon at SJDA Office, near Passport Seva Laghu Kendra, Himanchal Vihar, Matigara-734010
5.	Bid opening date for Technical Proposal (online)	12.09.2025 at 11:00 AM
6.	Bid opening date for Financial Proposal (online)	Will be declared after technical evaluation.

7. The Tender inviting authority may call for any other document related with the work during scrutiny or later on. The participants should furnish name, authorized address for communication, e-mail address & contact details of the bidder.
8. Apart from the accepted bid, the successful bidder needs to deposit GST and other taxes as per Govt. norms as applicable. GST, Royalty & all other statutory levy/ Cess applicable will have to be borne by the agency.
9. Defaulter agencies w.r.t any works awarded earlier by SJDA will not be considered for the works.
10. 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.

11. 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 bid 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.
  12. No CONDITIONAL/ INCOMPLETE TENDER will be accepted under any circumstances.
  13. 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 and Work Order and Agreement without assigning any reasons thereof and no claim in this respect will be given or entertained.
  14. During scrutiny, if it comes to the notice to bid inviting authority/ SJDA that the credential or any other papers found incorrect/manufactured/fabricated, that bidder/ tenderer 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/ SJDA 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.
  16. The engagement/ work order 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 working location/premises.
  17. **Refund of EMD:** EMD of all the unsuccessful Bidder will be refunded and EMD of the successful bidder will be converted into security deposit which will be refunded after contract period on satisfactory performance.
  18. **Deposition of Quoted Amount:** Entire quoted and accepted amount along with all taxes as admissible as per Govt. order to be deposited in advance on selection.
  19. The Successful bidder (as lessee) will also have to sign an agreement/ contract 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 herself/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.
- SJDA shall not be responsible for any delay in postal services for submission of the bid and late submission of the bid after scheduled date and time will not be entertained
20. **Deposition of Quoted Amount:** The bidder has to quote the rate for 1 (one) year as a whole. But the successful bidder shall deposit for first year revenue amount along with GST and other Govt. taxes in advance as per Letter of Acceptance issued from SJDA before issue of the work order. The revenue amount for 2<sup>nd</sup> and 3<sup>rd</sup> year along with GST and other Govt. taxes to be deposited in advance with 10% increase for each year if the contract is extended, failing which the Authority will cancel the work order.

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

1. Successful bidder/ selected agency will faithfully and diligently observe the provisions of Indian Parking Act 1951 and as amended upto date.



2. The successful bidder/ selected agency needs to enter into an agreement or contract with SJDA after selection.
3. 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 (SJDA) has the right to accept the highest bid or any other bid or to reject all of them without assigning any reason.
4. 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/agreement. 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.
5. Siliguri Jalpaiguri Development Authority reserves the right to terminate the NIB and contract or agreement and work order at anytime without assigning any reason to the selected agency/ Lessee whatsoever and no claim in this respect will be given or entertained. 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.
6. The Lessee will supply from time to time the traffic count data as and when required by the Siliguri Jalpaiguri Development Authority
7. The parking charges shall be displayed distinctly in Hindi, Bengali and English languages for each categories of vehicles at parking premises.
8. The Lessee shall keep complaint book in the Parking premises available for lodging complaints, if any. She/He/They will also maintain an ORDER BOOK for receiving instructions from the Siliguri Jalpaiguri Development Authority.
8. Under no circumstances alcoholic drinks, smoking and other intoxicants shall be served or allowed to consume in and around the parking area.
9. The Lessee shall carry out instructions that may be issued by the Chief Executive Officer, Siliguri Jalpaiguri Development Authority or her/his representative for efficient and peaceful operation of the parking collection.
10. 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 or Agreement and the Siliguri Jalpaiguri Development Authority at discretion take necessary measures against the Lessee.
11. 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/her/their own cost and upto the satisfaction of the Siliguri Jalpaiguri Development Authority
12. During the lease period the traffic management and execution shall be the responsibility of the selected agency at his/her/their risk and cost.

13. During the lease period, all the Energy (Electric) bills and other statutory bills, if any, to run the parking have to be paid by the lessee and with intimation to the Chief Executive Officer, Siliguri Jalpaiguri Development Authority along with original receipt.

14. 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 claim related to operation of parking collection/ personal engage in parking collection shall be bound by the lessee at her/his/their own responsibility ending.

15. Sufficient illumination should be arranged during night hours to cater clear visibility within parking premises throughout the lease or contract period.

16. Violation of any Terms and Conditions by the lessee will lead to cancellation of the Work Order and and Contract/ Agreement and forfeiture of the deposited amount.

Chief Executive Officer,  
Siliguri Jalpaiguri Development Authority

Memo No. 945/E-1200784/25/SJDA/1(7)

Date. 18/08/2025

Copy Forwarded to:-

1. The A.E.O., SJDA, for Website uploading.
2. The Addl. Chief Engineer, SJDA
3. Notice Board, SJDA.
4. Notice Board, UTTARKANNYA, Fulbari- 734015
5. Notice Board, Siliguri Mahakuma Parishad- 734001
6. Notice Board, Jalpaiguri Zilla Parishad- 735101
7. Notice Board, O/o the SDO, Siliguri- 734003

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 bidder can search & download NIB & Bid Documents electronically from computer once he / she/they 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.

#### 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)

Sl No	Category Name	Details
A.	CERTIFICATES	1. Professional Tax (PT) deposit receipt challan for the year 2024-25 (with updated challan) 2. GST 3. Pan Card, 3. Valid Trade Licence 4. Income Tax (Sara) Acknowledgement receipt for last 03(Three) Assessment Years.
B.	Only for COMPANY / Firm matters	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	4. Registration certificate issued by the co-operative department, audited report audited by Co-operative department for the year 2023-24, resolution copy of Annual General Meeting for the year 2023-24 are to be submitted by the Registered labour Co-Op(S) Engineers' Co-Opt.(S)
D.	Credential Certificates	Preferable- similar type of work.

**Note** – Failure of submission of any of the above mentioned documents will render the tender liable

to summarily rejected.

**2. Bid evaluation**

**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.

- i. 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.
- ii. 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.
- 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 produce within the stipulated time frame, their proposal will be liable for rejection.

**Financial**

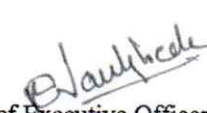
**C. Final Proposal**

- i. For the financial proposal, the contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ.
- ii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed 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 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 formation of the Contract. All the Bid documents including NIB & B.O.Q. will be the part of the Contract Document.

  
Chief Executive Officer,  
Siliguri Jalpaiguri Development Authority