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for

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

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

Memo No.: 519/I/Admn/99/92/P-03 Dated: 22/05/2026

NOTICE INVITING BID (E- BIDDING) NO. 01/ADMN/ENLISTMENT STATIONERY/ 2026 – 2027 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://wbtenders.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)	25.05.2026 at 4.00 p.m.
2	Bid documents download and uploading of bid start date and time (online)	25.05..2026 at 4.00 p.m.
3	Bid proposal download & Uploading ended date & time (online)	16.06.2026 at 4.00 p.m.
4	Bid opening date for Technical Proposal (online).	19.06.2026 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

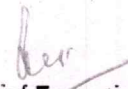
18. The bidder shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.

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 along with 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.

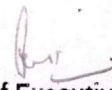
Memo No. 519/1(6) /SJDA


Chief Executive Officer
Siliguri Jalpaiguri Development Authority

Dated: 22/05/2026

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. Notice Board, SJDA.


Chief Executive Officer
Siliguri Jalpaiguri Development Authority

List of items

ANNEXURE - A

Sl.No.	Items	Unit	Rate (Excluding Tax)
1	A4 Paper	Per rim	
2	White Marker	Per pc	
3	Duster Cloth	Per dozen	
4	Battery (AAA)	Per dozen	
5	Battery (AA)	Per dozen	
6	Stapler Small	Per pc	
7	Stapler M HP-45	Per packet	
8	Stapler Big	Per packet	
9	Stapler Pin (S)	Per packet	
10	Stapler Pin (M)	Per packet	
11	Stapler Pin (B)	Per packet	
12	Battery (AA)	Per dozen	
13	Ruler	Per dozen	
14	Gum Tube	Per pcs	
15	Blinder Clip (B)	Per packet	
16	Gel pen V7	pkt	
17	Gripper Ball pen (Blue)	pcs	
18	Sharpner	Per packet	
19	Cutter	Per packet	
20	Stamp Pad	Per pc	
21	Glue Stick	Per Packet	
22	Oil Pastle	Per packet	
23	Masurment Tape (15m)	Per pc	
24	Masurment Tape (5m)	Per pc	
25	Odonil	Per pc	
26	Torch Battery	Per pc	
27	Napthalin	Per packet	
28	Cloth Envelop(A3)	Per pkt	
29	Cloth Envelop(A4)	Per pkt	
30	Cloth Envelop (S)	Per pkt	
31	Hand Towel	Per pc	
32	Art Sheet (A3)	Per rim	
33	Exam Board	Per pc	
34	Black Marker	Per pc	
35	Pos Roll (55-40)	Per pkt	
36	Register 24	Per pkt	
37	Register 30	Per pkt	
38	Log Book	Per pkt	
39	Slip Pad No.1 & 33	Per pkt	
40	Cello Tape	Per pc	
41	Order File	Per pc	
42	Dak Pad	Per pkt	
43	James Clip	Per pkt	
44	Eraser	Per pkt	
45	Hand wash	Per pc	
46	Gala	Per pkt	
47	Tag	Per bundle	
48	Plastic Stick Folder	Per pkt	
49	Calculator	Per pc	
50	Poker Tool (Foram)	Per pc	
51	Colin	Per bottle	
52	Phenyles (5ltr.)	Per jar	
53	Surf	Per pkt	
54	Refille Roller (Trimax)	Per pkt	
55	Register12	Per pkt	

Sl.No.	Items	Unit	Rate (Excluding Tax)
56	Mop	Per pc	
56	Pierre Caridin 666 Refile	Per pkt	
57	Threet	pcs	
58	Ribbon	pcs	
59	Field Diary	pcs	
60	Toilet Brush	pcs	
61	Odonil Zipper	Pc	
62	Paper Weight	Pc	
63	Hit	Pc	
64	Battery 23 A	Pc	
65	All out (Set)	Pc	
66	Lock & Key	Per pc	
67	A3 Paper	Rim	
68	Photo Paper	Rim	
69	Tharmal Paper Roll	Per pkt	
70	Sponge	Per pc	
71	Rope	Per bundle	
72	Candle	Per pkt	
73	Pen Stand	Pc	
74	Name Plate Stand	Pc	
75	Note pad	Pc	
76	Paper Napkin	Per pkt	
77	Pencil,	Per Pkt	
78	Attendance Register	Pc	
79	Gaurd File	Pc	
80	Bleaching Powder	Per pkt	
81	Broom (Soft)	Per pc	
82	Trimax Pen	Per pc	
83	File Board	Per 25 pcs	
84	Water Bottle	Per pc	
85	Ink bottle (Marker)	Per bottle	
86	Water Bottle	Per pc	
87	Wiper	Per pc	
88	Dustbin (Big)	Per pc	
89	Micro Fiber Cloth	Per pc	
90	Calling Bell	Per pc	
91	Hole Hand Punch	Per pc	
92	Pierre Cardin xtra Cartidge	Per pc	
93	Bucket	Per pc	
94	White ink pen	Per pc	
95	Brwon Envelope	Per pc	
96	Hand wash (Small)	Per pkt	
97	Add Gel Pen (Refile) (Blue)	Per pc	
98	Add Gel Pen (Refile)(Green)	Per pkt	
99	Elastic Roll	Per pkt	
100	Markin Cloth	Per roll	
101	Lyzol 500g	Per mtr	
102	Plastic Belcha	Per bottle	
103	Scrambling Pad	Per pc	
104	Add Gel Pen (Red)	Per pc	
105	JK Bond Paper	Per pkt	
106	Dustbin with Paddle (Small)	Rim	
107	Peon Book	Per pc	
108	Slip Pad No.22	Per pkt	
109	Toilet Paper	Per pkt	
110	Cover File	Per pkt	
111	Arc File	Per pc	
112	Pos Roll	Per pc	
113	Broom (Hard)	Per pkt	
		Per pc	

Sl.No.	Items	Unit	Rate (Excluding Tax)
114	Long Broom	Per pc	
115	Room Freshner	Per pc	
116	Pen use & Throw (Blue)	Per pkt	
117	Harpic	Per pc	
118	Umbrella	Per pc	
119	Dustbin (Small)	Per pc	
120	Stamp Pad (Big Size)	Per pc	
121	Register 8	Per pkt	
122	White Board Marker	Per pc	
123	Towel (Big)	Per pc	
124	Scissor- Big	Per pc	
125	Pouch Packet	Per dozen	
126	Mug	Per pc	
127	6/9 Envelope	Per pkt	
128	Sanitizer (Small)	Per pc	
129	Add Gel Pen (Refill)(Black)	Per pkt	
130	MB Engineering Book	Per pkt	
131	Parker Pen (Ball Pen)	Per pc	
132	Container	Per pc	
133	Satronil	Per pc	
134	Stock Register	Per pc	
135	Godrez Air	Per pc	
136	Scotchbrite	Per pc	
137	Dustbin with Cover (Big)	Per pc	