



Siliguri Jalpaiguri Development Authority

A Statutory Authority Under Department of UDMA

An IS/ISO 9001:2008 Certified Organisation

Himanchal Vihar, Near – Passport Seva Laghu Kendra, Matigara-734010

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

Date: 27.7.23

NOTICE INVITING BID (E- BIDDING) NO. 94/Admn/2023-24/SJDA

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

1. **Name of Work:** Annual maintenance of Network at SJDA (Siliguri & Jalpaiguri) Office.

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.

Tender time schedule stated at Page No.02 of 06.

3A. **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.

3B. 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.10,000/- (Rupees 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 N.J. Stamp with SJDA within 7 days after getting the letter of acceptance (LOA).

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

a) **Technical Document:** 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 of SJDA or of other State/Central Govt. Dept. or statutory body, Zilla Parishad, Mahukuma Parishad, Panchayat Samiti or Municipality.

b) **Financial Documents to be submitted:** Copy of the following documents will be submitted by the quotationer/(s) for pre-qualification.

i) Trade License./Company Registration Certificate valid at least up to the date of submitting their quotation.

ii) Income Tax (I.T.) Return for last (03) three Assessment years.

iii) Professional Tax (P.T.) Registration Certificate/ updated challan.

Contd. to Page 2



Siliguri Jalpaiguri Development Authority

A Statutory Authority Under Department of UDMA

An IS/ISO 9001:2008 Certified Organisation

Himanchal Vihar, Near – Passport Seva Laghu Kendra, Matigara-734010

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

Page-2

iv) Valid 15-digit Goods and Service Taxpayer Identification Number (GSTIN) under GST Act, 2017. "Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017" in terms of 4374 F (Y) dt.13.07.2017 of Finance Department, Govt. of West Bengal.

v) Partnership deed in case of Partnership Firm.

vi) Co-operative Society Registration and Bye-laws in case if Co-operative Society.

vii) Memorandum of Association in case of Company.

viii) PAN Card.

6. Date & Time Schedule:

Sl. No	Particulars	Date & Time
1	Date and time of Publishing of Bid (online).	03.08.2023 at 04:00 P.M.
2	Bid documents download and uploading of bid start date and time (online).	03.08.2023 at 04:00 P.M.
3	Bid proposal download & Uploading ended date & time (online).	18.08.2023 at 04:00 P.M.
4	Bid opening date for Technical Proposal (online).	21.08.2023 at 04:00 P.M.
5	Bid opening date for Financial Proposal (online).	Will be declared after Technical Evaluation.

SPECIAL TERMS AND CONDITIONS

1. The Service Provider shall bring all tools, tackles and accessories required for maintenance, installation, testing and commissioning of the network including special equipment's like LAN Testor, OTDR, Level III test equipment's, OFC fusion splicing machine, network multi-Meters, link related equipment's optical power meter, power source, splicing kits, power equipment's etc.
2. All equipment shall be guaranteed for workmanship and satisfactory performance in accordance with relevant clauses of General Condition of Contract and special conditions of the contract. The guarantee for smooth, trouble free and satisfactory operation shall cover individual items as well as the total LAN network as a whole.
3. Physical damages caused by mishandling, theft, rat bite or natural calamity such as flood, earthquake to the determined as per the discretion of the competent dept. authority shall be excluded from the purview of this maintenance contract.
4. WHEREAS, Service Provider agrees to receive the Proprietary Information or other information from SJDA and treat all such information as confidential information and to safeguard SJDA's confidential information, property, information systems, network, database and other data.
5. Service Provider will not disclose such Confidential Information to any third party without the prior written approval of SJDA.

Contd. to Page 3



Siliguri Jalpaiguri Development Authority

A Statutory Authority Under Department of UDMA

An IS/ISO 9001:2008 Certified Organisation

Himanchal Vihar, Near – Passport Seva Laghu Kendra, Matigara-734010

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

Page-3

6. The Service Provider agrees to be responsible for any breach of this Agreement by its Representatives. Respondent agrees to protect the Confidential Information received from SJDA with the same degree of care as it normally exercises to protect its own proprietary information of a similar nature. Respondent agrees to promptly inform SJDA of any unauthorized disclosure of SJDA's Confidential Information.
7. The Service Provider shall ensure that in no case its employees or representative uses any USB or connectivity device in the hardware systems of SJDA without the permission from SJDA.
8. The Service Provider shall ensure that their employees will not disclose any information of SJDA even after they cease to be the employees of the Service Provider. The Service Provider shall ensure this by its own internal agreements.
9. Service Provider must have knowledge of LAN and wireless LAN and video conferencing, Networking and Operating System.
10. Maintenance service will be carried out during normal working hours of SJDA, Siliguri Office i.e. from 10.00 A.M. to 5.30P.M. The Service Provider shall also provide required services on holidays if required.
11. A.M.C. will not include computer stationery like paper/ ribbons/ Laser jet toner/Inkjet & tape cartridge. However comprehensive A.M.C. includes all plastic item, knobs, movable rotational parts necessary for normal operation of the original equipment excluding only the stationery item like tapes, ribbons, toners, cartridge etc.
12. The agency shall conduct preventive maintenance and servicing of all the equipment's once in month irrespective of whether the equipment has suffered a break down or not.
13. In case of non-performance / poor service during the period of execution of the job, SJDA reserves the right to terminate the contract at any point of time after serving a notice of one month in advance.
14. In case of any damage to any equipment during the servicing, the same will have to be rectified and put into operation at the risk and cost of the Agency.
15. Transportation cost of man power and materials shall have to borne by the agency.
16. All tasks referred above must be executed as per the schedule provided by SiliguriJalpaiguri Development Authority.
17. The Contractor/agency 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.
18. The Contractor/agency shall engage competent adequate staff to the satisfaction of the SJDA or an officer acting on its behalf.
19. The Contractor/agency shall strictly abide by Laws, Rules & Regulation.
20. SJDA reserves the right to assess anytime the performance of the contractor/agency. Failure to perform the requested tasks may be regarded as a basis for termination of the contract.

Contd. to Page 4



Siliguri Jalpaiguri Development Authority

A Statutory Authority Under Department of UDMA

An IS/ISO 9001:2008 Certified Organisation

Himanchal Vihar, Near – Passport Seva Laghu Kendra, Matigara-734010

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

Page-4

21. The license no. shall be given by the Agency along with the software and hardware wherever applicable.
22. SJDA reserves the right to modify at any time the services indicated in the schedule of the tasks stated above.
23. SJDA shall reserve the right to cancel the work/ contract anytime without assigning any reasons.
24. The bidder 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.
25. The personnel deployed shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements/ administrative/organizational matters as all this may be of confidential/secret nature for which a Non-Disclosure Agreement has to be executed as Annexure-B.
26. The incomplete and conditional bids shall not be considered and likely to be rejected in very first instance.
27. The successful tenderer shall solely be responsible for settling/resolving any dispute/claim of his/her personnel during the pendency of the contract. No liability shall accrue to SJDA under any circumstances even after expiry of the contract.
28. The successful Bidder shall execute an agreement on non-judicial stamp paper with SJDA in accordance with the standard format enclosed immediately after receipt of order failing which the bidder's EMD may stand forfeited.
29. The agency should have carried out third party maintenance services successfully in respect of Govt. Deptts/PSUs or reputed Private organisations should provide documentary evidence of the same at least in one case.
30. The scope of work also includes maintenance of software procured by this office and installed in the computer and peripherals.
31. The firm shall also be responsible for deployment of necessary staff for regular cleaning of all hardware using suitable cleaning material and equipment.
32. The firm shall maintain the equipments as per manufacturer's guidelines and shall use standard components for replacement.
33. A logbook shall be maintained in which the maintenance engineer shall record all the complaints made. All the complaints shall be attended by them immediately without any delay.

**Chief Executive Officer,
Siliguri Jalpaiguri Development Authority**

Contd. to Page 5



Siliguri Jalpaiguri Development Authority

A Statutory Authority Under Department of UDMA

An IS/ISO 9001:2008 Certified Organisation

Himanchal Vihar, Near – Passport Seva Laghu Kendra, Matigara-734010

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

Page-5

Date: _____

Copy forwarded for information to :-

1. District Magistrate, Darjeeling.
2. District Magistrate, Jalpaiguri.
3. Additional District Magistrate, Darjeeling.
4. Principal, North Bengal Medical College & Hospital, Siliguri.
5. Sub Divisional Officer, Siliguri.
6. Commissioner, Municipal Corporation, Siliguri.
7. Additional Executive Officer, Siliguri Mahakuma Parishad, Siliguri.
8. Sr. Area Manager, N. F. Railway, NJP.
9. Post Master, Head Post Office, Siliguri.
10. Sub Divisional Information and Cultural Officer, Ghosh Villa, Siliguri.
11. Finance Officer, SJDA.
12. A.E.O., SJDA, Siliguri for uploading in website.
13. SJDA Notice Board.
14. SJDA website.

**Chief Executive Officer,
Siliguri Jalpaiguri Development Authority**

Contd. to Page 6



Siliguri Jalpaiguri Development Authority

A Statutory Authority Under Department of UDMA

An IS/ISO 9001:2008 Certified Organisation

Himanchal Vihar, Near – Passport Seva Laghu Kendra, Matigara-734010

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

Page-6

ANNEXURE "A"

Schedule of items

SL. No	Description	Qty	Amount per year
1.	Comprehensive AMC for one year	--	--
2.	Supply and fixing of spare parts	Qty	Rate per unit
2.1.	Giga Manage Router TP-Link	2 Nos.	--
2.2.	Giga Manage Router Digisol	1 Nos.	--
2.3.	Giga Manage Router Tenda 4 Giga port wifi Router,867Mbps/5 GHz	8 Nos.	--
2.4.	Giga Manage Router, Tenda M-300 Universal Range Extender.	2 Nos.	--
2.5.	Desktop Switch 5-Port	4 Nos.	--
2.6.	CISCO 8-Port Switch	1 Nos.	--
2.7.	24-Port Giga L-2 Manage Switch with 4 10GE SFP+Slots	2 Nos.	--
2.8.	Server (Hewlett Packard)	2 Nos.	--
2.9.	WD Cloud	1 Nos.	--
2.10.	Netgear 8-port Desktop Switch	1 Nos	--
2.11.	TP-24 Port Giga L-2 Manage Switch with 4 10GE SFP+Slots.	2 Nos.	--
2.12.	Netgear 8 Port Manage	1 Nos.	--
2.13.	24-port netgear(Standby)	1 Nos.	--
2.14.	TP-8 Port Giga L-2 Manage Switch with 4 10GE SFP+Slots.	1 Nos	--
2.15.	16- Port Giga L-2 Manage Switch with 4 10GE SFP+Slots, Make-TP-Link	3 Nos.	--
2.16.	LAN Card/Network Card	As Required	--
2.17.	8-Port Manage Giga L-2+Manage Switch with 2 SFP Slots(3 rd Floor)	1 Nos	--
2.18.	16-port Unmanage Switch, Make:- delink (1 st floor)	1 Nos	--
2.19.	Numeric Online 5KVA Battery	1 Nos.	--
2.20.	20 Nos Battery(Make-Exide Powersafe Plus)	20 Nos	--
2.21.	600VA Off-Line UPS, Make-Zebronic	1 Nos.	--

*Quantity may vary.

Contd. to Page 7



Siliguri Jalpaiguri Development Authority

A Statutory Authority Under Department of UDMA

An IS/ISO 9001:2008 Certified Organisation

Himanchal Vihar, Near – Passport Seva Laghu Kendra, Matigara-734010

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

ANNEXURE-B

Page-7

NON-DISCLOSURE AGREEMENT

I, _____, on behalf of the _____ (Name of Company), acknowledge that the information received or generated, directly or indirectly, while working with SJDA on contract is confidential and that the nature of the business of the BHEL is such that the following conditions are reasonable, and therefore:

I warrant and agree as follows:

I, or any other personnel employed or engaged by our company, agree not to disclose, directly or indirectly, any information related to the SJDA. Without restricting the generality of the foregoing, it is agreed that we will not disclose such information consisting but not necessarily limited to:

- Technical information: Methods, drawings, processes, formulae, compositions, systems, techniques, inventions, computer programs/data/configuration and research projects.
- Business information: Customer lists, project schedules, pricing data, estimates, financial or marketing data.

On conclusion of the contract, I or any other personnel employed or engaged by our company shall return to all documents and property of SJDA, including but not necessarily limited to: drawings, blueprints, reports, manuals, computer programs/data/configuration, and all other materials and all copies thereof relating any way to business, or in any way obtained by me during the course of contract. I further agree that I, or any others employed or engaged by our company shall not retain copies, notes or abstracts of the foregoing.

This obligation of confidence shall continue after the conclusion of the contract also.

I acknowledge that the aforesaid restrictions are necessary and fundamental to the business of the, and are reasonable given the nature of the business carried on by the. I agree that this agreement shall be governed by and constructed in accordance with the laws of country.

I enter into this agreement totally voluntarily, with full knowledge of its meeting, and without duress.

Dated at _____, this _____ day of _____, 20_____

Name:

Company:

Signature: