



Siliguri Jalpaiguri Development Authority

A Statutory Authority Under Department of UDMA
An IS/ISO 9001:2008 Certified Organisation

Himachal Vihar (near Passport Laghu Sewa Kendra) Matigara-734010

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

Memo No: 950 I/Admn 387/23 /SJDA

Date: 9/8/2023

NIB (e-bid) NO. 01/EPABX SYSTEM AT NEW OFFICE /2023-24/ SJDA

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

1. **Name of Work:** Providing SITC of EPABX system at SJDA Office at Himanchal Vihar, Matigara.
2. **Amount of Tender:** Rs. 5,78,138.56.
3. **Time of Completion:** 30 Days
4. **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. (Details of which has been narrated in "Instruction of Bidders).
5. The intending bidder should quote their rate in percentage (%). The quoted price shall be inclusive of all costs.
6. In the event of e-Filing, intending bidder may download the tender document from the website: <https://wbtenders.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.

7. **Earnest Money:** The amounting to Rs. 15,000/- (Fifteen Thousand) only of 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,/ quotationer 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



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Government of West Bengal, Finance Department. The L1 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.

8. **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. EMD of the successful bidder will retained and converted as Security deposit without payment of any interest.

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.

9. Eligibility criteria for participation in bid:

- a. Should have completed similar nature of work within last three years ending previous day on last date of submission of bids.
- b. GST documents.
- c. Pan Card.
- d. Income Tax (Saral) acknowledgement receipt for the last three Assessment year.
- e. Valid trade licence.
- f. Professional Tax receipt updated Challan for the year 2022-23, to be accompanied with the Technical Bid document.
- g. 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 2021-22
 - iii. Resolution copy of Annual General meeting for the year 2021-22.
- h. The partnership firm shall furnish the registered partnership deed.
- i. **GST, Royalty & all other statutory levy/Cess will have to be borne by the agency.**

Date & Time Schedule:



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| Sl. No | Particulars | Date & Time |
|--------|--|--|
| 1. | Date and time of Publishing of Bid (online) | 11.08.2023 at 04.00 PM |
| 2. | Bid documents download and uploading of bid start date and time (online) | 11.08.2023 from 04.00 PM |
| 3. | Bid proposal download & uploading ended date & time (online) | 18.08.2023 up to 04.00 PM |
| 4. | Bid opening date for Technical Proposal (online) | 21.08.2023 at 11:00 AM |
| 5. | Bid opening date for Financial Proposal (online) | Will be declared after technical evaluation. |

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



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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 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 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 to be submitted are as follows.

1. 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).

Special Terms & condition (Download & upload the same after Digitally Signed)

| SI No | Category Name | Details |
|-------|------------------------------------|--|
| A. | CERTIFICATES | Professional Tax (PT) deposit receipt challan for the year 2022-23 (with updated challan) 2. GST 3. Pan Card, 3. Valid trade licence 4. Income Tax (Saral) Acknowledgement receipt for last 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) |



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| | | |
|----|---|---|
| C | For registered Unemployed Engineers Co-operative Societies/ Unemployed Labour Co-operatives | 1. Registration certificate issued by the co-operative department, audited report audited by Co-operative department for the year 2021-22, resolution copy of Annual General Meeting for the year 2021-22 are to be submitted by the Registered labour Co-Op(S) Engineers' Co-Opt.(S) |
| D. | Credential Certificates | a. Bidder should have adequate experience in the field of similar nature of job. The bidder must have EPBAX Connectivity experience of at least 3 years. Bidders must have completed contracts of providing EPABX Connectivity System in Central/State Government Offices/PSUs/Autonomous organizations of Government, etc. Documentary evidence in support of completion of work order duly certified by Authorized Signatory is required. |

Note – Failure of submission of any of the above mentioned documents will render the tender liable to summarily rejected.

2. Bid evaluation

- i. **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.
- ii. Folder of technical documents shall be opened first. If there is any deficiency in the technical documents of the tenderer , it will 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 proposal will be liable for rejection.

Financial

C. Financial Proposal

- i. For the financial proposal, the contractor is to quote the rate online through computer in the space marked for quoting rte 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



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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. Selection of Bidder

Generally, L-1 bidder will be awarded with the work order but the tendering authority reserves the right to cancel/ reject bid anytime without assigning any reason whatsoever.

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 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.

Terms and Conditions of work:-

1. The Bidder shall carefully examine and understand the specifications/conditions of the tender document and ensure that they have understood all specifications/conditions of the tender document. If no such clarifications are sought in writing, it will be taken that the Bidder has read, understood and accepted all the terms, conditions and specifications in the tender document.
2. The Bidder is required to upload a copy of this tender document, with all pages signed by the authorized person, to confirm that Bidder has read and understood the conditions of this tender document and that the proposal is submitted in full understanding and agreement of the requirements of the SJDA.
3. The Bidder should visit the site with prior appointment and carry out necessary inspection and test/ measurement as are necessary before submitting its bids. All costs associated with such site visit and in preparation and submission of the Bid will have to be bear by the bidder. SJDA will in no case be responsible for such costs, regardless of the conduct or outcome of the bidding process.
4. The complete bid shall be without alteration or erasures, except those to accord with instructions issued by the SJDA or as necessary to correct errors made by the bidder, in which case such corrections shall be initialled by the person or persons signing the bid.
5. The bidder shall submit only one option, which is best suitable to meet SJDA requirements. The bids submitted with more options shall be liable to be rejected.
6. The bidder shall base his solution on the basis of continuous availability of spares for at least 3 years, after the specified warranty period.
7. The Bidder shall explicitly indicate the non-compliance or deviation of the Solution offered in the Proposal to all the terms, clauses, conditions and specifications stipulated in this notice. If non-compliance or deviation for any term, clause, condition or specification is not explicitly indicated, it will be construed as compliance and if successful in the bid, the bidder is obligated to comply with all the requirements (excluding those non compliances explicitly accepted by SJDA in writing).



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8. Successful bidder shall perform all the obligations specified in accordance with the terms and conditions laid down in the notice. All details provided by the Bidder should be specific to the requirements specified in this notice. Detailed clarification may be provided by Bidder, if so desired by SJDA. The Bidder shall specify the responsibilities of SJDA, if any, separately for the successful implementation of the project.
9. The bidder shall have to arrange its own staff. The SJDA would neither bear any expenses nor accept responsibility for the same and there would be no relationship between SJDA and the staff of the bidder
10. No person engaged by the bidder shall claim any right of employment, contractual or otherwise, with the SJDA.
11. Sub-letting of work: The contractor shall not assign, transfer or sublet or attempt to assign, transfer or sublet, whether wholly or in part, any portion of the work to any other entity.
12. The work should commence within 5 days of the date of placement of work order.
13. No unauthorized person should enter the premises of SJDA.
14. The tender is not transferable.
15. No advance shall be provided for executing the work.
16. Continuance of the contract and payment of the work done shall be subject to satisfactory performance report to be submitted by such officers as are appointed by SJDA for regular as well as random checking and further subject to the bidder fulfilling all the terms and conditions of the contract.

Chief Executive Officer
Siliguri Jalpaiguri Development Authority

Memo no 950/1(4) /SJDA

Date: 9/2/2023

Copy forwarded to :-

1. The Commissioner, Siliguri Municipal Corporation.
2. The Additional Executive Officer, Siliguri Mahakuma Parishad.
3. Assistance Executive Officer, Siliguri Jalpaiguri Development Authority for uploading in SJDA website. *[Signature]*
4. Notice Board, Siliguri Jalpaiguri Development Authority, Siliguri. *[Signature]*

Chief Executive Officer
Siliguri Jalpaiguri Development Authority