



## 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

Date: 10.11.2023

### NOTICE INVITING BID (E- BIDDING) NO. 92/Admn/2023-24/SJDA(4th call).

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

1. **Name of Work:** Supply of computer accessories at SJDA Office, Siliguri.

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 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 for individual item.

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.i). The bidder should be either an OEM of all the quoted items or a business partner/system integrator/distributor, duly authorised by the OEM to quote for this tender.

or

a.ii) 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 computer materials and accessories) of SJDA or of other State/Central Govt. Dept. or statutory body, Zilla Parishad, Mahukuma Parishad, Panchayat Samiti or Municipality.

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- 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.
- 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)	23.11.2023 at 4.00 p.m.
2	Bid documents download and uploading of bid start date and time (online)	23.11.2023 at 4.00 p.m.
3	Bid proposal download & Uploading ended date & time (online)	01.12.2023 at 4.00 p.m.
4	Bid opening date for Technical Proposal (online).	04.12.2023 at 4.00 p.m.
5	Bid opening date for Financial Proposal (online).	Will be declared after Technical Evaluation.

### SPECIAL TERMS AND CONDITIONS

1. All tasks referred above must be executed as per the schedule provided by Siliguri Jalpaiguri Development Authority.
2. 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.
3. The Contractor/agency shall engage competent adequate staff to the satisfaction of the SJDA or an officer acting on its behalf.
4. The Contractor/agency shall strictly abide by Laws, Rules & Regulation.



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5. 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.
6. The authority will make all payments to the contractor/agency for the services rendered satisfactorily upon the certification of the concerned official.
7. Materials to be delivered to this office within a day from the date of requisition.
8. All the supplies are to be made in sealed pack, inspected by SJDA and then to be installed.
9. The license no. shall be given by the Agency alongwith the software and hardware wherever applicable.
10. Warranty, Service and support period shall be same as per the standard provision of the manufacturer/developer from the date of full and satisfactory installation and should be attended by the supplier/service provider as and when required.
11. Rate shall be inclusive all the taxes.
12. Number of item may vary.
13. SJDA reserves the right to modify at any time the services indicated in the schedule of the tasks stated above.
14. SJDA shall reserve the right to cancel the work/ contract anytime without assigning any reasons.
15. All tasks referred above must be executed as per the schedule provided by Siliguri Jalpaiguri Development Authority.
16. 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.
17. The SJDA shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging, equipment's or vehicles of the personnel of the Firm/Agency deployed at the site.
18. 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.
19. The incomplete and conditional bids shall not be considered and likely to be rejected in very first instance.
20. 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.
21. The tender should be accompanied by detailed printed technical literature with specifications, make and model number of each item and sub-item quoted in the tender. Specifications given in the offer must match to the website and/or authentic printed technical literature or better otherwise the offers shall be rejected.



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22. The bought out components should confirm to the make and model numbers mentioned in the offer.
23. It is mandatory to quote the latest and improved model of said instrument for pesticide residue analysis. Quote should not be for refurbished instrument. All losses during transport will have to be borne by the Bidder.
24. The Bidder must provide original guarantee/ warranty on manufacturer's letter head for satisfactory functioning of the equipment/ system and free service, replacement of parts and supply of consumables during warranty period from the date of successful and satisfactory installation of the equipment/ system.
25. Test reports/warranty certificates of the entire standard bought out items should be submitted.
26. It is implicit that the Bidder has guaranteed for the equipment's supplied are original and new including all its components and as per technical specifications mentioned in the technical bid. All the hardware and software supplied are licensed and legally obtained in the name of the SJDA.
27. The all equipment's should be from one manufacturer only and should be from OEM (Original Equipment Manufacturer) having ISO certification.
28. Vendor should provide local technical service support.
29. Soft and hard copies of all mechanical components, assembly drawings (for codec cabinet), circuit diagrams, connection diagrams etc. should be supplied.
30. The Bidder should agree for local customization and personalization (if any) of the proposed system during the implementation stage and during warrantee period in order to ensure smooth functioning and to create user friendly environment.
31. The successful tenderer is bound to carry out all items of work necessary for completion of the job even though such items are not included in the quantities and rates. Schedule of instruction in respect of such additional items and their quantities will be issued in writing by the SJDA.
32. 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.

Chief Executive Officer,  
Siliguri Jalpaiguri Development Authority

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Date: 10.11.2023

**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, Siliguri 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



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ANNEXURE "A"

### Schedule of items

Sl No.	Items	Quantity (in nos.)	Rate exclusive of all taxes
1.	4GB Desktop Ram DDR4 3200MHz, Samsung or equivalent.	07	--
2.	4GB Desktop Ram DDR4 1600MHz, Samsung or equivalent.	06	--
3.	HP Laser Jet Pro MFP M126a(CZ174A) Printer cum scanner or equivalent.	02	--
4.	Canon CanoScanLide 300 or Epson Perfection V39II Flatbed Scanner B11B268502 or equivalent.	07	--
5.	Epson L3200 Multi-function Eco Tank Color Inkjet Printer or equivalent.	01	--
6.	256-Solid-State Drive (SSD), Western Digital or Samsung or equivalent.	14	--
7.	Antivirus (Seqrite Endpoint Security Business 7.6, 10 users, renewal for 3years.)	01	--
8.	HP 280 Pro G9 MT, Intel Core i3-12100 with Intel UHD Graphics (3.3 GHz base frequency, upto 4.3 GHz with Intel Turbo Boost Technology, 12 MB L3 cache, 4 cores, 8 threads) or Higher, 4 GB RAM DDR4-2933 Mhz, 512 GB SSD, 1 TB HDD 7200 RPM, HP USB Keyboard + USB Mouse, 19.5" TFT Monitor, Windows 11 Pro, Warranty 3 years or equivalent.	02	--
9.	HP LaserJet Tank MFP 2606sdw Printer or equivalent.	01	--

\*Quantity may vary.