

Siliguri Jalpaiguri Development Authority,
Tenzing Norgye Road, Central Bus Terminus, Pradhan Nagar, Siliguri-734003,
Telephone Nos. 0353 -2515647 / 2512922, Fax-0353- 2510056
e-mail: sjda@sify.com
website: www.sjda.org

Notice no. 01/ auction/ Adm/SJDA

INVITATION FOR BIDS

Siliguri Jalpaiguri Development Authority (SJDA), a statutory body constituted under West Bengal Town and Country Planning (Planning and Development) Act, 1979 of the Government of West Bengal under the Department of Urban Development, Govt. of West Bengal having its principal office at Tenzing Norgye Central Bus terminus, Tenzing Norgye Road (Hill Cart Road), Siliguri, P.O. Pradhan Nagar - 734 003, Dist Darjeeling, West Bengal, invites sealed offers from eligible private/Govt. Department/Companies/Agencies/Individuals(Indian Nationals) for allotment of shops/Office Space at 1st Floor of Sahid Bhagat Singh Commercial Complex, Sevoke Road, Siliguri on Lease-hold basis subject to applicable laws and regulations as given below.

Vacant shop Nos.	Area(in Sq.ft.)	Application Money
R-1-1	66 Sq.ft.	25000.00
R-1-2	66 Sq.ft.	25000.00
L-1-6	79 Sq.ft.	30000.00
P-1-1	164 Sq.ft.	70000.00
Q-1-1	120 Sq.ft.	50000.00
Q-1-2	120 Sq.ft.	50000.00
Q-1-3	120 Sq.ft.	50000.00
Q-1-4	120 Sq.ft.	50000.00

The allotment will be made to the bidder quoting the highest rate as may be submitted in the sealed cover provided that the highest bid obtained is higher than the Reserve Price fixed for the concerned shops.

The Application Money mentioned above shall have to be deposited only through Demand Draft drawn in favour of CHIEF EXECUTIVE OFFICER, SILIGURI JALPAIGURI DEVELOPMENT AUTHORITY payable at SILIGURI along with the application. Offers without Application money will be rejected outright and will not be considered. Application money without interest, of unsuccessful bidders will be refunded within a period of 60 (sixty) days from the date of declaration of the successful bidder, while that of successful bidders shall be adjusted. Last date and time for receipt of offers shall be up to 15:00 Hrs on 23 /10/2013. Documents complete in all respects and signed on all pages in a Sealed envelope containing the offer with requisite amount towards Application money should be superscribed "BID DOCUMENTS WITH OFFER FOR ALLOTMENT OF SHOPS/ OFFICE SPACE AT 1ST FLOOR OF SAHID BHAGAT SINGH COMMERCIAL COMPLEX, SEVOKE ROAD, SILIGURI ON **74 YEARS** LEASE BASIS, SHOP NO._____

in the manner stated in details in the website www.sjda.org have to be submitted in the box kept for this purpose at SJDA office, Tenzing Norgey Central Bus terminus Complex, Tenzing Norgey Road (Hill Cart Road), Siliguri, P.O. Pradhan Nagar - 734 003, Dist Darjeeling, West Bengal.

Offers shall be opened at the conference hall of SJDA, Tenzing Norgey Central Bus terminus, Tenzing Norgey Road (Hill Cart Road), Siliguri, P.O. Pradhan Nagar - 734 403, Dist Darjeeling, West Bengal, at 16:30 Hrs. i.e., 24/10/2013 in presence of the Applicant-Bidders or their authorized representatives who choose to be present.

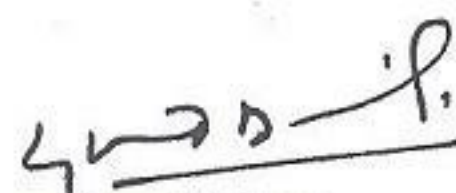
SJDA reserves the right to accept / reject any or all offers at its sole discretion without assigning any reason whatsoever and the same will be binding on the Applicant-Bidders.



Chief Executive Officer,
Siliguri Jalpaiguri Development Authority

Memo no: 3897/1(18) Date: 07/10/2013
Copy forwarded to:

1. District Magistrate, Darjeeling.
2. District Magistrate, Darjeeling
3. Commissioner, Siliguri Metropolitan Police
4. Superintendent of Police, Darjeeling
5. Superintendent of Police, Siliguri
6. Commissioner, Siliguri Municipal Corporation
7. Joint Secretary, NBDD.
8. Sub-Divisional Officer, Siliguri Sub-Division
9. Superintending Engineer, PWD(Roads), Shaktigarh, Siliguri
10. Superintending Engineer, Northern Circle, PWD, Jalpaiguri
11. Executive Engineer, North Bengal Construction Div, PWD, Siliguri
12. Executive Engineer, Construction Board, Gayaram Bui, H.C. Road, Siliguri
13. Executive Engineer, Darjeeling Division, PWD
14. DIO, NIC, Siliguri for publicity in the official website.
15. AEO, Siliguri Jalpaiguri Development Authority for publicity in the newspapers
16. A.P, Siliguri Jalpaiguri Development Authority for uploading in the website.
17. Notice Board, Siliguri Jalpaiguri Development Authority, Siliguri
18. Notice Board, Siliguri Jalpaiguri Development Authority, Jalpaiguri.



Chief Executive Officer
Siliguri Jalpaiguri Development Authority

TERMS AND CONDITIONS

INVITING OFFERS FOR ALLOTMENT OF SHOPS/ OFFICE SPACE AT 1ST FLOOR OF SAHID BHAGAT SINGH COMMERCIAL COMPLEX, SEVOKE ROAD, SILIGURI

1. General Terms and Conditions

- 1.1. The Bids must be submitted with all the pages numbered serially, along with an index of submission. In the event any of the instructions mentioned herein have not been adhered to, the Bid is liable to be rejected.
- 1.2. The Bid must be submitted in a sealed envelope by 15:00 hrs on 23 /10/2013 in the manner specified herein below.
- 1.3. The sealed envelope containing Bids would be superscribed "OFFERS FOR ALLOTMENT OF SHOPS/ OFFICE SPACE AT 1ST FLOOR OF SAHID BHAGAT SINGH COMMERCIAL COMPLEX, SEVOKE ROAD, SILIGURI ON LEASE BASIS, SHOP NO. _____" at the top of envelope. No Bid after the specified time and date shall be accepted.
- 1.4. SJDA reserves the right to reject any or all of the Bids without assigning any reasons thereof and the decision of SJDA would be final and binding on the Applicant Bidders.

2. Special Terms & Conditions:

- 2.1. Offers are invited for getting allotment of above mentioned shops on lease hold basis for 74 years on 'As Is Where Is', 'Caveat Emptor' and 'No Complaint' basis only.
- 2.2. SJDA is the Lessor of the shops.
- 2.3. The successful Bidder should have to pay an Annual Rent to the extent of 0.25 % of the Lease Premium per annum during the lease period, besides making payment of the Lease Premium.
- 2.4. The successful bidder has to execute an agreement with SDJA that the particular shop would only be used for the purpose as specified herein i.e., shop/office space under principal use "Commercial". In case of any violation SJDA and other concerned authority would take action as per relevant rules.
- 2.5. The allottee/Lessee may be allowed to mortgage the leasehold interest only (and not the demised plot of land itself) on the instant leasehold either in full or part, only with the prior written permission of the Lessor
- 2.6. All statutory clearances/ licences/ permissions shall be obtained by the allottee.
- 2.7. Bidder shall not be in a conflict of interest with one or more parties in the bidding process.

No bidder shall be represented by any broker or agent.

- 2.8. SJDA may consider participation of applicant(s) for more than one shop if suitable applications are received.

3. Eligible Bidders

- 3.1. The Bidder should submit a Power of Attorney as per the format enclosed at Annexure - C authorizing the signatory of the Bid to commit the Bidder. The Power of Attorney is not required to be submitted in case of bids submitted by individuals in their own independent capacity.
- 3.2. It would be deemed that by submitting the Bid, the Bidder has made a complete and careful examination of the terms and conditions for the instant Bid, received all relevant information required for submission of the Bid either from SJDA or from his own due diligence and understood that he would have no recourse to SJDA post transfer of leasehold rights of the concerned property.
- 3.3. The currency for the purpose of the Bid shall be the Indian Rupee (INR).
- 3.4. The Bidder shall thoroughly satisfy themselves of the nature, conditions and quality of the assets and its physical condition.

3.5. If any of the statements made, and the information provided in the completed Offer forms by the Bidder are found to be incorrect and false and / or if any of the documents submitted by the Bidder is found to be fabricated, the Offer is liable to be cancelled and deposit, if any, made by the Bidder shall stand forfeited.

3.6. The bidder has to submit relevant Audited Annual Report of last three financial years and a certificate from the Chartered Accountant (if a company).

4. Reserve Price

4.1. There is a Reserve Price for the shops. Such Reserve Price would, however, be disclosed just before the opening of the offers in presence of the bidders or their representatives.

4.2. In case the highest offer is below such Reserve Price of the shops such highest Bidder (H-1) would be requested to exercise the option to match the Reserve Price for having the allotment as offered herein. If there is a single Bidder against any shop the bid will be opened and the offer will be considered in the similar manner as stated above.

4.3. Application money for this respective shops shall have to be deposited only through Demand Draft drawn in favour of CHIEF EXECUTIVE OFFICER, SILIGURI JALPAIGURI DEVELOPMENT AUTHORITY payable at SILIGURI along with the application.

4.4. No interest will be payable on the Application money.

4.5. Application money received from unsuccessful Bidders would be returned within a period of 60 days from the date of declaration of the Successful Bidder for the concerned property.

4.6. The Application money of the Successful Bidder shall be automatically adjusted towards the last installment of lease premium consideration. In case the Bid is accepted and the bidder refuses/fails to make further payment towards the balance lease premium consideration, the Application money shall be forfeited without prejudice to the rights of SJDA to claim such further damages in this regard without further reference to the Bidder.

5. Preparation and Submission of Bid

5.1. Language

The Bid and all related correspondence and documents should be written in the English language.

5.2. Validity of Bid

Bid shall remain valid for a period of not less than 90 days from the Bid Submission Date. However, SJDA may require the bidders to extend the validity for such period as may be determined by SJDA at its discretion. SJDA reserves the right to reject any Bid, which does not meet this requirement.

5.3. Format and Signing of Bid

5.3.1. The Bidder shall prepare the Bid as per the Bid format as has been provided in Annexure – B. The submitted Bid should necessarily comply with the specified format.

5.3.2. The Demand Draft towards the Application money with 'Letter of Bid and intent as at Annexure-A' with supporting documents should be placed in a separate envelope marked "Application money documents and Annexure-A and/or Power of Attorney with necessary documents against shops/ office space at 1st floor of Sahid Bhagat Singh commercial complex, Sevoke road, Siliguri on lease basis, shop no._____". The original set of Bid documents (viz. Bid Details as at Annexure B,) should be placed in another sealed Envelope marked "Bid documents for shops/ office space at 1st floor of Sahid Bhagat Singh Commercial Complex, Sevoke road, Siliguri on lease basis, shop no._____". Both the Packet 'A' and Packet 'B' shall be put together in another sealed Envelope superscribing [BID DOCUMENTS WITH OFFER FOR ALLOTMENT OF Shops/ Office Space At 1st Floor Of Sahid Bhagat Singh Commercial Complex, Sevoke Road, Siliguri On Lease Basis, Shop No._____] stating the name, address, telephone no. and email of the bidder.

5.3.3. The Bid shall be typed or written in indelible ink and the Bidder shall initial each page. All the alterations, omissions, additions, or any other amendments made to the Bid shall be initialed by the person(s) signing the Bid.

5.3.4. "Packet A" should contain the following documents in original:

- Covering letter stating clearly the validity of the Bid as per the format enclosed at **Annexure – A** with requisite Application money.
- Power of Attorney as per the format enclosed at **Annexure – C(if applicable)**
- All Bidders to provide a photocopy of their Certificate showing Income tax PAN Number duly signed by the authorized person or Power of Attorney holder.
- All Bidders to provide a photocopy of proof of their age, address, residence such as Voter Card, Bank Pass book etc.
- Bidder shall furnish copy of Registration Certificates under Companies Act (if applicable)
- The Bidder should furnish Certificate from the Chartered Accountant as regards the Turnover during the last financial year ending on 31.03.2013. (if applicable)
- The Bidder should also furnish latest audited Annual Report.(if applicable)

5.3.5. "Packet B" should contain the following documents in original:

- Financial Bid in the prescribed format as per the format enclosed at **Annexure – B**

5.3.6. Such sealed Envelope containing both Packet 'A' and Packet 'B' as aforesaid shall be dropped in the 'BOX' earmarked for this purpose at SJDA office, Tenzing Norgye Central Bus Terminus Complex, Tenzing Norgye Road (Hill Cart Road), Siliguri, P.O. Pradhan Nagar - 734 003, Dist Darjeeling, West Bengal, positively within the stipulated last date and time as already stated i.e. on 23 /10/2013 by 15.00 hrs.

5. Bid Submission Date and Bid Opening

5.1. Bids should be submitted before 15:00 hours on the Bid Submission Date i.e. on 23 /10/2013, as mentioned in the paragraph above at the address provided therein the manner and form as detailed in this document.

5.2. Bids submitted by either facsimile transmission or telex **will not be acceptable.**

5.3. Bids would be opened on 24/10/2013 at the SJDA office located at Conference Hall, SJDA Office, Tenzing Norgye Central Bus Terminus Complex, Tenzing Norgye Road (Hill Cart Road), Siliguri, P.O. Pradhan Nagar - 734 003, Dist Darjeeling, West Bengal, in the presence of bidders or their authorized representatives who choose to be present at the time of bid opening at their own expense.

5.4 Incomplete Bids submitted with qualifying conditions or with conditions at variance with the Terms and Conditions of such Bid as stated herein are liable to be rejected.

5.5. In case there is any amendment / corrigendum in this document, the same will be uploaded in the SJDA website. Bidders are advised to consult such corrigendum before submission of bid.

6. Evaluation of Bids

6.1. The Bids would be opened in the manner as stated below:

- Packet 'A' would be opened at first and verification would be made as regards fulfillment of the criteria regarding submission of Application money and 'Annexure A' containing turnover details.
- If a particular bidder fulfills the criteria as above the Packet 'B' of the said bidder would be opened and the offer made by the bidder in terms of the price offered would be announced for information of all concerned.

6.2. SJDA would carry out the evaluation of the Bids as regards fulfillment of all the eligibility conditions and submission of documents and intends to declare the Successful Bidder. In the event of any change in aforesaid date, the same will be notified to the bidders by e-mail/etc.

6.3. Incomplete Bids submitted with qualifying conditions or with conditions at variance with the Terms and Conditions of this notice will be liable to be rejected.

6.4. In the event two or more bids are received as the highest bid amount for a particular shop the concerned bidders would be invited for negotiations and the bidder who offers the highest bid post negotiations would be declared as the Successful Bidder.

7. Payment Schedule

7.1. 25% of the lease premium shall be deposited by the Highest Bidder with SJDA within 30 days from the date of closure of the offer.

7.2. The balance 75 % amount of the lease premium will have to be paid in three equal monthly installments i.e., first installment of such 25% of the lease premium is to be paid within 30 days from the date of payment of the amount as stated above and second installment of the 25% of the lease premium consideration will have to be paid within 30 days from the date of payment of the previous first installment. The balance 25% of the Lease Premium is to be paid within 30 days from the date of last payment. Application amount, if deposited in Demand Draft, shall be adjusted against such last installment.

7.3. The Deed of Lease shall be executed **only after** entire amount of lease premium is credited into SJDA's account.

7.4. All taxes/duties/levies etc. and expenses, if any as applicable and related to the lease premium of the said shop, shall have to be paid entirely by the Successful Bidder.

8. Default in Payment by the Successful Bidder

8.1. In case the lease premium consideration is not paid as specified in the aforesaid paragraph and subparagraphs thereof by the Successful Bidder, the offer of allotment of the particular shop to the concerned Successful Bidder would stand cancelled and the Application money and subsequent payment made if any by the Successful Bidder will automatically stand forfeited. In addition to such forfeiture as stated above the defaulting Bidder should not be allowed to take part in any of the bids which may be held by SJDA in future.

8.2. For the sake of clarity it is notified that there shall not be any extension of the last date fixed for payment of each of the installment as specified above. However, in case of last day, being holiday it will be extended automatically to the next working day.

9. Force Majeure

SJDA shall not be liable for any failure or delay in performance due to any cause beyond their control including fires, floods, strikes, go-slow, lock-out, closure, dispute with staff, dislocation of normal working conditions, War, riots, epidemics, political upheavals, Governments actions, civil commotion, breakdown of machinery, shortage of labor acts, demand or otherwise or any other cause or conditions beyond the control of aforesaid causes or not and the existence of such cause or consequence may operate at the sole discretion of SJDA to extend the time of performance on the part of SJDA by such period as may be necessary to enable SJDA to effect performance after the cause of delays will have ceased to exist. The provisions aforesaid shall not be limited or abrogated by any other terms of the contract whether printed or written.

Letter of Bid and Intent

(Letter head of the Bidder including full Postal Address, Telephone No., Fax No. and Email ID)

(as applicable)

Date:

To

The Chief Executive Officer,
 Siliguri Jalpaiguri Development Authority (SJDA)
 Tenzing Norgey Road, Pradhan Nagar,
 Siliguri – 734 403, West Bengal.

Sub:- Bid for allotment of shop/ office space at 1st floor of Sahid Bhagat Singh Commercial Complex, Sevoke Road, Siliguri on lease basis, shop no._____.

Ref:- Notice no. 01/ auction/ Adm/SJDA

Sir,

1. Being duly authorized to represent and act for and on behalf of _____ (herein the Bidder), and having studied and fully understood all the information provided in the instant Document, I, _____, the undersigned hereby apply as a Bidder for allotment of shops/ office space at 1st floor of Sahid Bhagat Singh Commercial Complex, Sevoke Road, Siliguri on lease basis, shop no._____, according to the terms and conditions of the offer made by SJDA.

2. It is hereby declared that the turnover details of the applicant organization during the last 3 financial years ending on 31.03.2013 are as follows.

Year	Turnover (in Rupees)
2010 -2011	
2011-2012	
2012-2013	

Certificate from the Chartered Accountant in this regard is enclosed herewith. Audited annual reports for those relevant years are also enclosed.

3. Bids are given in Annexure B, duly filled and signed on each page. The same is enclosed in a sealed envelope marked Bid documents for shops/ office space at 1st floor of Sahid Bhagat Singh Commercial Complex, Sevoke road, Siliguri on lease basis, shop no._____. (Packet B)

4. SJDA is hereby authorized to conduct any inquiries/ investigation to verify the statements, documents and information submitted in connection with the Bid.

5. SJDA and its authorized representatives may contact the following persons for any clarification:

Name of the Person/s:

Address :

Phone No / Fax No. :

email :-

6. This Bid is made with full understanding that:

- a. SJDA reserves the right to reject or accept any Bid, modify/ cancel the bidding process, and/or reject all or any of the Bids.
- b. SJDA shall not be liable for any of the above actions and shall be under no obligation to inform the Bidder of the same.
- c. In case our offer is accepted and if we fail to pay the amount in the manner specified by SJDA, the amount of Earnest Money and any further installments paid by us under this offer shall stand absolutely forfeited by SJDA.

7. I, the undersigned do hereby declare that the statements made, and the information provided in the duly completed Bid forms enclosed are complete, true and correct in every aspect.

8. I/We have read the terms and conditions of the offer detailed in the Notice and are willing to abide by them unconditionally.

9. The offer made by me/us is valid for 90 days from the Bid Submission Date. We understand that SJDA may require us to extend the validity of the bid for such period as may be determined by SJDA at its discretion.

Name _____

For and on behalf of

(Name of Bidder)

Enclosures:-

- a. Demand Draft for Application Money for Rs. _____ (no.....dated ofBank, Branch) / in Packet marked 'Packet A'
- b. Bid Details – Annexure – B – in a separate sealed cover marked 'Packet B'
- c. Power of Attorney as per proforma at Annexure- C (if applicable)
- d. All other required documents as mentioned in para 5.3.4 of the bid document.

Bid Details for allotment of shop/ office space at 1st floor of Sahid Bhagat Singh Commercial Complex, Sevoke Road, Siliguri on lease basis, shop no._____.

Ref:- Notice no. 01/ auction/ Adm/SJDA

1. Particulars of the Bidder:

- a. Name:
- b. Designation (as applicable): c. Address
- d. Telephone No. / Fax no:
- e. Email Address:
- f. Present Occupation
- g. Details of requirement of the shop no
- h. In case of companies the following documents are to be provided:
 - 1). Latest audited Annual Report:
 - i) Country of Incorporation/Nationality (as applicable):
 - j) Date of incorporation and/or commencement of business (as applicable):
 - k) Date of registration and registration number under Companies Act 1956 (as applicable):

2. Details of Authorised Signatory of the Bidder:

- a. Name:
- b. Designation (as applicable):
- c. Address:
- d. Telephone No. / Fax no:
- e. Email Address:
- f. Present Occupation

3. Turnover Details

Year	Turnover (Rupees in Crores)
2010 -2011	
2011-2012	
2012-2013	

4. Particulars of Bid (Here furnish the offer for the shop no _____ in Rupees)

	Amount offered (in rupees)
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I/We further acknowledge and agree that: -

- i. In case my/ our offer is accepted and if we fail to pay the amount in the manner specified by SJDA, the amount of Application Money and any further installments paid by us under this offer shall stand absolutely forfeited by SJDA.

- ii. This offer is valid for a period of 90 days from the Bid Submission Date or such extended date as may be determined by SJDA.
 - iii. The offered rate will be adjusted pro- rata against minor variation in area of the plot measured during handing over and taking over of possession.
 - iv. I/We have read and understood the terms and conditions of the notice and documents and hereby unequivocally and unconditionally accept the same.
 - v. The decision of SJDA concerning this transaction shall be final and binding on us.
- I/We hereby declare that the information stated hereinabove is complete and correct and any error or omission therein, accidental or otherwise, will be sufficient justification for SJDA to reject my/ our Bid and/or to cancel the award of lease premium.

Signature of the Bidder

Full Name

Designation (as applicable)

Name of the Company (as applicable)

Address

Date -

FORMAT FOR POWER OF ATTORNEY FOR SIGNING BID

Annexure - C

(On a Stamp Paper of relevant value)

POWER OF ATTORNEY

Know all men by these presents, that we.....
office) do hereby constitute, appoint (Name and address of the registered
Mr./Ms..... and authorize
address of residence) who is presently employed with us and holding the position of (Name and
do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Bid for
allotment of shop/ office space at 1st floor of Sahid Bhagat Singh Commercial Complex, Sevoke Road, Siliguri on lease basis, shop
no. including signing and submission of all documents and providing information / responses to SJDA, representing us in all matters
before SJDA, and generally dealing with SJDA in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts,
deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

(Signature)

I Accept

..... (Signature)
(Name, Title and Address of the Attorney)