



**GOVERNMENT OF WEST BENGAL,  
DIRECTORATE OF FORESTS,  
OFFICE OF THE DIVISIONAL FOREST OFFICER,  
PURULIA DIVISION**

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Memo No. :361 /2-108-03-02,

Dated 07 .02.2024.

**NOTICE INVITING e-TENDER**

Tender reference No:- WBFOR/DFOPUR/WBFBCCCR/NIT02/2023-24.

02/Supplying of 750cc Root Trainers over 20,000 Nos at Balarampur Range & Head Balarampur FMU of Divisional Forest office, Purulia Division & Head Purulia DMU of 2023-24.

**DECLARATION OF INTENT:**

E -tender is invited from the bona fide Authorized dealer/ Manufactures/Agencies/Suppliers, having sufficient credential and financial capability for extension of works of similar nature. i.e. Supply of 750cc Root Trainers over 20,000 Nos at Balarampur Central Nursery of Balarampur Range & Head Balarampur FMU. The Office address of the Tender inviting Authority is given below:

DFO, Purulia Division, & Head Purulia DMU Ranchi Road, Near Bus Stand, Purulia, PIN-723101, west Bengal.

**1. Scope of Tender work:**

Supply of 750cc Root Trainers over 20,000 Nos in below dimensions at Balarampur Central Nursery of Balarampur Range & Head Balarampur FMU under Divisional Forest Officer Purulia Division & Head Purulia DMU.

1. Material HDPE Black
2. Inner Dimension 95 mm
3. Outer Dimension 98 mm
4. Length 160 mm
5. Wall Thickness 2 mm
6. Inner Rip 6
7. Rip Thickness 2 mm

**1.1: Delivery Point**

- a) Balarampur Range Office,

**2. General Guidance for e-tendering :**

Intending tenderers desirous of participating in the e-tender are to log on to the website.

<https://wbtenders.gov.in>

### **3. Registration of Contractors :**

Tenderers willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt. of India (viz. nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT) DSC is given as a USB e-Token. After obtaining the Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates system available in the website.

### **4. Eligibility for participation :**

Bonafide Manufactures/Agencies/Suppliers, including Consortiums and Partnership firms are eligible to participate.

### **5. Collection of Tender Documents :**

Tenders are to be submitted online and intending tenderers have to download the tender documents from the website given in clause 2 above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below.

### **6. Submission of Tenders**

#### **6.1 General process of submission**

Tenders are to be submitted online through the website stated in Clause 2. All the documents uploaded by the tender inviting Authority from an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents in Portable document Format (PDF) to the portal in the designated locations of Technical Bid. He needs to fill up the rates of items/percentage in the BOQ, download for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents upload should be virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

#### **6.2 Technical Proposal**

The Technical Proposal should contain scanned copies and/or declarations in the following standardized formats in two covers (folders).

**A. Technical File (Statutory Cover) containing**

- i. Application for Tender – (Vide Form – 1) (to be submitted in "Forms" folder)
- ii. Tender Form No. A – Form A published with the NIT to be downloaded and then uploaded and digitally signed. (to be submitted in "Forms" folder)
- iii. Notice inviting Tender (NIT) – The NIT as published is to be downloaded and signed in every page and then uploaded and digitally signed (to be submitted in "NIT" folder)
- iv. Earnest Money Deposit (EMD) – NEFT/RTGS from ICICI Bank towards EMD as prescribed in the NIT, separately against each serial of work, in favour of the Divisional Forest Officer, Purulia Division, payable at Purulia (to be submitted in "EMD" folder)
- v. Average annual turnover from contracting business – Scanned copy of Summary statement of average annual turnover from contracting business for a period of last three years, i.e; 2020-21 ,2021-22 & 2022-23 or during the period since formation of the Firm, if it was set up in less than such 3-year period. (Vide Form-2) (to be submitted in "Forms" folder)  
  
*(Scanned copy of power of attorney by the competent authority is to be submitted, if the power is delegated for signing the bid to persons other than the applicant)*
- vi. Declaration of not having common interest in the same serial – (Vide Form-3). (to be submitted in "Forms folder)
- vii. Drawings if any. (to be submitted in "Drawings folder)

**Note : Tenders will be summarily rejected if any item in the statutory cover is missing.**

**B. My document (Non Statutory Cover)**

SL No.	Category Name	Sub-Category Description	Document Name																								
			(For details see cl. 6 A-2 of Section – A of ITB & relevant clauses of NIT)																								
A.	CERTIFICATES	CERTIFICATES	<table border="1"> <tr><td>1</td><td>P.T. deposit receipt Challan</td><td></td><td></td></tr> <tr><td>2</td><td>GST Registration Certificate</td><td></td><td></td></tr> <tr><td>3</td><td>I.T.R. Acknowledgement Receipt</td><td></td><td></td></tr> <tr><td>4</td><td>I.T. PAN Card</td><td></td><td></td></tr> <tr><td>5</td><td>Trade License</td><td></td><td></td></tr> <tr><td>6</td><td>Enlistment Certificate</td><td></td><td></td></tr> </table>	1	P.T. deposit receipt Challan			2	GST Registration Certificate			3	I.T.R. Acknowledgement Receipt			4	I.T. PAN Card			5	Trade License			6	Enlistment Certificate		
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		1.PLANT MACHINERIES &	1	Authenticated copy of invoice, challan and way bill (Machinery)
D.	EQUIPMENTS	(OPTIONAL)		
		2. LABORATORY (OPTIONAL)	2	Authenticated copy of invoice, challan and way bill (Laboratory)
E.	FINANCIAL (INFO)	WORK IN HAND (OPTIONAL)	1	Authenticated copy
		PAYMENT CERTIFICATE	2	Only Payment Certificate of work issued by the Concerned Supervisor and not the TDS certificate
F.	DECLARATION	STRUCTURE & ORGANISATION	1	Details of Structure and Organization
		AFFIDAVIT	2	Non –judicial Affidavit ( Annexure-2)

### 6.3. Financial Proposal

The financial proposal should contain the following document in one cover (folder)

- i) Bill of Quantities (BOQ) : The Tenderer is to quote the amount in rupees (above or below) online through computer in the space marked for quoting rate in the BOQ. *(Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor)*

### 7. Submission of original copies of documents of Tender Cost (Application Fees) and Earnest Money Deposit

- i. **Mode of Payment:** Earnest Money deposit (EMD) & Tender Cost (Application Fees) must be submitted in the form of NEFT/RTGS from any nationalized Bank.
- ii. **Place of submission:** The original copies should be submitted in a sealed envelope in the Office of the **office of the Divisional Forest Officer, Purulia Division P.O- Purulia, Near Bus stand, Ranchi Road, Purulia-723101.**

### 8. Eligibility Criteria

**Financial proposal of any contractor will come under the purview of consideration only if all the criteria 8(a), 8(b) & 8(c) mentioned below are fulfilled.**

- a. Bonafide Manufactures/Agencies/Suppliers, including Consortiums and Partnership firms having experience of completion of similar type of supply work during the last 3 financial years for a single contract of value **not less than 50% of the estimated amount put to tender.**
- i. Completion Certificate(s) submitted by the bidder should indicate the gross value of the 100% completed work only. Completion Certificates should clearly contain the Name, Designation, Address and contact no of the Officer issuing the credential.
- b. Average annual turnover from contracting business as stated in clause 6.2 A(vi) & Form-2 should be at least **50%** of the amount

put of tender of the works in which the contractor intends to participate.

- c. The bidder or any of their constituent partners shall neither have abandoned any work nor have any of their contracts been rescinded during the last 5 years. Such abandonment or recession will be considered as disqualification towards eligibility.
- d. Tender issuing authority may relax stipulations contained in clauses above in exceptional cases, in the interest of culminating / maturing tender process at the first call, subject to satisfaction of that authority on the competency of the bidder(s) for which such relaxation has been made, upon recording reasons of such relaxation

## **9. Important Conditions:**

### **9.1 Completion Certificate**

Completion Certificates for fully (100%) completed works during the current year and last three financial years will only be accepted. Certificate issued for partly completed works will not be considered.

### **9.2 Penalty for suppression / distortion of the facts**

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Accepting Authority (TAA) within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform of the West Bengal Forest & Biodiversity Conservation Society for a period of 3(Three) years, in addition, his Earnest Money Deposit will stand forfeited to the Society. Besides, the West Bengal Forest & Biodiversity Conservation Society may take appropriate legal action against such defaulting tenderer.

### **9.3 Taxes & duties to be borne by the Contractor**

Income Tax, GST Service Tax, Royalty, Construction Workers' Welfare Cess and similar other statutory levy / cess will have to be borne by the contractor and the rate should be quoted inclusive of all these charges.

### **9.4 Conditional and incomplete tender**

Conditional and incomplete tenders are liable to summary rejection.

## **10. Opening and evaluation of tender**

### **10.1 Opening of Technical Proposal**

- i. Technical proposals will be opened by a committee comprising of DFO, Purulia Division, ADFO, Purulia Division, AFR, Purulia Division, Head Clerk, Purulia Division and Accountant, Purulia Division electronically from the website stated in Clause 2.

- ii. Cover (folder) for Statutory Documents (vide Clause 6.2 A) would be opened first and if found in order, Cover (Folder) for Non-statutory Documents (Vide Clause 6.2 B) will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
- iii. Decrypted (transformed into readable formats) documents of the Non-statutory Cover will be downloaded, by the Tender Accepting Authority.
- iv. The tenderers for which the Technical proposals are found to be in order shall only qualify for opening of financial bid.

### **10.2 Submission of samples of Root Trainers for Endurance test**

i. The technical proposal should be supported by submission of sample of Root Trainers of 750 cc volumes conforming to the size and specifications given in SI No 1.

ii. The intending tenderer shall submit 10 sample of 750 cc root Trainers in the office of the Divisional forest officer, Purulia Division, Ranchi Road (Near Bus Stand), P.o. & Dist-Purulia, W.B Pin-723101 within the date and time mentioned in the relevant schedule, falling which the Technical Bid will not be considered for evaluation and the bid will be summarily rejected.

iii. The samples will be put through the following tests in addition to the physical examination of volume and dimensions:-

**Drop Test:** - Random sample of 5 root trainers of 750cc volume will be selected from the sample submitted. The randomly selected root trainers will be filled tightly with sand completely soaked in water and dropped vertically on a hard surface from a height of 1.5 metres if the majority of root trainer samples do not crack or get deformed then the passes of test.

iv. The bidders may remain present during the endurance test.

**[Note : Failure of submission of any one of the above mentioned documents against paragraphs A, B, and C above will render the tender liable to summary rejection.]**

### **10.3 Provision for appeal and its disposal**

- i. Intending tenderer not satisfied with the decision of the Tender Accepting Authority (TAA) may prefer in appeal to the Chief Conservator of Forests, South West Circle, West Bengal in writing (through facsimile / e-mail or speed post) within two working days after the date of uploading of the summary list of the successful tenderers. Copy of such appeal should also be sent to the Tender Inviting Authority.
- ii. The Appellate Authority will dispose of such appeals by hearing the aggrieved tenderers as well as consulting with the Tender Accepting Authority within a reasonable time and the tenderer will be communicated accordingly.

## **10.4 Opening and evaluation of Financial Proposal**

- i. Financial proposals of the tenderers declared technically eligible by the Tender Accepting Committee will be opened electronically from the web portal stated in Clause 2 on the prescribed date.
  - ii. The encrypted copies will be decrypted and the rates will be read out to the contractors present at that time.
  - iii. After evaluation of Financial Proposal, by the Committee referred in Point 10.1.i the final summary result will be uploaded in the website, which inter-alia will contain, name of contractors and the rates quoted by them against each work.
  - iv. The Tender Accepting Authority, if required, may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.
- 11. Bid Validity :** The Bid will be valid for 360 days from the date of opening of the financial bid.

## **12. Acceptance of Tender**

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind themselves to do so and reserves the right to reject any or all the tenders, for valid reasons and also reserves the right to distribute the work amongst more than one tenderer at the lowest tender rate, in case lowest tenderer is not in a position to supply the whole quantity.

### **12.1 Execution of Formal tender after acceptance of tender**

The tenderer whose tender is approved for acceptance, shall within 7 days of the receipt of "Work Order" (wo), will have to execute 'Formal Agreement' with the Tender accepting authority in quadruplicate copies.

### **12.2 Security Deposit:-**

The successful tenderer shall have to submit Security Deposit @ 10% in the form of GRIPS challan in favour of Divisional Forest Officer, Purulia Division, of the accepted tender value within 7 days of receipt of the work order. The Security Deposit may be adjusted with the Earnest Money Deposit of the successful tenderer, on specific request. Security Deposit will be released as per PWD Notification no 5951-PW/L&W/2m-175/2017, dt. 02-11-2017 read with notification no. 5784/PW/L&A/2m-175/2017, dt. 12-09-2017 from the date of completion of the work on due satisfaction of the Concerned Authority.

**12.3 Additional Performance Security when the bid rate is 80% or less of the Estimate put to tender and no increase in scope of work of projects during execution phase vide Memo No. 4608-F(Y), Dated 18.07.2018. issued by Finance Department , Government of West Bengal.**

## **13. Return of Earnest Money of the unsuccessful tenderer(s):-**

The Earnest Money of unsuccessful bidder automatically refund from the portal within 24 (Twenty Four) hours from opening of the financial bid.

#### **14. Payment**

The payment of bill for any work will be made subjected to the availability of fund and approval of higher authorities where ever applicable and no claim to delay in payment will be entertained at any cost.

#### **15. Penalty for suppression / distortion of facts**

If any tenderer fails to produce the original hard copies of the documents (if necessary, especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Inviting Authority (TIA) within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform of the **Divisional Forest Officer, Purulia Division** for a period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited to the undersigned. Besides, the undersigned may take appropriate legal action against such defaulting tenderer.

- 16. Liquidated Damage:-** If the work is not completed in schedule time i.e. 30 days, the liquidated damage will be computed @ 2% per month of the tendered value as per Finance Department G.O. No. 5696-F(Y), Dated- 01.10.2019.

#### **17. Force Majeure :**

The Tenderer / contractor shall not be considered if default, if delay in delivery occurs due to causes beyond his control, such as facts of God, natural calamities, civil wars, fire, strike, frost, floods, riot and acts of unsurpassed power.

#### **18. Schedule of Dates for e-Tendering**

Sl. No.	Activity	Date & Time
1.	Publishing Date	12/02/2024 at 10.00 hrs.
2.	Document Download start date	12/02/2024 after 10.00 Hrs
3.	Bid submission start date	12/02/2024 after 10.00 Hrs
4.	Bid submission end date	27/02/2024 upto 17.00 Hrs.
5.	Technical Bid opening date	01/03/2024 at 10.00 Hrs.
6.	Financial Bid opening	01/03/2024 at 10.00 Hrs.

- ii. Other details if any, to be notified in due course.

**Sd/- Karthikeyan M. IFS  
Divisional Forest Officer,  
Purula Division &  
Head Purulia DMU**



**ANNEXURE 1 : LIST OF WORK**

**NIT No. WBFOR/DFOPUR/WBFBCCCR/NIT-02/2023-24.**

**01/ Supply of 750cc Root Trainers over 20,000 Nos at Balarampur Central Nursery of Balarampur Range & Head Balarampur FMU under Divisional Forest Office Purulia Division & Head Purulia DMU**

<b>Sl. No.</b>	<b>Name of Work</b>	<b>Quantity required to be supplied</b>	<b>Rate put to Tender (Excluding GST)(Rs)</b>	<b>Total Amount (Excluding GST)(in Rs.)</b>	<b>Time allowed for completion of work</b>	<b>Earnest Money Deposit (2%) (in Rs.)</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
01	Supply of 750cc Root Trainers over 20,000 Nos	20,000 Nos	15.00	3,00,000.00	Within 30 (Thirty) days from the date of issuing work order.	6,000.00
<b>Grand Total</b>				<b>3,00,000.00</b>		
<b>Application Fees</b>				<b>750.00</b>		
<b>SD Money</b>				<b>10 % of L1 Amount</b>		

**Sd/- Karthikeyan M. IFS  
Divisional Forest Officer,  
Purulia Division &  
Head Purulia DMU**

### Additional Terms & Conditions

1. Notwithstanding anything contained in the form in which the contract is executed the following shall constitute terms and conditions of contract and shall be binding on the contractor.
2. The intending tenderer(bidder) shall satisfy themselves that the MS Iron Stands supplied are in conformity with the design and specification and field ready to pass the physical examination.
3. The DFO, Purulia Division or his authorized representative or his authorized representative will be the Officer-in-Charge in respect of the contract and all correspondence concerning rates, claims, change in specification and/or design and similar important matters will be valid only if made by the Officer-in-Charge. If any correspondence of above tender is made with Officers other than the Officer-in-Charge for speedy execution of works, the same will not be valid unless copies are sent to the Officer-in-Charge and approved by him. The instruction given by the Head, DFO, Purulia Division shall also be valid regarding specification, supervision, approval of materials and workmanship. In case of dispute, the decision of Officer-in-Charge shall be final and binding.
4. The intending tenderers are to quote amount in Rupees higher or lower or at par which will apply to all the rates in the Tender Schedule irrespective of whether quantities are entered in the schedule or not i.e. all the items and rates as shown in the schedule with the tendered percentage increase or decrease will be applicable to this tender.
5. The acceptance of the tender including the right to distribute the work between two or amongst more than two tenderers will rest with the competent authority without assigning reason thereof. The accepting authority reserves right to reject any or all tenders without assigning any reason thereof.
6. The Tenderer shall have to comply with the provisions of (a) Contract labour (Regulation & abolition) Rules, 1970(b) Minimum Wages Act 1948 or the modification thereof or any other laws relating thereto as will be in force from time to time.
7. The DFO, Purulia Division or his authorized representative shall not entertain any claim whatsoever from the contractor for payment of compensation on account of idle labour on any ground including non-possession of land.
8. The Tender inviting Authority or the Society shall not be held liable for any compensation due to machines becoming idle for any circumstances including untimely rains, other natural calamities, strike etc.
9. No price preference, will be applicable to W.B. Govt. Undertaken, as per Finance Deptt. G.O. No. 8648-F(Y), dated 12<sup>th</sup> October, 2012.

10. Imposition of any duty / tax rules etc whatsoever of its nature (after work order / Commencement and completion of the work) is to be borne by the tenderer.
11. **No mobilization / secured advance bill will be allowed.**
12. GST, Cess, Toll Tax, Income Tax, Ferry Charges and other Local Taxes if any are to be paid by the contractor. No extra payment will be made for these. The rates of supply and finished work items are inclusive of these.
13. All working tools and plants will have to be arranged by the contractor at his own cost.
14. The contractor should visit the points of delivery, and satisfy himself of the design and specifications of the root trainers and the condition and nature of works and ascertain difficulties that might be encountered in executing the work, carrying materials to the site of work, availability of drinking water and other human requirements and security etc. The Officer-in-Charge may order by the contractor to suspend any work that may be subjected to damage by climate conditions. No claim will be entertained on this account.
15. The contractor will have to accept the work program and priority of work fixed by the Officer-in-Charge so that most vulnerable reach and/or vulnerable items be completed before the date needed by him depending upon the field requirement.
16. In case any clarification is required, the interpretation of the Officer-in-Charge will be final.
17. The final acceptance of the tender will be subject to the receipt of approval of higher authorities.
18. Final payment will be made after completion of all works in the field & checking by authorised officer. The authorized officer may check the quality of the root trainers supplied at any point of time before submitting the report of completion.
19. Cost of carriage of materials from godown to work site should also be included in the rates. No extra payment will be made on this account. Rate should include delivery should be on site of the finished product.
20. The undersigned reserves the right to cancel the agreement at any point of time during the execution of the work if it not done as per the specifications or any terms & conditions are violated by the Contractor.
21. The successful tenderer will not assign any or part of the work(s) to any other contractor/agency.

**Sd/- Karthikeyan M. IFS**  
**Divisional Forest Officer,**  
**Purula Division &**  
**Head Purulia DMU**

**Annexure-2**

**(See clause-9e of NIT-36)**

**11 AFFIDAVIT 11**

**(To be contained in Envelope-A)  
(On Non Judicial Stamp of Rs. 100)**

I/We.....  
....who is/are ..... (status in the firm/company) and competent for submission of the affidavit on behalf of M/S.....(contractor) do solemnly affirm an oath and state that:

I/We am/are fully satisfied for the correctness of the certificates /records submitted in support of the following information in bid documents which are being submitted in response to notice inviting e-tender No. ....for ..... (name of work) dated ..... issued by the ..... (name of the department).

I/we are fully responsible for the correctness of following self certified information /documents and certificates:

1. That the self certified information given in the bid document is fully true and authentic.
2. That:
  - a. Term deposit receipt deposited as earnest money for cost of bid document and other relevant documents provided by the Bank are authentic.
  - b. Information regarding financial qualification and annual turn-over is correct.
  - c. Information regarding various Technical qualifications and credential is correct.
3. No close relative of the undersigned and our firm/company is working in the department.

Or

Following close relatives are working in the department:

Name.....Post.....Present  
Posting.....

**Signature with seal of the Deponent (Bidder)**

I/we,.....above deponent do hereby certify that the facts mentioned in above paras 1 to 3 are correct to the best of my knowledge and belief.  
Verified today ..... (dated)  
at .....(place).

**Signature with seal of the Deponent (Bidder)**

*Note: Affidavit duly notarized in original shall reach at least one Calendar day before opening of the bid.*