



GOVERNMENT OF WEST BENGAL  
 Directorate of Forests  
 Office of the Divisional Forest Officer,  
 Kharagpur Division  
 Hijli Cooperative Society, Kharagpur  
 Paschim Medinipur-721306  
 E-mail:: dfokgpdvnm@gmail.com.



**TENDER NOTICE NO.41 / SP AP of 2017-18 of Divisional FOREST OFFICER, Kharagpur Division for nursery and advance soil work of QGS Plantation 2018 under State Plan.**

Kharagpur Division in one of the best plantation creating divisions of South Bengal. As Good quality plantation always depends not only on good quality seedlings having sufficient height and collar girth, but also in quality soil works, Kharagpur Division sincerely puts maximum efforts in these two aspects. Thus, In pursuance to the G.O No-5400-F(Y) dt. 25/6/12 and its subsequent amendment No-2254-F dt. 24/4/14, along with G.O. No. 5050-F(Y) dt. 16.8.2017, the Divisional Forest Officer Kharagpur Division , Hijli Cooperative Society, Kharagpur on behalf of Governor of West Bengal, invites **cluster wise tender** from bonafide, resourceful suppliers/contractors for carrying out the following works at various Ranges of Kharagpur Division as per following location details & estimates in the tables below,

LOCATION DETAILS (QGS Plantation)

Cluster No	Range	Beat	Location for planting	Area (Ha)	Rate (Rs)/Ha.	Amount (Rs)	EMD (Rs.)	Security	Remarks
2	Hijli	Khajra	Pochakhali-15	10	13440.00	134400.00	2700.00	@ 5% of the offered rate	Work consists of advance work for nursery and advance soil works for plantation as per estimates

**MODEL ESTIMATE OF ADVANCE NURSERY WORKS FOR QGS PLANTATION RAISED DURING 2017-18**

Quantity-1800 Seedlings /ha

UNIT-1 HA

Sl	Item of Works	Unit	Qty	Rate (Rs)	Amount (Rs)
1	Cost of Collection of Good Quality Akashmoni and Other QGS Sp seeds from Candidate plus trees as per seeding times	Kg	3	50	150
2	Cost of Poly pots of size 4"x6" black in colors with average 500 Nos /Kg including carriage up to sites	Kg	4	190	760

3	Cost of preparation of compost by hyacinth, eupatorium or other suitable materials with the consideration of application of 50 gm for each plant during creation	M3	0.3	500	150
4	Cost of collection of dry cow dung manure with the consideration of application 50gm per plant during creation	M3	0.3	750	225
5	Cost of Coarse sand for creation of 2000 nos seedlings including carriage	M3	0.3	750	225
6	Cost of Neem Oil cake dust average 25 Gm/Plant	Kg	45	18	810
7	Preparation of potting media by making an admixture of compost, sand, cow dung and Neem oil cake dust all complete in all respect for 2000 nos. seedlings	No	1800	0.2	360
8	Preparation of mother beds and seed sowing in the mother beds all complete in all respect	No	1800	0.1	180
9	Pricking out and transplantation of the seedlings in to poly pot beds all complete in all respect	No	1800	0.2	360
10	Sorting , shifting, and grading of seedlings for 3 months total 3 times	Times	3	120	360
10	Watering to the seedlings from January to march i.e. for 4 months	Monthly	3	800	2400
11	Contingency- rope, water can etc				20
<b>Total - C</b>					<b>6000</b>

**MODEL ESTIMATES FOR ADVANCE SOIL WORKS FOR QGS PLANTATION DURING 2017-18 – ( D )**

Quantity-1600 Seedlings /ha		UNIT-1 HA			
Sl No	Item of Works	Unit	Quantity	Rate (Rs)	Amount (Rs)
1	Survey and demarcation of the area by both plane-table and GPS and preparation of regeneration maps all complete in all respect -total 4 nos copies	Ha	1	200	200
2	Cleaning, Burning and removal of debris by mechanized method by using JCB etc all complete in all respect	Ha	1	2480	2480
4	Cutting of contour trenches/ trenches for of size 5mx0.45mx0.45m total 150 nos over 1 ha all complete in all respect	nos	40	119	4760
<b>Total – D</b>					<b>7440</b>
<b>Grand Total – C + D</b>					<b>13,440</b>

## ANALYSIS OF THE ESTIMATES

1. Successful bidder/s can carry out the works either by deploying machine or by deploying labor by paying minimum wage for the time in vogue. As, each of the activity requires specialized skill and experience JFMC members who are conversant in carrying out such types of activities, will be given preference while deploying labor for such types of jobs. While, payment is required to be made by the contractor concerned, decision taken by the concerned Range Officer on technical ground shall be final and binding with respect to carrying any particular activities mentioned in the model estimates.
2. The estimate is indicative in nature. Thus, it might be so that some of the items mentioned in the estimate do not require to be implemented in the field and some of the items need to be implemented more than once, repeated or in enhanced manner as per field requirements. Thus the Intending bidders need to quote rate accordingly and will have to follow the instructions of Forest Officials only which will have the liberty to change the inner items mentioned in the estimates, without changing the rate or the cumulative amount of that particular item. Intending bidders are expected to have that much flexibility.
3. Payment shall be made to the successful bidders only for those items which he/she will carry out in the field on *pro rata* basis as per the rate offered by the L1 & as per the instructions of the concerned Range Officer or his authorized person(s) or his superior authority. Each item of the estimates has a definite time line, beyond which the item is very difficult to be implemented in the field. Thus, any item, which is not possible to be implemented in the field within due time, can only be implemented after having due permission in this regard from the appropriate authority. Successful bidders are required to prepare bill for making payments accordingly.
4. Intending bidders are required to mention the cluster (**Annexure-1**) against which he/she is willing to participate. Rate in Financial bid is required to be quoted accordingly. If no of cluster(s) are not mentioned, the tender may liable to be cancelled. Based on the accepted rate over total estimated cost, item wise rate shall be calculated. Bills shall be processed accordingly.
5. Rate Quoted below 15% shall be subject to rate analysis which shall require to be provided based on technical grounds to be ascertained by the Tender Committee constituted for the purpose. Rate analysis which is not technically viable shall not be accepted at this end and the candidature of the contractor concerned shall liable to be cancelled at once. This will be final and binding in nature.
6. From the above analysis, it follows logically that R.A bills shall be admissible in this regard.

### SCHEDULE OF DATES

TYPE	DATE
Date of Publication	28.12.2017
Date of beginning of sale of tender paper	30.12.2017
Date of Closure of sale of tender paper	10.01.2018
Last date for submission of tender paper	11.01.2018 till 5pm
Date of technical opening	12.01.2018 at 11am
Date of financial opening	Will be informed in due course

### GENERAL TERMS AND CONDITIONS

1. All Sal and sal associate seedlings are to be raised in Hijli Range Nursery for availing existing facilities over there to produce QPMs. while all QGS and associate seedlings and seedlings for strip plantations are to be raised in respective ranges or as directed by the DFO/ Kharagpur . In some case, the location may vary/change depending upon the field situation. Payment shall be made on *pro rata* basis based on the lowest rate offered by the successful bidder/s.
2. Pattern of Tender- Invitation of tenders is indicative in nature. It is being floated in anticipation of administrative approval and subsequent financial sanction. In case of non availability of such approval the tender shall be cancelled outright without assigning any further causes. Cost of the tender papers, if any, is non

**refundable in nature. No prayer, in case of such cancellation, shall be entertained under any circumstances. In case of the requisite approval from appropriate authorities also, work order to the successful bidders shall only be issued when fund will be placed and which it shall be free from any other encumbrances.**

3. **Procurement of tender paper-** The tender paper shall have **to be procured from** Office of the Divisional Forest Officer, Kharagpur Division. The intending bidders may also visit the official website of Forest Directorate for information.
4. Tender should be submitted by name in favor of **Sri Arup Mukherjee, WBFS, Divisional Forest Officer, Kharagpur Division** and not by official designation only. The tender shall be made in two bid system viz- technical bid and financial bid. Following folders are required to be uploaded with a single folder superscripting technical bid
- Company information folder- related all information including audit report etc
  - Financial Credential folder- All experiences related to similar nature of job. Only work completion reports with an abstract mentioned in the annexure-II
  - Folder related to company hierarchy and technical person
- The technical bids must not contain any pricing information under any circumstances. In such case the tender Shall be liable to be cancelled.

5. **Submission of Tender- In general, the tenderers are allowed to participate in any/all clusters as per choice. However, the intending contractor/s must be financially sound to participate in those clusters apart from having requisite technical knowledge and reach to the respective places. The technical bids thus submitted by the intending bidders shall be scrutinized by the tender committee constituted for the purpose, based on those grounds.**

6. **Technical Bid-** Technical Bid Should be submitted in separate folder other than financial bid. Clearly super scribing the tender no and specific cluster in which the intending bidders are willing to participate. Work of similar nature implemented in a particular financial year (not more than three years old) shall only be considered to be eligible for technical bid. Other documents such as VAT/GST, as applicable, P TAX, License/Registration as applicable, additional information if any, shall also be submitted in the folder. The other credential like company details, machinery, technical persons, other technical knowhow, as applicable, shall be required to be submitted. The Technical bid must not contain any pricing information. The address and Contact No. of the bidder should be clearly written on the envelope.

7. **Financial Bid-** Financial Bid will not be opened unless the information and documents provided in the Technical Bid are as per the eligibility criteria and as per satisfaction of the undersigned.

- The financial bid should also be submitted in a separate cover super-scribed as **Financial Bid & "Tender Notice No. and cluster no.** The bid should mention in both number & words. and words "should be written in bold letters.
- Address and contact No. of the Bidder should clearly written on the cover.
- Financial Bid format is given in Form IIA.
- The Bank details of the tenderers must be mentioned in the Form IIA for making payments on line. This is obligatory.
- Financial bid must be inclusive of all taxes.
- Amount quoted more than the estimated cost will not be accepted in general, subject to the discretionary power of the undersigned based on the recommendation of the tender committee constituted for the purpose.

8. **Eligibility Criteria-** It consists of two parts- A. Experience of implementing similar nature of job & B. The requisite assessment of financial potential of the bidders.

- A. Experience of implementing similar nature of job – The intending bidders must be having experience in implementing the same nature of jobs i.e., the intending bidders must have

experience of plantation works/Nursery works/ Nursery related construction works of creating plantation.

- B. The requisite assessment of financial potential of the bidders-The intending bidders must be having at least 80% of the estimated cost as financial credentials for a single contract, to be calculated for particular financial year which one is maximum (Not more than 3 years' old). Requisite documents such as PAN, GSTIN, License etc as applicable as per existing rules, must be submitted in the technical bids.
- C. Possession of Hand Tractor/ Grass Cutter/Mixer Grinders/JCBs and such other implements shall be given due weight age.

**9. Time to Complete the works-** Delay in compellation of each item of works as mentioned in the estimate and as directed by the concerned Range Officer or his authorized person or any superior officer in the rank above Range officer, might attract the penalty to the contractors subject to the discretionary authority of the undersigned depending on the field situation and other requisite factors required to be considered in this regard.

**10. Submission of EMD and Security-**EMD, as mentioned in the schedule, should be submitted in the form of a draft as per the rules. The original EMD should be submitted with the financial bid of the tender. Security may also be adjust with the R.A Bills to be paid for the successful implementation of the works. The mode of security deposit shall finally be decided by the undersigned. The Security Deposit will be released to the successful contractor/ supplier after 6( six) months from successful implementation of the entire scheme as per estimate with such alteration and modification as may be necessary for implementing the work at field, provided no irregularities are noticed during this period. In case of any irregularities, the security deposit will be forfeited and in addition any legal action as deemed fit may be initiated. Security deposit shall not be adjusted with the EMD. The EMD of the unsuccessful bidders shall be released with 7days of completion of basic tender formalities except of L1 &L2 which will be released before issuance of work order.

**11. Agreement-** an agreement shall require to be signed by the successful contractor/s with the undersigned before issuance work order from this end and after submission of requisite security deposit. All the terms and conditions mentioned in the tender shall be deemed to be considered as a part of the agreement. However, this will be in addition to such other terms and conditions as may be decided by the undersigned or his superior officer or instructions provided time to time at field by the range Officer or his authorized person or by the undersigned or his authorized person/s.

### **OTHER TERMS AND CONDITIONS**

**12. An affidavit of 1<sup>st</sup> class magistrate/Notary, duly signed by the intending bidders, declaring the following points shall be required to be submitted by the intending bidders along with the technical bid. If the affidavit is not submitted along with the technical bids, the tender submitted by the intending bidders shall be liable to be cancelled. However it shall be mandatory for the successful bidders to submit an affidavit of 1<sup>st</sup> class magistrate/Notary within 7 days from the date of issuance of offer/direction letter of submission of security deposit**

- a. I have read and understood the meaning of the clauses mentioned in the tender notice no... .. dated .....in letter and spirit.
- b. The documents submitted and information provided by me is true to the best of my knowledge and beliefs.
- c. I shall abide by all the terms and conditions mentioned in the tender notice and such other terms and conditions issued by the tender inviting authority/ other appropriate authority time to time for smooth implementation of the works.

**d. In case of any dispute, I vouch that, the decision taken by Divisional Forest Officer, Kharagpur Division will prevail and on appeal, the decision taken by the Chief Conservator of Forests, Western Circle, shall be final & binding upon me.**

13. Validity of the tender will be 12 (Twelve) months from the date of submission of the tender or up to the end of financial year, as may be decided by the appropriate authority.
14. The undersigned reserves the right to place order for work for supply up to 20% more or 20% less of the quantity mentioned in the schedule of the tender.
15. The undersigned reserves the right to cancel the tender, if necessary, without assigning any reason whatsoever.
16. The undersigned is not bound to accept the lowest rate quoted by the tenderer and he is not bound to assign any reason, whatsoever, for such non-acceptance.
17. The undersigned reserves the right to accept the tender only after verifying / testing the sample up to the satisfaction.
18. The undersigned or his representatives will inspect the works, take necessary measurement, and perform the required tests as and when required. The tenderers should render the required co-operation in this regard. The necessary comment shall be put in the site inspection register which is required to be maintained mandatorily by the successful bidder/s concerned.
19. It shall be the discretionary power of the undersigned for accepting any prayer for part payment or not. In general no part payment prayer shall be entertained; however, considering the length of the job, R.A Bills with specific recommendation of concerned Range officer and with proper inspection of concerned ADFO, can be provided to the contractor concerned.
20. During the inspection by the undersigned or his representative, if the quality of the work / supply is not found up to the standard, the contractor/ supplier is bound to rectify the work or supply materials up to the satisfaction of the undersigned or his representative. Otherwise, the work order will be cancelled and the security deposit will be forfeited to the Govt. of West Bengal.
21. The work order will be issued to the successful contractor only after placement of fund by the Government.
22. No extension of time will be allowed for delivery / execution of the work. The Tenderer / contractor shall not be considered in default, if delay in delivery / execution occurs due to causes beyond his / her control, such as acts of God, natural calamities, civil wars, fire, strike, frost, floods, riot and acts of unsurpassed power. In the event of delay due to such causes, the tenderer may apply to the Divisional Forest Officer, Kharagpur Division for extension of time for that period. The Division Forest Officer, Kharagpur Division at his own discretion may extend for a length of time equal to the period of force majeure or such period as he think suitable for that or may be cancelled. Such cancellation would be without any liability whatsoever on the part of the undersigned.
23. Materials will have to be procured by the tenderers by themselves following the standard and specification of PWD/PHE Schedules of the district, or as per the specification as decided by the Range Officer concerned or his higher officer, subject to the approval of the undersigned or his Sub-ordinate officers. In case of any material supplied by the department, the cost of such material will be recovered from the contractor.
24. The tenderers are required to inspect the sites, site plans and specifications of the works before submission of the tender and future ignorance of any such item will not be entertained.
25. All works are required to be carried out as per plan and specification & estimate of the project subject to the modification by the undersigned at any point of time during execution of the work duly notified to the contractor/ supplier, within the project cost.

26. Royalty for any material, if obtained from Forest area, will have to be paid by the contractor. Even if the material is procured from other Govt. Deptt's resources, the receipt for payment of such material must be shown and photo copies to be attached with the bill. Extra payment for such payment of Royalty etc. will not be entertained by the undersigned.
27. All tools & plants required for execution of the works should be procured by the contractor at his own cost. The standard of such tools & plants will be as per the specification of the P.W. Dept/ P.H.E.
28. Statutory Deduction: Income Tax, GST, Labor Welfare Cess as applicable shall be deducted from the Gross amount of Bill.
29. In addition to above, before payment the following documents are required to be produced, if applicable,
  - a) Xerox copy of Labor license as per provision of "West Bengal Contract Labor (R&A) Act 1970" for execution of the scheme (original to be shown for verification).
  - b) Xerox copy of DCR ( with RA Bill/Final Bill –in original to be shown for verification ) as a documentary evidence for payment of Royalty &CESS in Minor minerals or original Challan(s) carrying order (s) mentioning the name of Agency, Tender Notice No. & date received from Govt. Approved Lessee/ Permit holder.
30. The successful tenderer will not assign any part of the work to any other contractor.
31. The successful tenderer may, however authorize any person to supervise the day to day work, attend the measurement when taken by the undersigned or by his authorized Officer and record his signature on the work measurement note books.
32. Rate offered in the estimate is the final and tenderer will not have any further claim.
33. The acceptance of the tender will be subject to the receipt of the approval of the higher authorities and availability of fund. The undersigned will not be responsible for any loss sustained by the tenderer in the event of non receipt of Government sanction.
34. The payment of bill for any work will be made according to the availability of fund and approval of higher authorities wherever applicable and no claim to delay in payment will be entertained.
35. The terms and conditions of this "Tender Notice inviting tender" is part and parcel of the contract form.
36. In case of any dispute in execution of the work or supply, an application may be made to the Divisional Forest Officer, Kharagpur Division and the decision of the undersigned is final and binding.
37. The cost Tender paper / Form will be sold as per Govt. of WBs notification no. 452-A/PW/O/10C-35/10, Dt-26/07/2011.
38. Requisite license must be obtained for Labor Department after issuance of work order. No payment shall be made without production of the license.
39. **Forest Department, or Kharagpur Division, or any staffs of the Division, shall in no way be held responsible under any circumstances for any accident or death of the laborer/ driver etc, engaged by the contractor, happened in the field during the time of implementation of the works.**

- 40. Range officer or his authorized person/s shall have the discretionary power to deploy suitable laborers, preferably from among the FPCs concerned.
- 41. In case of implementation of the works at field the decision of the Range Officer or his authorized persons or any of his superior officers shall be final and binding on the successful bidders implementing the works at field.
- 42. Payment shall only be made to the contractors after the Range Officer concerned, certifies so ensuring the quality of the work and implementation of the works as per estimates and plan subject to overriding power of the undersigned in this regard.
- 43. The mode of payment for successful completion of the works should be made by NEFT/RTGS/Account payee cheque issued by the Kharagpur treasury.
- 44. Please follow annexure carefully before and during submission of tender.

Divisional Forest Officer  
Kharagpur Division

**ANNEXURE-I- PRAYER FOR PARTICIPATION IN THE TENDER**

Name :

Address :

Tender Notice No.

Cluster No.

Financial Credential for similar nature of job ( as mentioned in the tender notice)

Bank details (A/c No., IFSC code & MICR code(optional))

Declaration : I / we do hereby declared the statement made by me is true the best of my knowledge in belief. If allow I/We shall abide by all the terms and conditions mentioned in the tender notice and the direction of the authority. I /We read the tender document carefully and understood it in letter inspirit.

Signature with date .....



## TECHNICAL BID FORMAT

### Form IA-General Information about the Organization

SI No	Particulars	Details to be furnished
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#### Details of the Bidder (Organization )

1	Name	
2	Address	
3	Telephone/Mobile No.	
4	Email	
5	Fax	
6	Website	

#### Details of Authorized Person

7	Name	
8	Address	
9	Telephone/Mobile No.	
10	Email	

#### Information about the Organization

11	Status of Organization (Proprietorship/Partnership/Public Ltd/Pvt. Ltd/ Co-operative Society etc.)	
12	Details of Registration of Organization	Date: Ref:
13	Number of Professionals in position in the organization	
14	Locations and address of offices	
15	Service Tax Registration Number	
16	VAT Registration Number(Enclosed latest VAT Return)	
17	Professional Tax Registration Number	
18	Income Tax PAN Number	
19	Details of any other Licenses/Registration (Copy to be enclosed)	

Signature of the Tenderer with date

(Annexure-II)

Form I-B "Summary of Similar Projects Implemented " ( Year wise)

Sl No	Name of the Customer	Project Name	Brief narration of the type of work implemented	Start Date	End Date	Contact Value (only net checked amount issued by authority	Financial year of the completion of the work	Supporting documents against the completion report ( Yes/No)	Whether Successfully completed	Address &Phone no. of the work completion issuing authority.

Signature of the Tenderer with date

(Annexure-III)

**FINANCIAL BID FORMAT**

Form II-A

Sl No	Cluster No	Estimated Cost Inclusive all taxes as per model estimates (Rs)	Rate Offered by the bidders		
			Fixed Price (1) (Rs)	Applicable Taxes(2) (Rs.)	Total (1)+(2) (Rs.)
			NOT TO BE MENTIONED IN TECHNICAL BID		

Declaring that the item against which there are fixed Govt. rate such as minimum wage rate etc. shall be obeyed in letter in spirit

Signature of the Tenderer with date

No. \_\_\_\_\_ / 2e-Tender

Dated, Khatagpur the \_\_\_\_\_ / 12 / 2017

Copy forwarded for wide circulation & information to:-

1. The Sabhadhipati, Paschim Medinipur Zilla Parishad.
2. The Principal Chief Conservator of Forests (HoFF), West Bengal
3. The Chief Conservator of Forests, Western Circle, West Bengal.
4. The District Magistrate, Paschim Medinipur.
5. The Superintendent of Police, Paschim Medinipur.
6. The D.I.C.O. Paschim Medinipur.
7. The Sub-Divisional Officer, Kharagpur.
8. The Treasury Officer, Kharagpur Treasury.
9. All Divisional Forest Officers, Western Circle, West Bengal.
10. The Asst. Divisional Forest Officer, Kharagpur Division.
11. The Head Clerk, Budget & Accounts section, Kharagpur Division.
12. All Range Officers (Territorial) & AFR, Kharagpur Division.
13. Notice Board, Kharagpur Division.

Divisional Forest Officer  
Kharagpur Division