



Government of West Bengal
Directorate of Forests
Office of the Divisional Forest Officer, Howrah Division
Dalmia Park, Stadium Complex, Howrah-711101.
Phone & Fax-2641-1772, E-mail : dfohowrah@gmail.com

Memo No: 4126 / 3D-3/2018

Date: 01 /11/2018

**E-TENDER FOR PROCUREMENT OF JUTE BAGS WITH PRINTED LOGO
FOR SABUJSHREE PROGRAMME**

E- TENDER NOTICE No. : - 11/HD/NIT/ JUTE BAGS OF 2018-19

1. General Guidance for e-Tendering

1.1 Instructions / Guidelines for tenderers for electronic submission of the tenders online have been shown in Web site <https://wbtenders.gov.in>

1.2 Registration of Contractors

Any agency willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-Procurement System.

1.3 Digital Signature Certificate (DSC)

Each contractor/agency is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders

1.4 Collection of Tender Documents

The contractor/agency can search and download NIT and tender documents electronically from computer once he logs on to the website mentioned in Clause 1.1 using the Digital Signature Certificate. This is the only mode of collection of tender documents

1.5 Participation in more than one work

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job. A prospective Tenderer (including his participation in partnership) shall be allowed to participate in a single work as mentioned in the List of Work(s) of this NIT.

2. Submission of Tenders:

2.1 General process of submission:

Tenders are to be submitted online through the website stated in Clause 1.1 in two folders, at a time for each work, one is Technical Proposal and the other is Financial Proposal, before the prescribed date and time mentioned in the list attached. Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. Tenderers should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

2.2 Technical Proposal

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

A. Technical File (Statutory Cover) containing

i. NOTICE INVITING E-TENDER (NIT) (to be submitted in "NIT" Folder)

ii. Section B (Form I, Form II Form III Form IV and AFFIDAVIT - Y)(to be submitted in "FORMS" Folder.)

iii. Earnest Money Deposit (EMD) and the cost of Tender Documents (Tender Fees) is to be remitted by the Tenderer as mentioned in column no. 5 and 6 of the table for List of Works through GRIP Portal of Finance Department, Government of West Bengal in favour of Divisional Forest Officer, Howrah, P & G Circle, W.B. A scanned copy of challan / Receipt obtained after deposition of Earnest Money Deposit (EMD) / cost of tender documents (if any shall have to be uploaded (to be submitted in “DRAFTS” Folder)

iv. Instructions to Bidders. (to be submitted in “ITB” Folder)

v. General Terms & Conditions Of Contract. (to be submitted in “ GT AND CC” Folder)

vi. Technical Specification. (to be submitted in “TS” Folder)

vii. Drawing if Any to (“DRAWING” Folder)

Note: a) Technical Bid & Financial bid both will be submitted concurrently duly digitally signed in the Website: <https://wbtenders.gov.in>

Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender Schedule

b) Addenda/Corrigenda if published, bidders are to keep track of all the Addendum/Corrigendum issued with a particular tender and upload all the above digitally signed along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as informal and liable to be rejected.

My Document (Non-Statutory Cover)

Sl. No.	CATEGORY NAME	DOCUMENT NAME	
A	CERTIFICATES	1	P.T. deposit receipt Challan
		2	GST Registration Certificate
		3	I.T.R. Acknowledgement Receipt
		4	I.T. PAN Card
		5	Voter ID Card
B	COMPANY DETAILS	1	Proprietorship Firm - Trade Licence.
		2	Partnership Firm - Registered Partnership Deed, Registered Power Attorney, Trade licence.
		3	Pvt. Ltd. Company - Registration Certificate under Company's Act, MOA & AOA, Registered Power of Attorney, Trade licence.
C.	CREDENTIAL	1	Experience Profile - List of completed Projects of similar/related nature (as mentioned in NIT Section - B, Form - V).
		2	Completion Certificate from the concerned purchaser with completion certificate.
D	FINANCIAL INFORMATION	1	Authenticated copy
		2	Only Payment Certificate of work issued by the Concerned AUTHORITY and not the TDS certificate
E	STRUCTURE & ORGANISATION	1	Details of Structure and Organisation (NIT-Section - B, Form - III)
	AFFIDAVIT	2	An affidavit made that no adverse report against the bidder (NIT Section - B, Affidavit - Y)

2.3. Financial Proposal

The financial proposal should contain the Bill of Quantities (B.O.Q.) in one cover (folder). The contractor is to quote the rate in the space marked for quoting rate in the B.O.Q.

Only downloaded copy of the B.O.Q. are to be uploaded quoting the rate, virus scanned & digitally signed by the contractor.

3. Eligibility Criteria for participation in tender:

(a) All categories of intending Tenderers shall have satisfactorily completed as a prime agency during the last 3 (three) years prior to the date of issue of this Tender Notice either of the following:

- (i) At least one job (supply of jute bag or similar/related product) of similar nature with an estimated cost equal to or more than the estimated cost put to this notice ; or
- (ii) At least two job of similar/related nature with an estimated cost of each of the works equal to at least 50% of the estimated cost put to this notice in any one year ; or
- (iii) At least three job of similar/related nature with an estimated cost of each of the works equal to at least 33% of the estimated cost put to this notice in any one year,

(b) Provided that such similar/related supplies should have been implemented in Government Department, Zilla Parishad, Government undertaking / Statutory Bodies constituted under the statute of the Government. Completion Certificate indicating Estimated Amount, Value of work-done, date of completion of the work and detail communicational address along with contact number of the Client should be submitted. [Non-statutory Documents]

(c) For the purpose of this project 'similar works' would mean supply of similar type of jute bag/related products in any Govt. /Undertaking / reputed MNCs etc.

(d) All categories of prospective Tenderers shall have to submit valid and up to date Professional Tax receipt Challan, VAT Registration Certificate, Income Tax Return Acknowledgement Receipt, PAN Card issued by Income Tax Department, Voter ID Card and Trade Licence in respect of the prospective Tenderer. [Non-statutory Documents]

(e) Where an individual person holds a Certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while submitting any tender for and on behalf of such company or firm, invariably submit a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to submit such tender. The Power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908. [Non-statutory Documents]

(f) Neither prospective Tenderer nor any of the constituent partners had been debarred to participate in any Tender by the P.W.D., P.W.(R)D & P.W.(C.B.)D, Housing Department, W.B. or C.P.W.D. or M.E.S or Railways; during the last 5 (five) years prior to the date of this NIT. Such debarring will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format). [Non-statutory Documents]

(g) The partnership firm shall furnish the Registered Partnership Deed and the Company shall furnish the Memorandum of Association (MOA) and Article of Association (AOA.) [Non-statutory Documents]

(h) Registered Co- operative Societies are required to furnish the following documents : - [Non-statutory Documents]

- i) Current "No Objection Certificate" from the Assistant Registrar of Co-operative Societies.
- ii) Supporting documents showing area of operation.
- iii) Bye-laws duly approved by the Assistant Registrar of Co-operative Societies.
- iv) Name with address and signature (in original) of the present Board of Directors of the Co-operative Society.
- v) Copies of Minutes of last Annual General Meeting and Audit Report of the Co-operative Society with the evidence of submission of the same to the concerned Authorities, duly attested.

(i) The prospective Tenderers or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility.

(j) Joint Ventures will not be allowed.

(k) A prospective Tenderer shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If the prospective Tenderer is found to have applied severally in a single job, all his applications will be rejected for that job.

(l) A prospective Tenderer (including his participation in partnership) shall be allowed to participate in **only one work** as mentioned above in the List of Work(s) conforming to and limited to this N.I.T.

(m) No conditional/incomplete Tender will be accepted under any circumstances

(n) Factory License optional.

(o) Labour registration Certificate optional along with trade license.

4. Opening of Technical Proposal

Technical proposals will be opened by the authorized representatives electronically from the website stated in Clause 2.1, using their Digital Signature Certificate.

Intending tenderers may remain present, if they so desire.

Cover (Folder) for Statutory Documents should be opened first, if found in order, Cover (Folder) for Non-statutory Documents will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.

Decrypted (transformed into readable formats) documents of the Non statutory Cover will be downloaded, and handed over to the Tender Evaluation Committee (constituted for evaluation of tenders).

5. Uploading of summary list of technically qualified tenderers (1st round)

Pursuant to scrutiny and decision of the Tender Evaluation Committee (TEC), the summary list of eligible tenderers with the serial number of work(s) for which their Financial Proposals will be considered will be uploaded in the web portals.

While evaluation, the Committee may summon the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated time frame, their proposals will be liable for rejection.

6. Final publication of summary list of technically qualified tenderers

Date of opening of financial bid will be intimated in the final summary list in due course.

7. Opening and Evaluation of Financial Proposal

Financial proposals of the tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal stated on the prescribed date, normally after 2(two) working days of date of publication of final summary list of the tenderers.

The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.

After evaluation of Financial Proposal, by the appropriate Authority of WBFOR, may upload the final summary result containing inter-alia, name of contractors and the rates quoted by them against each work provided Tender evaluation committee is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate.

8. Procedures to be followed when one / two technically qualified tenderers participated in any tender:

Financial bid of technically qualified single / two tenderers may not be opened immediately.

2nd call may be invited immediately after technical evaluation and uploading the list of the technically qualified bidders(s) of the 1st call. If such bidder(s) technically qualified in the 1st call intend(s) to change their rates quoted in the 1st call, they are to purchase tender paper afresh. In case of non purchase, the rates quoted in the 1st call would remain valid. After selection of technically qualified tenderers for 2nd call (in case new tenderer other than the existing tenderer of the 1st call), financial bid of both 1st and 2nd call would be opened. Financial evaluation would be made in a combined way considering both 1st and 2nd

call. However, in case tenderer(s) of 1st call submit(s) fresh tender in 2nd call, rates of 2nd call should be considered in the process of evaluation.

9. Acceptance of Tender (Technically eligible/qualified)

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself 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 accepted rate after formal consultation with L1 (accepted rate) bidder and taking consent of L1 bidder for smooth & quick completion of the work.

10. Penalty for suppression / distortion of facts

If any tender 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 Evaluation Committee within a specified time frame or if any deviation is deleted 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 for a 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the WBFOR may take appropriate legal action against such defaulting tenderer.

11. Schedule of Dates:

Sl. No.	Particulars	Date & Time
1	Date of uploading N.I.T. Documents–Online (Publishing Date)	01/11/2018
2	Documents download start date (Online)	02/11/2018 (10.00 a.m.)
3	Documents download end date (Online)	16/11/2018 (04.00 p.m.)
4	Bid submission start date (Online)	02/11/2018 (10.00 pm)
5	Bid submission closing date (Online)	16/11/2018 (up to 4.00 p.m.)
6	Date of submission of original challans received after deposition of Earnest Money Deposit & Cost of Tender Documents (Offline)	16/11/2018 (up to 4.00 pm)
7	Bid opening date for Technical Proposal (Online)	19/11/2018 (11.00 a.m.)
8	Date of uploading technically qualified bidders (Online)	To be notified in due course
9	Date of opening Financial Bids (Online)	To be notified during uploading of Technical Evaluation Sheet of bidders
10	Date of uploading of list of bidders along with final rate, after negotiation with all tenderers if necessary (Offline)	To be notified in due course.

Last date & time of submission of bids online is 16/11/2018 at 4.00 p.m.

Original copies of challan as Cost of Tender Documents & EMD to be submitted physically in Office 16/11/2018 up to 4.00 p.m.

- Note:
- 1). In case of any unscheduled holiday or on days of Bandh or natural calamity on the aforesaid dates, the next working day will be treated as scheduled / prescribed date for the same purpose.
 - 2). The Tender Inviting Authority may change the venue of opening the Technical or Financial Bids in case of exigent circumstances like breakdown of communications link or conditions of force majeure.
 - 3). The Tender Inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.

Notice Inviting e-Tender: - 11 / HD / NIT / JUTE BAGS OF 2018-19

The Divisional Forest Officer, Howrah, West Bengal, on behalf of the Governor, West Bengal invites e-tenders for the following work from the eligible Suppliers/Agencies as detailed in the table below. [Collection (downloading) and Submission (uploading) of Tender can be made online through the website <https://wbtenders.gov.inonly>].

11. List of Work(s):

Sl. No.	Name of work	Tender Fees And EMD Payable to	Estimated Amount Put to tender (Rs.)	Amount of Earnest Money to be deposited (Rs.)	Cost of tender documents (Tender Fees, in Rs.)	Period of Completion of the work
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	e-TENDER FOR SUPPLY OF JUTE BAGS WITH PRINTED LOGO FOR SABUJSREE PROGRAMME	Divisional Forest Officer, Howrah at: Howrah	*Rs.20,00,000/- (Rupees twenty lakh) only	**Rs. 40,000/- (Rupees forty thousand) only	Rs. 1000/- (Rupees one thousand) only	7 (seven) Days

***/** Earnest Money and Cost of tender documents should be deposited through GRIPS Portal of Finance Department, Govt. of West Bengal in favour of Divisional Forest Officer, Howrah Division, P & G Circle, W.B. and copy of challan (original) to be submitted in office as per date .**

12. Brief details on the nature of work:

2 .a)	Name of the project	:	Tender for supply of JUTE BAGS in Office of the Divisional Forest Officer, Howrah Division
2.b)	Project ID	:	---
2.c)	Job ID	:	---
2.e)	Nature of Work	:	Supply of Jute Bags as per specification in Office of The Divisional Forest Officer, Howrah
2.f)	Contractors eligible to submit the tender	:	<p>Agencies supplying Bags/ Stationeries etc in P.W.D /W.B. , C.P.W.D., M.E.S., Railways and other bonafide agencies having entitlement for supply of jute bags and having sufficient and adequate credentials for similar/related type of job of estimated amount put to tender of similar/related nature of jobs within the last 3 (three) years</p> <p>i) At least one job of similar/related nature with an estimated cost equal to or more than the estimated cost put to this notice ; or</p> <p>ii) At least two jobs of similar/related nature with an estimated cost of each of the supply order equal to at least 50% of the estimated cost put to this notice in any one year ; or</p> <p>iii) At least three jobs of similar/related nature with an estimated cost of each of the jobs/orders equal to at least 33% of the estimated cost put to this notice in any one year.</p>

13. Tender Document costs (Tender Fees) & Earnest Money Deposit (EMD):

- a) Earnest Money Deposit (EMD) and the cost of Tender Documents (Tender Fees) is to be remitted by the Tenderer as mentioned in column no. 5 and 6 of the table for List of Works through GRIP Portal of Finance Department, W.B, in favour of “Divisional Forest Officer, Howrah Division, AFR Range, Parks & Gardens Circle”, payable in Howrah, W.B.
- b) There is no exemption of any kind for any of the eligible suppliers/ agencies towards cost of tender document fee or EMD.
- c) Refund of EMD: The EMD of the unsuccessful Tenderers deposited in favour of “Divisional Forest Officer, Howrah Division” will be refunded without any interest on receipt of application addressed to the Divisional Forest Officer, Howrah Division, from Tenderers as per relevant Govt. Rules. The refund will be made after receipt of application without any interest.
- d) Intending Tenderers should download the Tender Documents from the website <http://wbtenders.gov.in> indirectly with the help of Digital Signature Certificate.
- e) *The original instrument (CHALLAN) towards the cost of Tender Documents (Tender Fees) and Earnest Money Deposit (EMD) should be submitted physically by the Tenderer in the office of the Divisional Forest Officer, Howrah Division, Dalmia Park, Stadium Complex, Howrah-711101 as per the 'Date & Time Schedule' stated in Sl. No.11. of this N.I.T.*
- f) In case of partnership firm(s), the pledged instrument(s) must reflect the name(s) of the firm as well as the name(s) and address (es) of the partner / partner who is/are authorized to pledge the same as per valid partnership deed(s).
- g) Both Technical Bid and Financial Bid should be submitted duly digitally signed by the Tenderer through the website <http://wbtenders.gov.in> as per the 'Date & Time Schedule' stated in Sl. No.03. of this N.I.T. (Details of which has been narrated in 'Instruction to Bidders')

14. Opening of Tender:

- (a) The Technical Bid shall be publicly opened by the authority receiving tender or by his authorized representative, as per the Date & time Schedule mentioned in NIT in the office of the *Principal Chief Conservator of Forests & Head of Forest Force, West Bengal, Aranya Bhawan, Block LA-10A, Sector-III, Salt Lake City, Kolkata-700 098 .*
 - (b) Prospective Tenderers or their authorized representatives may be present during the opening process.
 - (c) Financial Bids of only those tenderers who would qualify in the Technical Bid evaluation will be opened.
 - (d) The Divisional Forest Officer, Howrah Division, W.B. or his authorized representative opening the Financial Proposal may call for Open Bid/Seal Bid after opening of the said tender to obtain the suitable rate further, if required. If any of the Tenderers or their representatives fails to attend during this process no subsequent objection would be entertained under any circumstances at any later date or time.
1. The intending Tenderers shall clearly understand that whatever may be the outcome of the present Invitation of Tender, no cost of Tendering shall be reimbursable by the Government. The Divisional Forest Officer, Howrah Division, W.B. reserves the right to reject any tender or all Tenders without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Tenderer at any stage of Tendering.
 2. The acceptance of the tender rests with the Divisional Forest Officer, Howrah Division, W.B. who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all the tenders received without assigning any reason thereof.
 3. Intending Tenderers at their own cost and risk are encouraged to contact with tender inviting authority or his authorised representative and get themselves thoroughly acquainted with the specification of JUTE BAGS to be supplied as this factor may affect their rates. Contact nos. of Divisional Forest Officer, Howrah Division, W.B. (033-2641-1772) or email (dfohowrah@gmail.com) about the time and date of the visit.
 4. **VALIDITY OF BIDS:**
Bid shall remain valid one year from the date of acceptance of the rate and the bidder / tenderer may

have to supply Jute Bags at the same rate (accepted rate) within one year as and when necessary. If any Tenderer withdraws his offer before Bid validity period without giving any satisfactory explanation for such withdrawals, he may be disqualified for submitted tender to this Office and Directorate of Forests, Government of West Bengal for a minimum period of 1 (one) year and legal action will be taken against him.

5. VERIFICATION OF CREDENTIALS/ONSITE PROJECTS:

Before issuance of the work order, the Tender Accepting Authority may verify the credential and other documents of the lowest Tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest Tenderer is either manufactured or false in that case, work order will not be issued in favour of the Tenderer under any circumstances and legal action will be taken against him.

6. CANCELLATION OF TENDER:

The Divisional Forest Officer, Howrah Division, W.B. reserves the right to cancel this N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

7. SECURITY DEPOSIT:

The successful Tenderer to whom a Letter of Acceptance has been issued shall submit within 07 (seven) days from the date of Letter of Acceptance, deposit an amount of Rs. **2,00,000.00 (Rupees two lakh thousand)** (10 % of total value) only in favour of "Divisional Forest Officer, Howrah Division, W.B., AFR Range, Parks & Gardens Circle". Failure in depositing this amount and / or in submission within the specified time shall render the contract liable to termination without reference to the contractor and in such case; the deposited earnest money shall stand forfeited to the government. After submission of Security Deposit an agreement as per given format shall have to signed on Stamp Paper (cost of Stamp Paper shall be born by tenderer) and signed agreement shall have to notarized from Public Notary. After that formal work order will be issued. Security Deposit will be released after completion of entire supply without any interest.

8. TECHNICAL SPECIFICATION AND QUALITY OF WORKS:

Unless otherwise stipulated all the works are to be done as per the Technical Specifications of the tender document.

9. DEDUCTION OF TAXES ETC:

Deduction of Income Tax (TDS)/ VAT (STDS) from the Contractor's Bill will be made as per Govt. rules.

10. REMOVAL OF DISCREPANCY:

If any discrepancy arises between two similar clauses on different notification, the Clause as stated in later notification will supersede former one in following sequence:-

- a. Form of Agreement
- b. Tender Form
- c. Technical Specifications
- d. General Terms and Conditions
- e. Instructions to Bidders
- f. N.I.T.

11. MOBILISATION ADVANCE/ COST OVER RUN:

No Mobilisation Advance and Secured Advance will be allowed. Time / cost overrun and consequent cost of escalation for any materials, labour, P.O.L. etc. will not be allowed.

12. Canvassing in connection with the tender is strictly prohibited in the Tender submitted by the Contractor.

13. The successful Tenderer shall have to submit three pcs. of **JUTE BAGS (as sample)** manufactured as per SPECIFICATION notified in this NIT within seven days of receipt of acceptance letter, for final selection and approval of designated committee. Supply order will be issued after final approval of the JUTE BAGS samples by the designated committee.

14. No tender shall be deemed to be fit for consideration unless the tender documents are fully and completely filled in. All information that may be asked from the Tenderer must be unequivocally furnished.

The eligibility of a Tenderer will be ascertained on the basis of the documents submitted by a Tenderer in support of eligibility criteria. If any document submitted by a Tenderer is found to be incomplete/incorrect/ manufactured / fabricated or false, his Tender will be out rightly rejected at any stage and legal action will be taken against him.

15. A Tenderer is to quote in figures as well as in words, his rates in the following forms as applicable in his cases against the items of works put to tender of the tender form (BOQ).

The rate shall be clearly and legibly written and the whole writing must be by the hand of the person signing the tender and the same pen and ink. Erasing and over writing SHALL NOT BE ALLOWED. Correction in the rate should be avoided but if this becomes unavoidable, the entire rate and not a portion only shall be scored out and signed (not simply initialled) by the Tenderer in token of such cancellation. A fresh rate in one of the specific form and in the specified manner shall then be correctly written.

16. In the event of a tender being submitted by a firm, it must be signed by a member or members of the firm having legal authority to do so and if called for, legal documentations in support thereon must be produced for inspection and in the case of a firm carried out by one member family it must disclose that the firm is duly registered under the Indian Partnership Act.

17. The Tenderer must sign at the bottom of each page of the tender documents as a proof of acceptance of terms and conditions of the Tender. Overwriting shall not be allowed. All corrections, alternations etc. must be duly signed.

18. It must be clearly understood that the quantities of the items indicated in the schedule are Probable & approximate only and may be appreciably increased or decreased during actual execution. The bidder shall remain effected by alteration.

RATES ARE FIRM FOR THE PERIOD OF THE PROJECT. NO RATE WILL BE CHANGED DURING THE ENTIRE PERIOD OF WORK.

**Divisional Forest Officer
Howrah Division, WB**

Memo No: 4126/3D-3/2018

Date: 01 /11/2018

Copy forwarded for kind information to:

1. The Principal Secretary, Department of Forests, Govt. of West Bengal.
2. The Principal Chief Conservator of Forests, & Head of Forest Force, West Bengal.
3. The Principal Chief Conservator of Forests, General, West Bengal.
4. The Chief Conservator of Forests, Conservation & Extension, West Bengal.
5. The Conservator of Forests, P & G Circle, West Bengal.
6. The Guard File

Sd/-
**Divisional Forest Officer
Howrah Division, WB**

1. OPENING & EVALUATION OF TENDER

A) Opening of Technical Proposal

i) Technical proposals will be opened by the Tender Inviting Authority or his authorized representative as per the Date & Time schedule mentioned in the N.I.T. electronically from the website stated in Clause 2 of this NIT using their Digital Signature Certificate.

ii) Intending tenderers are encouraged to be present for observing the tendering opening procedure.

iii) Statutory Cover shall be opened first and if found in order, Non-Statutory cover will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.

iv) Decrypted (transformed in to readable formats) documents of the Statutory and Non Statutory Cover will be downloaded by the Tender Opening Authority.

v) **Declaring summary list of technically qualified tenderers:-**

a. Pursuant to scrutiny and decision of the Tender Opening Authority, the summary list of technically qualified tenderers and the serial no. of work for which their proposal will be considered will be uploaded in the web portal and also that of the Directorate of Forests, Government of West Bengal as per feasibility. The list would be displayed vide notice board of the Tender Inviting authority, viz. Divisional Forest Officer, Howrah Division, W.B.

b. During evaluation, the Tender Opening Authority may summon the tenderers and seek clarification /information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

c. All prospective tenderers who fulfil the eligibility criteria conditions stipulated in Cl.(6) of this NIT become technically qualified for further process subject to provisions of Sub-Clause 7 v).(a) and 7.v).(b) mentioned above.

B) Opening of Financial Proposal

i. The financial proposal of the technically qualified tenderers will be opened by the Tender Opening Authority or his Authorized representative electronically as per the Date & Time Schedule mentioned in the N.I.T. from the website using their Digital Signature Certificates.

ii) Intending technically qualified tenderers are encouraged to be present during this process.

iii) Decrypted (transformed in to readable formats) B.O.Q. would be downloaded by the Tender Opening Authority.

PENALTY FOR SUPPRESSION / DISTORTION OF FACTS

If any Tenderer fails to produce the original hard copies of the documents (specifically the completion certificates and audited balance sheets), or any other documents on demand of the Tender Opening Authority within specified time frame or if any deviation is detected in the submitted documents or if there is any suppression of facts, the tender will be rejected outright and appropriate legal action may be taken by the Government against such Tenderer.

AWARD OF CONTRACT

a) The Tender Inviting Authority reserves the right to accept or reject any Tender and to cancel the Tendering processes and reject all Tenders at any time and prior to the Award of Contract without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

b) The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter.

c) The notification of award will constitute the formation of the Contract.

d) The Agreement will incorporate all agreements between the Tender Accepting Authority and the successful Bidder. All the tender documents including NIT & B.O.Q. will be the part of the Contract Document.

Sd/-
Divisional Forest Officer
Howrah Division

Section - B

**FORM-I
APPLICATION**

To,
Divisional Forest Officer
Howrah Division
Dalmia Park, Stadium Complex,
Howrah-711101

Subject: (Name of the Work with Tender reference no.) _____

Reference :(N.I.T. No.) : 11/HD/NIT/ JUTE BAGS OF 2018-19

Dear Madam,

Having examined the Statutory, Non-statutory and NIT documents; I/We hereby submit all the necessary information and relevant documents for evaluation.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for application and for completion of the contract documents is attached herewith.

I/We are interested in bidding for the work mentioned above

I/We understand that:

- a. Tender Inviting Authority and Accepting Authority can amend the scope and value of the contract bid under this project.
- b. Tender Inviting Authority and Accepting Authority reserve the right to reject any tender without assigning any reason.

The application is made by me/us on behalf of _____ in the capacity of _____ duly authorized to submit the tender.

Enclosure:

- (1) Technical Proposal (Envelop-1/Folder)
- (2) Financial Proposal (Envelop-2/Folder)

Date: _____

Signature of authorized officer of the Farm: _____

Title & Capacity of the officer: _____

Name of the Firm with Seal: _____

Section - B

AFFIDAVIT - Y

(To be furnished in Non-judicial stamp paper of appropriate value duly notarized)

- (I) I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted, proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the undersigned.
- (II) The undersigned also hereby certifies that neither our firm M/S _____ nor any of constituent partners had been debarred to participate in tender by the Directorate of Forests /Government of West Bengal or any of the Statutory Bodies or Government Organizations in favour of whom credentials are preferred by the undersigned towards eligibility criteria claim; during the last 5 (five) years prior to the date of this N.I.T.

- (III) The undersigned would authorize and request any Bank, person, Firm, or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Divisional Forest Officer, Howrah Division, W.B. Herein referred to as the Tender Inviting & Accepting Authority, to verify this statement.
- (IV) The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Tender Inviting & Accepting Authority.
- (V) Certified that I have applied in the tender in the capacity of individual/as partner of a firm & I have not applied severally for the same job.

Date:_____

Signature of authorized officer of the firm:_____

Title & Capacity of the officer:_____

Name of the Firm with Seal:_____

**Section-B
FORM II
(TO BE FILLED UP BY TENDERER)**

To,
Divisional Forest Officer
Howrah Division

Dear Sir/ Madam,

Ref:- Work of
Tender Reference No.: **11 /HD/NIT/ JUTE BAGS OF 2018-19**

I/We refer to the tender notice issued by you for the works Procurement of Jute Bags in the Office of the Divisional Forest Officer, Howrah Division, in connection with the above.

1. I/ We do hereby offer to perform, provide execute, complete and maintain the works in conformity with the drawings, conditions of contract, specifications, Schedule of Quantities for the sum of Rs.....(quoted in Financial BOQ).
.....) only at the respective quoted ITEM WISE rates mentioned in the Schedule of Quantities .
2. I/ We have satisfied myself/ ourselves as to the site conditions, examined the drawings and all aspects of tender conditions, subject above, I/ We hereby agree, should this tender be accepted in whole or in part , to:
 - (a) Abide by and fulfil all the terms and provisions of the said conditions annexed hereto;
 - b) Complete the works within.....days.
3. I/ We have deposited the earnest money of Rs..... (Rupees..thousand) only which, I/ We note that deposited EMD, will not bear any interest and is liable for forfeiture.

Or

 - (i) If our offer is withdrawn within the validity period of acceptance.
 - (ii) If the contract is not executed within 15 days from the date of receipt of the letter of acceptance. Or
 - (iii) If the work is not commenced within 10 days after issue of work order/ handing over of the site which ever is later.
4. I/ We understand that you are not bound to accept the lowest or any tender you receive.

Yours faithfully,

Signature.....

Designation :

Address :

Name of Partners of our Farm:

Section - B

**FORM - III
STURCTURE AND ORGANISATION**

A.1. Name of the applicant (Tenderer):

A.2. Office Address:

Telephone No.:

Fax No.:

A.3. Name and address of Bankers:

A.4. Attach an organization chart showing the structure of the company with names of key personnel and technical staff with Bio-data

Date:_____

Signature of authorized officer of the firm:_____

Title & Capacity of the officer:_____

Name of the Firm with Seal:_____

Note: Application covers Proprietary Firm, Partnership, Pvt. Ltd. Company or Corporation

Section-B

**FORM- IV
EXPERIENCE PROFOILE**

LIST OF PROJECTS COMPLETED THAT ARE SIMILAR/RELATED IN NATURE TO THE WORKS [REFER PARA 6 (a)
(i) (ii) (iii) -ELIGIBILITY CRITERIA]

Name of the Employer	Name, Location and nature of work	Name of authorized supervisor with designation	Contract price in Indian Rupees	Percentage of participation of Company	Original date of starting work	Original date of completion of work	Actual date of starting of work	Actual date of completion of work	Reasons for delay in completion

Note : a) Certificate from the employers to be attached . b). Non-disclosure of any information in the schedule will result in disqualification of the firm.

Date.....

Signature of authorized officer of the farm:

Title and capacity of the officer:

Name of the firm with seal:

INSTRUCTION TO BIDDERS (ITB)

Section - A

1. GENERAL GUIDANCE FOR e-TENDERING

Instructions / Guidelines for prospective tenderers for electronic submission of the tenders online may be obtained from the site, <http://wbtenders.gov.in> to participate in e-Tendering process.

2. REGISTRATION OF CONTRACTOR

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <http://wbtenders.gov.in> ; the contractor is to click on the link for e-Tendering site as given on the web portal.

3. DIGITAL SIGNATURE CERTIFICATE (DSC)

Each contractor is required to obtain a Class-II or III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause 2. DSC is given as a USB e-Token.

4. COLLECTION OF NIT & TENDER DOCUMENTS

The contractor can search & download NIT & Tender Documents electronically from computer once he 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. PARTICIPATION IN MORE THAN ONE WORK

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied repeatedly in a single job, all his applications will be rejected for that job. A prospective Tenderer (including his participation in partnership) shall be **allowed to participate in a single work** as mentioned in the List of Work(s) of this NIT.

6. SUBMISSION OF TENDER

General process of submission: Tenders are to be submitted online through the website stated in Clause 2 in two folders at a time for each work, one in Technical Proposal & the other in Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

A) TECHNICAL PROPOSAL

The Technical proposal should contain scanned copies of the following Tender documents in two covers (folders) namely Statutory Cover and Non-Statutory Cover:

A-1) Statutory Cover containing

- i) Application (ITB, Section B (Form I, Form II Form III Form IV)
- ii) Challan towards cost of tender documents (Tender Fees) as prescribed in the N.I.T. against each serial of work in favour of "Divisional Forest Officer, Howrah Division", P & G Circle, W.B..
- iii) Challan towards Earnest Money Deposit (EMD) as prescribed in the N.I.T. against each of the serial of work in favour of "Divisional Forest Officer, Howrah Division", P & G Circle, W.B., payable in Howrah.
- iv) NIT (properly downloaded, digitally signed and uploaded)
- v) ITB (properly downloaded, digitally signed and uploaded)
- vi) *Tender Form (properly downloaded, digitally signed on both the pages and upload the same except quoting rate, quoting rate will only be encrypted in BOQ in Financial Bid). In case any rate is quoted in Tender Form, the tender is liable to be summarily rejected.*
- vii) Technical Specifications (properly downloaded, digitally signed and uploaded)

A-2) Non-Statutory Cover containing:

- I) Certificates:
 - a) Valid and up to date Professional Tax (P T) deposit receipt challan.
 - b) VAT registration Certificate.
 - c) Income Tax Return Acknowledgement Receipt.
 - d) Income Tax PAN Card.
 - e) Voter I Card
- II) Proprietorship Firm - Trade Licence
- III) Partnership Firm - Registered Deed of partnership Firm, Registered Power of Attorney, Trade Licence.
- IV) Private Limited Company - Registration Certificate under Company Act, Memorandum of Association (MOA) & Articles of Association (AOA), Registered Power of Attorney, Trade Licence.

Registered Co-operative Societies / Labour Co.- Op. Societies are required to furnish the following valid and up to date documents : -

- a) Current "No Objection Certificate" from the Assistant Registrar of Co-operative Societies.
- b) Supporting documents showing area of operation.
- c) Bye-laws duly approved by the Assistant Registrar of Co-operative Societies.
- d) Name with address and signature of the present Board of Directors of the Co-operative Society.
- e) Minutes of last Annual General Meeting and Audit Report of the Co-operative Society with the evidence of submission of the same to the concerned Authorities.
- VI) Organization chart showing the structure of the company with names of Key personnel and Technical Staff with Bio-data along with Structure & Organization. (ITB, Section - B, Form - III).
- VII) Affidavit (Ref:- format shown in "Affidavit - Y" of ITB, Section -B).
- VIII) Credential for satisfactorily completion as a prime agency during the last 3 (three) years prior to the date of issue of this Tender Notice will be as stated below:

- (a) All categories of intending Tenderers shall have satisfactorily completed as a prime agency during the last 3 (three) years prior to the date of issue of this Tender Notice either of the following :

At least one work of similar/related nature with an estimated cost equal to or more of the estimated cost put to this notice;

Or

At least two works of similar/related nature with an estimated cost of each of the works equal to at least 50% of the estimated cost put to this notice in any one year ;

Or

At least three works of similar/related nature with an estimated cost of each of the works equal to at least 33% of the estimated cost put to this notice in any one year,

- (b) Provided that such similar/related works should have been implemented in Government Department, Zilla Parishad, Government undertaking / Statutory Bodies constituted under the statute of the Government. Completion Certificate indicating, Value of commodities supplied, date of completion of the supply and detail communicational address along with contact number of the Client should be submitted. In the case of works undertaken for P.W.D./ C.P.W.D./ M.E.S./ Railways, a Completion Certificate from the concerned Executive Engineer will be treated as valid credential. [Non-statutory Documents]
- (c) For the purpose of this project 'similar/related works' would mean supply of jute bag / or any other type of bags made from Jute only in offices mentioned above.

Completion Certificate indicating Estimated Amount, Value of work-done, date of completion of the work and detail communicational address along with contact number of the Client should be submitted by the tenderer. Completion Certificate from the concerned Executive Engineer only will be treated as valid credential. & Experience Profile (ITB, Section - B, Form - V)

Note:- Failure of submission of any of the above mentioned documents will render the tender liable to be summarily rejected for both Statutory & Non Statutory Cover.

The above stated statutory/non-statutory/technical documents should be uploaded in the following manner

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder. Next Click the

tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sd/-
Divisional Forest Officer
Howrah Division

GENERAL TERMS & CONDITIONS OF CONTRACT

1. Design:

The work is to be carried out in accordance with specification and design related to this contract and specification, the priced schedule of probable items with approximate quantities and directions or instructions which may be issued by the Employer or his representative from time to time during the execution of the contract.

2. Interpretations:

In constructing these conditions, the specifications the schedule of quantities, tender and Agreement, the following words shall have the meaning herein assigned to them except where the subject of context otherwise requires:

I) The term EMPLOYER/AUTHORITY shall mean Divisional Forest Officer, Howrah Division, West Bengal, Directorate of Forests, **Dalmia Park, Stadium Complex, Howrah-711101** and include its successor and assigns or the Officers authorized to deal with any matters which those presents are concerned on its behalf.

II) The term REPRESENTATIVE shall mean Authorized Official of the Divisional Forest Officer, Howrah Division, W.B.

III) SUPPLIER shall mean the firm or company whose tender has been accepted by the employer and includes his (their) heirs, legal representative assigns and successors.

IV) This CONTRACT shall mean Articles of Agreement, these conditions, the schedule of quantities, the general instructions to the Contractor, the specifications, and correspondences by which the contract is added, amended, valued or modified in any way by mutual consent.

V) ACT OF INSOLVENCY shall mean any act of insolvency as desired by the Presidency Towns Insolvency Act or the Provincial Insolvency Act or any amending statutes.

VI) THE WORKS shall mean the work or works to be executed or done under this contract.

VII) The SCHEDULE OF QUANTITIES, BILL OF QUANTITIES shall mean the Schedule or Quantities as specified and forming part of contract.

VIII) NOTICE IN WRITING or WRITTEN NOTICE shall mean a notice in writing typed or printed characters sent (unless delivered personally) or otherwise proved to have been received by Registered Post to the last known private or business address as registered office of the addressee and shall be deemed to have been received when in the ordinary course of post it would have been delivered. If the employer feels that the contractor (who has signed the agreement) should himself come & personally meet to the employer for necessary discussion in connection with the work; he must contact personally. In case the contractor (not his authorized person) does not meet personally and intentionally avoids or do not reply the letter, the matter will fall under the breach of the contract. The work progress should be in the proportionate of the time frame set forth for the completion of the works.

IX) The term APPROVED, DIRECTED or SELECTED means the approval direction or selection of the Employer and where ever the words ALLOW, INCLUDE, and PROVIDE occurs the cost of the items is as the risk of the supplier. COMPLETION shall mean that the TOTAL supply as per order on the basis of accepted rate has been totally completed.

3. Deviations:

No deviation from the contract will on any account be allowed unless an order in writing is obtained from the Employer.

4. Agreement:

The successful Tenderer shall have to enter into an agreement with the Employer. Stamp duty and all other costs connected with execution of such agreement shall be borne by the successful Tenderers.

5. Earnest Money & Security Deposit:

EARNEST MONEY:

Earnest money as notified in tender notice is to be deposited and respective challan to be uploaded along with the other documents of tender. No tender will be considered without the above deposit challan.

SECURITY DEPOSIT:

The successful Tenderer to whom a Letter of Acceptance has been issued shall submit within 02 (two) days from the date of Letter of Acceptance, deposit an amount equal to deposited EMD through GRIP PORTAL of FINANCE DEPARTMENT, W.B. in favour of the Divisional Forest Officer, Howrah Division, P & G Circle,." The EMD deposited earlier and the current deposit shall together constitute 2% (two percent) of the accepted value of tender and shall thus be converted as the Security Deposit of the contracted value of work. Failure to deposit the Security Deposit as aforesaid within the specified time will constitute a breach of the contract rendering the contract liable to termination with forfeiture of the security to the extent of amount of the initial Earnest money deposited with the tender without any reference to the Tenderer. The entire security deposit (including earnest money furnished with the tender, amount deposited at the time of execution agreement shall be held till the entire work order is completed all respects with the full satisfaction of the Employer. Employer shall not pay interest on the Earnest Money and Security Deposit. Security Deposit will be released only after 30 days of completion of whole supply order.

06. PAYMENT:

Payment shall be made to the Contractor by the Employer on the bills certified by the Representative of the Employer. ***Payment will be made through TREASURY (ONLINE MODE). Tenderer shall have to submit their Bank details (Name of Bank, Branch Code No. Bank A/C Number, IFSC Code no.etc. so that online transaction can be made smoothly without any delay. All statutory deductions like, I.Tax, , VAT/GST or any other cess that can be imposed by the Government will be deducted the from the submitted bill (s)etc.***

07. Escalation of Prices:

The rates quoted by the Contractor shall be firm throughout the tenure of the contract (including extension of time, if any granted) and will not be subject to any fluctuation due to increase in cost of materials, labour, sales tax, Octroi etc.

31. Settlement of Dispute, Arbitration:

Except where otherwise provided in the Contract, all questions and disputes relating to the meaning of the specifications, designs, and instruction herein before mentioned and as to the quality of materials used for making jute bags or as to any other question, claim, rights, matter, or things whatsoever, in any way arising out of or relating to the contract, design, specifications, instructions, orders or these conditions or otherwise concerning the works or the execution or failure or execute the same, whether arising during the process of supply of jute bags or after completion of supply or abandonment thereof shall be referred to the sole arbitration of the Chief Conservator of Forests, Conservation & Extension, Directorate of Forests, Govt. of West Bengal. Should the Chief Conservator of Forests, Conservation & Extension, West Bengal, be for any reason unwilling or unable to act as such arbitrator, such questions and disputes shall be referred to an arbitrator to be appointed by the DIRECTORATE OF FORESTS, GOVT OF WEST BENGAL. The award of the arbitrator shall be final, conclusive and binding both parties to this contract and no suit shall lie in Civil Court in respect of the award by the Arbitrator.

Sd/-
Divisional Forest Officer
Howrah Division

SPECIFICATIONS OF JUTE BAGS TO BE SUPPLIED

All the JUTE BAGS will be of:

1. SIZE: 30 CM X 20 CM X 20 CM (Height x Width & gusset).
2. Made with Laminated Jute (80 gm lamination).
3. Jute quality (PSI or porter sorting /inches) will be 15/14.
4. Jute colour to be natural (one side) and blue (three sides and bottom)
5. Bleached cotton made handle (body to body length of each handle will be 15 “) with rope.
6. Three ply polyester colour threads (from Vardman Threads Ltd/ Coats India Ltd)
7. SPECIFIC APPROVED LOGO WILL BE OF MULTI COLOUR (5 COLOUR) PLACED BY TENDER INVITING AUTHORITY.
8. Interested bidders are requested to quote their rate per bag only. All applicable taxes will be added with their quoted rate. Order for supply will depend on availability of fund; it may be more or less of 20 lakhs.

Sd/-
Divisional Forest Officer
Howrah Division