GOVERNMENT OF WEST BENGAL
DIRECTORATE OF FORESTS
OFFICE OF THE DIRECTOR, STATE FOREST TRAINING INSTITUTE,
HIJLI, KHARAGPUR – 721 306
DIST. PASCHIM MEDINIPUR, WEST BENGAL, PHONE – 03222 - 220077
E-MAIL – dirsftihijli@gmail.com/dirsfti.frd-wb@bangla.gov.in

TENDER NOTICE NO. NIT/19 – 28/SFTI HIJLI of 2022 – 23 under Director, State Forest Training Institute, Hijli.

*Sealed Tender to be addressed by name "**SMT. ANASUA ROY, WBFS, Director, State Forest Training Institute, Hijli**" and not by official designation are invited from the experienced and resourceful contractors/suppliers having credential of similar types of works/supplies. The details of works, locations, specifications etc. are mentioned in the Schedule – I, which is part of the terms and conditions enclosed herewith and as per the time schedule given in **Table – I.***

TABLE – I

A. Schedule of Dates :

Sl. No.	Key Activities	Date
1	Date of Publishing	18.07.2022
2	Tender paper sale starts	19.07.2022 12.00 p.m.
3	Last date of obtaining tender paper	26.07.2022 up to 12.00 p.m.
4	Last date for submission of tender documents (Technical bid with EMD & Financial bid)	26.07.2022 up to 1.00 p.m.
5	Technical bid opening time	26.07.2022 up to 3.00 p.m.
6	Financial bid opening time	After opening & scrutinizing of Technical bid (to be notified in due course)

TABLE – II

1	Office from where the tender paper can be purchased.	Office of the Director, State Forest Training Institute, Hijli, Kharagpur, Dist. – Paschim Medinipur, Pin – 721 306

SCHEDULE – I

1. Cost of Tender paper (each) - Rs. 750/-
2. Amount of Earnest Money - 2% of Estimated cost.
   Amount of Security Deposit - 3% of offered rate.
3. Schedule of Works:

Tender Notice No.	Details of the work including Specification	Location	Estimated Cost including GST	Cost of Earnest Money	Expected date of Completion of the Work
NIT/19/SFTI HIJLI of 2022 – 23	Building maintenance work at Director's Residence Quarter No. A1	SFTI, Hijli	2,50,000.00	5,000.00	30 days from the date of issuance of work order.
NIT/20/SFTI HIJLI of 2022 – 23	Building maintenance work at Assistant Director's Residence (presently used as Ladies Hostel) Quarter No. A2	SFTI, Hijli	2,50,000.00	5,000.00	30 days from the date of issuance of work order.
NIT/21/SFTI HIJLI of 2022 – 23	Building maintenance work at Faculty Quarter/Range Officer Quarter No. B1	SFTI, Hijli	1,50,000.00	3,000.00	30 days from the date of issuance of work order.
NIT/22/SFTI HIJLI of 2022 – 23	Building maintenance work at Faculty Quarter/Range Officer Quarter No. B2	SFTI, Hijli	1,50,000.00	3,000.00	30 days from the date of issuance of work order.
NIT/23/SFTI HIJLI of 2022 – 23	Building maintenance work at Group - C Quarter No. C1	SFTI, Hijli	1,00,000.00	2,000.00	30 days from the date of issuance of work order.
NIT/24/SFTI HIJLI of 2022 – 23	Building maintenance work at Group - C Quarter No. C2	SFTI, Hijli	1,00,000.00	2,000.00	30 days from the date of issuance of work order.
NIT/25/SFTI HIJLI of 2022 – 23	Building maintenance work at Group - C Quarter No. C3	SFTI, Hijli	1,00,000.00	2,000.00	30 days from the date of issuance of work order.
NIT/26/SFTI HIJLI of 2022 – 23	Building maintenance work at Administrative Building	SFTI, Hijli	2,50,000.00	5,000.00	30 days from the date of issuance of work order.
NIT/27/SFTI HIJLI of 2022 – 23	Repair & minor maintenance work at Common Hostel	SFTI, Hijli	1,36,455.00	2,729.00	30 days from the date of issuance of work order.
NIT/28/SFTI HIJLI of 2022 – 23	Repair & minor maintenance work at Executive Hostel	SFTI, Hijli	2,50,000.00	5,000.00	30 days from the date of issuance of work order.

TERMS & CONDITIONS :-

1) *Tender for execution of works / supply of goods as mentioned in the Schedule-**I** should be submitted in the prescribed tender paper which will be available in the office of the undersigned or from the Range offices mentioned in the Table **–II,** during office hours on the working days as per schedule given in Table-I on payment of the amount as mentioned in the schedule-**I** of the tender notice or to be downloaded from the website mentioned in Table-II.*
2) *The cost of the tender papers should be deposited in Demand Draft to the Attached Forest Ranger of this Division in case the forms are purchased from the Divisional office and the same to be submitted in the outer envelope.*
3) *The tender papers should be submitted in two bids process "Technical bid" and "Financial bid" and should be submitted in two separate envelops. The bids should be submitted neatly and all corrections, over typing etc. should be self-attested with seal.*

4) ***Eligibility Criteria :-***
Bonafide Govt. contractor having valid Income Tax PAN, Professional Tax Registration, Service Tax Registration Number, ESI Registration Number and license issued by the labour Commissioner, Govt. of West Bengal under the Contract Labour (R &A) Act, 1970 and having experience of completion of similar type of work during the last 3 financial years for a single contract not less than 50% of the estimated amount put to tender are eligible to participate. Regarding educational excursion the bidder should also required to possess license from competent authority as tour operator.

5) ***TECHNICAL BID:-***

i) *The sealed envelope containing Technical bid should be super-scribed with Tender Notice No. and the words "Technical Bid" should be written in bold letters.*

ii) *The technical bid should contain the tender documents signed on all pages as a proof of acceptance of terms and conditions of the tender by the tenderer along with the following documents:-*
   a) *General information about the organization in Form –IA.*
   b) *Summary of similar works implemented in Form-IB.*
   c) *Details of similar works implemented in the last 5 years in Form-IC.*
   d) *Copy of acknowledgement of Income Tax Return submitted regarding Income Tax paid for the last financial year.*
   e) *Copy of GST Registration Certificate.*
   f) *Copy of Professional Tax Registration Certificate.*
   g) *Copy of Licenses / Registration as applicable.*
   h) *Additional information, if any (optional).*

iii) *The Technical bid must not contain any pricing information.*

iv) *The address and Contact No. of the bidder should be clearly written on the envelope.*

6. ***FINANCIAL BID:-***

i) 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.

ii).The financial Bid as prescribed in the tender in form IIA should be filled up and sealed along with enclosures in a separate cover super-scribed as "Tender Notice No. and words "Financial Bid " should be written in bold letters.

iii). Address and contact No. of the Bidder should clearly be written on the cover.

iv).Financial Bid format is given in Form IIA.

v).The Bank details of the tenderers must be mentioned in the Form IIA for making payments on line. This is obligatory.

7) **OUTER COVER** :-

i) Both the sealed envelopes containing the technical bid and financial bid should be put in one single outer envelope sealed and super-scribed giving the Tender Notice Number. The outer envelope should be sealed and should contain the following documents.

a) The cost of tender documents by way of copy of the demand draft.

b) The Earnest Money Deposit (E.M.D) as mentioned in the schedule-I of tender should be deposited in the form of Demand draft by the Tenderer himself and the same must be enclosed with the Tender Form in Original without it, Tender Form will not be accepted by the undersigned.

C) Covering letter of the tender must be signed by the bidders or by representative of the bidder who is authorized to commit contractual obligations. An application signed by such signatories must be submitted.

d) Technical Bid

e) Financial Bid.

ii) The address and contact no. of the bidder should be clearly written on the outer cover. The outer cover without superscription name and address are liable for rejection.

8. The tender not submitted as specified in the above clauses will be summarily rejected.

9. The sealed tender as specified in the above clauses will be received in the office of the undersigned by registered post / speed post/ Courier service / Tender drop box kept in the Divisional Office and shall be opened as per the schedule given in Table –I, by the undersigned or by his authorized representatives in presence of the tenderers or their authorized representatives. The tender opening can't be delayed, in case no tenderer or his authorized representatives is present at the given time of opening of tender.

10. The Earnest Money will not be adjusted towards the security deposit. The earnest money of the successful tenderers will be refunded after depositing the security deposit in full. The Earnest Money of unsuccessful tender will be refunded on application within 7 days from the date of application.

11. The Security Deposit as mentioned in the schedule –I to this tender should be deposited through demand draft by the tenderer himself within 7(seven) days of acceptance of tender and should sign an agreement in the Divisional Office, otherwise their EMD will be forfeited to the State. After signing the agreement, the work order will be issued.

12. The Security Deposit will be released to the successful contractor/ supplier after 6(six) months from the last date of payment of bill for the work, 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.

13. Validity of the tender will be 6 (six) months from the date of submission of the tender.

14. The undersigned reserves the right to place order for work for supply up to 50% more or 50% 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.

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 and subject to the maintenance of formalities in this regard.

9. R.A Bill will be allowed subject to the power of undersigned.

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 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. Works shall be carried out as per detailed estimate attached (Annexure IV) and the educational excursion shall be done as per tour schedule attached (Annexure V).

23. 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 Director, State Forest Training Institute, Hijli for extension of time for that period. The Director, State Forest Training Institute, Hijli 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.

24. Materials will have to be procured by the tenderers by themselves following the standard and specification of PWD/PHE Schedules of the district, 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.

25. 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.

26. 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.

27. Royalty for any material, if obtained from Forest area, will have to 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.

28. 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.

29. Bricks works, cement concrete works & plastering works and similar works which require should be done for the period as prescribed in the P.W.D. Schedule of Rates.

30. Statutory Deduction: Income Tax, GST, Labour Welfare Cess as applicable shall be deducted as per letter Govt. notification

31. <u>In addition to above, before payment the following documents are required to be produced.</u>

a) Xerox copy of Labour license as per provision of "West Bengal Contract Labour (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.

32. The successful tenderer will not assign any part of the work to any other contractor.

33. 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.

34. Rate offered in the estimate is the final and tenderer will not have any further claim.

35. 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.

36. 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.

37. The terms and conditions of this "Tender Notice inviting tender" is part and parcel of the contract form.

38. In case of any dispute in execution of the work or supply, an application may be made to the Director, State Forest Training Institute, Hijli and the decision of the undersigned is final and binding.

39. Work should be completed timely as per the scheduled date, except severe natural calamity. Undersigned shall have the discretionary power to impose penalty in such manner as mentioned below:-

a. 3% penalty will be imposed on the tender amount in case of delay up to 15 days.
b. 5% penalty will be imposed on the tender amount in case of delay up to 16-30 days.
c. 10% penalty will be imposed on the tender amount in case of delay up to 1-2 months. Penalty will be adjusted with R.A Bill/ Bill from the security deposits or otherwise as per suitability and legality.

No further extension time shall be allowed under any circumstances.
No delay on the ground of non-issuance of way bill etc. shall be accepted under any circumstances.

Director
State Forest Training Institute
Hijli, Kharagpur

No. 381 (12) / 2 – 6 Dated, Hijli the 30.06.2022

Copy forwarded for information & wide circulation to :

1. The Conservator of Forests, Development Circle, West Bengal.
2. The District Magistrate, Paschim Medinipur.
3. The Sabhadhipati, Paschim Medinipur Zilla Parishad.
4. The Karmadakshya, Bon – O – Bhumi Sanskar Sthayee Samity, Paschim Medinipur Zilla Parishad.
5. The Superintendent of Police, Paschim Medinipur.
6. The District Information & Cultural Affairs Officer, Midnapore, Paschim Medinipur.
7. The Divisional Forest Officer, Kharagpur Division, West Bengal.
8. The Sub – Divisional Officer, Kharagpur.
9. The Treasury Officer, Kharagpur Treasury.
10. The Assistant Director, SFTI, Hijli.
11. All Range Officers, SFTI, Hijli.
12. Shri .....

Director
State Forest Training Institute
Hijli, Kharagpur