



Government of West Bengal  
Directorate of Forests  
**Office of the Divisional Forest Officer, Durgapur Division.**  
Aranyapally, Shashtri Avenue, Durgapur-12.  
E-mail- [dfodurgapur@yahoo.in](mailto:dfodurgapur@yahoo.in)  
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**TENDER NOTICE NO. 35/SP (Supply of Jute Bag for Sabujshree) of 2017-18 (3<sup>rd</sup> Call) of Durgapur Division**

Sealed tenders are invited from the bonafide experienced and reliable Contractors/Suppliers for execution of the works as detailed in the schedule attached herewith subject to the following conditions. Tenders should be addressed to **Sri Milan Kanti Mandal, WBFS, Divisional Forest Officer, Durgapur Division, Aranyapally, Shastri Avenue, Bidhannagar, Durgapur-713212** super scribing the Tender Notice No. Tender document to be sent through Registered Post/ Courier/Speed Post/by hand delivery. No sealed Tender will be accepted through Ordinary post/ under certificate of posting. Tender floating authority will not be responsible for any delay in receipt of sealed Tender beyond stipulated date & time due to strike unforeseen reason.

**Sd/- M. K. MANDAL**

Divisional Forest Officer  
Durgapur Division

**PRE- QUALIFICATION CRITERIA OF BIDDERS:**

Following documents (photocopy) for meeting the pre-qualification criteria should be submitted with their offer otherwise their offer would be rejected:-

The bidder will have to produce the original documents or any additional documents, if asked for valid up-to-date Professional Tax Payment Challan, up to date IT Return /clearance, PAN Card and GSTIN.

**CREDENTIAL :**

Credential (at least 50% of the project cost) in the form of payment certificate will be required for participation in the tender. Credential should be obtained from any State/Central Govt/Central Govt Undertaking/State Govt Undertaking/Statutory Bodies Constituted under the Structure of the Central/State Govt. with similar type of supply during the last 3 (three) years (2014-15, 2015-16 & 2016-17). Payment certificate/Completion Certificate should clearly contain the name, designation, address and contact no. of the officer issuing the credentials.

The tenderer will have to produce valid Income Tax, PAN Card and GSTIN as well as to satisfy the undersigned regarding financial strength, past experience etc. before issuing tender paper to them. No documents of more than 3(three) years old will be accepted.

## 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 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.
- 2) The cost of the tender papers should be deposited through GRIPS Challan.
- 3) The Tender papers should be submitted in two bids process 'Technical bid' and 'Financial bid' and should be submitted in two separate envelopes. The bids should be submitted neatly and all corrections, over typing etc. should be self-attested with seal.
- 4) **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) Similar works implemented in the last 3 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. (Each should contain sample of Jute Bag as prescribed in the Tender Schedule).
  - iv) The address and contact No. of the bidder should be clearly written on the envelope.
- 5) **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 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 written on the cover.
  - iv) Financial Bid format is given,
  - v) The Bank details of the tenderers must be mentioned in the Technical Bid Format.
- 6) **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 envelop should be sealed and should contain the following documents.
    - a) The cost of tender documents through GRIPS Challan.
    - b) Each Tenderer will have to deposit Earnest Money through Bank Draft in favour of the "Divisional Forest Officer, Durgapur Division" Payable at Durgapur and the same must be enclosed with Tender Form in original. This clause is also applicable for all categories of applicants except those are exempted as per prevailing Government Order.

