



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DIVISIONAL FOREST OFFICER
24 - PARGANAS (SOUTH) DIVISION
12, BIPLABI KANAILAL BHATTACHERJEE SARANI
NEW ADMINISTRATIVE BUILDING, 4TH FLOOR
ALIPORE, KOLKATA - 700 027
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MemoNo. 541/2-

Dated: 04-06-2018

Notice Inviting e-Tender No. WBFOR/24PGSS/SPAP/NIT03e/18-19

E-tender is invited by the Divisional Forest Officer 24 - Parganas (South) Division for the works as per enclosed schedule. [Collection (downloading) and Submission (uploading) of Tender can be made online through the website <https://wbtenders.gov.in> only].

List of Schemes:

| Sl. No | Name of the work (1) | Quoted on rate (Rs.) (2) | Earnes t Money (Rs.) (3) | Securi ty deposi t (4) | Period of Compl etion (5) | Name of the Concerne d Officer (6) | Eligibility of Contractor (7) |
|--------|--|---------------------------------|--------------------------|------------------------|--|---|--|
| 1. | Group A Supply of deer feed for 2018-19 at Bakkhali HQ under Bakkhali Range 1) Gram 2) Gur 3) Rock salt 4) Paddy straw 5) Soybean seed 6) Wheat barn | Rate to be quoted for each item | 5000.00 | 30,000.00 | From 1 st July 2018 to 30 th June 2019 | Divisional Forest Officer, 24 - Parganas (South) Division | 1) Bonafied, resourceful, Contractor/ supplier having 2 years experience of similar type of supply in Govt. / PSU sector organization / Zoological Garden who is a resident of South 24 - Parganas District and within Navigable distance of not more than two hours by boat/road from Bhagabatpur Crocodile Project/Bakkhali. 2) Income Tax current return 3) Current Trade license 4) Latest GST Return |

There is no exemption of any kind for any of the eligible contractors towards cost of EMD.

- 1) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in> Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No. 3
- 2) The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the 'Tender Evaluation Committee' formed by the authority of Divisional Forest Officer, 24 - Parganas (South) Division. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
 - Technical bid will accompany the above documents, mentioned in column -6 challan of payment through Netbanking/RTGS/NEFT and Terms & conditions (Annexure - B)
 - **Joint Ventures will not be allowed.**
 - A prospective bidder shall be allowed to participate in the instant job either in the capacity of individual or as a partner of a firm.
 - Running payment for feed supplies may be made to the executing agency.
 - No mobilization advance and secured advance will be allowed.

Bid shall remain valid for a 365 days from the last date of opening of Financial Bid / Sealed Bid if the bidder withdrawn the bid during the validity period of bid the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

3) Date and Time Schedule :

| Sl no | Particulars | | Date & Time |
|-------|---|---|------------------------|
| a) | Date of uploading of N.I.T. & other Documents (online) (Publishing Date) | : | 04-06-2018 at 04:00 PM |
| b) | Documents download / sell/submission start date (online) | : | 04-06-2018 at 04:00 PM |
| c) | Bid submission closing (online) | : | 19-06-2018 at 01:00 PM |
| d) | Bid opening date for Technical Proposals (online) | : | 21-06-2018 at 01:00 PM |
| e) | Date for opening of Financial Proposal (online) | : | 21-06-2018 at 03:00 PM |

Note:

- a). 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.
 - b). 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.
 - c). The Tender Inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.
- 4) **Description of supply**
- a) List of eligibility criteria of animal feed is enclosed.

- 5) **Cost of Tender** : Free
- 6) The process of deposit of Earnest Money through offline instruments like bank Draft, Pay Order etc. will be stopped for e-tender procurement of this Department w.e.f. 31.08.2016 as per G.O., Finance Department vide Memo No. 3975-F(Y) dt.28.07.2016 Necessary Earnest Money @1% will be deposited by the bidder electronically online through his net banking enabled bank account, maintained at any bank or offline through any bank by generating NEFT/RTGS challan from the e-tendering portal. Intending bidder will get the beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per Beneficiary Name & Account No., Amount, Beneficiary Bank Name (ICICI Bank) & IFSC Code and e-Procurement Reference Number. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from e-Procurement site. Bidders are also advised to submit EMD of their bid, at least 3(three) working days before the bid submission closing date as it requires time for processing of Payment of EMD. Bidders eligible for exemption of EMD as per Govt. Rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of Statuary Bid Documents.
- 7) **Refund of EMD:**
After opening of the bids and technical evaluation of the same of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful of unsuccessful which will be made availability, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
- 8) **Security Deposit** :
- a) The successful Tenderer, to whom a letter of acceptance has been issued, will have to deposit within 7 days from the date of letter of acceptance, a "Security Deposit" money amounting to Rs. 30,000.00 (Rupees thirty thousand) only in the form of GRIPS in compliance with Finance Department, WB's memo no 5020-FY dated 15.06.2012 and submit the paid challan to this office. The Tenderer should sign an "Agreement" with this office within 07 (seven) days from the date of communication and acceptance of the Tender.
- b) The SD money will be released by Treasury (Alipore -II) only after expiry of the contract. On completion of the contract, the tenderer shall obtain a release order from the undersigned and submit the same with completion report to the Treasury Officer, Alipore - II. On receipt of the same, the security deposit will be released by the Treasury.
PAYMENT WOULD BE MADE AS PER AVAILABILITY OF FUND.
- 9) The Bidder, at his own responsibility and risk is encouraged to visit and examine the place and materials to be supplied and obtain all information's that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the place shall be at his own expense.
- 10) The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the authority. The tender accepting authority of Divisional Forest Officer, 24 - Parganas (South) Division reserve the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.
- 11) Conditional / Incomplete tender will not be accepted under any circumstances.
- 12) The intending tenderers are required to quote the rate online.

- 13) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
- 14) The Divisional Forest Officer, 24 - Parganas (South) Division reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- 15) If there be any objection regarding prequalifying the Agency that should be lodged on line to the Chairman of Tender Evaluation Committee within 2 (two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.
- 16) Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances without any reference to the lowest tenderer.
- 17) 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:
 - i) N.I.T.
 - ii) Terms & Conditions
 - iii) Technical Bid
 - iv) Financial Bid
- 18) Eligibility criteria:

The tender inviting and Accepting Authority through a "Tender Evaluation Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

 - a) Financial Capacity
 - b) Experience / Credential & others eligibilities mentioned in coloumn-7. Completion certificate for works during last 3 financial year will only be accepted.

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in Column no. 7, . If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder / tenderer will be rejected at any stage without any notice.
- 19) Escalation of Price on any ground and consequent cost over run shall not be entertained under any circumstances. Rates should be quoted accordingly.
- 20) No price preference and other concession will be allowed.

SECTION - A

INSTRUCTION TO BIDDERS

1. General guidance for e-Tendering:

1.1 Digital Signature certificate (DSC):

Each suppliers is required to obtain a Class-II or Class-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 A.1. above. DSC is given as a USB e-Token.

1.2 The contractor / suppliers can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

1.3 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.

2. Submission of Tenders:

Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one in Technical Proposal & the other is 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).

2.1 Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders).

(a). Statutory Cover Containing the following documents:

- 1) Application for tender (Vide form 1) to be submitted in forms folder
- 2) NIT to be downloaded and then uploaded and digitally signed (in 'NIT' folder).

(b) Non statutory cover

| Sl no | Category Name | Sub Category Description | Details |
|-------|-----------------|--------------------------|---|
| A | CERTIFICATES | CERTIFICATES | 1. GST REGISTRATION CERTIFICATE & ACKNOWLEDGEMENT & LATEST GST RETURN CERTIFICATE. |
| | | | 2. PAN CARD. |
| | | | 3. PROFESSIONAL TAX (CHALLAN) |
| | | | 4. LATEST IT RECEIPT |
| B | COMPANY DETAILS | COMPANY DETAILS | 1. PROPRIETORSHIP FIRM (TRADE LICENCE) |
| | | | 2. PARTNERSHIP FIRM (PARTNERSHIP DEEP, TRADE LICENCE) |
| | | | 3. LTD COMPANY (INCORPORATION CERTIFICATE, TRADE LICENCE) |
| | | | 4. SOCIETY (SOCIETY REGISTRATION COPY, TRADE LICENCE) |
| C | CREDENTIAL | CREDENTIAL 1 | 1. SIMILAR NATURE OF WORK DONE & WORK COMPLETION CERTIFICATE |
| D | FINANCIAL INFO | P/L AND BALANCE SHEET | PROFIT & LOSS AND BALANCE SHEET (WITH ANNEXURE AND 3CD FORM IN CASE OF TAX AUDIT) OF LAST THREE FINANCIAL YEAR. |
| F | MANPOWER | TECHNICAL PERSONNEL | LIST OF TECHNICAL STAFFS ALONG WITH STRUCTURE & ORGANIZATION (AS PER NIT) |

(c) **sample of feeds.** Sample of Feeds will be checked by the competent authority of the Divisional Forest Officer, 24-Parganas (South) Division.

2.2 Financial proposal

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor / suppliers are to quote the rate (Presenting Above / Below / At par) online through computer in the space marked for quoting rate in the BOQ. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor / suppliers.

Financial capacity of a bidder will be judged on the basis of information furnished in Section - B.

3. Tender Evaluation Committee (TEC)

Evaluation Committee constituted by the Competent Authority of the Joint Director, Sunderban Biosphere Reserve, West Bengal will function as Head of Evaluation committee for selection of technically qualified contractor / suppliers.

4. Opening & evaluation of tender:

If any contractor / suppliers is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

4.1 Opening of Technical Proposal:

Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

- Intending tenderers may remain present if they so desire.
- Cover (folder) for Statutory Documents (Ref. Sl. No. A.5.(a).) will be opened first and if found in order, cover (folder) for Non-Statutory Documents (Ref. Sl. No. A.5.(b).) 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 & handed over to the Tender Evaluation Committee.
- Summary list of technically qualified tenderers will be uploaded online. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
- During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

4.2 Opening of financial proposal:

The financial proposal of bidders declared technically eligible would be opened electronically on web portal by TEC on a perceived date.

5. Penalty for suppression / distortion of facts:

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant Act.

Acceptance of tender : Lowest valid bid should normally be accepted but, the tender accepting authority does not bind himself to do so and reserves the right to subject any on all the tender, for valid reasons.

Rejection of Bid:

Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

Award of Contract

The Bidder whose Bid has been accepted will be notified by the Tender Inviting Authority through acceptance letter / Letter of Acceptance.

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

Annexure – A
Specification and Schedule of items Requirement

| SI No | Item of supply | Range | Rate (In Rs.) |
|-------|----------------|----------|---------------|
| 1. | Gram (Chola) | Bakkhali | |
| 2. | Gur | Bakkhali | |
| 3. | Black salt | Bakkhali | |
| 4. | Soybean seed | Bakkhali | |
| 5. | Wheat barn | Bakkhali | |

Note : Required quantity may increase or decrease depending on the prescription given by veterinary doctor or any increase or decrease in number of deer due to release or augmentation programme.

Bill will be paid on the basis of actual supply as certified by the concerned Range Officer.

SECTION - B

Terms and Conditions

- 1) E-Tender should submit on or before the mentioned date published on the tender notice.
- 2) The cost of Tender document is FREE
- 3) The tenderers will have to produce original documents to prove their past experience, capabilities and financial resources (minimum Rs.3,00,000.00 turnover per year) to do such type of business and up to date Trade Licence, Current Income Tax Return & P. Tax Challan after opening of Technical Bids to the Tender Committee of the Divisional Forest Officer, 24 - Parganas (South) Division.
- 4) Tender shall be accompanied by a deposit of Rs.5000/- in the shape of GRIPS as earnest money which be forfeited if the tender is unwilling to execute the e-tender formalities within the stipulated date after his rate is finally accepted by the Divisional Forest Officer, 24 - Parganas (South) Division. The earnest money shall be refunded to the unsuccessful & successful tenderer without any interest after finalization of the said tender.
- 5) The tender must be written legibly in English and the rates are to be quoted in words as well as in figures. No conditional rate will be considered. Rates will be inclusive of GST and all other charges including delivery charges at site. Tenders must be irrevocable.
- 6) Irrevocable Tender be submitted into reapproved system for the ingredients in the accompanying items of the tenders.
- 7) The tender will be opened by the Divisional Forest Officer, 24 - Parganas (South) Division at the place and time to be notified in the Websites.
- 8) The final acceptance of the tender is subject to the approval of the Joint Director, Sundarban Biosphere Reserve, West Bebgal.
- 9) The Divisional Forest Officer, 24 - Parganas (South) Division is not bound to accept the lowest or any tender.
- 10) The Divisional Forest Officer, 24 - Parganas (South) Division can accept any tender either wholly or for one or more items only.
- 11) **Security money :**
 - a) The successful Tenderer, to whom a letter of acceptance has been issued, will have to deposit within 7 days from the date of letter of acceptance, a "Security Deposit" money amounting to Rs. 30,000.00 (Rupees thirty thousand) only in the form of GRIPS in compliance with Finance Department, WB's memo no 5020-FY dated 15.06.2012 and submit to this office two copies of receipted PAID challan. The Tenderer should sign an "Agreement" with this office within 07 (seven) days from the date of communication and acceptance of the Tender.
 - b) The SD money will be released by Treasury (Alipore -II) only after expiry of the contract. On completion of the contract, the tenderer shall obtain a release order from the undersigned and submit the same with completion report to the Treasury Officer, Alipore - II. On receipt of the same, the security deposit will be released by the Treasury.
- 12) The successful tenderer shall have to furnish upto date Trade License, GST (if necessary) & Income Tax Return soon after signing the contract but before any payment is received. In case of failure to do so the payment of the bills will be kept held and if found necessary the contract will be terminated and security money is to be forfeited.

- 13) The contract shall begin from 1st July.2018 and continue till the 30th June,2019 or for such further period.
- 15) The contract shall not be assigned or subject to sold even in part.
- 16) The Divisional Forest Officer, 24 - Parganas (South) Division reserves the right of accepting the tender either wholly or partly or rejecting any tender without assigning any reason.
- 17) The contractor will be required to supply increased or diminished quantities of all or any of the articles as may be found necessary to such alternations at the contract rate. Fluctuation in rates due to market variation will not be considered as a reason for non-supply.
- 18) With each consignment of food article the contractor should furnish a challan in duplicate showing the total weight of each kind of food articles supplied and should obtain one copy signed by the concerned Range Officer.
- 19) The articles shall be weighed in the presence of staff engaged for the purpose and the contractor shall have a representative present at the time of weighing as no complaint as to short weight can be entertained.
- 20) Canvassing in any form whether direct or implied will be a disqualification.
- 21) Monthly bills with supporting signed challans and orders shall be presented to the office of the Divisional Forest Officer, 24 - Parganas (South) Division within 1st week of the month next after the month of supply and payment will be made after proper checking.
- 22) Payments will be released subject to allotment released by appropriate authority.
- 23) Any other conditions appearing in the notice for the tenders will also be binding on the tenderers.
- 24) Tenders for supply of animal food items supplier from bonafide contractor in the near vicinity of the Crocodile project area (within the jurisdiction of 24 - Parganas (south) District will be considered only.
- 25) Rejected perishable articles, if any, must be removed within one hour of the written or verbal notice.
- 26) The quality of the articles will be occasionally verified by the authorized Veterinary Officer.
- 27) In case of exigencies / unavoidable circumstances the tenure of agreement may be extended upto the maximum period of 3(three) months without any alteration in other terms & conditions and rate with sole discretion of the Director keeping in view that uninterrupted supply of the party.

(Tripti Sah, IFS)
Divisional Forest Officer
24 Parganas (South) Division

FORM 1
APPLICATION FOR TENDER

To
The Divisional Forest Officer
24 - Parganas (South)Division

NIT No.....

Dear Sir / Madam,

Having examined the Statutory , Non statutory and NIT documents I / we hereby like to state that / /we willfully accept all your conditions and offer to execute the works as per NIT no and serial no stated aobe. We also agree to remedy the defects after / during execution of the above aorks in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this _____ day of _____ 2018

Full name of applicant :

Signature :

In the capacity of :

Duly authorized to sign bids :
for & on behalf of (Name of
Firm):
(in block capitals or typed)

office address :

Telephone no (s) (office) :

Mobile no :

Fax no :

Email ID :