



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
Tele & Fax 91 (033) 2479 - 9032
Email - df024pgs@gmail.com

Memo.No. 542/2-

Dated: 04-06-2018

Notice Inviting e-Tender No. WBFOR/24PGSS/SPAP/NIT04e/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)	Earnest Money (Rs.) (3)	Security deposit (Rs.) (4)	Period of Completion (5)	Name of the Concerned Officer (6)	Eligibility of Contractor (7)
1.	Deployment of security personnel for protection of Chintamani Kar Bird Sanctuary, Narendrapur under Baruipur Range.	Rate to be quoted per head wages	10000.00	75,000.00	From 1 st July 2018 to 30 th June 2019	Divisional Forest Officer, 24 - Parganas (South) Division	1) Bonafied, resourceful, contractors having 3 years experience of similar type of work in Govt. / PSU sector organization. 2) Professional Tax Redg. No & current challan. 3) Income Tax current return & balance sheet. 4) Current Trade license 5) GST Registration no & Acknowledgement Certificates

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

- 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
- 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 NEFT,RTGS,Net Banking 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
f)	Name & Address of the Tender Accepting Authority.	:	DIVISIONAL FOREST OFFICER, 24 - PARGANAS (SOUTH) DIVISION 12, BIPLABI KANAILAL BHATTACHERJEE SARANI NEW ADMINISTRATIVE BUILDING, 4TH FLOOR ALIPORE, KOLKATA - 700 027

Note:

- 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.
- 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.
- 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**

- List of eligibility criteria of animal feed is enclosed

5) **Cost of Tender : Free**

- 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 or 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. 75,000.00 (Rupees Seventy Five thousand) only in the form of GRIPS in compliance with Finance Department, WB's memo no 5020-FY dated 15.06.2012 and deposit directly to Treasury link bank (State Bank of India, Alipore Court Treasury Branch) 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. 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 & AKNOWLEDGEMENT & LATEST 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. SIMILAR NATURE OF WORK DONE & 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 YEARS
F	MANPOWER	TECHNICAL PERSONNEL	LIST OF TECHNICAL STAFFS ALONG WITH STRUCTURE & ORGANIZATION (AS PER NIT)

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 itself 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

<u>Office</u>		<u>Deployment of personnel</u>	
(1)	At Chintamani Kar Bird Sanctuary under Baruipur Range under 24Parganas (South) Division	(a)	Three nos civilian unarmed guard from 6.00 AM to 12.00 PM.
		(b)	Three nos civilian unarmed guard from 12.00 PM to 6.00 PM.
		(b)	Six nos civilian unarmed guard from 6.00 PM to 6.00 AM.

Total no. of Security Guards will be 12 no.

The numbers of civilian unarmed guards and also the duty hours may be changed as per requirement with prior intimation.

(Tripti Sah, IFS)

Divisional Forest Officer
24 - Parganas (South) Division

SECTION - B

Terms and Conditions

1. The intending Tenderer will have to submit to the Tender committee an application for purchase of tender paper. The application should be accompanied with the following documents for his application to be considered.
 - a) Copy of valid Trade License.
 - b) Copy of current Income Tax clearance.
 - c) Copy of current GST clearance (if applicable)
 - d) Proof of past experience (last 3 years) in similar type of job in Govt./ Govt. undertakings/ Institution etc.
 - e) Documentary evidence of deposition of statutory deductions such as EPF, ESI, P.Tax, Service Tax etc. (last 3 yrs).
2. A tender is require to quote rates in figures as well as in wards. Tenderer can quote rate at per or below the estimated cost of the project. Rate offered above the estimated cost will not be accepted. In case same rate quoted by more than one tenderer, the authority shall have the liberty and discretionary power to take final decision which shall be final and binding.
3. All intending Tenderers shall have to deposit an "Earnest Money" of Rs.10,000/- (Rupees Ten thousand) only as mentioned in Para - 4.
4.
 - 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 of Rs.75,000/- (Rupees Seventy Five thousand) only in the form of GRIPS Challan in compliance with Finance Department, WB's memo no 5020-FY dated 15.06.2012 and submit to this office two copies of receipted 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 Divisional Forest Officer, 24-Parganas (South) Division. On receipt of the same, the security deposit will be released by the Treasury.
 - c) In case of breach of conditions of any part of contract of agreement or in case of any damage caused to Govt. property by the deployed personnel the SD or part thereof will be liable to forfeiture if the Tenderer does not compensate the cost of the damaged property within a reasonable date after communication of such compensation.
5. The successful Tenderer will have to provide Unarmed Civilian Guards as follows:
 - a) Chintamani Kar Bird Sanctuary, Baruipur:

(a)	Three (3) nos civilian unarmed guard from 6.00 AM to 12.00 PM.
(b)	Three (3) nos civilian unarmed guard from 12.00 PM to 6.00 PM.
(b)	Four(6) nos civilian unarmed guard from 6.00 PM to 6.00 AM.

(Total No. of security guards will be 12 nos)

6. The successful Tenderer should undertake periodical checkup of their deployed personnel to avoid unforeseen situation if any. Absence of any Security Personnel should be immediately made good by arranging alternatives beforehand. Any under-performing Security Personnel has also to be replaced on such communication from Divisional Forest Officer, 24 - Parganas (South) Division.
7. **The contract will be made for a period from 1st July 2018 to 30th June 2019 of agreement,**
8. The selected Tenderer shall be responsible for obtaining required license for carrying out his business and shall be responsible for strict compliance of all rules and regulations that are in force or which may be enforced from time to time by the appropriate authority.
9. (i) The Tenderers should quote the rate of security personnel on monthly basis excluding statutory charges like EPF, ESI, Service Tax, Professional Taxes etc. Service charges should be quoted separately. The wages for unarmed security personnel should not be below the current rate of Labour Commissioner, West Bengal for unarmed security personnel. Employer's share of EPF, ESI, etc. for the deployed personnel will be paid along with monthly bills but the share of the deployed personnel shall have to be collected by the Tenderer. The accepted monthly wages will be revised as per notification of Labour Commissioner, West Bengal, but under no circumstances the presently accepted service charge will be enhanced during three years of agreement of contract to be made with the Tenderer.
(ii). Bonus if any will be paid to the deployed Security Guards following the current Govt. Notification of Bonus. But no Service charge, Service Tax, etc. will be given to the selected Tenderer for the bill against payment of bonus.
10. The successful Tenderer should open EPF, ESI, account in favour of their deployed personnel within 3 months of engagement and **the same shall have to be submitted to the Divisional Forest Officer, 24 - Parganas (South) Division within 3 months failing which the contract will be terminated** without any notice and THE SUBSCRIPTIONS TOWARDS EPF, ESI, ETC. PAID WILL BE DEDUCTED FROM THE SECURITY DEPOSIT OF THE TENDERER.
11. The Tenderer should quote the rate of their Service Charges as percentage of total of monthly wages, EPF, ESI & P.Tax only. It should not include Service Tax.

12. Proof/ evidences of deposition of EPF, ESI etc against the deployed security personnel shall have to be produced in the office of the undersigned monthly/periodically.
13. The selected Tenderer shall be responsible for the acts and conducts of the personnel deployed by them. In case of any misconduct/ misbehavior of the deployed personnel, the decision of the Divisional Forest Officer, 24 - Parganas (South) Division will be final.
14. The agreement of contract may be terminated by giving 30 (thirty) days notice from either side. Incase the services of any deployed personnel are found unsatisfactory; it will be the responsibility of the Tenderer for replacing the related person immediately, failing which the contract shall be liable for termination.
15. The security personnel deployed by the selected Tenderer shall have no claim to service or other benefits from the Directorate of Forests, Govt. of West Bengal.
16. The Divisional Forest Officer, 24 - Parganas (South) Division the right to reject any or all the Tenders or any condition of the Tender Notice without assigning any reason.
17. The Divisional Forest Officer, 24 Parganas (South) Division is not bound to accept the lowest rate.
18. Payment of bills produced by the Tenderer for wages of deployed personnels will be made on completion of every calendar month. The tenderer should submit the details of bank account in the name of company as payment will be made by ac payee through treasury, as per direction of the department and on availability of Govt. sanction.
19. All the Security Personnel to be deployed by the Tenderer will compulsorily have uniforms with monogram of the Tenderer agency and lapel for the specified job and for arrangement of such uniform, monogram etc., no extra payment will be made by the Divisional Forest Officer, 24 Parganas (South) Division.
20. The successful Tenderer shall at his own cost and expenses obtain and renew necessary license as may be required to carry on the business and shall be responsible for strict compliance of all the rules and regulations which are in force or which may be in force from time to time by the appropriate authority. The Directorate of Forests, Govt. of West Bengal will in no case be a party to any Acts of commission/omission by the selected Tenderer that make the Tenderer liable to legal proceedings under the Law of the Land.
21. The Tenderer will be responsible for any loss or damage of Govt. property in the Chintamani Kar Bird Sanctuary, Narendrapur, Baruipur Range. The deployed security personnel should ensure prevention of any trespassing and movement of any article from and premises of Chintamani Kar Bird Sanctuary without proper authority.

22. The successful Tenderer will make necessary arrangement for replacement of any security personnel whose services are found to be unsatisfactory.
23. The Directorate of Forests, Govt. of West Bengal will not be responsible for any injury to, or accidental death of any of personnel on duty and any situation arising out of such conditions should be tackled by the successful Tenderer by way of payment of compensation and other related costs.
24. The Tenderer will submit list of the deployed security personnel with full address and other particular including a clear note to the fact that their antecedents have been verified by the Tenderer. They should also submit one copy of Passport size photo of all the deployed personnel duly attested by the authorized person of the agency.
25. It will be binding for the successful Tenderer to abide by all the above conditions of Tender Notice.
26. The terms and conditions will form the part of the 'Agreement'.
27. The Tender remain valid up to 31st March, 2019.

(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 :

Email ID :