



Government of West Bengal  
Directorate of Forests  
**Office of the Divisional Forest Officer, Jalpaiguri Division**  
OLD COURT CAMPUS, COLLECTORATE AVENUE, HAKIMPARA,  
JALPAIGURI - 735 101  
TEL: (03561) – 232016, FAX: (03561) – 222218, EMAIL: [dfjalpaiguri@gmail.com](mailto:dfjalpaiguri@gmail.com)



**NOTICE INVITING PRE-QUALIFICATION - CUM – TENDER**  
**(E-Procurement) E-Tender (TWO COVER SYSTEM)**

**E-NIT NO: 013/ SPAP-JPGDIV/2018-19 OF JALPAIGURI DIVISION**

For and on behalf of the Divisional Forest Officer, Jalpaiguri Division, , Jalpaiguri invites Tender in Percentage Rates for the following work by Two Cover System (**E-Procurement**) from Resourceful and Bona-fide Contractors as mentioned in **ANNEXURE TO E-NIT NO: 013/ SPAP-JPGDIV/2018-19 OF JALPAIGURI DIVISION**. The pre-qualification documents are to be uploaded in two separate folders. One of the folders shall contain Technical documents along with scanned copy of Bank challan for Earnest Money. Financial Bids are to be uploaded in another folder.

**ANNEXURE TO E- N.I.T. NO. 013/ SPAP-JPGDIV/2018-19 OF JALPAIGURI DIVISION**

Project No.	DIVISION	Name of the work	Amount put to tender (in Rs.)	Cost of Tender Document	Price per set of tender document (For successful tenderer only) (in Rs.)	Earnest money	Time allotted for completion from the date issue of W.O.	Eligibility of Participants
1.	JALPAIGURI	Repair & renovation of BO's quarter at Kalamati Beat (Quarter No – 01/KMT) & Repair & renovation of FG's quarter (Quarter No – 03/RS) at Ramsai Beat under Ramsai Range of Jalpaiguri Division	2,00,000.00	NIL  (as per No. 1177-F(Y) Dated. 28-2-14 Of Principal Secretary to the Govt. W.B. Finance Department.	NIL	4,000/-	40 Days	<b>Having Credential 50% in similar type of works within Last 3 (Three) Years</b>

- Intending bidders may download tender documents from e-procurement portal of our website: [www.wbtenders.gov.in](http://www.wbtenders.gov.in) from **06.11.2018 14.00 hrs to 20.11.2018 11.00 Hrs** The pre-qualification bid documents duly filled in all respect may be submitted online before **11.00 Hrs (as per server clock) on 20.11.2018**.

Both Technical Bid & Financial Bid are to be submitted concurrently dully signed digitally in the above mentioned portal. The financial offer of the prospective tenderer will be considered only if the tender qualifies in the technical bid.

- The pre-qualification (Technical Bids) documents alone will be opened on **22. 11.2018at 12.00 Hrs** hours by the Divisional Forest Officer, Jalpaiguri Division in presence of intending bidders.
- Technical Bid Statement qualified bidders will be displayed in the portal and this office notice board.
- The Financial bid document of the technically qualified bidders will be opened for evaluation and selection of qualified bidders on **26.11.2018at 12.00 Hrs** and the bid documents of non-qualified bidders will remain unopened.

- EMD should be deposited in the form of Challan to be originated from GRIPS Portal of Finance Department, West Bengal and remitted in favour of DFO, Jalpaiguri Division.

**The Scan Copies of the following shall have to be uploaded in the Technical documents Folder :**

- Copy of PAN Card.
- Valid upto date Professional Tax Clearance Certificate
- Upto date GST Return Certificate
- Upto date IT Return Certificate
- Proper Credential Certificate from any Govt. or Quasi Govt. Department Signed by the competent authority. Payment certificate in lieu of credentials will not be accepted.
- **A self declaration on a Non Judicial Stamp paper of Rs. 10/- , stating capability of providing all necessary items as given in the annexure I as will require from time to time for execution of works maintaining specification.**
- Details of technical personnel under the incumbency of the Tenderer as per requirement.
- Declaration, stating the fact of having well established Laboratory set up with competent Lab. Asstt. / Engineers as well as the capability of setting of Field Laboratory at site as per requirement.
- In case of **Partnership Firm / Registered Company**, the intending Tenderers are requested to submit the copy of the **DEED of Partnership / relevant document** in support of proof of so.
- **Earnest Money: Scanned copy of the GRIPS payment challan** should be uploaded in the folder of technical bid. Payment made otherwise will be rejected.
- **Agreement :** The Successful Tenderer, herein after called the Contractor, will have to execute an agreement within 6 (six) days on a Non Judicial Stamp as per rules, and shall have to purchase two sets of Tender Documents from this office. Price per set of tender document is as mentioned in Annexure. The same documents are to be submitted to this office duly signed by the tenderer. This will be treated as part of the Agreement.

**Penalty :** In the event of failure to execute formal tender agreement within the allotted time the agency/Contractor/Tenderer will be liable for penalty. The Earnest Money deposited by the Agency/Tenderer will be forfeited & debarred to participate in any Tender Works by the Directorate of Forests, West Bengal for a period of 5(Five) years.

Failure to execute proportionate work within proportionate time, the agency will be liable of panalty as per rules.

- **Acceptance :** This Jalpaiguri Division authority does not bind himself to accept the lowest offer and reserves the right to accept any offer and to reject any/all the offers without assigning any reason.
  - **Labour Welfare Cess :** At the time of payment of the bill to the working contractor @ 1.00% (at the rate of One percent) Labour Welfare Cess should be deducted from the bill.
1. **Necessary Deduction :** GST, Income Tax etc. will be made as per Govt. norms, and Security Deposit @ 8% of the value of work will be deducted from the bill. The Earnest Money will form part of the Security Deposit.

**Terms and Conditions**

- No material will be issued to the agency for the works.
- Rate should be quoted on percentage basis & the name of the bidder should be clearly written in the BOQ.
- The Security Deposit money of successful bidders will be released after six months if the bid is balanced. In case of imbalanced bid Security Deposit money will be released after 1(one) year & have to be deposited **additional 2% as Security money**.
- The intending Bidders must inspect the site condition before quoting their rates.
- **All the related documents are to be produced IN ORIGINAL** to this office as and when will be asked.
- All hard copies of the uploaded documents should have to be submitted by the successful bidder before issuing of Acceptance Letter.

- Payment will depend on availability of fund and no claim whatsoever will be entitled for delay of payment, if any. Intending tenderers may consider these criteria while applying for permission and while quoting their rates.
- Tenders for any supplementary item of work not provided in the estimate but finding a place in the Schedule of Rates will be subjected to be same percentage reduction/increment in rates i.e. applicable in the original tender.
- All the Intending Tenderers are requested to **visit the sites of works prior to the submission of Tender at their own effort and interest**
- In case of any day, meant for this tender (**Only Bid Opening**), appears to be an unscheduled holiday, the next working day will be treated as scheduled / prescribed day for the same purpose.
- Bid Validity 75 days after submission of bid.
- No preconditioned tender will be accepted.
- **All the rates of works are inclusive of all taxes, cess, levy, royalties, transportation, loading, unloading, stacking, etc including all other incidental charges therein.**
- Successful tenderes will be required to produce valid Registration Certificate & Labour Licence from respective Regional Labour Offices as per current Labour Regulation Act.
- Escalation claimed by the Agency will not be entertained by Authority.
- **The authority reserves the right to accept or reject any or all the tenders without assigning any reason. And the right to add alters or deletes any of the conditions & terms, laid above, is also reserved.**
- In case of inadvertent typographical mistake found hire in the specific price schedule of rates, the same will be treated to be so corrected as to conform to the prevailing relevant schedule of rates and/or technically sanctioned estimate.
- Jalpaiguri Division does not take any responsibility for the delay caused due to non-availability of internet connection traffic jam etc. for the online bids. Both the Contractor and the employer have agreed that it is not feasible to precisely estimate the amount of losses due to delay in completion of works and the losses to the public and the economy, therefore, both the parties have agreed that the Contractor shall pay liquidated damages to the Employer and not by way of penalty, at the rate per week or part thereof stated in the Contract Data for the period that the Completion Date is later than the Intended Completion Date. Liquidated damages at the same rates shall be withheld if the Contractor fails to achieve the milestones prescribed in the Contract Data. However, in case the Contractor achieves the next milestone the amount of the liquidated damages already withheld shall be restored to the Contractor by adjustment in the next payment certificate. The employer and the contractor have agreed that is a reasonable agreed amount of liquidated damages and the total amount of liquidated damages shall not exceed 10% of the contract price. The employer may deduct liquidated damages from payments due to the contractors. Payment of liquidated damages shall not affect the contractor's other liabilities. If the Intended Completion Date is extended after liquidated damages have been paid, the Engineer shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate.
- Any concealment of fact will be seriously viewed and all tender papers submitted by the agency will be treated as Informal & his/her earnest money will be forfeited.
- The Intending bidders should clearly understand that whatever may be the outcome of the present invitation of bids, no cost of bidding shall be re-imbursed.
- If any tenderer withdraws his offer before acceptance or refuse without a reasonable time without giving any satisfactory explanation for such withdrawals, his earnest money shall liable for forfeiture and shall be disqualified from submission tender in this office for a minimum period of 1 (one) year.

**Guiding Schedule of Rate & Supplementary Items of works :-**

**Building and S&P Works**

PWD Schedule of Rates for Building and S & P works (2017). w.e.f 01-11-2017

[This Notice Inviting Tender will be treated as part of the Tender Document.

**N.B.** A bid for which quoted percentage rate, is lower than 20% of the provided price schedule rate, the bid will be considered as balanced bid. Moreover no bid will be accepted for which quoted percentage rate is above than 1% of the provided price schedule rate. Additional performance security for unbalanced bid has to be deposited at the time of executing formal agreement @ 10% of the tendered amount.

- A self declaration on a Non Judicial Stamp paper of Rs. 10/-, stating capability of providing all necessary road/building construction machineries such as Vibratory Roller, Tandem Roller. Concrete Vibrator etc. & necessary Laboratory equipments such as different size of Sieves, Modified Proctor Device, Cubes etc. as will require from time to time for execution of works maintaining specification.

The Hard copies of all uploaded documents of all the bidders should have to be produced to the under signed as and when will be required.

N.B.:- This Notice may be seen on Website: [www.wbtenders.gov.in](http://www.wbtenders.gov.in)

### LIST OF IMPORTANT DATES OF BIDS

1.	Name of Work:	As mentioned in Annexure to E-NIT NO: <b><u>013/ SPAP-JPGDIV/2018-19 OF JALPAIGURI DIVISION</u></b>
2.	Period and time for download of Bidding Documents:	From 06-11-2018 Time 14.00 Hours To 20-11-2018 Time 11.00 Hours
3.	Date & Time of submission Bids :	From 06-11-2018 Time 14.00 Hours To 20-11-2018 Time 11.00 Hours
4.	Date & Time for opening :	As follows;
a)	Technical Bids	Date: 22-11-2018 Time 12.00 Hours
b)	Date of Publication of Technically Qualified Bidder	<i>Date &amp; Time will be communicated later on</i>
c)	Date & Time of opening Financial Bids:	Date: 26-11-2018 Time 12.00 Hours
5.	Place of opening bids :	Office of Divisional Forest Officer, Jalpaiguri Division, Jalpaiguri.
6.	Last Date of Bid Validity :	75 days
7.	Officer inviting Bids	Divisional Forest Officer, Jalpaiguri, Divisional Forest Officer, Jalpaiguri Division, Jalpaiguri P.O. & Dist. Jalpaiguri, PIN-735101, West Bengal

**(Mridul Kumar, IFS)**  
Divisional Forest Officer,  
Jalpaiguri Division, West Bengal

No. \_\_\_\_\_/2-128

Dated: \_\_\_\_\_/11/2018

Copy forwarded for kind information to:

1. The Principal Chief Conservator of Forests (HoFF), West Bengal.
2. The Chief Conservator of Forests, Northern Circle West Bengal

Divisional Forest Officer,  
Jalpaiguri Division, West Bengal