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Government of West Bengal
Directorate of Forest
**Office of the Divisional Forest Officer,
Working Plans(South)Division No.II, Bankura**

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Memo No: 44 / 2 – 42

Date: 02/02/2018

NOTICE INVITING TENDER No. – WBFOR/WP(S)II/DFO/NieT01 2017-18

1.General Guidance for e-Tendering

1.1 Instructions / Guidelines for tenderers for electronic submission of the tenders online have been shown in Web site <https://wbtenders.gov.in>

1.2 Registration of Contractors

Any contractor willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-Procurement System.

1.3 Digital Signature Certificate (DSC)

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders

1.4 Collection of Tender Documents

The contractor can search and download NET and tender documents electronically from computer once he logs on to the website mentioned in Clause 1.1 using the Digital Signature Certificate. This is the only mode of collection of tender documents

1.5 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. A prospective Tenderer (including his participation in partnership) shall be allowed to participate in a single work as mentioned in the List of Work(s) of this NIT.

2. Submission of Tenders

2.1 General process of submission

Tenders are to be submitted online through the website stated in Clause 1.1 in two folders, at a time for each work, one is Technical Proposal and the other is Financial Proposal, before the prescribed date and time mentioned in the list attached. Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed.

2.2 Technical Proposal

The Technical Proposal should contain scanned copies and/or a declaration in standardized formats of the following in two covers (folders).

Technical Proposal (Statutory Cover) containing,

- i. NIT (to be submitted in “NIT FOLDER”)
- ii. Section B (Form I, Form II Form III Form IV and AFFIDAVIT – Y) (to be submitted in “FORMS FOLDER”.)

The EMD amount as mentioned in Column 6 is to be deposited by the Contractor through Demand Draft of any Nationalized Bank.

- iv. Instructions to Bidders. (To be submitted in “Other Tender Documents” Folder)
- v. General Terms & Conditions of Contract. (to be submitted in “Other Tender Documents” Folder)
- vi. Technical Specification. (to be submitted in “Other Tender Documents” Folder)
- vii. Drawing, if any to, (“Drawing Folder”)

- a) **Note:** The EMD should be submitted **through Demand Draft of any Nationalized Bank in favour of the “Divisional Forest Officer, Working Plan (S)-II Division”**, and a copy of original documents to be submitted in a sealed cover as per the 'Date & Time Schedule' stated in Sl. No.06 of this N.I.T. Technical Bid & Financial bid both will be submitted concurrently duly digitally signed in the Website <https://wbtenders.gov.in>. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender Schedule.

B. Financial Proposal

The financial proposal should contain the Bill of Quantities (B.O.Q.) in one cover (folder). The contractor is to quote the percentage rate (Presenting Excess / Less / Excess or Less 0.00% to indicate at par) online through computer in the space marked for quoting rate in the B.O.Q.

- ii) Only downloaded copy of the B.O.Q. are to be uploaded quoting the rate, virus scanned & digitally signed by the contractor.

3. Eligibility Criteria for participation in tender:

(a) All categories of intending Tenderers shall have satisfactorily completed as a prime agency during the last 3 (three) years prior to the date of issue of this Tender Notice either of the following :

- (i) At least one work of similar nature with an estimated cost equal to or more of the estimated cost put to this notice ; or
- (ii) At least two works of similar nature with an estimated cost of the works equal to at least 50% of the estimated cost put to this notice in any one year ; or

(iii) At least three works of similar nature with an estimated cost of the works equal to at least 33% of the estimated cost put to this notice in any one year,

(b) All categories of prospective Tenderers shall have to submit valid and up to date Professional Tax receipt Challan, G.S.T Registration Certificate, Income Tax Return Acknowledgement Receipt, PAN Card issued by Income Tax Department, Voter ID Card and Trade Licence in respect of the prospective Tenderer.

(c) Where an individual person holds a Certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while submitting any tender for and on behalf of such company or firm, invariably submit a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to submit such tender. The Power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908. [Non-statutory Documents]

(d).The partnership firm shall furnish the Registered Partnership Deed and the Company shall furnish the Memorandum of Association (MOA) and Article of Association (AOA.) [Non-statutory Documents]

- i) Current "No Objection Certificate" from the Assistant Registrar of Co-operative Societies.
- ii) Supporting documents showing area of operation.
- iii) Bye-laws duly approved by the Assistant Registrar of Co-operative Societies.
- iv) Name with address and signature (in original) of the present Board of Directors of the Co-operative Society.
- v) Copies of Minutes of last Annual General Meeting and Audit Report of the Co-operative Society with the evidence of submission of the same to the concerned Authorities, duly attested.

(e).The prospective Tenderers or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility.

(f).Joint Ventures will not be allowed.

(g).A prospective Tenderer shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If the prospective Tenderer is found to have applied severally in a single job, all his applications will be rejected for that job.

(h).A prospective Tenderer (including his participation in partnership) shall be allowed to participate in **only one work** as mentioned above in the List of Work(s) conforming to and limited to this N.I.T.

(i).No conditional / Incomplete Tender will be accepted under any circumstances.

My Document (Non-Statutory Cover)

Sl. No.	Category Name	Sub-Category Description	Document Name				
			(For details see cl. 6 A-2 of Section - A of ITB & relevant clauses of NIT)				
A.	CERTIFICATES	CERTIFICATES	1	P.T. deposit receipt Challan			
			2	VAT/GST Registration Certificate with return			
			3	I.T.R. Acknowledgement Receipt			
			4	I.T. PAN Card			
			5	Voter ID Card			
			6	Enlistment Certificate			
			7	Registered Surveyors Certificate			
			8	Aadhaar Card			
B.	COMPANY DETAILS	COMPANY DETAILS	1	Proprietorship Firm - Trade Licence.			
			2	Partnership Firm - Registered Partnership Deed, Registered Power of Attorney, Trade licence.			
			3	Pvt. Ltd. Company - Registration Certificate under Company's Act, MOA & AOA, Registered Power of Attorney, Trade licence.			
			4	Registered Un-employed Engineers and Labour Co-operative Societies Limited.			
C.	CREDENTIAL	CREDENTIAL	1	Experience Profile - List of completed Projects of same (RCC Boundary Pillar making & Survey works) nature of 100% completion of work.			
			2	Completion Certificate from the concerned Supervisor which is applicable for eligibility in this bid.			
D.	FINANCIAL (INFO)	WORK IN HAND (OPTIONAL)	1	Authenticated copy			
		PAYMENT CERTIFICATE	2	Only Payment Certificate of work issued by the Concerned Supervisor and not the TDS certificate			
E.	DECLARATION	STRUCTURE & ORGANISATION	1	Details of Structure and Organisation (ITB, Section - B, Form - III)			
		AFFIDAVIT	2	An affidavit made that no adverse report against the bidder (ITB, Section - B, Affidavit - Y)			

4. Opening of Technical Proposal

Technical proposals will be opened by the authorized representatives electronically from the website stated in Clause 2.1, using their Digital Signature Certificate.

Intending tenderers may remain present, if they so desire.

Cover (Folder) for Statutory Documents should be opened first, if found in order, Cover (Folder) for Non-statutory Documents 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, and handed over to the Tender Evaluation Committee (constituted for evaluation of tenders).

5. Uploading of summary list of technically qualified tenderers (1st round)

Pursuant to scrutiny and decision of the Tender Evaluation Committee (TEC), the summary list of eligible tenderers with the serial number of work(s) for which their Financial Proposals will be considered and will be uploaded in the web portals.

While evaluation, the Committee may summon the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated time frame, their proposals will be liable for rejection.

6. Final publication of summary list of technically qualified tenderers

Date of opening of financial bid will be intimated in the final summary list.

7. Opening and Evaluation of Financial Proposal

Financial proposals of the tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal stated on the prescribed date, normally after 2(two) working days of date of publication of final summary list of the tenderers.

The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.

After evaluation of Financial Proposal, by the appropriate Authority, may upload the final summary result containing inter-alia, name of contractors and the rates quoted by them against each work provided Tender evaluation committee is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate.

8. Procedures to be followed when one / two technically qualified tenderers participated in any tender

Financial bid of technically qualified single / two tenderers may not be opened immediately. 2nd call may be invited immediately after technical evaluation and uploading the list of the technically qualified bidders(s) of the 1st call. If such bidder(s) technically qualified in the 1st call intend(s) to change their rates quoted in the 1st call, they are to purchase tender paper afresh. In case of non purchase, the rates quoted in the 1st call would remain valid. After selection of technically qualified tenderers for 2nd call (in case new tenderer other than the existing tenderer of the 1st call), financial bid of both 1st and 2nd call would be opened. Financial evaluation would be made in a combined way considering both 1st and 2nd call. However, in case tenderer(s) of 1st call submit(s) fresh tender in 2nd call, rates of 2nd call should be considered in the process of evaluation.

9. Acceptance of Tender (Technically eligible/qualified)

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons and also reserves the right to distribute the work amongst more than one tenderer.

10. Penalty for suppression / distortion of facts

If any tender fails to produce the original hard copies of the documents (especially completion certificates and audited balance sheets), or 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 or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform for a 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the **Tender Inviting Authority** may take appropriate legal action against such defaulting tenderer.

11. Schedule of Dates:

Sl. No.	Activity	Date
1.	Publishing Date	05.02.2018 at 10.00 A.M.
2.	Document Sale Start Date	05.02.2018 at 10.00 A.M
3.	Bid Submission Start Date	06.02.2018 at 11.00 A.M
5.	Bid Submission End Date	22.02.2018 Upto 5.30 P.M
6.	Cost of Tender & EMD DD in Original Copy Physically Submission in Offline	23.02.2018 upto 3:00 P.M.
7.	Date of opening Technical Bid	26.02.2018 at 10.00 A.M At the Office of the Divisional Forest Officer, Working Plan (S)-II Division, Bankura.
8.	Date of uploading of list of technically qualified bidders (online)	To be notified in due course.
9.	Date of opening of Financial Bid (online).	To be notified in due course.
10.	Date of uploading of list of bidders along with the final rates (online), after negotiation, with all tenderers, if necessary (offline).	To be notified in due course.

Last date & time of submission of bids online is 22.02.2018 Upto 5.30 P.M.

Cost of Tender & EMD DD in Original Copy Physically Submission in Offline: **23.02.2018 upto 3 P.M.**

Note: 1). 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.

2). 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.

3). The Tender Inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.

Memo No: 44 /2 – 42Date: 02/02/2018**NOTICE INVITING TENDER No. – WBFOR/WP(S)II/DFO/NleT01 2017-18**

The Divisional Forest Officer, Working Plan (S) II Division, Bankura, West Bengal, on behalf of the Governor, West Bengal invites **e-tenders** for the following work(s) from the eligible Contractors as detailed in the table below. [Collection (downloading) and Submission (uploading) of Tender can be made online through the website <https://wbtenders.gov.in> only].

1. List of Work(s):

Sl.No.	Name of Work	Location of Work	Estimated Amount Put to tender (Rs.)	Amount of Earnest Money to be deposited (Rs.)	Amount of Security Deposit to be deposited (Rs.)	Period of Completion of the work
(1)	(2)	(3)	(4)	(6)	(7)	(8)
1	Forest boundary demarcation by plane table survey, Construction, fitting fixing & carriage of RCC Pillar including painting and posting in the fixing station.	Khandari & Sonai Beat of Panagarh Range under Burdwan Division.	900000/-	18000/-	90000/-	30 days

12. Brief details on the nature of work:

2 .a)	Name of the project work	:	Forest boundary demarcation by plane table survey, Construction, fitting fixing & carriage of RCC Pillar including painting and posting in the fixing station. Location of Work:- Khandari & Sonai Beat of Panagarh Range under Burdwan Division.
2.b)	Project ID	:	NA
2.c)	Job ID	:	NA
2.d)	Consultant & Architect for the project	:	NA
2.e)	Nature of Work	:	Forest boundary demarcation by plane table survey, Construction, fitting fixing & carriage of RCC Pillar including painting and posting in the fixing station.
2.f)	Contractors eligible to submit the tender	:	Experienced and Bonafied tenderers having sufficient and adequate credentials for same type of works (RCC Boundary Pillar making works and survey works) 40% (forty percent) & above of estimated amount put to tender of same nature of works within the last 3 (three) years. All the survey works done by Govt. Registered surveyors.

13. Tender Document & Earnest Money Deposit (EMD):

- a) The cost of Tender Documents (Tender Fees) is to be submitted by the Tenderer as mentioned in column no. 5 of the table for List of Works through the GRIPS Portal of the Finance Deptt. Official Website as a depositor.
The EMD amount as mentioned in Column 6 is to be deposited by the Contractor through Demand Draft of any Nationalized Bank.
- b) **There is no exemption** of any kind for any of the eligible contractors towards cost of **EMD.**
- c) The Earnest Money of the successful tenderer will be refunded after depositing Security Deposit Money of the project in full. The Security Deposit money will be released on satisfactory completion of the work after 180 days.
- d) Refund of EMD: The EMD of the unsuccessful Tenderers will be refunded without any interest on receipt of application addressed to the Divisional Forest Officer, Working Plan (S)-II Division, W.B. from Tenderers as per relevant Govt. Rules.
- e) Intending Tenderers should download the Tender Documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate .
- f) **The original instrument towards the cost of Tender Documents and Earnest Money Deposit (EMD) should be submitted physically by the Tenderer to the office of the Divisional Forest Officer, Working Plan (S) II Division, Bankura, WB in a sealed cover as per the 'Date & Time Schedule' stated in Sl. No.11. of this N.I.T.**
- g) In case of partnership firm(s), the pledged instrument(s) must reflect the name(s) of the firm as well as the name(s) and address (es) of the partner / partners who is/are authorized to pledge the same as per valid partnership deed(s).
- h) Both Technical Bid and Financial Bid should be submitted duly digitally signed by the Tenderer through the website <http://wbtenders.gov.in> as per the 'Date & Time Schedule' stated in Sl. No.03. of this N.I.T. (Details of which has been narrated in '**Instruction to Bidders**')

14. Opening of Tender:

- (a) The Technical Bid shall be publicly opened by the authority receiving tender or by his authorized representative, as per the Date & time Schedule mentioned in NIT.
- (b) Prospective Tenderers or their authorized representatives may be present during the opening process.
- (c) Financial Bids of only those tenderers who would qualify in the Technical Bid evaluation, will be opened.
- (d) The Divisional Forest Officer, Working Plan (S) II Division, W.B. or his authorized representative opening the Financial Proposal may call for Open Bid/Seal Bid after opening of the said tender to obtain the suitable rate further, if required. If any of the Tenderers or their representatives fails to attend during this process no subsequent

objection would be entertained under any circumstances at any later date or time.

2. The intending Tenderers shall clearly understand that whatever may be the outcome of the present Invitation of Tender, no cost of Tendering shall be reimbursable by the Government. The Divisional Forest Officer, Working Plan (S) II Division, W.B. reserves the right to reject any tender or all Tenders without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Tenderer at any stage of Tendering.
3. The acceptance of the tender rests with the Divisional Forest Officer, Working Plan (S) II Division, W.B. who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all the tenders received without assigning any reason thereof.
4. **Work order will be issued as per availability of fund and financial approval from the Competent Authority.**

5. VALIDITY OF BIDS:

Bid shall remain valid for till the end of the Financial Year 2016-17 i.e. 31st March, 2017. Bid validity for a shorter period shall be rejected by Tender Accepting Authority as non-responsive.

If any Tenderer withdraws his offer before Bid validity period without giving any satisfactory explanation for such withdrawals, he may be disqualified for submitted tender to this Office and Directorate of Forests, Government of West Bengal for a minimum period of 1 (one) year and legal action will be taken against him.

6. VERIFICATION OF CREDENTIALS/ONSITE PROJECTS :

Before issuance of the work order, the Tender Accepting Authority may verify the credential and other documents of the lowest Tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest Tenderer is either manufactured or false in that case, work order will not be issued in favour of the Tenderer under any circumstances and legal action will be taken against him.

7. CANCELLATION OF TENDER :

The Divisional Forest Officer, Working Plan (S) II Division, W.B. reserves the right to cancel this N.I.T. due to unavoidable circumstances and no claim in this respect will be Entertained.

8. SECURITY DEPOSIT :

The successful Tenderer to whom a Letter of Acceptance has been issued shall within 10(ten) days from the date of Letter of Acceptance, deposit an amount as indicated in Column (7) of the **List of Works** in **TR Form 7 to the concerned Treasury Linked Bank at Bankura under the HOS 8443-00-109-Security Deposit-003-07 (Operator Code 75 & Id Code 999997).**

9. DECUCTION OF TAXES ETC:

GST/VAT/Sales Tax, Cess, toll Tax, Income Tax, Ferry Charges and other Local Taxes if any are to be paid by the contractor. No extra payment will be made for these. The rates of supply and furnished wok items are inclusive of those.

10. REMOVAL OF DISCREPANCY :

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 :-

- a. Form of Agreement
- b. Tender Form
- c. Technical Specifications
- d. General Terms and Conditions
- e. Instructions to Bidders
- f. N.I.T.
- g. Relevant PWD (WB) Schedule of Rates.

11. MOBILISATION ADVANCE/ COST OVER RUN :

No Mobilisation Advance and Secured Advance will be allowed.

- . Time / cost overrun and consequent cost of escalation for any materials, labour, P.O.L. etc. will not be allowed.
12. Canvassing in connection with the tender is strictly prohibited in the Tender submitted by the Contractor.
13. Site of work and necessary drawings may be handed over to the successful Tenderer along with the work order or in a phase wise manner as deemed fit by the Divisional Forest Officer, Working Plan (S) II Division,W.B. No claim in this regard will be entertained.
14. The successful Tenderer will have to submit four sets of all the Tender Documents along with BOQ in connection with this Tender in hard copy within 7 (Seven) days from the date of receipt of Letter of Acceptance of the Tender. Failure to do so will be liable to termination/rejection of Tender with forfeiture of Earnest Money without any reference to the Contractor.
15. The successful Tenderer will have to start the work as per the work order to commence the work.
16. The work will be executed under the direct supervision of the concerned authorized officer i.e. Range Officer or Beat Officer as decided by the undersigned.
17. Number of pages in the books may increase or decrease marginally for which no extra payment will be charged.
18. The contractor shall not be entitled for any compensation for any loss suffered by him due to delay arising out for modification of the work, due to non-delivery of the possession of site and / or modification of drawing and design.
19. Prevailing safety norms has to be followed by the successful Tenderer during execution of the work so that LTI (Loss of time due to injury) is zero.
20. No tender shall be deemed to be fit for consideration unless the tender documents are fully and Completely filled in. All information that may be asked from the Tenderer must be unequivocally Furnished. The eligibility of a Tenderer will be ascertained on the basis of the documents submitted by a Tenderer in support of eligibility criteria. If any document submitted by a Tenderer is found to be incomplete/incorrect/ manufactured / fabricated or false, his Tender will be out rightly rejected at any stage and legal action will be taken against him.
- 21 . A Tenderer is to quote in figures as well as in words, his rates in the following forms as applicable in his cases against the estimated value put to tender of the tender form.The rate shall be clearly and legibly written and the whole writing must be by the hand of the person signing the tender and the same pen and ink. Erasing and over writing SHALL NOT BE ALLOWED. Correction in the rate should be avoided but if this becomes unavoidable, the entire rate and not a portion only shall be scored out and signed (not simply initialled) by the Tenderer in token of such cancellation. A fresh rate in one of

the specific form and in the specified manner shall then be correctly written.

22. In the event of a tender being submitted by a firm, it must be signed by a member or members of the firm having legal authority to do so and if called for, legal documentations in support thereon must be produced for inspection and in the case of a firm carried out by one member or a joint family it must disclose that the firm is duly registered under the Indian Partnership Act.
23. The Tenderer must sign at the bottom of each page of the tender documents as a proof of acceptance of terms and conditions of the Tender. Overwriting shall not be allowed. All corrections, alternations etc. must be duly signed.
24. It must be clearly understood that the quantities of the various items indicated in the schedule or Probable, items are approximate only and may be appreciably increased or decreased during actual execution. The contractor shall remain effected by alteration.
25. The bidder should also have made profits after taxes for each of these last 3 financial years.

(Sri P.K.Roy, WBFS)
Divisional Forest Officer
Working Plans (South) Division No.II,
Bankura

Memo No: 44 /2 – 42

Date: 02/02/2018

Copy for information and wide circulation through his office notice board to:

- 1) The Principal Secretary to the Government of West Bengal, Department of Forests, Aranya Bhaban, Salt Lake, Sector-III, Kolkata-700091
- 2) The Principal Chief Conservator of Forests,(Head of Forest Force) West Bengal, Aranya Bhaban, Salt Lake, Kolkata-700098.
- 3) The Chief Conservator of Forests, Head Quarters, West Bengal
- 4) The Conservator of Forests, Working Plan & GIS Circle, West Bengal
- 5) The District Magistrate, Bankura District.
- 6) The District Information & Cultural Officer, Bankura
- 7) The Divisional Forest Officer, Bankura (N) & (S) & Panchet Divisions
- 8). Office Notice Board.
- 9). The Guard File.

Divisional Forest Officer
Working Plans (South) Division No.II,
Bankura