



**GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF FORESTS  
OFFICE OF THE DIVISIONAL FOREST OFFICER  
JALPAIGURI SOCIAL FORESTRY DIVISION  
HAKIMPARA, JALPAIGURI, PIN-735101**



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Memo No. 69/28-50/2018-19

Dated, Jalpaiguri, 31<sup>st</sup> January, 2019.

**NOTICE INVITING TENDER No. - NIT/11-e/JPG SFD of 2018-19**

**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 NIT 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. Tenderers should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

### **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).

#### **A. Technical File (Statutory Cover) containing**

- i. NOTICE INVITING TENDER (NIT)
- ii. Section B (Form I, Form II Form III Form IV and AFFIDAVIT - Y)  
Earnest Money Deposit (EMD) and the cost of Tender Documents ( Tender Fees) etc. to be deposited by following procedure as adopted by Finance Department, State Government as detail given in the ITEM No. 3 of NIT.
- b) Addenda/Corrigenda: if published. Contractors are to keep track of all the Addendum/Corrigendum issued with a particular tender and upload all the above digitally signed along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as informal and liable to be rejected.

## **B. 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 Registration Certificate
			3 I.T. PAN Card FY 17-18
B.	COMPANY DETAILS	COMPANY DETAILS	1 Proprietorship Firm - Trade License.
			2 Partnership Firm - Registered Partnership Deed, Registered Power of Attorney, Trade license.
			3 Pvt. Ltd. Company - Registration Certificate under Company's Act, MOA & AOA, Registered Power of Attorney, Trade license.
			4 Registered Un-employed Engineers and Labour Co-operative Societies Limited. ( Trade License)
C.	CREDENTIAL	CREDENTIAL	1 Experience Profile - List of completed Projects of similar nature (as mentioned in NIT Section - B, Form - V).
			2 Completion Certificate from the concerned authority/ Supervisor which is applicable for eligibility in this bid [According to NIT]
D.	EQUIPMENTS	1. PLANT & MACHINERIES (OPTIONAL)	1 Authenticated copy of invoice, challan and way bill (Machinery)
		2. LABORATORY (OPTIONAL)	2 Authenticated copy of invoice, challan and way bill (Laboratory)
E.	FINANCIAL (INFO)	WORK IN HAND (OPTIONAL)	1 Authenticated copy
		PAYMENT CERTIFICATE	2 Only Payment Certificate of work issued by the Concerned Supervisor/Authority and not the TDS certificate
F.	DECLARATION	STRUCTURE & ORGANISATION	1 Details of Structure and Organisation (NIT-Section - B, Form - III)
		AFFIDAVIT	2 An affidavit made that no adverse report against the bidder (Form-I, Affidavit - Y)

### **2.3. 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. 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 than the estimated cost put to this notice ; or
  - (ii) At least two works of similar nature with an estimated cost of each 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 each of the works equal to at least 33% of the estimated cost put to this notice in any one year,
- (b) Provided that such similar works should have been implemented in Government Department, Zilla Parishad, Government undertaking / Statutory Bodies constituted under the statute of the Government. Completion Certificate indicating Estimated Amount, Value of work-done, date of completion of the work and detail communicational address along with contact number of the Client should be submitted. In the case of works undertaken for P.W.D./ C.P.W.D./ M.E.S./ Railways, a Completion Certificate from the concerned Executive Engineer will be treated as valid credential. [Non-statutory Documents]
- (c) For the purpose of this project 'similar works' would mean Civil Works e.g. similar work.
- (d) All categories of prospective Tenderers shall have to submit valid and up to date Professional Tax receipt Challan, VAT Registration Certificate, Income Tax Return Acknowledgement Receipt, PAN Card issued by Income Tax Department, and Trade License in respect of the prospective Tenderer.
- (e) 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].

- (f). Neither prospective Tenderer nor any of the constituent partners had been debarred to participate in any Tender by the P.W.D., P.W.(R)D & P.W.(C.B.)D, Housing Department, W.B. or C.P.W.D. or M.E.S or Railways; during the last 5 (five) years prior to the date of this NIT. Such debarring will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format). [Non-statutory Documents].
- (g). 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]
- (h). Registered Un-employed Engineers' Co-operative Societies / Labour Co-operative Societies are required to furnish the following documents : - [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.
- (i). 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.
- (j). Joint Ventures will not be allowed.
- (k). A prospective Tenderers 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.
- (l) No conditional/Incomplete Tender will be accepted under any circumstances.

(m). 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.

#### **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 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 of **Divisional Forest Officer, Jalpaiguri Social Forestry Division**, 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 deleted 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 **Divisional Forest Officer, Jalpaiguri Social Forestry Division** may take appropriate legal action against such defaulting tenderer.

## 11. Schedule of Dates:

Sl. No.	Activity	Date
1.	Publishing Date	04/02/2019
2.	Document Sale Start Date	04/02/2019 From 10:00 A.M.
3.	Bid Submission Start Date	04/02/2019 From 10:00 A.M.
4.	Bid Submission End Date	18/02/2019 up to 10:00 PM.
5.	Cost of Tender & EMD (Demand Draft/Banker's Cheque) to be deposited online	HARDCOPY IS NOT REQUIRED TO BE SUBMITTED
6.	Date of opening Technical Bid	20/02/2019 at 11:00 P.M. In the Office Chamber of the <b>Divisional Forest Officer, Jalpaiguri Social Forestry Division, Hakimpara, Jalpaiguri-735101.</b>
7.	Date of uploading of list of technically qualified bidders (online)	To be notified in due course.
8.	Date of opening of Financial Bid (online).	To be notified in due course.
9.	<b>Date of uploading of list of bidders along with the final rates (online)</b> , after negotiation, with all tenderers, if necessary (offline).	To be notified in due course.

Note:

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



**Notice Inviting Tender: - NIT/11-e /JPG SFD of 2018-19**

The **Divisional Forest Officer, Jalpaiguri Social Forestry Division** , 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	Tender Fees And EMD Payable to	Estimated Amount Put to tender (Rs.)	Amount of Earnest Money to be deposited(Rs.)	Cost of tender documents (Tender Fees, in Rs.)	Period of Completion of the work
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Construction of Beat Office including concealed wiring at BHUTNIRE GHAT under Falakata Social Forestry Range of Jalpaiguri Social Forestry Division, Jalpaiguri 2018-19.	Divisional Forest Officer, Jalpaiguri Social Forestry Division Payable in Jalpaiguri, W.B.	Rs. 12,76,646/- (including GST)	Rs.25,532/-	N. A.	35 days from date of issue of work Order.

**2. Brief details on the nature of work:**

2.a)	Name of the project work	Construction of Beat Office including concealed wiring at Bhutnire Ghat under Falakata Social Forestry Range of Jalpaiguri Social Forestry Division, Jalpaiguri ( F.Y. 2018-19)
2.b)	Nature of Work	CIVIL WORKS

### 3. Tender Document costs (Tender Fees) & Earnest Money Deposit (EMD):

a) Earnest Money Deposit (EMD) and the cost of Tender Documents (Tender Fees) is to be deposited following the procedure given below :-

1 Log in by bidder :-

a. A bidder desirous of taking part in a tender invited by Jalpaiguri Social Forestry Division shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenderss.gov.in> using his login ID and password.

b. He will select the tender to bid and initiate payment of pre-defined EMD/ Tender Fees for that tender by selecting from either of the following payments modes :

- i) Net Banking ( any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway.
- ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

2. Payment by Net Banking ( any listed bank) through ICICI Bank Payment Gateway.

- i) On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage ( along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- ii) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii) Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv) If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government /PSU/ Autonomous Body/Local Body/PRI, etc maintained with the Focal point Branch of ICICI Bank at R.N.Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v) If the transaction is failure, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT

i) On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.

ii) The bidder will print the challan and use the pre filled information to make RTGS/NEFT payment using his Bank account.

iii) Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.

iv) If verification is successful, the fund will get credited to the respective pooling account of the State Government

/PSU/Autonomous Body/ Local Body/PRI, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.

- v) Hereafter, the bidder will go to e-procurement portal for submission of his bid.
- vi) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

### 3. Refund /Settlement Process :

- i. After opening of the bids and technical evaluation 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 available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-procurement portal through web services.
- ii. On receipt of the information from the e-procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-procurement portal by the tender inviting authority.
- iii. Once the financial bid evaluation is electronically processed in ;the e-procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidder will be refunded, through an automated process, to the respective bidders bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.
- iv. If the L1 bidder accepts the LOI and the same is processed electronically in the e-procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L bidder is uploaded to the e-procurement portal by the tender Inviting authority.
- c. As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-procurement portal-c EMD of the L1 bidder for tenders of State Government offices will automatically get transferred from the pooling account to the State Government deposit head "8443-00-103-001-07" through GRIPS along with the Bank particulars of the L1 bidder.
- d. EMD of the L1 bidder for tenders of the State PSUs/Autonomous

Bodies/Local Bodies/PRIs, etc will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L1 bidder.

In both the above cases, such transfer will take place with T+1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.

- v. The bank will share the details of the GRN No. generated on successful entry in GRIPS with E-Procurement portal for updation.
- vi. Once the EMD of the L1 bidder is transferred in the manner mentioned above, Tender Fees, if any, deposited by the bidders will be transferred

electronically from the pooling account to the Government revenue receipt head "0070-60-800-013-27" through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous Body/Local Body/PRIS, etc tenders.

- vii. All refunds will be made mandatorily to the bank A/c from which the payment of EMD & Tender Fees ( if any) were initiated.

**b) There is no exemption** of any kind for any of the eligible contractors towards cost of tender document fee or **EMD**.

c) Intending Tenderers should download the Tender Documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

d) 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).

e) 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**')

#### **4. 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, Jalpaiguri Social Forestry Division** 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. The **Divisional Forest Officer, Jalpaiguri Social Forestry Division** 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, Jalpaiguri Social Forestry Division** 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. Intending Tenderers at their own cost and risk are encouraged to inspect the site of work and get themselves thoroughly acquainted with the local condition and all factors which may affect their rates. Prior to the site visit the intending Tenderers must inform the **Divisional Forest Officer, Jalpaiguri Social Forestry Division, Ph. No 03561-231187** or email (**03561-231187; E-mail ID: [dfojpgsfdivision@yahoo.com](mailto:dfojpgsfdivision@yahoo.com)**) about the time and date of the visit.
  5. The selected Contractor must arrange to procure all materials required for the proper completion of the work including cement and steel (as per the Technical Specifications of the tender document). The Employer will not on any account be responsible for procuring the same.

6. (a) Cement materials of reputed brand like ACC, Lafarge, Ambuja, Ultratech (**53 GRADE**) or as approved by Architect / engineer and Steel materials of reputed brand like **TATA, SAIL** or as approved by Architect / engineer only shall be allowed to be used in the work. No Brand of Cement and Steel materials other than the one shall be allowed to be used in the work.  
(b) 1<sup>st</sup> class bricks and stone chips ( crusher/NB variety) to be provided.
7. The selected contractor shall apply to the **Divisional Forest Officer, Jalpaiguri Social Forestry Division** for seeking permission for utilization of land at the close proximity of the site for arranging required plant & machineries, store of materials, labour shed, laboratory etc at his own cost and responsibility. All such temporary shed etc shall have to dismantled and all debris etc cleared from site post completion of the work or as directed by the **Divisional Forest Officer, Jalpaiguri Social Forestry Division** . Once an order to the effect is issued from the **Divisional Forest Officer, Jalpaiguri Social Forestry Division** in this regard, it shall be brought to effect by the contractor without contest.

#### **5. VALIDITY OF BIDS:**

Bid shall remain valid for a period not less than **180 (One Hundred And Eighty Days)** after the dead line date for Financial Bid/Sealed Bid Submission. 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 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, Jalpaiguri Social Forestry Division** 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 submit within 10 (Ten) days from the date of Letter of Acceptance, deposit an amount of **8% of Tender Amount** only in favour of "**Divisional Forest Officer, Jalpaiguri Social Forestry Division**". Under any circumstances the earnest money will not be adjusted with the Security Deposit in case of successful tenderer.

## 9. TECHNICAL SPECIFICATION AND QUALITY OF WORKS:

Unless otherwise stipulated all the works are to be done as per the Technical Specifications of the tender document. Contractor may refer to the relevant PWD (W.B.) Schedule of Rates for the working area including up to date addenda and corrigenda, if any, published by Public Works Department, Government of West Bengal. The project should be executed as per IS CODE /IRC/MOST/MORTH standards or higher regarding the quality of materials and various items of works.

## 10. DECUCTION OF TAXES ETC:

Deduction of Income Tax from the Contractor's Bill will be made as per Govt. rules.

Labour Welfare Cess @ 1%(one percent) of the cost of construction works will be deducted from every Bill of the selected agency. Vat, Royalty & all other statutory levy/ Cess will have to be borne by the contractor as per Govt. Rules and the rate in the B.O.Q. is inclusive of all the taxes & cess stated above.

Deduction of Tax shall be made as per provision of the SGST and CGST Act 2017.

The Agency will be liable to maintain the work at working portion at the appropriate service level to the satisfaction of the **Divisional Forest Officer, Jalpaiguri Social Forestry Division** at his own cost for a period of Security Period/Maintenance period which is one year from the date of completion of the work . If any defect/damage is found during the period as mentioned above, the Agency shall make the same good at his own cost. Failure to do so, penal action against the Agency will be imposed by the Government as deem fit. The Agency

will have to quote his rate considering the above aspect. Also the Prospective Tenderers shall have to execute the work in such a manner so that appropriate service level of the work is kept during progress of work and the period of Security Period from the date of successful completion of the work to the entire satisfaction of the **Divisional Forest Officer, Jalpaiguri Social Forestry Division** may be considered towards release of "Security Deposit".

In case of ascertaining Authority at any stage of application or execution of work necessary registered power of attorney is to be produced.

#### **11. 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. Relevant PWD(W.B.) Schedule of Rates
- f. Instructions to Bidders
- g. N.I.T.

#### **12. 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.

- 13 Canvassing in connection with the tender is strictly prohibited in the Tender submitted by the Contractor. Subletting act, outsourcing of work is strictly prohibited and will lead to cancellation of the contract and forfeiture of Security Deposit.
- 14 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, Jalpaiguri Social Forestry Division**. No claim in this regard will be entertained.



15. 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.
16. The successful Tenderer will have to start the work as per the work order to commence the work.
17. Successful Tenderer will be required to obtain valid Registration Certificate & Labour License from respective Regional Labour Offices where construction work by them are proposed to be carried out under the West Bengal Building & other Construction Works' Act, 1996 and the Contract Labour (Regulation & Abolition) Act,1970 and the same should be submitted to the **Divisional Forest Officer, Jalpaiguri Social Forestry Division** .
  - (i) The location of the work is at existing Central Nursery any kind of damage to the existing infrastructure or nursery stock will be sole responsibility of the contractor to composite the same during execution of the work.
  - (ii) The land belongs to Forest Deptt. so forest property should not be damaged during execution of work.
  - (iii) The Deptt. not responsible any kind of accident/casualty by the wild animals or other incident during execution of work.
  - (iv) Any violation of law as per Indian Forest Act 1927 will be dealt accordingly.
18. The Successful Tenderer shall have to comply with the provision of (a) the Contract Labour (Regulation & Abolition) Act,1970 (b) the Apprentice Act,1961 and (c) the Minimum Wages Act, 1948 (d) the West Bengal Building & other Construction Works' Act, 1996 and the Notifications thereof or other laws relating thereto and the rules made and orders issued there under from time to time, failure to do so will be treated as breach of contract and the **Divisional Forest Officer, Jalpaiguri Social Forestry Division** may in his discretion cancel the contract. The contractor shall also be liable for any liability arising on account of any violation by him of the provisions of the Act and rules made there under time to time.
19. 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.

20. 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.
21. Guiding schedule of rates: For Building Works: Schedule of rates of P.W.D., W.B., 2014 for Building, Sanitary & Plumbing works, materials and labour along with corrigenda and addenda updated till date of issue of NIT.
22. 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.
23. 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 initialed) 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.
24. 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.
25. 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.
26. 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.

## 1. OPENING & EVALUATION OF TENDER

### A) Opening of Technical Proposal

- i) Technical proposals will be opened by the Tender Opening Authority or his authorized representative as per the Date & Time schedule mentioned in the N.I.T. electronically from the website stated in Clause 2 of this NIT using their Digital Signature Certificate.
- ii) Intending tenderers are encouraged to be present for observing the tendering opening procedure.
- iii) Statutory Cover shall be opened first and if found in order, Non-Statutory cover will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- iv) Decrypted (transformed in to readable formats) documents of the Statutory and Non Statutory Cover will be downloaded by the Tender Opening Authority.
- v) **Declaring summary list of technically qualified tenderers :-**
  - a. Pursuant to scrutiny and decision of the Tender Opening Authority, the summary list of technically qualified tenderers and the serial no. of work for which their proposal will be considered will be uploaded in the web portal. The list would be displayed vide notice board of the Tender Inviting authority, viz. **Divisional Forest Officer, Jalpaiguri Social Forestry Division.**
  - b. While evaluation, the Tender Opening Authority 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 are not produced within the stipulated time frame, their proposals will be liable for rejection.
  - c. All prospective tenderers who fulfil the eligibility criteria conditions stipulated in Cl.(6) of this NIT become technically qualified for further process subject to provisions of Sub-Clause 7 v).(a) and 7.v).(b) mentioned above.

### B) Opening of Financial Proposal

- i) The financial proposal of the technically qualified tenderers will be opened by the Tender Opening Authority or his Authorized representative electronically as per the Date & Time Schedule mentioned in the N.I.T. from the website using their Digital Signature Certificates.
- ii) Intending technically qualified tenderers are encouraged to be present during this process.

iii) Decrypted (transformed in to readable formats) B.O.Q. would be downloaded by the Tender Opening Authority.

**FORM-1**

APPLICATION FOR e-TENDER

To  
The Divisional Forest Officer  
Jalpaiguri Social Forestry Division

e-Tender No :-

Serial No. of work applied for .....

Amount put to Tender Rs. ....  
( Tender Value)

Dear Madam,

Having examined the Technical Cover, OID cover & all other e-NIT documents, I/we hereby would like to state that i/we willfully accept all your conditions and offer to execute the works as per e-Tender No. and serial No. state above. I/we also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2019

Full Name of Bidder/Contractor :- \_\_\_\_\_

Signature :- \_\_\_\_\_

In the capacity of :- \_\_\_\_\_

Duly authorized to sign bids  
For & on behalf of ( Name of Firm ) :- \_\_\_\_\_

Office address with seal if any :-

Telephone No. (s) (office ) \_\_\_\_\_

Mobile No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E mail ID :-

## AFFIDAVIT-“Y”

( To be furnished in Non Judicial Stamp Paper of appropriate value duly notarized)

- 1) I, the undersigned do certify that all the statements made in the attached documents are true and correct. I have all machineries as per NIT & all will be at site during entire period of work. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the undersigned.
- 2) The under signed also hereby certifies that neither our firm M/s ..... nor any of constituent partner had been debarred to participate in tender by any Government Department during the last 5 ( five) years prior to the date of this N.I.T. I/We have presently ..... Nos of works in my hand & I would finish the work in time.
- 3) The undersigned would authorize and request any Bank, Person, Firm or Corporation to furnish pertinent information as deemed necessary and /or ad requested by the Department to verify this statement.
- 4) The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- 5) Certified that I have applied in the tender in the capacity of individual/as a partner of a firm/authorized representative of company or society and I would not handover the job to any other person except my employee to supervise.

Signed by an authorized of the firm

Title of the Officer

Name of the Firm with Seal

Date :-

Section –B  
Form-V  
( TO BE FILLED UP BY TENDERER)

To  
The Divisional Forest Officer  
Jalpaiguri Social Forestry Division  
Dear Sir/Madam,

Ref :- Tender NIT No. ....

1. I/we refer to the tender notice issued by you for the work of Construction of Range Office and Gr. B, Gr. C, & Gr-D quarter in Jalpaiguri Social Forestry Division vide tender reference No. .... mentioned above.
2. I/We do hereby offer to perform, provide execute, complete and maintain the works in conformity with the drawings, condition of contract, specification, Schedule of Quantities for the sum of Rs. .... ( quoted in Tender Paper) ..... only at the respective quoted ITEM WISE rates mentioned in the Schedule of Quantities.
3. I/We have satisfied myself/ ourselves as to the site conditions, examined the drawings and all aspects of tender conditions, subject above, I/we hereby agree, should this tender be accepted in whole or in part, to :
  - (a) abide by and fulfill all the terms and provisions of the said conditions annexed herein,
  - (b) complete the works within ..... days.
4. I/ we have deposited the earnest money of Rs. .... only which, I/We note that deposited EMD, will not bear any interest and is liable for forfeiture-
  - (i) If our offer is withdrawn within the validity period of acceptance.
  - (ii) If the contract is not executed within 15 days from the date of receipt of the letter of acceptance  

Or
  - (iii) If the work is not commenced within 7 days after issue of work order/ handing over of the site which ever is later.
5. I/we understand that you are not bound to accept the lowest or any tender you receive.

Yours faithfully

Signature .....

Designation .....

Address .....

Name of Partners of our Firm :-

1) \_\_\_\_\_

2) \_\_\_\_\_