



GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF FORESTS  
OFFICE OF THE DIVISIONAL FOREST OFFICER, HOWRAH DIVISION  
DALMIA PARK, STADIUM COMPLEX, HOWRAH-711101.  
Phone & Fax-2641-1772, e-mail : [dfohowrah@gmail.com](mailto:dfohowrah@gmail.com)

Memo No. : 713 /28-46/2018

Dated Howrah 05 / 03/ 2018

**SHORT TENDER NOTICE NO.: 20/ 28-46/2018-Translocation of Deer Stock**

In pursuance to the G.O No-5400-F(Y) dt 25/6/12 and its subsequent amendment No-2254-F dt 24/4/14, *Ex-officio* Director, Garchumuk Deer Park (Mini Zoo) & Divisional Forest Officer, Howrah Division, on behalf of Governor of West Bengal, invites **sealed tenders** from Bonafied Co. / Contractor / Carrying Agent / Manufacturer/ farms etc. for 'Translocation of spotted deer from Garchumuk Deer Park (Mini Zoo), Uluberia to Ramnabagan Wildlife Sanctuary, Burdwan and from Ramnabagan Wildlife Sanctuary, Burdwan to Buxa Tiger Reserve, Alipurduar by **full Punjab body truck**.

**Table-I**

Sl. No.	Item	Date
1	Date for Issue of Tender Form	05/03/2018 from 10.00 a.m.
2	Last Date of purchase of Tender form	09/03/2018 up to 3.00 p.m.
3	Date for submission of Tender paper	05/03/2018 from (10.00 a.m.) to 09/03/2018 (3.00 p.m.)
4	Date of Opening of Technical Bid	09/03/2018 (3.30 p.m.)
5	Date of opening of Financial Bid	09/03/2018 (after opening of Technical Bid)

**TABLE -II**

1	Office from where the Tender Paper / Form can be purchased.	Office of the <i>Ex-officio</i> Director, Garchumuk Deer Park (Mini Zoo) & Divisional Forest Officer Howrah Division, West Bengal Dalma Park, Stadium Complex,Howrah-711101
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**GENERALTERMS AND CONDITIONS**

1. Payment shall be made on pro rata basis based on the lowest rate offered by the successful bidder/s.
2. Invitation of tenders is indicative in nature. It is being floated in anticipation of administrative approval and subsequent financial sanction. In case of non availability of such approval the tender shall be cancelled outright without assigning any further causes. Cost of the tender papers, if any, is non refundable in nature. No prayer, in case of such cancellation, shall be entertained under any circumstances. In case of the requisite approval from appropriate authorities also, work order to the

successful bidders shall only be issued when fund will be placed and which it shall be free from any other encumbrances.

3. **The intending contractor/s must be financially sound to participate in those tenders apart from having requisite technical knowledge. The technical bids thus submitted by the intending bidders shall be scrutinized by the tender committee constituted for the purpose, based on 2 grounds ;- a) The experience of the intending bidders & b) financial potential of the bidder/s.**

4. Before quoting rate the place of work to be visited by the Tenderer.

5. **Procurement of Tender Paper-** The intending bidders must apply for the tender paper to the office in plain paper or in their own letter head along with self attested Xerox copy of address proof, PAN, GST Registration. The cost of tender paper shall be Rs 750.00 (seven hundred and fifty) only for each tender in form of Demand Draft. The cost Tender paper / Form is as per Govt. of WBs notification no. 452-A/PW/O/10C-35/10, Dt-26/07/2011. Tenderers should specially take note of all the addendum / corrigendum related to the Tender.

6. **Submission of Tender Paper-**The tender shall be required to be submitted in sealed cover, by name, and not by official designation, in favour of **Smt. Niranjita Mitra, WBFS, ex-officio Director, Garchumuk Deer Park (Mini Zoo) & Divisional Forest Officer, Howrah Division**, super scribing the Tender Notice Number. The sealed envelope should consist of another two sealed envelopes viz-

- A. Technical Bids and Other Document and
- B. Financial Bid

**A. The Technical Bid** should consist of following document- Paper related to company/bidder's Details such as :

Copy of Last Income tax Submission Certificate, Copy of Last VAT submission certificate, Copy of PAN, GST Registration, Receipt of Purchase of Tender Paper, Receipt of submission of EMD deposit (Original), Details of Financial Credentials, **Affidavit (Y)**: The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded, debarred or blacklisted during the last 3 (*three*) years by any Government or PSU. Such abandonment or rescission will be considered as disqualification towards eligibility. A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive and be submitted along with technical bid.

Work credential as per schedule to any Government Department, Zilla Parishad, Government undertaking / Statutory Bodies constituted under the statute of the Government during within last three financial years including current financial years should also be submitted. The work credential should be of similar nature in as per the tender notice implemented in a particular financial year.

**B. The Financial Bid** should be submitted in prescribed format attached with the tender paper. The financial bid should be inclusive of all taxes. The tender paper should be submitted in the tender box specifically earmarked for the purpose. Tender paper submitted otherwise shall not be accepted under any circumstances. Further, no extension of time of submission of tender paper shall be entertained under any circumstances and the tender box shall be sealed after laps of due time and shall be opened on due time in presence of the bidders as they remain present.

## 7. Earnest Money Deposit (EMD):

- A. **A. Mode of Payment:** (a) "Earnest Money Deposit (EMD)" an amount of Rs. 5000/- (Rupees five thousand) must be submitted in the form of Demand Draft (DD) with any Nationalized Bank of India / any authorized banks & banks included in Finance Dept Memo no 6426-F(Y) Kolkata 25/7/12 ,Memo no 7791 F(Y) dt 9/11/2015 & other orders thereof in favour of the **Ex-officio Director, Garchumuk Deer Park (Mini Zoo) & Divisional Forest Officer, Howrah Division** payable at Howrah, Dist- **Howrah**. Payment in anyother form e.g. Cheque,

NSC, KVP etc will not be accepted and the same must be enclosed with the Tender Form in Original & without it, Tender Form will not be accepted by the undersigned.

- B. **Refund of EMD:** The EMD of the unsuccessful e-Tenderers deposited in favour of “**Ex-officio Director, Garchumuk Deer Park (Mini Zoo) & Divisional Forest Officer, Howrah Division**” will be refunded without any interest on receipt of application addressed to the “**Ex-officio Director, Garchumuk Deer Park (Mini Zoo) & Divisional Forest Officer, Howrah Division, Howrah**, from Tenderers as per relevant Govt. Rules.
- C. The Earnest Money of all other tenderers shall be refunded after release of acceptance letter in favor of the qualified lowest bidder on receipt of application from tenderers, except the bidder who is awarded the contract work EMD shall be retained as until signing of an agreement, submission of Security Deposit and issue of work order.
8. **Eligibility Criteria-** Bonafide contractor having valid Income Tax, PAN, GST Registration Number, having experience of similar nature of work during the last 3 financial years to any Government Department, Zilla Parishad, Government undertaking / Statutory Bodies constituted under the statute of the Government may apply for the tender. The intending bidders must be having financial credential of similar nature in as per NIT. The financial credentials thus submitted should not be more than three years’ old.
9. **Pattern of Bid-**Two bid system of submission of tender shall be followed. Financial bids of the bidders shall only be opened if the intending bidders pass in the technical bid to be decided by the Tender Committee constituted for the purpose. Technical bid should consisted of Paper related to company/bidder’s Details such as Copy of Last Income tax Submission Certificate, Copy of Last VAT submission certificate, Copy of PAN, GST Registration, Receipt of Purchase of Tender Paper, Receipt of submission of EMD deposit (Original), Details of Financial Credentials, **Affidavit (Y):** The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded, debarred or blacklisted during the last 3 (*three*) years by any Government or PSU. Such abandonment or rescission will be considered as disqualification towards eligibility. The value put under tender is inclusive of all taxes.
10. **Credential-** Intending bidders shall be required to be submitted financial credential of similar nature of works during the last 3 financial years to any Government Department, Zilla Parishad, Government undertaking / Statutory Bodies constituted under the statute of the Government, not more than three (3 )Years old. (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:
- For the purpose of this project ‘similar works’ would mean supply works or any other works:
- (i) with an estimated cost equal to or more than the estimated cost,
  - (ii) with an estimated cost of each of the works equal to at least 50% of the estimated cost in any one year, and
  - (iii) 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, in any Govt. /Undertaking / reputed MNCs etc.
11. **Time to complete the work-** Successful bidder shall have to complete the works within 21 (twenty one) days from the date issuance of work order in this regard. Allowing time extension shall be the discretionary power of the tender issuing authority. In case of delay penalty may be imposed after form initiating other legal means like forfeiting the security etc, if undersigned deems fit.
12. **Submission of Financial Bid-** financial bid shall be required to be submitted in a separate sealed cover within the bigger sealed cover super scribing the Tender Notice No etc as per prescribed format. Rate shall be quoted **as percentage ( above / bellow / at per ) in words & in figures**. Undersigned does not always bind herself to accept the lowest rate and not bound to give any reason for the same. The Sample Testing committee may examine and ascertain the work and accordingly the Tender committee and Sample Testing committee will recommend and final decision may be taken.

### 13. Security Deposit:

- a) 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, **Security Deposit which is 10% (Ten Percent)** of the contracted value of work shall have to be deposited in form of Demand Draft (DD) of any Nationalized Bank of India / any authorized banks & banks included in Finance Dept Memo no 6426-F(Y) Kolkata 25/7/12 ,Memo no 7791 F(Y) dt 9/11/2015 & other orders thereof in favour of the **Ex-Officio Director, Garchumuk Deer Park & Divisional Forest Officer, Howrah Division** payable at Howrah, Dist- **Howrah**. Failure in depositing this amount shall render the contact liable to termination without reference to the contractor and in such case. After submission of Security Deposit an agreement as per given format shall have to signed on Stamp Paper (cost of Stamp Paper shall be borne by tenderer) and signed agreement shall have to notarized from Public Notary. After that formal work order will be issued.
  - b) Security Deposit will be released without any interest on receipt of application addressed to the **Ex-Officio Director, Garchumuk Deer Park & Divisional Forest Officer, Howrah Division**, from Contractor after laps of Security Period/Maintenance period – i.e. six (06) months after installation/ completion of the work.
  - c) **Execution: The Contractor will be liable to carry the Deer Stock safely from the Garchumuk Deer Park (Mini Zoo), Uluberia to destination.**
  - d) **No of trucks (full Punjab body) will be required at least 6 (six) for such carrying work.**
  - e) **During carrying the Deer Stock, utmost care and caution should be taken so that no Deer Stock gets any harm, hurt or injury.**
  - f) **During carrying the Deer Stock, the contractor / truck driver etc. should follow the instructions of the attending Officer / staff for safety and security of the Deer Stock.**
  - g) **No extra night halt allowances, food allowances or any other allowances to the carrying staff / driver / khalasi will be entertained apart from the contract prices.**
  - h) **No extra cost of fuel, cost of maintenance of truck / tyre / vehicle on board will be allowed beyond contract prices.**
  - i) **The Agency / bidder(s) 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 the carrying of Deer Stock.**
14. Validity of the tender will be 12 (twelve) months from the date of submission of the tender or up to the end of financial year, as may be decided by the appropriate authority.
  15. The undersigned reserves the right to place work order for supply as per availability of fund.
  16. The undersigned reserves the right to cancel the tender, if necessary, without assigning any reason whatsoever.
  17. Requisite license must be obtained for Labour Department after issuance of work order. No payment shall be made without production of the license.
  18. The undersigned or his representatives will inspect the works, take necessary measurement, and perform the required tests as and when required. The tenderers should render the required co-operation in this regard.
  19. Safety security of labours and others at the place of work is the responsibility of the tenderer and no claim of compensation/medical treatment can be lodged with the Forest Department in case of any injury /death of any person.

20. The tenderer will submit bills in triplicate with a copy of work order bank details supply challan duly signed through the Range Officer concern. The Range Officer will forward the same to the undersigned with WMNB reference, duly checked by Gazetted Assistant of Howrah Division.
21. The work order will be issued to the successful contractor only after placement of fund by the Government.
22. No extension of time will be allowed for delivery / execution of the work. The Tenderer / contractor shall not be considered in default, if delay in delivery / execution occurs due to causes beyond his / her control, such as acts of God, natural calamities, civil wars, fire, strike, frost, floods, riot and acts of unsurpassed power. In the event of delay due to such causes, the tenderer may apply to the Ex-officio Director, Garchumuk Deer Park (Mini Zoo) & Divisional Forest Officer, Howrah Division for extension of time for that period. The Ex-officio Director, Garchumuk Deer Park (Mini Zoo) & Divisional Forest Officer, Howrah Division at his own discretion may extend for a length of time equal to the period of force majeure or such period as he think suitable for that or may be cancelled. Such cancellation would be without any liability whatsoever on the part of the undersigned.
23. The tenderers are required to inspect the sites before submission of the tender and future ignorance of any such item will not be entertained.
24. All works are required to be carried out as per plan and specification & estimate of the project subject to the modification by the undersigned at any point of time during execution of the work duly notified to the contractor/ supplier, within the project cost.
25. Statutory Deduction: Income Tax, GST, Labour Welfare Cess, as applicable, shall be deducted from the Gross amount of Bill.
26. The successful tenderer will not assign any part of the work to any other contractor.
27. The successful tenderer may, however authorize any person to supervise the day to day work, attend the measurement when taken by the undersigned or by his authorized Officer and record his signature on the work measurement note books.
28. Rate offered in the estimate is the final and tenderer will not have any further claim.
29. The acceptance of the tender will be subject to the receipt of the approval of the higher authorities and availability of fund. The undersigned will not be responsible for any loss sustained by the tenderer in the event of non receipt of Government sanction.
30. The payment of bill for any work will be made according to the availability of fund and approval of higher authorities wherever applicable and no claim to delay in payment will be entertained.
31. The terms and conditions of this "Tender Notice inviting tender" is part and parcel of the contract form.
32. In case of any dispute in execution of the work or supply, an application may be made to the Ex-officio Director, Garchumuk Deer Park (Mini Zoo) & Divisional Forest Officer, Howrah Division and the decision of the undersigned is final and binding.
33. Work order shall only be issued when the administration approval and financial sanction from appropriate authority.
34. As far as possible, unskilled workers shall be engaged from the local areas in which the work is being executed.
35. The Contractor shall comply with all State and Central Laws, Statutory Rules, Regulations, etc., such as The payment of wages Act, The Minimum Wages Act, The workmen's Compensation Act, The Employer's Liability Act, The industrial Disputes Act, The Employees' Provident Fund Act, Employees' State Insurance Scheme, the Contract Labour (Regulations and Abolition Act, 1970) and other Acts,

Rules and Regulations for labour as may be enacted by the Government during the tenure of the Contract and having force or jurisdiction at site. The contractor shall give to the local Governing Body, Police and other concerned Authorities all such notice as may be required under law.

36. Contractor shall have to comply with the provisions of **(a)** the contract labour (Regulation Abolition) Act. 1970 **(b)** Apprentice Act. 1961 and **(c)** minimum wages Act. 1948 **(d)** Indian Forest Act, 1927 & amendments **(e)** Wildlife (Protection) Act 1972 & amendments of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
37. The Contractor, in the event of his engaging 20 or more workmen, will obtain independent license under the Contract Labour (Regulations and Abolition Act, 1970) from the concerned authorities based on the certificate (Form-V) issued by the principal employer.
38. The contractor shall pay all taxes, fees, license charges, deposits, duties, tolls, royalty, commissions or other charges which may be leviable on account of any of his operations connected with this contract. In case the Tender Inviting Authority make any such payment, it shall be recovered from the contractor bill.
39. The contractor shall be responsible for the provision of health and sanitary arrangements more particularly described in the Contract Labour (Regulations and Abolition Act, 1970) and safety precautions as may be required for safe and satisfactory execution of the contract.
- 40. During scrutiny, if it comes to the notice of the Tender Inviting Authority that the credential or any other paper found incorrect / manufactured / fabricated / fake, such Tenderer bids shall be rejected without any prejudice bids, bidder would not be allowed to participate in the tender.**
41. The Ex-officio Director, Garchumuk Deer Park (Mini Zoo) & Divisional Forest Officer, Howrah Division reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
42. The contractor's any of the documents on verification if found incorrect / manufactured / fabricated / fake or false in that case awarded contract work liable to be terminated with imposition of penalties or penalized as deemed fit. The balance work shall be awarded on risk and cost basis tender.
43. The Ex-officio Director, Garchumuk Deer Park (Mini Zoo) & Divisional Forest Officer, Howrah Division's decision shall be final and binding to follow in case of any discrepancy arises between two similar clauses contained in contract agreement.
44. The contractor is liable to pay the skilled, unskilled and other labour wages as per existing rules. Local skilled Forest Protection committee members may be involved but is not mandatory.
45. Deduction of STDS, TDS, GST & Other tax etc, if applicable shall be made as per rule in vogue. **The tender value inclusive of all direct & indirect taxes** (VAT, Service Tax, Labour Welfare Cess, GST etc)
46. All these terms and conditions along with such other terms and condition as the undersigned deems fit shall form a part of the agreement which is required to be made by the successful bidder with the undersigned.

Sd/-  
Ex-officio Director,  
Garchumuk Deer Park (Mini Zoo) &  
Divisional Forest Officer, Howrah Division

Copy forwarded for wide circulation & information to:-

1. The Principal Chief Conservator of Forests(HOFF), West Bengal
2. The Addl. Principal Chief Conservator of Forests, CAMPA, West Bengal
3. The Chief Conservator of Forests, Conservation & Extension, West Bengal.
4. The Conservator of Forests, Park & Garden Circle, West Bengal.
5. CA to The District Magistrate, Howrah, with a request to display in Notice Board
6. The Secretary, Howrah Zilla Parishad, with a request to display in Notice Board
7. CA to The District Magistrate, Hooghly, with a request to display in Notice Board
8. The Secretary, Hooghly Zilla Parishad, with a request to display in Notice Board
9. The Assist. Divisional Forest Officer, Howrah Division, with a request to inform all Tender Committee members to be present during opening of the tender and evaluate it.
10. The Head Clerk, Howrah Division.
11. The Budget & Accounts Section.
12. All Range Officers (Territorial), Howrah Division.
13. Notice Board, Howrah Division.

Sd/-  
Ex-officio Director,  
Garchumuk Deer Park (Mini Zoo) &  
Divisional Forest Officer, Howrah Division

**ANNEXURE-II  
PRAYER FOR PARTICIPATION IN THE TENDER**

Name :

Address :

Tender No. ::

Financial Credential (as mentioned in the tender notice)

Bank details (Current A/c No., IFSC code & MICR code ) (optional)

Declaration : I / we do hereby declared the statement made by me is true the best of my knowledge in belief.  
If allow I/We shall abide by all the terms and conditions mentioned in the tender notice and the direction of  
the authority. I /We read the tender document carefully and understood it in letter inspirit.

Signature with date .....



**TECHNICAL BID FORMAT**

Form IA-General Information about the Organization

Sl No	Particulars	Details to be furnished

Details of the Bidder (Organisation)

1	Name	
2	Address	
3	Telephone/Mobile No.	
4	Email	
5	Fax	
6	Website	

Details of Authorized Person

7	Name	
8	Address	
9	Telephone/Mobile No.	
10	Email	

Information about the Organization

11	Status of Organization (Proprietorship/Partnership/Public Ltd/Pvt. Ltd/ Co-operative Society etc.)	
12	Details of Registration of Organization	Date: Ref:
13	Number of Professionals in position in the organization	
14	Locations and address of offices	
15	Service Tax Registration Number	
16	GST Registration Number(Enclosed latest VAT Return)	
17	Professional Tax Registration Number	
18	Income Tax PAN Number	
19	Details of any other Licenses/Registration (Copy to be enclosed)	

Signature of the Tenderer with date

(Annexure-III)

Form I-B "Summary of Credential " ( Year wise)

Sl No	Name of the Customer	Project Name	Brief narration of the type of work implemented	Start Date	End Date	Contact Value (only net checked amount issued by authority	Financial year of the completion of the work	Supporting documents against the completion report ( Yes/No)	Whether Successfully completed	Address &Phone no. of the work completion issuing authority.

Signature of the Tenderer with date

**(Annexure-IV)**  
**FINANCIAL BID FORMAT**

Form II-A

Sl No	Tender No	Estimated Cost Inclusive all taxes as per model estimates (Rs)	Rate Offered by the bidders	
			Rate offered ( % bellow / % above/ at per) in figure	Rate offered ( % bellow / % above/ at per) in words

Declaring that the item against which there are fixed Govt. rate such as minimum wage rate etc. shall be obeyed in letter in spirit

Signature of the Tenderer  
with Seal & date

**(Annexure-V)**  
**AFFIDAVIT – Y**

**(To be furnished in Non-judicial stamp paper of appropriate value duly notarized)**

- (I) I, the undersigned do certify that all the statements made in the attached documents are true and correct. 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.
- (II) The undersigned also hereby certifies that neither our firm M/S\_\_\_\_\_ nor any of 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 nor abandoned any of their contracts.
- (III) The undersigned would authorize and request any Bank, person, Firm, or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Divisional Forest Officer, Howrah Division, W.B. herein referred to as the e-Tender Inviting & Accepting Authority, to verify this statement.
- (IV) The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the e-Tender Inviting & Accepting Authority.
- (V) Certified that I have applied in the e-Tender in the capacity of individual/as partner of a firm & I have not applied severally for the same job.

Date:\_\_\_\_\_

Signature of authorized officer of the firm:\_\_\_\_\_

Title & Capacity of the officer:\_\_\_\_\_

Name of the Firm with Seal:\_\_\_\_\_