

FORM 1

To,
The Divisional Forest Officer
24-Parganas South Division

Sir/Madam,

I/We agree to undertake the works relating to repairing & Maintenance of Ban Bikash Kendra under Namkhana Range under 24 - Parganas (South) Division against Tender Notice No. 19/SPAP/Namkhana/2018-19 during the year 2018-19.

At par/at

Words

Figure

Above/at

Words

Figure

Below/at

Words

Figure

Yours faithfully,

Contractors

Signature_____

Full Name of

Contractor_____

Seal

Dated :

In case of Firm/Company
Full Address

Government of West Bengal
Directorate of Forests / Office of the Divisional Forest Officer
24-Parganas (South) Division / New Administrative Building, 4th floor
12, Biplabi Kanailal Bhattacharjee Sarani, Alipore / Kolkata - 700 027

Tender Notice No. 19/SPAP/NAMKHANA/2018-19

Repairing & Maintenance of Ban Bikash Kendra under Namkhana Range under 24-Parganas (South) Division during the year 2018-19.

Sealed Tenders (to be addressed the Divisional Forest Officer, 24 - Parganas (South) Division designation) are invited from bonafide contractor for the following works and bonafied tenderers as per particulars below:

- a. Name of the work : Repairing & Maintenance of Ban Bikash Kendra under Namkhana Range under 24-Parganas (South) Division during the year 2018-19.
- b. Name & Address of the Division Concerned : Divisional Forest Officer, 24-Parganas (S) Division, 12, Biplabi Kanailal Bhattacharjee Sarani, Alipore, New Administrative Building, 4th floor, Kolkata - 27
- c. Contractors eligible to submit the tender : Bonafied Contractors & Tenderers who have Trade Licence, IT Return, Professional Tax Certificate, GST Registration and Credential in similar type of works.
- d. Estimated value of the work : 4,00,000.00 (Rupees Four Lakhs only).
- e. Earnest money : Rs. 8,000.00 (Rupees Eight thousand) only.
- f. Price per set of tender form & tender document : Rs. 500.00 (Rupees Five hundred) only.
- g. Date of submitting application : 10.07.2018 to 17.07.2018 during office hours.
- h. Date & time of issue of tender paper : 11.07.2018 to 17.07.2018 during office hours.
- i. Last date for receipt of tender paper : 20.07.2018 within 2:00 p.m.
- j. Date & time for opening of tender : 20.07.2018 after 3:00 p.m.
- k. Validation of Tender : Up to 30th March,2019.

LIST OF ITEM

Tender No.	Name of Item	Cost of Project	Earnest money (2%) to be deposited (Rs.)	Security Money 10% to be deposited (Rs.)	Cost of Tender paper (Rs.)
1	2	3	4	5	6
Tender Notice No. 19/SPAP /Namkhana/2018-19	Repairing & Maintenance of Ban Bikash Kendra under Namkhana Range under 24-Parganas (South) Division during the year 2018-19	4,00,000.00	8,000.00	40,000.00	500.00



**Govt. of West Bengal
Directorate of Forests
Office of the Divisional Forest Officer
24-Parganas South Division**

Memo No:

/2-

Dated:

Tender Notice No. 19/SPAP/NAMKHANA/2018-19

Repairing & Maintenance of Ban Bikash Kendra under Namkhana Range under 24-Parganas (South) Division during the year 2018-19.

1. Sealed Tenders to be addressed to the undersigned by name at Smt Tripti Sah, IFS and not by her official designation only are invited from experienced resourceful PWD contractors, bonafied working contractors having technical experience for similar type of works.
2. The application for tender papers shall have to produce credentials showing the capacity for execution of similar type of works amounting to Rs. 2 lakhs (Rupees two lakhs) or more. The credentials shall consist and original payment/ completion certificate and mere work order would not be treated as valid credential. No documents more than 3 (three) years old will be accepted. The Committee formed in this connection will have the right to take decision about the selection of eligible contractors for issuing tender paper.
3. The intending tenderer shall have to produce up-to-date certificate of Income Tax, Trade License and Professional Tax, GST Registration before the Divisional Forest Officer, 24-Parganas South Division.
4. Permission of purchasing tender papers shall have to be obtained sufficiently in advance by submitting application from 10.07.2018 to 17.07.2018 within office hours.
5. Tender shall be submitted in the prescribed tender paper only obtainable from the office of the undersigned in cash payment of Rs. 500/ (Rupees five hundred) only each as mentioned in schedule for this project during working hours of any working day on or before from 11.07.2018 to 17.07.2018 during office hours.

6. The undersigned reserves the right not to issue tender form to any applicant without assigning any reason.

7. The tender is sealed super scribing Relating to Repairing & Maintenance of Ban Bikash Kendra under Namkhana Range under 24-Parganas (South) Division during the year 2018-19 against **Tender Notice No. 19/SPAP/NAMKHANA/2018-19** should reach office of the Divisional Forest Officer, 24-Pgs(S) Divn. by register post/courier service/speed post on or before 3.00 p.m. on 20.07.2018. Thereafter at 4:00 pm of the same date the tender will be opened in the presence of such tenderers or their representatives who may be present. No tender will be received by hand or in other manner except as mentioned above.

The acceptance of the tender will rest with the appropriate authority that does not bind herself to accept the lowest tender and reserves himself the authority to reject any or all the tenders received without assigning any reason thereof.

TERMS AND CONDITIONS

1. A tenderer is to quote rates in figures as well as in words at percentage above/below or at par the rates in the specific schedule of works for the project & this should please be signed by the tenderer. The particulars of works may be enquired from the Office of the Divisional Forest Officer, 24-Parganas South Division.

2. Earnest Money deposit :

All intending Tenderers shall have to deposit an Earnest Money Deposit of 8,000.00 (Rupees Eight thousand) only through "GRIPS" Portal of West Bengal Finance Department in favour of the "**Divisional Forest Officer 24 - Parganas (South) Division,**" in the Tender Box at the Office of Divisional Forest Officer 24 - Parganas (South) Division, under sealed cover before 20.07.2018 at 3:00 PM. The EMD will be released to the unsuccessful Tenderers on written application after successful completion of all formalities of the tender. If the successful Tenderer fails to execute the required Agreement within the stipulated period, the EMD will be forfeited to the Govt. Release of EMD will be done on line through treasury on completion of all formalities.

3. SECURITY MONEY DEPOSIT:

The successful Tenderer, to whom a letter of acceptance has been issued, will have to deposit within 7 days from the date of letter of acceptance, a "Security Deposit" money amounting to Rs. 40,000.00 (Rupees Forty thousand) only through "GRIPS" Portal of West

Bengal Finance Department in favour of the "Divisional Forest Officer 24 - Parganas (South) Division," and original PAID Challan will be deposited to this office. The Tenderer should sign an "Agreement" with this office within 07 (seven) days from the date of communication and acceptance of the Tender.

b) The SD money will be released after expiry of the contract. On completion of the contract, the tenderer shall obtain a release order from the undersigned and submit the same with completion report to the Divisional Forest Officer, 24 - Parganas (South) Division.

4a). The work of this particular project under the schedule is to be completed by three months from the date of issuing the Work Order. No extension of time will be allowed as matter of rule except in special cases under such terms and conditions as may be specified by the appropriate authority.

b) If the Tenderer fails to complete the works within stipulated time he will be disqualified for the work and the tender will be terminated in addition to whatever penal measures may be taken against him for non-fulfillment of tender condition.

5. The works shown on the tender schedule will be taken up only on availability of funds & Government sanction. The undersigned does not guarantee of taking up of any or all works and no compensation will be payable to the tenderer for work in question if not taken up due to any reason whatsoever.

6. All materials required for this particular work relating to Repairing & Painting of Staff Quarter will have to be supplied by the successful tenderer himself. All such materials should be as per specifications of the prevailing PWD schedule subject to the approval of the undersigned or his authorized representatives.

7. Tenderers may inspect the site of the works and it will be taken for granted that site has been seen by them prior to submission of tender.

8. All works are to be carried out according to the plan specification and estimate of works subject to the modification to be made by the undersigned or his authorized representatives at any stage of works.

9. The undersigned reserves the right to increase or decrease the volume of any item of works to the extent of 10% and to add new item of works or without any item/items of works at this discretion at any stage of the execution of the works.

10. Royalty for any materials if obtained from the forest area has to be paid by the contractor and as such it should be included in the rates quoted. All items of works are

finished items and as such carriage of materials should also be included in the rates. No extra payment will be made on the account if the working item do not specially mention clearly.

11. All tools and plants required for the works will have to be supplied by the contractors.

12. The contractor shall have no claim to any payment before completion of work and part payment will only be made on actual measurement for complete item of works (in conformity with the plan, specification and estimates) at the discretion of the tender committee after deduction of outstanding amount if any.

13. The undersigned reserves the right to cancel the contracts on ground of unsatisfactory or delayed work and failure to fulfill terms and conditions of the contract and thereby forfeit the security deposit under the terms of the agreement.

14. If any detailed specification of any work or materials or the rate of any work item has not been quoted anywhere, it shall be taken to be the same that as has been mentioned in the appropriate schedule of PWD as applicable for the 24-Pgs(S) District.

15. The labourer should be paid at the prevalent PWD schedule of rate.

16. Income tax & Sales tax are to be deducted as per provision of the Govt. Rule.

17. The successful tenderer shall not assign or sublet any portion of the work. The successful tenderer however may engage authorized representatives in respect of one or more of the following woks.

a) General day to day management of the work.

b) To attend measurement when taken by officers of the Forest Department and assign the record of such measurements.

The selection of the authorized representatives is subject to the prior approval of the undersigned and the successful tenderer should seek in writing such approval from the undersigned given therein the name of the project, name and address of the representatives he wants to appoint and the specific purpose which the representatives will be authorized for. Even after first approval the undersigned may at a subsequent day revised direction about such authorized representative and the successful tenderer shall be bound to abide by such directives. The undersigned shall not bind her to assign any reason for any of his directives with regard to the appointment of authorized representatives. Any notice, correspondence etc. issued to such authorized representatives or left at their address will be deemed to have issued to the successful tender himself. The provision of power of attorney if any must be to the approval of the

Forest Department. Otherwise the forest department shall not be bound to take cognizance of such power of attorney. The successful tender shall be held responsible for all action of his authorized representatives and his workmen who must abide by the rule and regulation in force of the Forest Department and any offence committed by them will be dealt with under the relevant acts and rules.

19. In the C.C. Works for columns, beam-tie-beams, roof slabs, stair-case, mortar mixing machine and vibrator shall have to used by the contractor. The hiring charge of the motor mixing machine and the vibrator will be borne by the contractor.

20. One site inspection book shall be maintained and time to time inspection note and progress of works to be incorporated and verified.

21. All materials supplied by the contractors will be thoroughly examined before use. The materials of the specifications should require to be supplied for construction work.

22. The progress of work should be proportioned to the progress of time i.e. 1/3 work in 1/3 of full time, 1/2 work in 1/2 of full time, 2/3 work in 2/3 of full time etc. default of which will be treated as a breach of terms of acceptance of tender and the undersigned reserves the right of determining the agreement and forfeit the security deposit of the tender. The work order will be issued by the undersigned depending on the extent of placement of fund by the Govt. for the current and ensuing financial year. It should be the sole discretion of the undersigned to the forfeit the security deposit money in whole or in part to the Govt. as penalty for non-fulfillment of any of the conditions/terms of the contract by the tenderer.

23. In case of any accident resulting in loss/injury of life and property to any labourer engaged by the contractor while executing the works in the proposed site the contractor shall be solely liable to bear all expenses in connection there and the Govt. will not take any responsibility in such matters.

24. Payment may be made on actual measurement, to be determined by the authorized representative of the undersigned, subject to verification by the inspection officer or the undersigned himself and to the overall progress of works.

In exigency of circumstances the undersigned reserves the right of alteration and rejection of any of the conditions/ terms or part thereof or cancel the work as will be deemed suitable without any liability whatsoever on the part of the undersigned.

25. The undersigned shall not accept the liability on account of any loss sustained by the tenderer if any due to change in the policy of the Government or in part.

26. In case of any dispute the decision of the undersigned & his Committee will be final and binding.

27. The work must be done strictly in accordance with the specification and to the entire satisfactions of the undersigned or his authorized agent/ agents. In case of any new work or revision/change of the place of construction essential to be carried out complete the work of construction of building, the tenderer will be bound to follow the instruction of the undersigned. The payment however will be made on the basis of actual work and as per rate accepted for that item. A new item of work will be paid according to the rate as per accepted tender below or above over the current PWD/Forest Schedule of rate as the case may be.

28. In the event of rejection of any materials brought to the site because of the bad and below standard quality by the Officer-in-charge of the construction, this materials should be removed within 6 hours and no work will be allowed to be executed at the site before the rejected materials are removed.

29. In the event of bad workmanship and below standard works over the entent may be, tendered has to reconstruct the same and no claim for extra cost of dismantling, reconstruction and removal of the rejected materials will be entertained. The undersigned will not be responsible for any loss of materials for such reconstruction. The tender notice along with the terms and conditions of the tender notice will also form part of the agreement.

30. The works of the project will be taken up only after getting the Govt. sanctioned and the contractor will have no claim about any loss sustained by him due to non-execution of works for want of Govt. sanction.

31. The works will be taken up subject to the State Govt. formal approval and sanction.

32. The conditions 1 to 31 of the tender notice shall form a part of the agreement.

Divisional Forest Officer
24-Parganas (South) Division