



GOVERNMENT OF WEST BENGAL  
 Directorate of Forests  
 Office of the Divisional Forest Officer,  
 Kharagpur Division  
 Hijli Cooperative Society, Hijli, Kharagpur 721306  
 E\_mail :: dfokgpdivn@gmail.com



**Tender Notice No. 14 /RKVY-Tall Seedlings Nursery/WBSFDA/2018 of SFDA-DFO, Kharagpur Division.**

Traditionally, Kharagpur Division is one of the pioneer divisions in raising plantations in south West Bengal. With the introduction of New Financial Management System, it has become mandatory to carry out the majority of development works either through tender or through quotations. Thus, In pursuance to the G.O No-5400-F(Y) dt. 25/06/2012 and its subsequent amendment No-2254-F(Y) dt 24/04/2014, the Divisional Forest Officer, Kharagpur Division, Hijli, Kharagpur, Paschim Medinipur on behalf of Governor of West Bengal, invites sealed Tender to be addressed by name, "Sri Arup Mukherjee, WBFS, SFDA-DFO, Kharagpur Division" and not by official designation are invited from the experienced and resourceful contractors/ suppliers/authorized dealer having credential of similar types of work/supplies as per following location details & time scheduled.

**Scheduled-I**

Tender Notice No(s).	Type of Work	Location	Total Amount (Rs.)	EMD (Rs.)	SD Money (Rs.)	Cost of Tender Paper (Rs.)	Period of Completion of Work
14//RKVY-Tall Seedlings Nursery/ WBSFDA/ 2018	Supply of 5 HP Generator Set of reputed brand & make like Kirlosker, Honda etc for uninterrupted power back up at Tall Seedlings Nursery.	At Paschim Pathri under Hijl Range	Maximum Admissible Rate Rs. 1,15,605.00 ( Estimated Amount Rs. 1,19,039.00)	2,312.00	10 % of the offered rate	885.00 (including GST)	30 days from the date of issuance of Work Order.

**Scheduled-II**

1. Amount of Earnest Money: 2% of Estimated Cost.EMD Should be submitted in favour of the "SFDA-DFO Kharagpur Division ", Payable at Kharagpur in the form of Demand Draft.
2. Amount of Security Money: 10% of Accepted Tender Value. Security Deposit will be deducted from final bill.
3. **Additional Performance Security @ 10% of the Tendered Amount shall be obtained from the successful bidder, if the accepted bid value is 80% or less of the estimate put to tender as per Memorandum No. 4608-F(Y) dated 18<sup>th</sup> July, 2018 of Audit Branch, Finance Department, Govt. of West Bengal.**
4. **Tender Inviting Authority reserve his right of accepting/rejecting any/ all intending bidders following the Finance Department G.O.No. 925-F(Y) dated 14.02.2017.**

SCHEDULE OF DATES & TIMES

Table-1

Sl. No.	Key Activities	Date & Time
1	Date of Publication	06/09/2018 at 11.00 a.m.
2	Date of beginning of sale of Tender Papers.	07/09/2018 at 10.30 a.m.
3	Date of closure of sale of Tender Papers.	18/09/2018 at 3.00 p.m.
4	Last date for submission of Tender Papers.	18/09/2018 at 05.00 p.m.
5	Date of opening of Technical Bids	19/09/2018 at 12.30 p.m.
6	Date of opening of Financial Bids	19/09/2018 at 2.30 p.m.

Table - II

1	Office from which the tender paper can be purchased	Office of the Divisional Forest Officer, Kharagpur Division , P.O. – Hijli Co- Operative Society, Kharagpur, Pin - 721306
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\*\* For details of Work. Please refer the estimate enclosed.

ANALYSIS OF THE ESTIMATES

1. Successful bidders can carry out the works as per estimate, either by deploying laborer or through mechanized manner. But, whenever laborers are engaged, the same should be as per direction of the concerned Range Officer or his authorized person. Priority should be given to the members of JFMCs concerned in this regard. Minimum Wage, as per latest Minimum Wage Act shall have to be paid to the laborer so engaged.
2. The estimate is indicative in nature. Thus, it might be so that some of the items mentioned in the estimates do not require to be implemented in the field and some of the items need to implement more than once, repeated or enhanced as per field requirements. **Thus the Intending bidders need to quote rate for each item of work as well as total rate offered by him.**
3. Payment shall be made to the successful bidders only for those items which he/she has carried out at field as per the instructions of the concerned Range Officers or his authorized persons or his superior authority. Each item of the estimates has a definite time line, beyond which the item can't be implemented in the field. Thus any item which is not possible to be implemented in the field within due time, can only be implemented after having due permission in this regard from the appropriate authority. Successful bidders are required to prepare bill for making payment accordingly.
4. From the above analysis, it follows logically that R.A bills shall be admissible in this regard. Further, the bill shall never exceed the accepted offered rate, Bills should be prepared based on actual offered rate and actual works implemented in the field. However, the Bill can be less than the offered rate depending on the actual works implemented in the field.

## GENERAL TERMS AND CONDITIONS

1. In some case, the location may also vary/changed depending on the field situation. Payment shall be made on pro rata basis based on the rate offered by the successful bidder, in that case.
2. **Pattern of Tender-** Invitation of tenders are 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 shall be free from any other encumbrances.
3. Tender for execution of works/ supply of goods as mentioned in the Schedule-I should be submitted in the prescribed tender paper which will be available in the office of the undersigned mentioned in the Table -II, during office hours on the working days as per schedule given in Table-I.
4. **The Tender paper may available from the office of the undersigned on deposited of Rs. 885/- (Rupees Eight Hundred Eighty Five) Only by Cash to the AFR, Kharagpur Division.**
5. The tender papers should be submitted in two bids process 'Technical bid' and 'Financial bid' in two separate envelopes and these two envelopes should be submitted in a big envelop. The bids should be submitted neatly and all corrections, over typing etc. should be self-attested with seal.
6. **Eligibility Criteria**  
It consists of three parts- A. Experience of implementing similar nature of job B. The requisite assessment of financial potential of the bidders. C. Duration of completion of the job or similar nature.
  - A. Experience of implementing similar nature of job – The intending bidders must be having experience in implementing the same nature of job i.e, the intending bidders must have experience of plantations related works. The same should be supplemented by the certificate issued by any Divisional Forest Officer or any higher officers of Forest Directorate in this regard.
  - B. The requisite assessment of financial potential of the bidders-The intending bidders must be having at least 80% of the estimated cost as financial credentials for a single contract, to be calculated for particular financial year which one is maximum (Not more than 3 years' old). Requisite documents such as PAN, GST, License etc as applicable as per existing rules, must be submitted in the technical bids.
  - C. The duration of implementation of job is also very important intending bidders who took longer time than the time schedule mentioned in the work order in case of similar nature of jobs, might not be considered at all, subject to discretionary power of the undersigned.
7. **TECHNICAL BID:-**
  - a) The sealed envelope containing technical bid should be super-scribed with Tender Notice No and the words "Technical Bid" should be written in bold letters.
  - b) The technical bid should contain the tender documents signed on all pages as a proof of acceptance of terms and conditions of the tender by the tenderer along with the following documents:-
    - i) General information about the organization in Form -IA.
    - ii) Summary of similar works implemented in Form-IB.
    - iii) Details of similar works implemented in the last 3 years in Form-IC.
    - iv) Copy of acknowledgement of Income Tax Return submitted regarding Income Tax paid for the last financial year.
    - v) Copy of GST Registration Certificate.
    - vi) Copy of professional Tax registration Certificate.
    - vii) Copy of Licenses / Registration as applicable
    - viii) Additional information, if any (optional).

- ix) The Earnest Money Deposit (E.M.D) as mentioned in the schedule of tender should be deposited through Demand Draft in favour of SFDA-DFO, Kharagpur Division payable at Kharagpur by the tenderer himself and the same must be enclosed with Tender Form in original and without D.D. Tender Form will not be accepted by undersigned. A copy of the same Demand Draft to be provided to the undersigned in time of submission of application for releasing of EMD.
- c) The technical bid must not contain any pricing information.
- d) The address and contact No. of the bidder should be clearly written on the envelope.

#### 8. FINANCIAL BID:-

- i) Financial Bid will not be opened unless the information and documents provided in the Technical Bid are as per the eligibility criteria and as per satisfaction of the undersigned.
- ii) The financial Bid as prescribed in the tender in form IIA should be filled up and sealed along with enclosures in a separate cover super-scribed as "Tender Notice No. and words "Financial Bid "should be written in bold letters.
- iii) Address and contact No. of the Bidder should clearly written on the cover.
- iv) Financial Bid format is given in Form IIA.
- v) The Bank details of the tenderers must be mentioned in the Form IIA for making payments on line. This is obligatory.

#### 9. OUTER COVER:-

- i) Both the sealed envelopes containing the technical bid and financial bid should be put in one single outer envelope sealed and super-scribed giving the Tender Notice Number. The outer envelope should be sealed and should contain the following documents.
    - a) Covering letter of the tender must be signed by the bidders or by representative of the bidder who is authorized to commit contractual obligations. An application signed by such signatories must be submitted.
    - b) Technical Bid with sealed cover.
    - c) Financial Bid with sealed cover.
  - ii) The address and contact No. of the bidder should be clearly written on the outer cover. The outer cover without superscription name and address are liable for rejection.
10. The tender not submitted as specified in the above clauses will be summarily rejected.
11. The sealed tender as specified in the above clauses will be received in the office of the undersigned by registered post / speed post/ Courier service addressed by name, (Sri Arup Mukherjee, WBFS, SFDA-DFO, Kharagpur Division, P.O-Hizli Co-Operative Society, Khargpur-721306, Dist.-Paschim Medinipur) and shall be opened as per the schedule given in Table -I, by the undersigned or by his authorized representatives in presence of the tenderers or their authorized representatives. The tender opening can't be delayed, in case no tenderer or his authorized representatives is present at the given time of opening of tender.

12. The Earnest Money will not be adjusted towards the security money. The earnest money of the successful tenderers will be refunded in due course. The EMD of the unsuccessful bidders shall be released with 7 (seven) days of completion of basic tender formalities except of L1 & L2 which will be released before issuance of the work order.

13. The security money will be released to the successful contractor/ supplier after 6(six) months from the last date of payment of bill for the work, provided no irregularities are noticed during this period. In case of any irregularities, the security money will be forfeited and in addition any legal action as deemed fit may be initiated.
14. Time to Complete the works- Delay in completion of each item of works as mentioned in the estimate and as directed by the concerned Range Officer or his authorized person or any superior officer in the rank above Range officer, might attract the penalty to the contractors subject to the discretionary authority of the

undersigned depending on the field situation and other requisite factors required to be considered in this regard.

15. Submission of EMD :-EMD, as mentioned in the schedule, should be submitted in the form of a demand draft in favour of "SFDA-DFO, Kharagpur Division)" payable at 'Kharagpur" as per the rules.
16. The Tender committee reserves the right to reject and accept the highest or lowest bid in this regard, without showing any reason therefore.
17. A certificate issued by any Range Office of Western Circle regarding the capability of the intending bidder to complete a time bound work within stipulated time frame and ability to carry out any developmental work as per the estimate provided in letter of spirit will be given an add advantage this certificate may be given in the technical bid for consideration by the tender committee.

#### OTHER TERMS AND CONDITIONS

18. An affidavit of 1st class magistrate/Notary, duly signed by the intending bidders, declaring the following points shall be required to be submitted by the intending bidders along with the technical bid. If the affidavit is not submitted along with the technical bids, the tender submitted by the intending bidders shall be liable to be cancelled. However it shall be mandatory for the successful bidders to submit an affidavit of 1<sup>st</sup> class magistrate before signing of agreement and within 7 days from the date of issuance of offer.
  - a. I have read and understood the meaning of the clauses mentioned in the tender notice no- in letter and spirit
  - b. The documents submitted and information provided by me is true to the best of my knowledge and beliefs.
  - c. I shall abide by all the terms and conditions mentioned in the tender notice and such other terms and conditions issued by the tender inviting authority/ other appropriate authority time to time for smooth implementation of the works.
  - d. I case of any dispute, I vouch that, the decision taken by SFDA-DFO, Kharagpur Division shall be final and on appeal, the decision taken by the Chief Conservator of Forests, Western Circle, shall be final & binding upon me.
19. Validity of the tender will be 6 (six) 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.
20. The undersigned reserves the right to place order for work for supply up to 20% more or 20% less of the quantity mentioned in the schedule of the tender.
21. The undersigned reserves the right to cancel the tender, if necessary, without assigning any reason whatsoever.
22. The undersigned is not bound to accept the lowest rate quoted by the tenderers and he is not bound to assign any reason, whatsoever, for such non-acceptance.
23. The undersigned reserves the right to accept the tender only after verifying / testing the sample up to the satisfaction.
24. 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.
25. It shall be the discretionary power of the undersigned for accepting any prayer for part payment or not. In general no part payment prayer shall be entertained.
26. During the inspection by the undersigned or his representative, if the quality of the work / supply is not found up to the standard, the contractor/ supplier is bound to rectify the work or supply up to the

satisfaction of the undersigned or his representative. Otherwise, the work order will be cancelled and the security deposit will be forfeited to the Govt. of West Bengal.

27. The work order will be issued to the successful contractor only after placement of fund by the Government.
28. No extension of time will be allowed for delivery / execution of the work. The Tenderers / contractors 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 tenderers may apply to the Divisional Forest Officer, Kharagpur Division for extension of time for that period. The SFDA-DFO, Kharagpur 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.
29. Materials will have to be procured by the tenderers by themselves following the standard and specification of PWD/PHE Schedules of the district, or as per the specification as decided by the Range Officer concerned or his higher officer, subject to the approval of the undersigned or his Sub-ordinate officers. In case of any material supplied by the department, the cost of such material will be recovered from the contractor.
30. The tenderers are required to inspect the sites, site plans and specifications of the works before submission of the tender and future ignorance of any such item will not be entertained.
31. 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.
32. Royalty for any material, if obtained from Forest area, will have to be paid by the contractor. Even if the material is procured from other Govt. Deptt's resources, the receipt for payment of such material must be shown and photo copies to be attached with the bill. Extra payment for such payment of Royalty etc. will not be entertained by the undersigned.
33. All tools & plants required for execution of the works should be procured by the contractor at his own cost. The standard of such tools & plants will be as per the specification of the P.W. Dept/ P.H.E.
34. Statutory Deduction: Income Tax, GST, Labor Welfare Cess as applicable shall be deducted from the Gross amount of Bill.
35. In addition to above, before payment the following documents are required to be produced, if applicable,
  - a) Photocopy of Labor license as per provision of "West Bengal Contract Labor (R&A) Act 1970" for execution of the scheme (original to be shown for verification).
  - b) Photocopy of DCR ( with RA Bill/Final Bill -in original to be shown for verification ) as a documentary evidence for payment of Royalty &CESS in Minor minerals or original Challan(s) carrying order(s) mentioning the name of Agency, Tender Notice No. & date received from Govt. Approved Lessee/ Permit holder.
36. The successful tenderer must not assign any part of the work to any other contractor.
37. 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.
38. Rate offered in the estimate is the final and tenderer will not have any further claim.
39. 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. Even in event of cancellation of tender, no cost of tender paper will be refunded.

40. 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.
41. The terms and conditions of this "Tender Notice inviting tender" is part and parcel of the contract form.
42. In case of any dispute in execution of the work or supply, an application may be made to the Divisional Forest Officer, Kharagpur Division and the decision of the undersigned is final and binding.
43. The cost Tender paper / Form will be sold as per Govt. of WBs notification no. 452-A/PW/O/10C-35/10, Dt-26/07/2011.
44. Requisite license must be obtained for Labor Department after issuance of work order. No payment shall be made without production of the license.
45. Forest Department, or Kharagpur Division, or any staffs of the Division, shall in no way be held responsible under any circumstances for any accident or death of the labourer/ driver etc, engaged by the contractor, happened in the field during the time of implementation of the works.
46. Range officer or his authorized person/s shall have the discretionary power to deploy suitable labourers, preferably from among the FPCs concerned.
47. In case of implementation of the works at field the decision of the Range Officer or his authorized persons or any of his superior officers shall be final and binding on the successful bidders implementing the works at field.
48. Payment shall only be made to the contractors after the Range Officer concerned, certifies so ensuring the quality of the work and implementation of the works as per estimates and plan subject to overriding power of the undersigned in this regard.
49. The payment for successful completion of the works will be made by the SFDA-DFO, Kharagpur Division through Cheque/NEFT/RTGS. Please follow annexure carefully during submission of tender.
50. This tender is being called for in anticipation of having approval from the competent Authority.

Sd/-

*Arup Mukherjee*, WBFS  
SFDA-DFO,  
Kharagpur Division

ANNEXURE-I- PRAYER FOR PARTICIPATION IN THE TENDER

Name :

Address :

Tender Notice No.

Cluster No.

Financial Credential for similar nature of job ( as mentioned in the tender notice)

Bank details (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
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Details of the Bidder (Organization )

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	
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-II)

Form I-B "Summary of Similar Projects Implemented " ( 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-III)

FINANCIAL BID FORMAT

Form II-A

Fixed Price	Applicable Taxes (Rs.)	Total (1)+(2) (Rs.)
(1)	(2)	(3)

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 date

Copy forwarded for wide circulation & information to:-

- 1) The Principal Chief Conservator of Forests, (HoFF), Directorate of Forests, Government of West Bengal.
- 2) The Principal Chief Conservator of Forests, General, Directorate of Forests, Government of West Bengal.
- 3) The Chief Conservator of Forests, Western Circle, Directorate of Forests, Government of West Bengal along with two copies of the Tender Notice with the request to return one copy duly approved.
- 4) The Chief Conservator of Forests, MIS & e-governance, Directorate of Forests, Government of West Bengal to upload the Tender Notice in the website- [www.westbengalforest.gov.in](http://www.westbengalforest.gov.in)
- 5) The District Magistrate, Paschim Medinipur.
- 6) The District Magistrate, Jhargram
- 7) The Superintendent of Police, Paschim Medinipur.
- 8) The Superintendent of Police, Jhargram.
- 9) The District Planning Officer, Paschim Medinipur.
- 10) The District Planning Officer, Jhargram.
- 11) The District Information & Cultural Officer, Paschim Medinipur.
- 12) The District Information & Cultural Officer, Jhargram.
- 13) The Karmadakshya Bon-O-Bhumi Sthyee Samity, Paschim Medinipur Zilla Parishad.
- 14) The Karmadakshya Bon-O-Bhumi Sthyee Samity, Jhargram.
- 15) . The Sub Divisional Officer, Kharagpur Sub Division.
- 16) The Sub Divisional Officer, Jhargram.
- 17) The Treasury Officer, Kharagpur Treasury.
- 18-23) All Divisional Forest Officer, Western Circle.
- 24) The Asst. Divisional Forest Officer, Kharagpur Division.
- 25-33) All Range Officers, Kharagpur Division.

Sd/-  
Arup Mukherjee, WBFS  
SFDA-DFO,  
Kharagpur Division