



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE  
DIVISIONAL FOREST OFFICER  
24 - PARGANAS (SOUTH) DIVISION  
12, BIPLABI KANAILAL BHATTACHERJEE SARANI  
NEW ADMINISTRATIVE BUILDING, 4<sup>TH</sup> FLOOR  
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No: 7167/2-

Dated: 05.12.2017

Notice Inviting e-Tender No. WBFOR/24PGSS/DFO/NIT20e/17-18 (3<sup>rd</sup> Call)

Notice Inviting e-Tender No. WBFOR/24PGSS/DFO/NIT20e/17-18 (3<sup>rd</sup> Call) of the Divisional Forest Officer 24 - Parganas (South) Division invites e-tender for the work detailed in the table below.  
(Submission of Bid through **online**)

List of Schemes:

Sl No	Name of the work (1)	Quote d on rate (Rs.) (2)	Earnest Money (Rs.) (3)	Price of Techn ical & Finan cial Bid docu ments and other annex ure (Rs.) (4)	Perio d of Compl etion (5)	Name of the Concern ed Officer (6)	Eligibility of Contractor (7)
1.	<b>Installation of solar light at different Ranges under 24 - Parganas (South) Division during the year 2017-18</b>	Rate to be quoted for each item	5000.00	Free	From 1 <sup>st</sup> Decem ber 2017 to 31 <sup>st</sup> Marc h 2018	Division al Forest Officer , 24 - Pargana s (South) Division	1) Bonafied, resourceful, existing / outsiders having 3 years experience of similar type of supply in Govt. / PSU sector organization and must be empanelled with WEBREDA. 2) Income Tax current return and GST clearance certificate 3) Current Trade license

- 1) In the event of e-filling, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary cost of tender documents (tender fees) and Earnest Money may be remitted through GRIPS Potal in favour of the "Divisional Forest Officer, 24 - Parganas (South) Division" payable at KOLKATA deposit by GRIPS portal of Govt of West Bengal in compliance with Finance Department, WB's memo no 3667-F(Y) dated 14.07.2014 and also upload scanned copy of receipt challan. The original Challan against Earnest Money Deposit (EMD) or documents in support should be submitted physically in the Tender Box at the Office of Divisional Forest Officer, 24 - Parganas (South) Division. under sealed cover before 24 Hrs. of the date and time of opening of tender.
- 2) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in> Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No. 4.

- 3) The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the 'Tender Evaluation Committee' formed by the authority of Divisional Forest Officer, 24 - Parganas (South) Division. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

Technical bid will accompany the above documents, mentioned in column - 7 Photocopy of GRIPS challan towards Earnest Money (EMD) and Terms & conditions (Annexure - C). **Joint Ventures will not be allowed.**

A prospective bidder shall be allowed to participate in the instant job either in the capacity of individual or as a partner of a firm.

No mobilization advance and secured advance will be allowed.

Bid shall remain valid for a period not less than 120 (on hundred twenty) days from the last date of submission of Financial Bid / Sealed Bid if the bidder withdrawn the bid during the validity period of bid the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

4) Date and Time Schedule :

Sl no	Particulars		Date & Time
a)	Date of uploading of N.I.T. & other Documents (online) (Publishing Date )	:	06.12.2017 at 10:00 AM
b)	Documents download / sell/submission start date (online)	:	06.12.2017 at 10:00 AM
c)	Bid submission closing (online)	:	16.12.2017 at 05:00 PM
d)	Last date of submission of original copies for the cost of Tender Documents and GRIPS challan offline and hard copy of tender documents	:	18.12.2017 within 04:00 PM
e)	Bid opening date for Technical Proposals (online )	:	19.12.2017 at 12:00 Noon
f)	Date for opening of Financial Proposal (online)	:	To be notified later.
h)	Name & Address of the Tender Accepting Authority.	:	<b>DIVISIONAL FOREST OFFICER, 24 - PARGANAS (SOUTH) DIVISION 12, BIPLABI KANAILAL BHATTACHERJEE SARANI NEW ADMINISTRATIVE BUILDING, 4<sup>TH</sup> FLOOR ALIPORE, KOLKATA - 700 027</b>

**Note:**

- In case of any unscheduled holiday or on days of Bandh or natural calamity on the aforesaid dates, the next working day will be treated as scheduled / prescribed date for the same purpose.
- The Tender Inviting Authority may change the venue of opening the Technical or Financial Bids in case of exigent circumstances like breakdown of communications link or conditions of force majeure.
- The Tender Inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.

5) **Description of supply**

- List of specification in Annexure B

- 6) **Cost of Tender** : Free
- 7) **Earnest Money** : The amount of Earnest Money Rs. 5000.00 (Rupees five thousand) only to be deposited by GRIPS portal of Govt of West Bengal in compliance with Finance Department, WB's memo no 3667-F(Y) dated 14.07.2014 and write down operator code no 55 in the tender works field. He will submit the GRIPS Challand bank receipt along with Xerox copies of tender document as a proof. 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.
- 8) **Security Deposit** :
- a) The successful Tenderer, after completion of works the "Security Deposit" money amounting to 10% of the project cost will have to be deposited by GRIPS portal of Govt of West Bengal within 7 days of intimation of acceptance of tender in compliance with Finance Department, WB's memo no 3667-F(Y) dated 14.07.2014 and write down operator code no 54 in the tender works field. He will submit the GRIPS Challand bank receipt
- b) The SD money will be released after expiry of the contract.
- 9) **Eligibility Criteria:**
- (i) Contractors having valid credential and Labour Co-Operative Societies having credential of last three years from the date of issue this notice of single work of similar nature as a prime agency under authority of state / Central Government, State / Central Government Undertaking at least in magnitude of 50% of amount put to tender.
- (ii) Income Tax Acknowledgement receipt for latest assessment year of Income Tax, Professional Tax Deposit Challan and GST Registration, PAN Card to be accompanied with technical documents.
- 10) The Bidder, at his own responsibility and risk is encouraged to visit and examine the place and materials to be supplied and obtain all information's that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the place shall be at his own expense.
- 11) The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the authority. The tender accepting authority of Divisional Forest Officer, 24 - Parganas (South) Division reserve the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.
- 12) Conditional / Incomplete tender will not be accepted under any circumstances.
- 13) The intending tenderers are required to quote the rate online.

- 14) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
- 15) The Divisional Forest Officer, 24 - Parganas (South) Division reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- 16) If there be any objection regarding prequalifying the Agency that should be lodged on line to the Chairman of Tender Evaluation Committee within 2 (two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.
- 17) Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances without any reference to the lowest tenderer.
- 18) 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:
- i) N.I.T.
  - ii) Terms & Conditions
  - iii) Technical Bid
  - iv) Financial Bid
- 19) Qualification criteria:  
The tender inviting and Accepting Authority through a "Tender Evaluation Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:
- a) Financial Capacity
  - b) Experience / Credential & others eligibilities mentioned in coloumn-7.
- The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in Column no. 7, . If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder / tenderer will be rejected at any stage without any notice.
- 20) Escalation of Price on any ground and consequent cost over run shall not be entertained under any circumstances. Rates should be quoted accordingly.
- 21) No price preference and other concession will be allowed.

## SECTION - A

### INSTRUCTION TO BIDDERS

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#### **General guidance for e-Tendering:**

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

a. **Registration of Contractor:**

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to the web portal.

b. **Digital Signature certificate (DSC):**

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

c. **The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.**

d. **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.

e. **Submission of Tenders:**

Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

#### **Technical Proposal:**

The Technical proposal should contain scanned copies of the following in two covers (folders).

(a). **Statutory Cover Containing the following documents:**

1. **TENDERS FEES, EMD AND OTHER DOCUMENTS:**

- **Prequalification Application (Sec-B, Form - I)**
- Photocopy of EMD deposit Challan as prescribed in the N.I.T. against each of the serial of work in favour of Divisional Forest Officer, 24 - Parganas (South) Division, payable at Kolkata.
- Bonafied resourceful outsiders having experience of similar nature of works (credentials)
- Valid Trade License & GST Certificate.
- IT acknowledgement receipt for latest assessment year.

- Professional Tax Regd. No & challan for the year 2016-17 & 2017-18.
- Terms & conditions (Annexure - C)

1. **N.I.T.**

*(NIT, Tender Document downloaded properly and upload the same Digitally Signed). The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid.*

N.B.: Failure of submission of any of the above mentioned documents as stated will render the tenderer liable to be rejected for both statutory & non statutory cover.

**Tender Evaluation Committee (TEC)**

Evaluation Committee constituted by the Divisional Forest Officer, 24-Parganas (South) Division will function as Head of Evaluation committee for selection of technically qualified contractors.

**Opening of Technical Proposal:**

Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

Intending tenderers may remain present if they so desire.

Cover (folder) for Statutory Documents will be opened first and 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 & handed over to the Tender Evaluation Committee.

Summary list of technically qualified tenderers will be uploaded online. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

**Financial Proposal**

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate of per solar light online through computer in the space marked for quoting rate in the BOQ. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

**Penalty for suppression / distortion of facts:**

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant Act.

**Rejection of Bid:**

Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

**Award of Contract**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting Authority through acceptance letter / Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

**Annexure - B**

**Specification and Schedule of items Requirement for Sunderban Area  
under 24 - Parganas (South) Division**

<b>Sl.</b>	<b>Item</b>	<b>Quantity</b>	<b>Earnest Money (In Rs.)</b>
1.	<b>12V 12 WATT LED BASED SOLAR STREET LIGHTING SYSTEM.</b>		Rs. 5000.00
i)	12 V 74 Wp Solar SPV Module -	1 no	
ii)	12 V 75 AH Solar Tubular Battery	1 no	
iii)	12 V 12 Watt LED Luminary with Dusk to Dawn Charge Controller		
iv)	4.5 Mtr Height Pole, M. M. Structure with Battery Box		
v)	Necessary Hardware and Cable set		
	<b>Including GST (If any)</b>		

The successful tenderer, on getting work order will contact the concerned Range Officer to get the exact detail location where the lights are to be installed.

Divisional Forest Officer  
24 - Parganas (South) Division



## ANNEXURE - C

### Terms and Conditions

- 1) E-Tender should submit on or before the mentioned date published on the tender notice.
- 2) The cost of Tender document is free.
- 3) The tenderers will have to produce original documents to prove their past experience, capabilities and financial resources ( minimum Rs.10,00,000.00 turnover in last 3 year) (only satisfactory completion certificate / payment certificate will be treated as valid credential. Mere work order will not be treated as valid credential) to do such type of business and up to date Trade Licence, Current Income Tax Return & P. Tax Challan, Partner ship deed after opening of Technical Bids to the Tender Committee of the Divisional Forest Officer, 24 - Parganas (South) Division
- 4) The amount of Earnest Money Rs. 5000.00 (Rupees five thousand) only to be deposited by GRIPS portal of Govt of West Bengal in compliance with Finance Department, WB's memo no 3667-F(Y) dated 14.07.2014 and write down operator code no 55 in the tender works field. He will submit the GRIPS Challand bank receipt along with Xerox copies of tender document as a proof. 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.
- 5) Tender shall be accompanied by a deposit of Rs.5000/- as earnest money which be forfeited if the tender is unwilling to execute the e-tender formalities within the stipulated date after his rate is finally accepted by the Divisional Forest Officer, 24 - Parganas (South) Division. The earnest money shall be refunded to the unsuccessful & successful tenderer without any interest after finalization of the said tender.
- 6) The tender must be written legibly in English and the rates are to be quoted in words as well as in figures. No conditional rate will be considered. Rates will be inclusive of Sales Tax and all other charges including delivery charges at site. Tenders must be irrevocable.
- 7) Irrevocable Tender be submitted into reapproved system for the ingredients in the accompanying items of the tenders.
- 8) Tenderer who have previously failed in any such earlier tender will not be eligible to participate in the tender.
- 9) The tender will be opened by the Divisional Forest Officer, 24 - Parganas (South) Division at the place and time to be notified in the Websites.
- 10) The final acceptance of the tender is subject to the approval of the Divisional Forest Officer, 24 - Parganas (South) Division
- 10) The Divisional Forest Officer, 24 - Parganas (South) Division is not bound to accept the lowest or any tender.
- 11) The Divisional Forest Officer, 24 - Parganas (South) Division can accept any tender either wholly or for one or more items only.
- 12) The successful tenderer shall have to execute an Agreement of contract and The successful Tenderer, after completion of works the "Security Deposit" money amounting to 10% will have

to be deposited by GRIPS portal of Govt of West Bengal within 7 days of intimation of acceptance of tender in compliance with Finance Department, WB's memo no 3667-F(Y) dated 14.07.2014 and write down operator code no 54 in the tender works field. He will submit the GRIPS Challand bank receipt.

- 13) The successful tenderer shall have to furnish upto date Trade License, VAT & Income Tax Return soon after signing the contract but before any payment is received. In case of failure to do so the payment of the bills will be kept held and if found necessary the contract will be terminated and security money is to be forfeited.
- 14) The contract shall begin from 1st January,2017 and continue till the 31st March,2017 or for such further period as may be approved by Joint Director, Sunderban Biosphere Reserve, West Bengal.
- 15) The contract shall not be assigned or subject to sold even in part.
- 16) The Divisional Forest Officer, 24 - Parganas (South) Division reserves the right of accepting the tender wither wholly or partly or rejecting any tender without assigning any reason.
- 17) The contractor will be required to supply increased or diminished quantities of all or any of the articles as may be found necessary to such alternations at the contract rate. Fluctuation in rates due to market variation will not be considered as a reason for non-supply.
- 18) The tenderer must have professional / technical experience for similar types of works and also for supply of similar type of articles.
- 19) The tenderer must be empanelled with WEBREDA.
- 20) Canvassing in any form whether direct or implied will be a disqualification.
- 21) Payment will be made afer completion of work.
- 22) Any other conditions appearing in the notice for the tenders will also be binding on the tenderers.
- 24) Rejected perishable articles, if any, must be removed within one hour of the written or verbal notice.
- 26) The quality of the articles as per specification list [**Annexure B**] will be occasionally verified by the authorized Officer.
- 27) In case of exigencies / unavoidable circumstances the tenure of agreement may be extended upto the maximum period of 3(three) months without any alteration in other terms & conditions and rate with sole discretion of the Director keeping in view that uninterrupted supply of the party.

Sd/-

(Tripti Sah, IFS)

Divisional Forest Officer

24 Parganas (South) Division