

GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF FORESTS  
Office of the Divisional Forest Officer  
Monitoring (South) Division, West Bengal  
P-16, INDIA EXCHANGE PLACE, EXTENSION, 3ND FLOOR, K.I.T. BUILDING  
Kolkata-700 073  
Ph- 033- 22250053 Email- monitoringsouthdivision@gmail.com

**Notice Inviting quotation no.:- 30/Budget (17-18)**

**Dated- 06.11.2017**

**QUOTATION FOR doing the SURVEY AND MONITORING OF PLANTATION WORKS.**

The Divisional Forest Officer, Monitoring (South), West Bengal, invites sealed quotation for the following work(s) from the eligible Contractors as detailed below and by name following address

**Nature of the works- survey and monitoring works of one year old plantation for doing the following works.**

1. Carrying survey materials, files, forms etc. manually up to non-motorable plots and for helping in checking area of plantation and counting for enumeration 2 plots of size 50 mt X 50 mt. including demarcation of sample plot.
2. Survey & Monitoring Works
  - (a) Survey of Area under execution,
  - (b) Laying out sample plots (size 50m X50m),
  - (c) Quantitative and Qualitative monitoring of seedlings of all species as per proforma.

Apruba Sen, IFS, Divisional Forest Officer, Monitoring (South) Division  
P-16, India Exchange Place Extension, KIT Building, 3<sup>rd</sup> Floor, Kolkata – 700 073.

**Location of the work- Annexed in separate Page. (Annexure – I)**

**Estimate of Work- Annexed in separate page. (Annexure – II)**

**1. General Guidance:**

**Office of the Divisional Forest Officer Monitoring Division may be contacted for Instructions / Guidelines & for submission of the Quotation.**

**2. Details of bidder:**

Sl. No.	Category Name	Sub-Category Description	Document Name	
A	Owner Details	Documents required	1	GST identification no.
			2	I.T.R. Acknowledgement Receipt
			3	PAN Card
			4	Adhaar Card/Voter ID Card
			5	Valid Bank Account with IFSC Code including a cancelled cheque.

### **3. Eligibility Criteria for participation:**

(a) The intending bidders should have minimum one year experience in the similar type of work mentioned.

(b) All categories of prospective Quotationers shall have to submit valid and up to date Professional Tax receipt challan, GST registration number, Income Tax return Acknowledgement receipt, PAN card issued by Income Tax Department, Adhaar Card/Voter ID card and Trade licence in respect of the prospective Quotationer.

(c) The prospective Quotationers 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.

(d). Joint Ventures will not be allowed.

(e). No conditional / Incomplete Quotation will be accepted under any circumstances.

### **4. Date of Submission of Quotation- 16.11.2017**

### **5. Date & time of Opening of Quotation- 17.11.2017 at 12 noon**

6. While evaluation, the Committee may summon the Quotationers 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.

7. The selected Contractor must arrange to procure all materials required for the proper completion of the work (as per the Technical Specifications of the tender document). The Employer will not on any account be responsible for procuring the same.

### **8. Validity of Bids:**

Bid shall remain valid for a period of 100 (**Hundred**) **Days** from the date of the opening of the quotation.

### **9. Deduction 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 works will be deducted from every Bill of the selected agency. GST, Royalty & all other statutory levy/ Cess will have to be borne by the contractor as per Govt. Rules and the rate in the estimate is inclusive of all the taxes & cess stated above. Deduction of Tax shall be made as per provision of the Govt. Acts & Rules in vogue.

10. 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. The payment will be made after completion of the work.

11. Canvassing in connection with the Quotation is strictly prohibited.

12. Site of work and other necessary documents may be handed over to the successful Quotationer along with the work order or in a phase wise manner as deemed fit by the Divisional Forest Officer, Monitoring (South) Division, West Bengal. No claim in this regard will be entertained.

**13.** The successful Quotationer will have to start the work as per the work order to commence the work.

**14.** The Successful Quotationer will be required to obtain valid registration certificate & labour licence from respective offices & obey the Contract Labour (Regulation & Abolition) Act, 1970 and the same should be submitted to the Divisional Forest Officer, Monitoring (South) Division, WB.

**15.** The successful Quotationer shall have to comply with the provision of (a) the Contract Labour (Regulation & Abolition) Act, 1970 and (b) the Minimum Wages Act, 1948 and the Notifications thereof or other laws relating thereto and the rules made and orders issued there under from time to time.

**16.** Prevailing safety norms has to be followed by the successful Quotationer during execution of the work so that LTI (Loss of time due to injury) is zero.

**17.** 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.

**18.** The successful quotationer i.e. Supplier of labour/contractor will be liable for any injury/death of any labour while executing the works. No liability on the injury or death of labour will be borne by the any staff and DFO.

**19.** For the part haring of Vehicle (Motor Cab-Non A.C.) existing Govt. Order will be followed.

**20. Final Payment:**

The final bill shall be accompanied by a certificate of completion **from the Employer**. Payment of final bill shall be made within a month of submission of the same. The acceptance of payment of the final bill by the Contractor would indicate that he will have no further claim in respect of the work executed.

**21. Escalation of Prices:**

The rates quoted by the Contractor shall be firm throughout the tenure of the contract (including extension of time, if any granted) and will not be subject to any fluctuation due to increase in cost of materials, labour, sales tax or anything.

**22. Settlement of Dispute, Arbitration:**

Except where otherwise provided in the Contract, all questions and disputes relating to the meaning of the specifications, designs, drawings and instruction herein before mentioned and as to the quality of workmanship or materials used on the work, or as to any other question, claim, rights, matter, or things whatsoever, in any way arising out of or relating to the contract, design, drawings, specifications estimates, instructions, orders or these conditions or otherwise concerning the works or the execution or failure or execute the same, whether arising during the progress of the work or after the completion or **abandonment** thereof shall be referred to the sole arbitration of the

Conservator of Forests, Monitoring Circle, Govt. of West Bengal. The award of the arbitrator shall be final, conclusive and binding both parties to this contract and no suit shall lie in Civil Court in respect of the award by the Arbitrator.

**23. The Divisional Forest Officer, Monitoring (South) Division is not binding himself to accept the lowest bid. In this case the decision of the accepting authority will be final.**

**24. The successful quotationer will discuss with Divisional Forest Officer, Monitoring (South) Division only if he find any problem in the estimate and nature of work prior to start the work after start the work no such discussion will be entertained by this end.**

**25. Work order will be given after placement of fund**



**Divisional Forest Officer,  
Monitoring (South) Division, West Bengal**

Memo No. 1257/2-2Q

Dated-06.11.2017

**Copy forwarded for kind information to:**

1. The Principal Chief Conservator of Forests, Research Monitoring & Development, WB.
2. The Chief Conservator of Forests, Monitoring & Evaluation, WB.
3. The Chief Conservator of Forests, MIS, WB. He is requested to upload the quotation to the departmental website.
4. The Conservator of Forests, Monitoring Circle, WB.
5. The All Range Officer, Monitoring (South) Division for displaying **Notice Board** of the respective office.
6. The Guard File
7. Notice Board.



**Divisional Forest Officer,  
Monitoring (South) Division, West Bengal**

**AFFIDAVIT**

**(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.
- (I) The undersigned also hereby certifies that neither our firm M/S\_\_\_\_\_ nor any of constituent partners had been debarred to participate in bid by the Directorate of Forests /Government of West Bengal or any of the Statutory Bodies or Government Organizations .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 Deputy Conservator of Forests, W.B. herein referred to as the Quotation Inviting & Accepting Authority, to verify this statement.
- (II) The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Quotation Inviting & Accepting Authority.
- (III) I, the undersigned do certify that I read all the conditions given in the quotation notice and also read and understand the nature of the work and estimates.

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

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

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

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

Year of plantation- 1st Year

Location-Territorial Division- Birbhum, Burdwan, Durgapur, Monitoring Range- Burdwan

Detail of Location of work available in office of the undersigned and respective monitoring ranges.

Estimate of work- (Annexure – II)

Sl. No.	Particulars of Work	Rate	Amount
1	Cost of carrying survey materials, field, forms etc. manually up to non-motorable plots and engaging labours for helping in checking area of plantation created and counting for enumeration (6 plots of 2500 sq. m) including demarcation of sample plots by making earthen mound in four corner with pegging painted with color for easy identification. (6 plots X 4 nos. pega)	8 md	1834.4
2	Laying out sample plots (size 50 m X 50 m) and taking measurement i.e. collar girth, BHG etc. of seedlings and enumeration of old natural / planted trees within the sample plot. (6 polts X 2500 sq. m)	6 md	1375.8
3	GST for the supplier of labour @ 18%		577.83
4	Charges for supplier of labour @ 14%		449.5
Total Cost for 20 ha.			4237.53
Total cost for 1 ha.			211.88
Or say			212

Quantum of works- 350 hec.

Total Amount-Rs. 74200/-



**Divisional Forest Officer,  
Monitoring (South) Division, West Bengal**