

GOVERNMENT OF WEST BENGAL
OFFICE OF THE
DIVISIONAL FOREST OFFICER
24 – PARGANAS (SOUTH) DIVISION
12, BIPLABI KANAILAL BHATTACHERJEE SARANI
NEW ADMINISTRATIVE BUILDING, 4TH FLOOR
ALIPORE, KOLKATA – 700 027
Tele & Fax 91 (033) 2479 – 9032
Email – dfo24pgs@gmail.com

Memo. No. 9039/2B-

Dated: 08.01.2018

Notice Inviting e-Tender No. WBFOR/24PGSSOUTH/DFO/NIT75(e) 2017-18

E-tender is invited by the Divisional Forest Officer 24 – Parganas (South) Division for the works as per enclosed schedule. [Collection (downloading) and Submission (uploading) of Tender can be made online through the website <https://wbtenders.gov.in> only].

List of Schemes:

Sl. No	Name of the work (1)	Quoted on rate (Rs.) (2)	Earnest Money (Rs.) (3)	Security deposit (4)	Period of Completion (5)	Name of the Concerned Officer (6)
1.	Supply of Coconut Seedling in various location of 24 Parganas (South) Division for distribution under MGNREGA Scheme	Rate to be quoted for each range	5000.00	25,000.00	From 1 st February 2018 to 31 st March 2018	Divisional Forest Officer, 24 – Parganas (South) Division

- EMD should be deposited in the form of “Call Deposit’ from any nationalized bank in favour of Divisional Forest Officer, 24 – Parganas (South) Division.

There is no exemption of any kind for any of the eligible contractors towards cost of EMD.

- 1) 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. 3
- 2) 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 Terms & conditions (Annexure – A).

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.

Running payment for feed supplies may be made to the executing agency.

No mobilization advance and secured advance will be allowed.

Bid shall remain valid for a 365 days from the last date of opening 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.

3) Date and Time Schedule :

Sl no	Particulars		Date & Time
a)	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	:	09.01.2018 at 1:00 PM
b)	Documents download / sell/submission start date (online)	:	09.01.2018 at 2:00 PM
c)	Bid submission closing (online)	:	23.01.2018 at 4:00 PM
d)	Last date of submission of original copies for the cost of Tender Documents and Earnest Money (EMD) (Demand Draft) offline and hard copy of tender documents	:	24.01.2018 within 12:00 PM
e)	Bid opening date for Technical Proposals (online)	:	24.01.2018 at 11:00 AM
f)	Date for opening of Financial Proposal (online)	:	To be notified later.
h)	Name & Address of the Tender Accepting Authority.	:	DIVISIONAL FOREST OFFICER, 24 - PARGANAS (SOUTH) DIVISION 12, BIPLABI KANAILAL BHATTACHERJEE SARANI NEW ADMINISTRATIVE BUILDING, 4TH FLOOR ALIPORE, KOLKATA - 700 027

Note:

- a). 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.
- b). 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.
- c). The Tender Inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.

4) **Description of supply**

Mentioned in "Application for Tender".

5) **Cost of Tender** : Free

- 6) **Earnest Money** : The amount of Earnest Money Rs. 5000.00 (Rupees five thousand) only to be deposited in form of 'Call Deposit' from any nationalized bank in favour of the **"Divisional Forest Officer, 24 – Parganas (South) Division"** payable at **KOLKATA** in compliance and Earnest Money Deposit (EMD) and 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 24.01.2017 within 12:00 PM.
- 7) **Security Deposit** :
- a) 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. 25,000.00 (Rupees twenty thousand) only in the form of 'Call Deposit' in favour of the Divisional Forest Officer, 24-Parganas (South) Division payable at Kolkata. 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 by only 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. On receipt of the same, the security deposit will be released by the Divisional Forest Officer, 24-Parganas (South) Division.
- 8) 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.
- 9) 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.
- 10) Conditional / Incomplete tender will not be accepted under any circumstances.
- 11) The intending tenderers are required to quote the rate online.
- 12) 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.
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- 13) 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. Acceptance of tender will rest with the appropriate authority and she is not bound to accept the lowest tender.
- 14) 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.
- 15) 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.
- 16) 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
- 17) Eligibility 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 Annexure - A. Completion certificate for works during last 3 financial year will only be accepted.
- The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in Annexure - A, . 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.
- 18) Escalation of Price on any ground and consequent cost over run shall not be entertained under any circumstances. Rates should be quoted accordingly.
- 19) No price preference and other concession will be allowed.
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**SECTION - A
INSTRUCTION TO BIDDERS**

1. General guidance for e-Tendering:

1.1 Digital Signature certificate (DSC):

Each suppliers 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.

1.2 The contractor / suppliers can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website <https://wbtenders.gov.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

1.3 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.

2. Submission of Tenders:

Tenders are to be submitted online to the website 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).

2.1 Technical Proposal:

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

(a). Statutory Cover Containing the following documents:

- 1) Application for tender (Vide form 1) to be submitted in forms folder**
 - 2) Scanned copy of EMD to be submitted in 'EMD' folder.**
 - 3) NIT to be downloaded and then uploaded and digitally signed (in 'NIT' folder)**
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(b) Non statutory cover

Sl no	Category Name	Sub Category Description	Details
A	CERTIFICATES	CERTIFICATES	1. GST REGISTRATION CERTIFICATE & AKNOWLEDGEMENT
			2. PAN
			3. PTAX (CHALLAN)
			4. LATEST IT RECEIPT
B	COMPANY DETAILS		1. PROPRIETORSHIP FIRM (TRADE LICENCE)
			2. PARTNERSHIP FIRM (PARTNERSHIP DEEP, TRADE LICENCE)
			3. LTD COMPANY (INCORPORATION CERTIFICATE, TRADE LICENCE)
			4. SOCIETY (SOCIETY REGISTRATION COPY, TRADE LICENCE)
C	CREDENTIAL		1. SIMILAR NATURE OF WORK DONE & COMPLETION CERTIFICATE WHICH IS APPLICABLE FOR ELIGIBILITY IN THIS TENDER
			2. ENLISTMENT COPY ISSUE BY DEPT
D	FINANCIAL INFO	P/L AND BALANCE SHEET 2016-2017	PROFIT & LOSS AND BALANCE SHEET (WITH ANNEXURE AND 3CD FORM IN CASE OF TAX AUDIT)
		P/L AND BALANCE SHEET 2016-2017	PROFIT & LOSS AND BALANCE SHEET (WITH ANNEXURE AND 3CD FORM IN CASE OF TAX AUDIT)
F	MANPOWER	TECHNICAL PERSONNEL	LIST OF TECHNICAL STAFFS ALONG WITH STRUCTURE & ORGANIZATION (AS PER NIT)

2.2 Financial proposal

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor / suppliers are to quote the rate (Presenting Above / Below / At par) 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 / suppliers.

Financial capacity of a bidder will be judged on the basis of information furnished in Section - B.

3. Tender Evaluation Committee (TEC)

Evaluation Committee constituted by the Competent Authority of the Joint Director, Sunderban Biosphere Reserve, West Bengal will function as Head of Evaluation committee for selection of technically qualified contractor / suppliers.

4. Opening & evaluation of tender:

If any contractor / suppliers is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

4.1 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.

4.2 Opening of financial proposal. The financial proposal of bidders declared technically eligible would be opened electronically on web portal by TEC on a perceived date.

5. 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.

6. Acceptance of tender : Lowest valid bid should normally be accepted but, the tender accepting authority does not bind itself to do so and reserves the right to subject any on all the tender, for valid reasons.

7. 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.

8. 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 – A

Tender Conditions

- 1) Supplier must be a bonafide entity or an Authorized Dealer and must have experience of supplying the same work in last three financial year.
 - 2) Supplier must have proper trade license & PAN & GST Clearance Still 31.03.2018.
 - 3) Supply of good quality seedlings minimum height mention below to be supplied and price is to be per seedling.
 - 4) Supply should be made upto Range office location including carriage and rates to be quoted accordingly. Rates should be inclusive of GST.
 - 5) Supply should be made as & when necessary within 7 (Seven) days of issuance of letter of acceptance and work Order.
 - 6) Bill may be raised only on alive seedling reached at destination (Range location) and supply of inferior quality than the mentioned one is not acceptable in any circumstances and no payment will be made in this regards.
 - 7) The Divisional Forest Officer, 24 - Parganas (South) Division reserves the right to reject any or all the Tenders or any condition of the Tender Notice without assigning any reason.
 - 8) The Divisional Forest Officer, 24 Parganas (South) Division is not bound to accept the lowest rate.
 - 9) All intending Tenderers shall have to deposit an Earnest Money Deposit of Rs.5,000.00 (Rupees five thousand only) in form of 'Call Deposit' from any nationalized bank in favour of **"Divisional Forest Officer, 24 - Parganas (South) Division"** payable at **KOLKATA**. The original DRAFT against Earnest Money Deposit (EMD) should be submitted physically
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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.

10) Security Deposit :

- a) 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. 25,000.00 (Rupees twenty thousand) only in form of 'Call Deposit' from any nationalized bank in favour of 'Divisional Forest Officer, 24-Parganas (South) Division. 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 only 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 the Divisional Forest Officer, 24-Parganas (South) Division. On receipt of the same, the security deposit will be released by the Divisional Forest Officer, 24-Parganas (South) Division.
- 11) The SD money will be released after 31st March 2018.
 - 12) The security deposit will be released after 3 month of satisfactory completion of supply of materials after such deduction as may be necessary under the terms of the contract and not before 180 days are over at after the completion of the works.
 - 13) In case of breach of conditions of any part of contract of agreement the SD or part thereof will be liable to forfeiture.
 - 14) Bills should be submitted by the successful tenderer in triplicate with receipt copy of Challan on completion of supply and payment will be made on the basis of release of govt. sanction.
 - 15) The tender will remain valid till 31.03.2018.

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Divisional Forest Officer,
24 - Parganas (South) Division

FORM 1

APPLICATION FOR TENDER

Specification of seedlings

Rate quoted each including GST (not over than Rs. 40.00)

Name of the seedlings	Height	Location of supply	Rate	Requirement	Remarks
Coconut Seedling	8" (inch) & above	Bhagabatpur		The healthy seedling must be supplied sized Minimum 8" Andhra Variety	Good Quality Seedlings with height as per specification. Supply of inferior quality seedling than that mentioned in NIT will not be acceptable in any circumstances and no payment will be made in this regard.
		Baruipur			

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Divisional Forest Officer,
24 - Parganas (South) Division