



GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF FORESTS  
OFFICE OF THE DIVISIONAL FOREST OFFICER  
24 - PARGANAS (SOUTH) DIVISION  
12, BIPLABI KANAILAL BHATTACHERJEE SARANI  
NEW ADMINISTRATIVE BUILDING, 4<sup>TH</sup> FLOOR  
ALIPORE, KOLKATA - 700 027  
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Memo No: 9028 /2-

Dated: 08.01.2018

**Notice Inviting Tender: - WBFOR/24PGSS/DFO/NIT73e/17-18**

The Divisional Forest Officer, 24 - Parganas (South) Division invites **e-tenders** for the following work(s) from the eligible Contractors as detailed in the table below. [Collection (downloading) and Submission (uploading) of Tender can be made online through the website <http://wbtenders.gov.in> only].

**1. List of Work(s):**

Sl. No.	Tender Notice No.	Name of work	Estimated Amount Put to tender (Rs.)	Amount of Earnest Money to be deposited (Rs.)	Cost of tender documents (Tender Fees, in Rs.)	Period of Completion of the work
Col. (1)	(2)	(3)	(4)	(5)	(6)	(7)
1	WBFOR/24PGSS/DFO/NIT73e/2017-18	Construction of double soling brick path road at Deulbari 2 under Raidighi Range	15,22,517.00	15,225.00	Free of cost	31.03.2018

**2. Brief details on the nature of work:**

2.a)	Name of the project work	:	1) Construction of brick path road at Deulbari 2 under Raidighi Range
2.b)	Project ID	:	ID - CBR_ESBR- 2017-18
2.c)	Job ID	:	CBR/ ESBR/24PGS
2.d)	Consultant & Architect for the project	:	<b>Model estimate has been vetted by the SUB Assistant Engineer (Civil) South 24 - Parganas Zilla Parishad</b>
2.e)	Nature of Work	:	Construction of brick path road
2.f)	Location of works	:	At Deulbari 2, Raidighi Range
2.g)	Contractors eligible to submit the tender	:	Enlisted contractors of P.W.D (R&B),W.B.; C.P.W.D.; M.E.S.; Railways and other bonafide contractors having entitlement for construction of civil work, having sufficient and adequate credentials for works not less than 50%(fifty percent) of estimated amount put to tender of civil works within the last 3 (three) years preferably having experience of working in Sunderbans area in Riverine locations.
2.h)	Name & Address of the Tender Accepting Authority	:	Divisional Forest Officer, 24 - Parganas (South) Division, 12, Biplabi Kanailal Bhattacherjee Sarani, New Administrative Building, 4 <sup>th</sup> Floor, Alipore, Kolkata - 700027

### 3. Date & Time Schedule:

Sl. No.	Particulars		Date & Time
1.	Date of Publishing of NIT online through the website <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a>	:	09.01.2018
2.	Date & Time for downloading of tender documents from the website <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a>	Start	09.01.2018 at 4:00 pm
		End	23.01.2018 at 12:00 NOON
3.	Last Date and Time of submission of original documents and Call deposit in respect of payment towards cost of Tender document fees and EMD	:	23.01.2018 by 2:00 pm at the office of the Divisional Forest Officer 24 - Parganas (South) Division, <b>12, Biplabi Kanailal Bhattachaerjee Sarani, New Administrative Building, 4<sup>th</sup> Floor, Alipore, Kolkata - 700027</b>
4.	Date and Time of Submission of Tender through the website <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a>	Start	09.01.2018 at 4:00 pm
		End	23.01.2018 at 4:00 pm
5.	Date and Place of opening of Technical Bid through the Website, <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a>	:	24.01.2018 at 03.00 pm at the Office of The Divisional Forest Officer 24 - Parganas (South) Division <b>12, BIPLABI KANAILAL BHATTACHERJEE SARANI NEW ADMINISTRATIVE BUILDING, 4<sup>TH</sup> FLOOR ALIPORE, KOLKATA - 700 027</b>
6.	Date of uploading the List of Technically Qualified Bidders after Technical Bid Evaluation through the website <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a> after disposal of appeals, if any	:	To be notified later.
7.	Date, Time and Place of Opening of Financial Bid through the website <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a>	:	At the Office of The Divisional Forest Officer 24 - Parganas (South) Division <b>12, BIPLABI KANAILAL BHATTACHERJEE SARANI NEW ADMINISTRATIVE BUILDING, 4<sup>TH</sup> FLOOR ALIPORE, KOLKATA - 700 027</b>

**Last date & time of submission of bids online is 23.01.2018 within 4:00 pm.**

**No documents will not be received at the Office of the Divisional Forest Office, 24-Parganas (South) Division as hard copy. All Documents should be uploaded online.**

**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.

1) **Cost of Tender** : Free

- 2) **Earnest Money** : The amount of Earnest Money of 1% to each work amount (i.e. Rs. 15,225.00 (rupees fifteen thousand two hundred twenty five) only each 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. He will submit the GRIPS Challan 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.
- 3) **Security Deposit** :
- a) 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. He will submit the GRIPS paid Challan to the undersigned.
- b) The SD money will be released after expiry of the contract.
- 4) 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 i.e. the 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.
- 5) Conditional / Incomplete tender will not be accepted under any circumstances.
- 6) The intending tenderers are required to quote the rate online.
- 7) 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.
- 8) The Divisional Forest Officer, 24 - Parganas (South) Division the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- 9) 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.
- 10) Issuance of work order would depend on timely, approval sanction and release of fund by Govt if fund is not released in time, the undersign may cancel the tender.
- 11) 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.

- 12) 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
- 13) Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.
- 14) No price preference and other concession will be allowed.
- 15) The Divisional Forest Officer, 24-Parganas (South) Division is not bound to accept the lowest or any tender.

## INSTRUCTION TO BIDDERS

### 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.

#### i) 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 <https://wbtenders.gov.in> The contractor is to click on the link for e-Tendering site as given on the web portal.

#### ii) 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) or other certified agencies of Government of India on payment of requisite amount. Details are available on the Web Site. DSC is given as a USB e-Token.

iii) The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website by using the Digital Signature Certificate (DSC). This is the only mode of collection of Tender Documents.

#### iv) 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.

v) **Submission of Tenders:** Tenders are to be submitted through 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).

### Technical Proposal:

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

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

1. NIT
2. Scan copy of EMD

**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.

### THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER:

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder. Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

1. Tender Evaluation Committee (TEC) 1. Tender Committee constituted as per the Divisional Forest Officer, 24-Parganas (South) Division will function as Chairman of Committee for selection of technically qualified contractors.

2. Opening of tender: Will be made as per sequence.

3. Opening of Technical Proposal: Technical proposals will be opened by the Divisional Forest Officer, 24-Parganas (South) Division electronically from the website using their Digital Signature Certificate (DSC).
4. Intending tenderers may remain present if they so desire.
5. 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.
6. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the "Tender Committee".
7. Summary list of technically qualified tenderers will be uploaded online.
8. Pursuant to scrutiny & decision of the "Tender Committee" the summary list of eligible tenderers & the serial number of work for which their proposal considered will be uploaded in the web portals
9. 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.

### **GENERAL INSTRUCTIONS TO TENDERERS**

1. **INCOME TAX CERTIFICATES:** A Certificate of Income tax clearance from the appropriate authority in the forms prescribed there for duly indicating annual turnover. These certificates shall be valid for one year from the date of issue or for the period prescribed therein for all tenders submitted during the period. Copy of last assessment order duly certified as true copy by the chartered accountant shall also be submitted.
2. Information on type of holding details of the Tenderer's organization shall be submitted as follows:
  - 2.1 **IN CASE OF FIRMS WITH SOLE OWNERSHIP:** Full name, experience and address of the proprietor and nature of business.
  - 2.2 **IN CASE OF PARTNERSHIP FIRMS:** The names of all the partners with addresses and their experience. A copy of the partnership deed/ instrument of Partnership duly certified by a Notary Public shall be enclosed.
    - 2.2.1 The value of work shall be taken in the same proportion of share of partnership deed.
    - 2.2.2 If the partnership deed does not speak of percentage share of each partner, it shall not be considered as Credential for qualifying Eligibility criteria.
  - 2.3 **IN CASE OF COMPANIES:** Date and place of registration including date of commencement certificate in case of public companies and the nature of business carried out by the Company. Certified copies of memorandum and Articles of Association are also to be furnished. Also indicate names, addresses and experience of the Directors.
3. **RETURN OF SECURITY DEPOSIT :** If the contractor fully performs and completes the work in all respects to the entire satisfaction of the Concerned authority and presents an absolute "**No Demand Certificate**" in the prescribed form and returns properties belonging to the Tender Inviting Authority

taken, borrowed or hired by him for carrying out the said works and shall be released only after the Guarantee Period of 12 months is completed satisfactorily.

4. **No interest** shall be payable by the Tender Inviting Authority on Earnest Money Deposit, Security Deposit or on any moneys due to the contractor.

## 5. COMMENCEMENT AND COMPLETION OF WORK:

5.1 The contractor shall commence the work within the time indicated in the Letter of Intent / acceptance and shall proceed with the same with due expedition without delay. The responsibility of successful Tenderer under this Contract commences from the date of issue of the Letter of Intent.

5.2 If the successful tenderer fails to commence the work within the stipulated time, Tender Inviting Authority, at its sole discretion, will have the right to terminate the contract. The Earnest Money and/ or Security Deposit will stand forfeited without any further reference to him without prejudice to any and all of Tender Inviting Authority's other rights and remedies in this regard.

5.3 All the works shall be carried out under the direction and to the satisfaction of the Tender Inviting Authority.

## 6.0 MEASUREMENT OF WORK AND MODE OF PAYMENT:

6.1 All payment shall be made in the bank account of contractor through Treasury by ECS.

6.2 For progress/ running bill payments, the contractor shall present detailed measurement book and sheets in triplicate duly indicating all relevant details based on technical documents and connected drawings for the work done during the month. These measurement sheets shall be prepared jointly and signed by both the parties.

6.3 These measurement sheets will be checked by the Engineer and quantities and percentages eligible for payment under different groups shall be decided by him. The abstract of quantities and percentages so arrived at based on the terms of payment shall be entered in the **Measurement Book** and signed by both the parties.

6.4 Based on the above quantities, contractor shall prepare the bills in the prescribed proforma and work out the financial value. These will be entered in the Measurement Book and signed by both the parties. Payment shall be made after affecting the necessary recoveries due from the contractor.

6.5 Measurement shall be taken jointly by persons duly so authorised by the Tender Inviting Authority and the Contractor and shall follow the relevant provisions of IS code and PWD / SOR 2015 for recording and taking measurements.

6.6 The Contractor shall bear the expenditure involved, if any, in making the measurements and testing of materials to be used/ used in the work. The Contractor shall, without extra cost to Tender Inviting Authority, provide all the assistance with appliances and other things necessary for measurement.

6.7 If, at any time due to any reason whatsoever, it becomes necessary to re-measure the work done, in full or in part, the expenses towards such re-measurement shall be borne by the Contractor.

6.8 Final measurement bill shall be prepared in the proforma prescribed for the purpose, based on the certificate issued by the Engineer that the entire work as stipulated in the tender specifications has been completed in all respects to the entire satisfaction of Tender Inviting Authority. The Contractor shall give 'No Claim' and 'No Demand' certificates. All the tools and tackles loaned to him should be returned in

condition satisfactory to Tender Inviting Authority. The abstract of final quantities and financial values shall also be entered in the Measurement Book and signed by both the parties.

## **7. RESPONSIBILITIES OF CONTRACTOR IN RESPECT OF LOCAL LAWS, EMPLOYMENT OF WORKERS, ETC.**

The following are the responsibilities of the Contractor in respect of observance of local laws, employment of personnel, payment of taxes etc.:

7.1 As far as possible, unskilled workers shall be engaged from the local areas in which the work is being executed.

7.2 The contractor at all times during the continuance of this contract, shall in all his dealings with the local labour for the time being employed on or in connection with the work, has due regard to all local festivals, religious and other customs.

7.3 The Contractor shall comply with all State and Central Laws, Statutory Rules, Regulations, etc., such as The payment of wages Act, The Minimum Wages Act, The workmen's Compensation Act, The Employer's Liability Act, The industrial Disputes Act, The Employees' Provident Fund Act, Employees' State Insurance Scheme, the Contract Labour (Regulations and Abolition Act, 1970) and other Acts, Rules and Regulations for labour as may be enacted by the Government during the tenure of the Contract and having force or jurisdiction at site. The contractor shall give to the local Governing Body, Police and other concerned Authorities all such notice as may be required under law.

7.4 The Contractor, in the event of his engaging 20 or more workmen, will obtain independent license under the Contract Labour (Regulations and Abolition Act, 1970) from the concerned authorities based on the certificate (Form-V) issued by the principal employer.

7.5 The contractor shall pay all taxes, fees, license charges, deposits, duties, tolls, royalty, commissions or other charges which may be leviable on account of any of his operations connected with this contract. In case WBZA make any such payment, it shall be recovered from the contractor bill.

7.6 The contractor shall be responsible for the provision of health and sanitary arrangements more particularly described in the Contract Labour (Regulations and Abolition Act, 1970) and safety precautions as may be required for safe and satisfactory execution of the contract.

7.7 The contractor shall be responsible for proper accommodation including adequate medical facilities for the personnel employed by him.

7.8 The contractor shall be responsible for the proper behaviour and observance of all regulations by the staff employed by him.

7.9 The contractor shall ensure that no damage is caused to any person / property of other parties working at site. If any such damage is caused, it shall be the responsibility of the contractor to make good the losses and compensate them.

7.10 Any delay in completion of works or non-achievement of periodical targets, due to reasons attributable to the contractor, will have to be compensated by the contractor either by increased manpower and resources at no extra cost to the Tender Inviting Authority.

7.11 The contractor will be directly responsible for payment of wages to his workmen. A pay-roll sheet giving details of all payments made to the workmen duly signed by the contractor's representative should be furnished to the Tender Inviting Authority, if called for.

7.12 In case of any class of work for which there is no specification laid down in the contract, such work shall be carried out in accordance with the instructions and requirements of the Engineer.



7.13 No idle labour charges will be admissible in the event of any stoppage of work resulting in the contractor's workmen being rendered idle due to any reason at any time.

7.14 The contractor shall keep the area of work clean and shall remove the debris etc while executing day-to-day work. Upon completion of work, the contractor shall remove from the vicinity of work, all scrap, packing materials, rubbish, unused and other materials and deposit them in places specified by the Engineer. The contractor will also demolish all the hutments, sheds, offices, etc. constructed and used by him and shall clean the debris. In the event of his failure to do so, the same will be arranged to be done by the Engineer and the expenses recovered from the contractor.

7.15 The contractor shall execute the work in the most substantial and workman like manner in the stipulated time. Accuracy of work and timely execution shall be the essence of this contract. The contractor shall be responsible to ensure that the quality, assembly and workmanship as per specifications and mode of operations conform to the required dimensions and clearance given in the drawings and/ or as per the instructions of the Engineer.

7.16 No land belonging to the Tender Inviting Authority shall be occupied by the Contractor without written permission of the Tender Inviting Authority.

8. Issuance of work order will be subject to timely approval sanction and release of fund by the State Government even if all processes are complete but fund is not released in time, then the Tender Inviting Authority will cancel the tender. In this respect, the decision of the Tender Inviting Authority will be final and binding.

-Sd-

Divisional Forest Officer  
24-Parganas (South) Division

