

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF FORESTS
OFFICE OF THE DIVISIONAL FOREST OFFICER
24 - PARGANAS (SOUTH) DIVISION
& EX-OFFICIO, DIRECTOR
SUNDERBAN WILD ANIMAL PARK, JHARKHALI
12, BIPLABI KANAILAL BHATTACHERJEE SARANI
NEW ADMINISTRATIVE BUILDING, 4TH FLOOR
ALIPORE, KOLKATA - 700 027
Tele & Fax 91 (033) 2479 - 9032
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No : 9030/2-

Dated : 08.01.2018

Notice Inviting Tender: - WBFOR/24PGSS/DFO/NIT74e/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 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	<u>WBFOR/24PGSS/DFO/NIT74e/2017-18</u>	Construction of irrigation canal at Thakuran -I under Ramganga Range	10,75,000.00	10,750.00	Free of cost	31.03.2018
		Construction of irrigation canal at Jharkhali - IV under Matla Range	10,75,000.00	10,750.00	Free of cost	31.03.2018
		Construction of Irrigation Cannel at Saptamukhi under Namkhana Range	10,75,000.00	10,750.00	Free of cost	31.03.2018

2. Brief details on the nature of work:

2.a)	Name of the project work	:	1) Construction of irrigation canal at Thakuran -I under Ramganga Range 2) Construction of irrigation canal at Jharkhali - IV under Matla Range 3) Construction of Irrigation Cannel at Saptamukhi under Namkhana Range
2.b)	Project ID	:	ID - CBR_ESBR/2017-18
2.c)	Job ID	:	ESBR/24PGS
2.d)	Nature of Work	:	Irrigation canal
2.f)	Location of works	:	At Jharkhali IV under Matla Range, at Thakuran - I under Ramganga Range & at Saptamukhi under Namkhana 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 bona fide contractors having entitlement for digging pond / irrigation cannel work having sufficient and adequate credentials for the similar works of digging pond / irrigation cannel works within the last two year 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 Bhattachaerjee Sarani, New Administrative Building, 4 th Floor, Alipore, Kolkata - 700027

3. Date & Time Schedule:

Sl. No.	Particulars		Date & Time
1.	Date of Publishing of NIT online through the website http://wbtenders.gov.in	:	09.01.2018
2.	Date & Time for downloading of tender documents from the website http://wbtenders.gov.in	Start	09.01.2018 at 12:00 noon
		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	:	24.01.2018 by 12:00 Noon at the office of the Divisional Forest Officer 24 - Parganas (South) Division, 12, Biplabi Kanailal Bhattachaerjee Sarani, New Administrative Building, 4th Floor, Alipore, Kolkata - 700027
4.	Date and Time of Submission of Tender through the website http://wbtenders.gov.in	Start	09.01.2018 at 1:00 noon
		End	23.01.2018 at 12:00 NOON
5.	Date and Place of opening of Technical Bid through the Website, http://wbtenders.gov.in	:	24.01.2018 at 12.00 Noon at the Office of The Divisional Forest Officer 24 - Parganas (South) Division 12, BIPLABI KANAILAL BHATTACHERJEE SARANI NEW ADMINISTRATIVE BUILDING, 4TH FLOOR ALIPORE, KOLKATA - 700 027
6.	Date of uploading the List of Technically Qualified Bidders after Technical Bid Evaluation through the website http://wbtenders.gov.in after disposal of appeals , if any	:	To be notified later.
7.	Date, Time and Place of Opening of Financial Bid through the website http://wbtenders.gov.in	:	To be notified later. at the Office of The Divisional Forest Officer 24 - Parganas (South) Division 12, BIPLABI KANAILAL BHATTACHERJEE SARANI NEW ADMINISTRATIVE BUILDING, 4TH FLOOR ALIPORE, KOLKATA - 700 027

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) **Description of estimate & Plan**

- a) Estimate BOQ and plan enclosed.

2) **Cost of Tender** : Free

- 3) **Earnest Money** : The Earnest Money amounting to 1% of the project cost to be deposited through GRIPS portal challan in favour of the **"Divisional Forest Officer, 24 - Parganas (South) Division"** payable at **KOLKATA**. The original paid challan against 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 Hrs. of the date and time of opening of tender.

4) **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 10% of project cost to be deposited through GRIPS portal in favour of the **"Divisional Forest Officer, 24 - Parganas (South) Division" payable at KOLKATA** and paid challan will be deposited to this office. 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 Treasury (Alipore -II) 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 Treasury Officer, Alipore - II. On receipt of the same, the security deposit will be released by the Treasury.

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.

- 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.

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.

- 11) 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
- 12) Qualification criteria:
 - a) 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:
 - b) Financial Capacity
 - c) Experience / Credential & others eligibilities mentioned in Annexure - B

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 - B, . 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.
- 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) In case of any dispute the decision of tender evaluation committee would be final.

SECTION - A

INSTRUCTION TO BIDDERS

1. **General guidance for e-Tendering:**

1.1 **Digital Signature certificate (DSC):**

Each Tenderer 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 Sl no A. above. DSC is given as a USB e-Token.

- 1.2 The contractor / suppliers 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.

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 through online to the website stated in sl no A. 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).

(b) Non statutory cover

Sl no	Category Name	Sub Category Description	Details	
A	CERTIFICATES	CERTIFICATES	1.	GST REGISTRATION CERTIFICATE & AKNOWLAGEMENT
			2.	PAN
			3.	PTAX (CHALLAN)
			4.	LATEST IT RECEIPT
			5.	SERVICE TAX REGISTRATION
B	COMPANY DETAILS	COMPANY DETAILS 1 COMPANY DETAILS 2	1.	PROPRITORSHIP FIRM (TRADE LICENCE)
			2.	LTD COMPANY (INCORPORATION CERTIFICATE, TRADE LICENCE)
			3.	SOCIETY (SOCIETY REGISTRATION COPY, TRADE LICENCE)
C	CREDENTIAL	CREDENTIAL 1 CREDENTIAL 2	1.	PAYMENT CERTIFICATE/ WORK COMPLETION CERTIFICATE
			2.	ENLISTMENT COPY ISSUED 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)

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 Annexure - 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 (Ref. Sl. No. 2.1.(a).) will be opened first and if found in order, cover (folder) for Non-Statutory Documents (Ref. Sl. No. 2.1(b).) 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 - B

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 (not less than 80% of the tender amount in last two year) of doing digging pond / irrigation cannel works and up to date Trade Licence, Current Income Tax Return & P. Tax Challan, GST registration after opening of Technical Bids to the Tender Committee of the Divisional Forest Officer 24 - Parganas (South) Division.
- 4) **Earnest Money** : The Earnest Money amounting to 1% of the project cost to be deposited through GRIPS portal challan in favour of the "**Divisional Forest Officer, 24 - Parganas (South) Division**" payable at **KOLKATA**. The original paid challan against 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 Hrs. of the date and time of opening of tender.
- 5) Tender shall be accompanied by a deposit of 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 all other charges. 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 Joint Director, Sundarban Biosphere Reserve, West Bengal.
- 11) The Divisional Forest Officer 24 - Parganas (South) Division is not bound to accept the lowest or any tender.
- 12) The Divisional Forest Officer 24 - Parganas (South) Division can accept any tender either wholly or for one or more items only.
- 13) The successful tenderer shall have to furnish up to date Trade License, 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 not be assigned or subject to sold even in part.
- 15) The Divisional Forest Officer, 24 - Parganas (South) Division the right of accepting the tender wither wholly or partly or rejecting any tender without assigning any reasons.
- 16) The tenderer must have professional / technical experience for similar types of works and also for digging irrigation cannel.
- 17) Canvassing in any form whether direct or implied will be a disqualification.
- 18) The undersigned reserves the right to cancel the contracts on ground of unsatisfactory or delayed work and failure to fulfill terms and conditions of the contract and thereby forfeit the security deposit under the terms of the agreement.
- 19) If any detailed specification of materials or the rate of any work item has not been quoted anywhere, it shall be taken to be the same that mentioned in the appropriate schedule of PWD as applicable for the 24-Pgs(S) District.
- 20) The labourer should be paid either at the prevalent PWD schedule of rate or prevailing rate of labourers, as followed as per minimum wage Act.
- 21) Income tax & Sales tax are to be deducted as per provision of the Govt. Rule.
- 22) The successful tenderer shall not assign or sublet any portion of the work. The successful tenderer however may engage authorized representatives in respect of one or more of the following woks.
- 23) General day to day management of the work are to be seen, controlled by the local forest officer, who will measure the volume of work etc in his measurement notebook and has every authority on behalf of the undersigned to carry suitable measures to continue or to stop the work as he deems fit.
- 24)
 - a) To attend measurement when taken by officers of the Forest Deptt. and assign the record of such measurements, the selection of the authorised representatives is subject to the prior approval of the undersigned and the successful tenderer should seek in writing such approval from the undersigned given therein the name of the project, name and address of the representatives he wants to appoint and the specific purpose which the representatives will be authorised for. Even after first approval the undersigned may at a subsequent day revise direction about such authorised representative and the successful tenderer shall be bound to abide by such directives. The undersigned shall not bind herself to assign any reason for any of his directives with regard to the appointment of authorised representatives. Any notice, correspondence etc. issued to such authorised representatives or left at their address will be deemed to have issued to the successful tender himself. The provision of power of attorney if any must be acceded to the approval of the Forest Department; otherwise the forest department shall not be bound to take cognizance of such power of attorney. The successful tender shall be held responsible for all action of his authorised representatives and his workmen who must abide by the rule and regulation in force of the Forest Department and any offence committed by them will be dealt with under the relevant acts and rules.
 - b) In the C.C. Works for any type, mortar mixing machine and vibrator shall have to be used by the contractor. The hiring charge of the mortar mixing machine and the vibrator will be borne by the contractor.
- 26) On site inspection book shall be maintained and time to time inspection note and progress of works to be incorporated and verified.

- 27) All materials supplied by the contractor will be thoroughly examined before use. The materials of the following specifications should require to be supplied for construction work.
- 28) M-S Rod of different specification as per designed Tata steel rod or B.I.S. approval equivalent quality.
- a) First class brick and jhama brick of Nilgung brick field under 24-Pgs(N) or standard brand of equivalent quality.
- b) Stone chips of different sizes - Pakur quality.
- c) Sand - Pandua quality or equivalent quality.
- d) Cement bags - of any standard company available in the market, but to be accepted by the supervising officer before use.
- e) The progress of work should be proportioned to the progress of time i.e. 1/3 work in 1/3 of full time, 1/2 work in 1/2 of full time, 2/3 work in 2/3 of full time etc. default of which will be treated as a breach of terms of acceptance of tender and the undersigned reserves the right of determining the agreement and forfeit the security deposit of the tender. The work order will be issued by the undersigned depending on the extent of placement of fund by the Govt. for the current and ensuing financial year. It should be the sole discretion of the undersigned to forfeit the security deposit money in whole or in part to the Govt. as penalty for non-fulfillment of any of the conditions/terms of the contract by the tenderer. There is no system of making part payment and hence no part payment will be made for any volume of work unless and until it is completed in all respect.
- 29) In case of any accident resulting in loss/injury of life and property to any labourer engaged by the contractor while executing the works in the proposed site the contractor shall be solely liable to bear all expenses in connection there and the Govt. will not take any responsibility in such matters.
- 30) Payment may be made on actual measurement, to be determined by the authorised representative of the undersigned, subject to verification by the inspection officer or the undersigned himself and to the overall progress of works.
- 31) In exigency of circumstances the undersigned reserves the right of alteration and rejection of any of the conditions/ terms or part thereof or cancel the work as will be deemed suitable without any liability whatsoever on the part of the undersigned.
- The undersigned shall not accept the liability on account of any loss sustained by the tenderer if any, due to change in the policy of the Government.
- 32) In case of any dispute the decision of the undersigned & will be final and binding.
- 33) The work must be done strictly in accordance with the specification and to the entire satisfactions of the undersigned or his authorised agent/ agents. In case of any new work or revision/change of the place of construction, essential to be carried out to complete the work, the tenderer will be bound to follow the instruction of the undersigned. The payment, however will be made on the basis of actual work and as per rate accepted for that item. A new item of work will be paid according to the rate narrated in the current PWD/Forest Schedule of rate, as the case may be.
- 34) In the event of rejection of any materials brought to the site because of the bad and below standard quality by the supervising officer in charge of the construction, this material should be removed within 6

hours and no work will be allowed to be executed at the site before the rejected materials are removed and no payment will be made towards transportation of the materials to and fro.

- 35) In the event of bad workmanship and below standard works over the intent may be, tenderer has to reconstruct the same and no claim for extra cost of dismantling, reconstruction and removal of the rejected materials will be entertained. The undersigned will not be responsible for any loss of materials for such reconstruction. The tender notice along with the terms and conditions of the tender notice will also form part of the agreement.
- 36) The works of the project will be taken up only after getting the Govt. sanctioned and the contractor will have no claim about any loss sustained by him due to non-execution of works for want of Govt. sanction.
- 37) The works will be taken up subject to the State Govt. formal approval and sanction.
- 38) Issuance of work order will be subject to timely approval sanction and release of fund by the State Govt. Even if all processes are complete but fund is not released in time, then the undersigned will cancel the tender. In this respect, the decision of the undersigned will be final and finding.
- 39) 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.

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Divisional Forest Officer
24 - Parganas (South) Division

