



GOVERNMENT OF WEST BENGAL
DIRECTORATE OF FORESTS
OFFICE OF THE DIVISIONAL FOREST OFFICER,
24-PARGANAS (NORTH) DIVISION,
COURT COMPLEX (NEAR BARASAT BUS STAND), BARASAT,
NORTH 24 PARGANAS DISTRICT
Phone-(033) 2552 0968/Fax-(033)2584-0241
Email: dfo24pgsn@yahoo.co.in



Memo. No. 2245 / 23 - 25

Dated: 28.02.2018

Notice Inviting e-Tender No. [WBFOR/24PGS-N/DFO/NIT09e/17-18](#)

Notice Inviting e-Tender No. [WBFOR/24PGS-N/DFO/NIT09e/17-18](#) of the Divisional Forest Officer 24 – Parganas (North) 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)	Quoted on rate (Rs.) (2)	Earnest Money (Rs.) (3)	Price of Technical & Financial Bid documents and other annexures (Rs.) (4)	Period of Completion (5)	Name of the Concerned Officer (6)	Eligibility of Contractor (7)
1.	Supply of deer feed for 2018-19 at Bibhutibhusan Wildlife Sanctuary, Parmadan under Bongaon SF Range of 24 Parganas (North) Division 1) Gram 2) Cane Molases 3) Rock salt 4) Mustered Oil Cake. 5) Bran Mash 6) Wheat barn Supplied materials should be fresh, Clean & of best quality.	Rate to be quoted per items	18000.00	Free	From 1 st April, 2018 to 31 st March, 2019	Divisional Forest Officer, 24 – Parganas (North) Division	1) Bonafied, resourceful contractors / Agencies 2) Professional Tax Redg. No & current challan. 3) Income Tax current return. 4) Current Trade licence. 5) GST Registration certificate

In the event of e-filing, 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 of amount of Rs.18000.00 (Rupees Eighteen thousand) only may be remitted through GRIPS Challan from any nationalized bank in favour of the “**Divisional Forest Officer, 24 – Parganas (North) Division**” under Sundarban Biosphere Reserve Circle under H/S 8443-00-103-001-07 in. The original paid e-Challan against Earnest Money Deposit (EMD) or documents in support should be submitted physically in the Tender Box along with Tender papers at the Office of Divisional Forest Officer, 24 – Parganas (North) Division under sealed cover on 02.04.2018 within 12.00 noon.

- 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. 15
- 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 (North) 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 Demand Draft towards cost of tender documents, Photocopy of Demand Draft towards Earnest Money (EMD) and Terms & conditions (Annexure – B)

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 supply may be made to the executing agency.

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.

3) Date and Time Schedule :

Sl no	Particulars	Date & Time
a)	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	: 08.03.2018 at 1:00 P.M.
b)	Documents download / sell/submission start date (online)	: 08.03.2018 at 4:00 P.M.
c)	Bid submission closing (online)	: 02.04.2018 at 12:00 noon
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	: 02.04.2018 within 12 noon
e)	Bid opening date for Technical Proposals (online)	: 02.04.2018 at 1:00 PM
f)	Date for opening of Financial Proposal (online)	: 02.04.2018
h)	Name & Address of the Tender Accepting Authority.	: DIVISIONAL FOREST OFFICER, 24 – PARGANAS (NORTH) DIVISION COURT COMPLEX (NEAR BARASAT TITUMIR BUS TERMINUS), BARASAT, NORTH 24 PARGANAS DISTRICT KOLKATA – 700124.

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**

- a) List of food items in Annexure A

5) **Cost of Tender** : Free

- 6) **Earnest Money** : Earnest Money of amount of Rs.18000.00 (Rupees Eighteen thousand) only may be deposited through GRIPS Challan from any nationalized bank in favour of the “**Divisional Forest Officer, 24 – Parganas (North) Division**” under Sundarban Biosphere Reserve Circle under H/S 8443-00-103-001-07. The original paid e-Challan against Earnest Money Deposit (EMD) or documents in support should be submitted physically in the Tender Box along with Tender papers at the Office of Divisional Forest Officer, 24 – Parganas (North) Division under sealed cover on 02.04.2018 within 12.00 noon.

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 10% of the value of the annual contract amount may be deposited through GRIPS Challan from any nationalized bank in favour of the “**Divisional Forest Officer, 24 – Parganas (North) Division**” under Sundarban Biosphere Reserve Circle under H/S 8443-00-103-001-07. 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 (Barasat –I) 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, Barasat– I. On receipt of the same, the security deposit will be released by the Treasury.

- 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 (North) 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.
 - 13) The Divisional Forest Officer, 24 – Parganas (North) Division reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
 - 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) 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.
 - 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.
- Copy forwarded for information to the Joint Director, Sunderban Biosphere Reserve, West Bengal.

(M.L. Sarkar)

Divisional Forest Officer
24 – Parganas (North) Division

SECTION - A 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 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) 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.

iii. 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.

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. If found to have applied severally in a single job all his applications will be rejected for that job.

v. 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 Demand Draft towards cost of tender documents as prescribed in the N.I.T. against each of the serial of work in favour of the Divisional Forest Officer, 24 – Parganas (North) Division, payable at Kolkata.
- Photocopy of Demand Draft towards Earnest Money (EMD) as prescribed in the N.I.T. against each of the serial of work in favour of Divisional Forest Officer, 24 – Parganas (North) Division, payable at Kolkata.
- Bonafied resourceful outsiders having experience of similar nature of works (credentials)
- Valid Trade License
- Professional Tax Regd. No & challan
- Terms & conditions (Annexure – B)

2. **N.I.T.**

(NIT, Tender Document and Form No. 2911 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.

(b) My document (Non Statutory cover)

Sl. No.	Category Name	Sub category description	Details	Remarks
01.	Certificates	Certificates	1. PAN Card. 2. P.TAX (CHALLAN) 3.. Latest Income Tax Receipt. 4. GST Registration Certificate (Photocopy)	
02.	Company Details	Company Details 1 Company Details 2	1. Proprietorship Firm (Trade Licence). 2. Partnership Firm (Partnership Deed, Trade Licence). 3. Limited Company. (Incorporation certificate, Trade Licence). 4. Society (Society Registracton Certicate, Trade Licence).	
03.	Credential	Credential 1 Credential 2	1. Nature of work done & Completion certificate which is applicable for eligibility in this Tender (minimum Rs.5,00,000.00 turnover per year).	
04.	Financial Inf.	P/L and Balance sheet of 2015-16.	Profit & Loss and Balance sheet (with annexure and 3CD form in case of Tax Audit).	
		P/L and Balance sheet of 2016-17.	Profit & Loss and Balance sheet (with annexure and 3CD form in case of Tax Audit).	

N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No. A.v.(a). and Sl. No. A.v.(b). will render the tenderer liable to be rejected for both statutory & non statutory cover.

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 contractors.

Opening & evaluation of tender:

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

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

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 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.

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

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.

The Agreement in Form No. 2911(ii) will incorporate all agreements between the Tender Inviting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website stated in Sl. No. 1 of N.I.T. along with requisite cost through Demand Draft / Pay Order issued from any nationalised bank in favour of the Divisional Forest Officer, 24 Parganas (North) Division within time limit to be set in the letter of acceptance.

Annexure – A

Specification and Schedule of items Requirement

Sl.No.	Item of Supply	Location	Requirement per month
01.	Gram	Bibhutibhusan Wildlife Sanctuary at Parmadan under Bongaon SF Range of 24 Parganas (North) Division	660 Kg
02.	Cane Molases		74 Kg
03.	Rock salt		25 Kg
04.	Mustered Oil Cake.		74 Kg
05.	Bran Mash		44 Kg
06.	Wheat barn		445 Kg

Note :1

**** Materials to be delivered on 1st day of each calendar month i.e. 100% of total quantity for each month.**

**** Supplied materials should be fresh, Clean & of best quality.**

Note :2

required amount may increase or decrease depending on the prescription given by veterinary doctor or any increase or decrease in number of deer due to release or augmentation programme. Bill will be paid on the basis of actual supply as certified by the concerned Range Officer.

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 NIL.
- 3) The tenderers will have to produce original documents to prove their capabilities and financial resources (minimum Rs.5,00,000.00 turnover per year) to do the business and up to date Trade Licence, Current Income Tax Return & P. Tax Challan after opening of Technical Bids to the Tender Committee of the Divisional Forest Officer, 24 – Parganas (North) Division
- 4) Tender shall be accompanied by a deposit of Rs.18000/- 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 (North) Division. The earnest money shall be refunded to the unsuccessful & successful tenderer without any interest after finalization of the said tender.
- 5) 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.
- 6) Irrevocable Tender be submitted into reapproved system for the ingredients in the accompanying items of the tenders.
- 7) Tenderer who have previously failed in any such earlier tender will not be eligible to participate in the tender.
- 8) The tender will be opened by the Divisional Forest Officer, 24 – Parganas (North) Division at the place and time to be notified in the Websites.
- 9) The final acceptance of the tender is subject to the approval of the Divisional Forest Officer, 24 – Parganas (North) Division
- 10) The Divisional Forest Officer, 24 – Parganas (North) Division is not bound to accept the lowest or any tender.
- 11) The Divisional Forest Officer, 24 – Parganas (North) 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 deposit a security money 10% of the total value of articles contracted for the due performance of the work within a week from the date of receipt of the letter of acceptance. This security deposit will be refunded in accordance with terms of the contract upon certifying satisfactory completion/performance of the work by the competent authority.
- 13) The successful tenderer shall have to furnish upto 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 begin from 1st April, 2018 and continue till the 31st March,2019 or for such further period as may 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 (North) Division reserves the right of accepting the tender either 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) With each consignment of food article the contractor should furnish a challan in duplicate showing the number of bags total weight each kind of food articles supplied and should obtain one copy signed by the concerned Range Officer, Bangaon Ranges.
- 19) The articles shall be weighed in the presence of staff engaged for the purpose and the contractor shall have a representative present at the time of weighing as no complaint as to short weight can be entertained.
- 20) Canvassing in any form whether direct or implied will be a disqualification.

- 21) Monthly bills, in triplicate, with supporting signed challans and orders shall be presented to the office of the Divisional Forest Officer, 24 – Parganas (North) Division within 1st week of the month next after the month of supply and payment will be made after proper checking.
- 22) Payments will be released subject to allotment released by appropriate authority.
- 23) Any other conditions appearing in the notice for the tenders will also be binding on the tenderers.
- 24) Tenders for supply of animal food items supplier from bonafide contractor within the jurisdiction of North 24 – Parganas and South 24 – Parganas District will be considered only.
- 25) Rejected perishable articles, if any, must be removed within one hour of the written or verbal notice.
- 26) The quality of the articles will be occasionally examine by the authorized Veterinary 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.
- 28) The Tenderer shall be bound to supply the best quality of feed materials according to the direction by the DFO/24PGS(N) DIVN. or the Authorise Officer of 24 Parganas (North) Division. Any complaint about the quality, quantity etc. of the material shall be taken seriously. In such case, the DFO/24PGS(N) DIVN. reserves the right to terminate the agreement and may be issued the supply order the 2nd lowest Bidder.

(M.L. Sarkar)
Divisional Forest Officer,
24 – Parganas (North) Division,

Tender inviting Authority : Divisional Forest Officer, 24 Parganas (North) Division.
Nature of Work : Supply of Deer feed for 2018-19 at Bibhutibhusan Wildlife Sanctuary, Parmadan under Bongaon SF Range of 24 Parganas (North) Division.
Contract No. : [WBFOR/24PGS-N/DFO/NIT09e/17-18](#)
Bidder's Name :

Schedule of Works

(This BoQ templates must not be modified /replaced by the bidder and the same should be uploaded after filling the relevant coloum else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the bidder name and values only)

Sl. No.	Description of Work	No. of Quantity	Unit	Rate in Figures to be entered by the bidder		
				Figures		Words
				Rs.	P	
01.	Gram	1.00	Kg			
02.	Cane Molases	1.00	Kg			
03.	Rock salt	1.00	Kg			
04.	Mustered Oil Cake.	1.00	Kg			
05.	Bran Mash	1.00	Kg			
06.	Wheat barn	1.00	Kg			