



GOVERNMENT OF WEST BENGAL
DIRECTORATE OF FORESTS
OFFICE OF THE DIVISIONAL FOREST OFFICER,
JHARGRAM DIVISION.
GHORADHARA, JHARGRAM,
DIST. – JHARGRAM. Pin-721507.
E-mail ID :: dmujhargram@gmail.com



NOTICE INVITING e-TENDER

Notice Inviting e-Tender No. **30/ED/RKVY/JHARGRAM DIVISION/2018-19**

of The Divisional Forest Officer, Jhargram Division
Directorate of Forests, Government of West Bengal,
invites e-tender for the work detailed in the table below.

(Submission of Bid through **online**)

List of Schemes: Construction of Earthen Dam at mouza Gopalpur:347 of Silda Range under Jhargram Division under Binpur-II Block in the District of Jhargram.

Sl. No	Name of the work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Price of Technical & Financial Bid documents and other annexures (Rs.) only for the LI at the time of Award of Contract/ AOC	Period of Completion	Name of the Concerned Division	Eligibility of Contractor
1	Construction of Earthen Dam at mouza Gopalpur:347 of Silda Range under Jhargram Division under Binpur-II Block in the District of Jhargram	Rs. 8,15,088.00 <i>(Rupees eight lakh fifteen thousand eighty eight) only</i>	Rs. 16,302.00 in favour of the "Divisional Forest Officer, Jhargram Division, payable at Jhargram or Fixed Permanent Security Deposit as per prevailing order of D.F.O.	1,000/-	45(forty five) days from the date of issuance of work order	Jhargram Division	Contractors having valid credential & labour co-operative society with necessary credential

- 1) In the event of e-filling, intending bidder may download the tender documents from the website <http://wbttenders.gov.in> directly with the help of Digital Signature Certificate. Necessary cost of tender documents (tender fees) and Earnest Money may be remitted through Online in favour of the **"Divisional Forest Officer, Jhargram Division** and also to be documented through e-filling. The original Affidavit must be submitted online to the Office of The Divisional Forest Officer, JHARGRAM Division, Directorate of Forests, Government of West Bengal. Please note that all estimates will be available at Divisional Forest Office, Jhargram Division from 08.08.2018.

- 2) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>
- 3) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in NIT.
- 4) The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the '**Tender Committee**' formed by the **Divisional Forest Officer, Jhargram Division**, Directorate of Forests, Government of West Bengal. The decision of the '**Tender Committee**' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
- 5) **Eligibility criteria for participation in the tender.**

- i. Contractors having valid credential & Labour Co-Operative Societies having credential during the last 3 (*three*) years from the date of issue of this Notice at least one work of similar nature **as a prime agency** under authority of State / Central Government, State / Central Government undertaking / Statutory Bodies Constituted under the Statute of the Central / State Government at least in the magnitude of 40% (*forty percent*) of the amount put to tender.

Registered Unemployed Engineers' Co-operative Societies having credential during the last 3 (*three*) years from the date of issue of this Notice at least one work of similar nature **as a prime agency** under authority of State / Central Government, State / Central Government undertaking / Statutory Bodies Constituted under the Statute of the Central / State Government at least in the magnitude of 60% (*Sixty percent*) of the amount put to tender.

[*Non-statutory documents*]

- ii. Income Tax Acknowledgement Receipt for the latest Assessment year, P.T. Deposit Challan for the year 2017-18, Pan Card, GST Registration Certificate are to be accompanied with the Technical Bid Documents.

[*Non-statutory documents*]

- iii. The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 3 (*three*) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.)

- iv. Registered Labour Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Minutes of last A.G.M. , valid certificate from A.R.C.S. along with other relevant supporting papers.

[*Non-statutory documents*]

- v. **Joint Ventures will not be allowed.**

- vi. A prospective bidder shall be allowed to participate in a particular job either in the capacity of individual. If found to have applied severally in a single job, all his applications will be rejected for that job, without assigning any reason thereof.
- 6) Running payment for work may be made to the executing agency as per availability of fund. The executing agency may not get a running payment unless the gross amount of running bill is 50% of the tendered amount whichever is less.
 - 7) All materials required for the proposed work including cement and steel shall be of specified grade and approved brand current like ACC, Lafarge, Ambuja etc. Steel of TATA SAIL, Elegant, SRMB, Shyam Steel in conformity with relevant code of practice (latest revision) and manufactured accordingly and shall be procured and supplied by the agency at their own cost including all taxes. Authenticated evidence for purchase of cement and steel are to be submitted along with challan and test certificate. If required by the Engineer-in-Charge, further testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost.
 - 8) Constructional Labour Welfare CESS @ 1% (*one percent*) of cost of construction will be deducted from every Bill of the selected agency.
 - 9) Bid shall remain valid for a period not less than 90 (*Ninety*) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

SCHEDULE OF DATES

TYPE	DATE
Date of uploading of N.I.T & Other document (Online Publishing Date)	08/08/2018 at 2.00 PM
Document Download Start date.	08/08/2018 2.00PM
Bid submission Start date Online	08/08/2018 2.30AM
Last date for submission of uploaded copies of Original Affidavit & EMD Challan (Offline)	15/08/2018 upto 3.30 PM
Bid submission Closing date (Online)	15/08/2018 up to 3.30 PM
Bid Opening date for Technical Bid (Online)	17/08/2018
Date of uploading of list of Technically qualified bidders (Online)	17/08/2018
Date of uploading of final list of technically qualified bidders after disposal of appeal (Online)	To be Notified in due course
Date of Opening of Financial Bids (Online)	To be Notified in due course
Website from where the tender can be seen	1) Website of Directorate of Forests , Government of West Bengal. 2) e- procurement portal, Government of West Bengal.
Relevant Website for Viewing& Participating in e-Tender.	www.wbtenders.gov.in

GENERAL TERMS AND CONDITIONS

1. In some case, the location may also vary/changed depending on the field situation. Payment shall be made on pro rata basis based on the lowest rate offered by the successful bidders in that case.
2. Pattern of Tender- Invitation of tenders is indicative in nature. It is being floated in anticipation of administrative approval and subsequent financial sanction. In case of non availability of such approval the tender shall be cancelled outright without assigning any further causes. Cost of the tender papers, if any, is non refundable in nature. No prayer, in case of such cancellation, shall be entertained under any circumstances. In case of the requisite approval from appropriate authorities also. work order to the successful bidders shall only be issued when fund will be placed and which it shall be free from any other encumbrances.
3. **Procurement of tender paper-** The tender paper shall have to be procured from e procurement portal. Govt of West Bengal. The intending bidders may also visit the official website of Forest Directorate for information.
4. Tender should be submitted in two bid system viz- technical bid and financial bid. Following folders are required to be uploaded with a single folder superscripting technical bid
 - a. Company information folder- related all information including audit report etc.
 - b. Financial Credential folder- All experiences related to similar nature of job. Only work completion reports in the form of completion certificate from the competent authority.
 - c. Folder related to company hierarchy and technical person

The technical bids must not contain any pricing information under any circumstances. In such case the tender shall be liable to be canceled.
5. **Submission of Tender :** In general, the tenders are allowed to participate in any/all clusters as per choice. However, the intending contractor/s must be financially sound to participate in those clusters apart from having requisite technical knowledge. The technical bids thus submitted by the intending bidders shall be scrutinized by the tender committee constituted for the purpose will determine the eligibility of each bidder, the bidders shall have to meet all the minimum criteria regarding :-
 - a) Financial Capacity
 - b) Technical Capability comprising of personnel & equipment
 - c) Experience (Credential of similar nature)

The eligibility of a bidder will be ascertained on the basis of the attested documents in support of the minimum criteria as (a,b,c) mentioned above and the declaration executed through prescribed affidavit in non-judicial stamp paper for Affidavit 'Y' of appropriate value duly notarized. 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 prejudice with forfeiture of earnest money forthwith.
6. **Technical Bid-** Technical Bid Should be submitted in separate folder other than financial bid. Clearly super scribing the tender no. and specific cluster in which the intending bidders are willing to participate. Work of similar nature implemented in a particular financial year (not more than three years old) shall only be considered to be eligible for technical bid. Other documents such as GST paid & current return. P TAX, License/Registration as applicable, additional information if any,

shall also be submitted in the folder. The other credential like company details, machinery, technical persons, other technical knowhow, as applicable, shall be required to be submitted. The Technical bid must not contain any pricing information.

All above mentioned documents of original copy should be scanned and uploaded.

7. **Intending bidders shall download the tender document from the website directly by the help of e- Token. Earnest Money Deposit of e-procurement**

Online receipt and refund of EMD of e-procurement through State Government e-Procurement portal. The following procedure to be adopted for deposit of EMD/Bid Security/ Tender Fees related to e-procurement of the State Government departments. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD. The scan copy of EMD Challan & receipt (Agency's copy) essentially shall have to be uploaded alongwith other documents in non-statutory file of this NIT.

A. Login by bidder:-

- a) A bidder desirous of taking part in a tender invited by a State Government Office shall login to the e-procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password
- b) He will be select the tender to bid and initiate payment of pre-defined EMD / Tender Fess for that tender by selecting from either of the following payments modes:
 - i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gat way;
 - ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

B. Online receipt and refund of EMD of e-procurement through State Government e-procurement portal [Vide memorandum no. 3975-F(Y) dated 28th July 2016 of Secretary to the Govt. of West Bengal – Finance Department]

- i) **Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway**
 - a. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
 - b. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
 - c. Bidder will receive a confirmation message regarding success / failure of the transaction.
 - d. If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N.Mukherjee Raod, Kolkata for collection of EMD / Tender Fess.
 - e. If the transaction is failure , the bidder will again try for payment by going back to the first step
- ii) **Payment through RTGS/NEFT:**
 - a. On selection of RTGS/NEFT as the payment made , the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
 - b. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
 - c. Once payment is made , the bidder will come back to the e- procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete .in order to verify the payment made and continue the bidding process.

- d. If verification is successful, the fund will get credited to the respective pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N.Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- e. Hereafter, the bidder will go to e- Procurement portal for submission of his bid.
- f. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.
- g. The bidder is also requested to upload the prefilled RTGS/NEFT/any documents of EMD, duly paid in the bank.

C. Refund / Settlement Process : (Please refer order no. 3975-F(Y) dated 23.07.2016 & 148-W(C)/1M-23/15 dated 16.03.2018

- i. After opening of the bids and technical evaluation of the by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful / unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-procurement portal through web services.
- ii. On receipt of the information from the e-procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidder's bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank working Days where T will mean the date on which information on rejection of bid is uploaded to the e-procurement portal by the tender inviting authority.
- iii. Once the financial bid evaluation is electronically processes in the e-procurement portal, EMD of the technically qualified bidders other than that of the L 1 will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-procurement portal by the tender inviting authority.
- iv. All refunds will be made mandatorily to the any A/c from which the payment of EMD & Tender Fees (if any) were initiated.

8. Eligibility Criteria- It consists of two parts- A. Experience of implementing similar nature of job & B. The requisite assessment of financial potential of the bidders.

- A. Experience of implementing similar nature of job - The intending bidders must be having experience in implementing the same nature of jobs i.e., the intending bidders must have experience of creation of plantation works/Nursery works/ Nursery related construction works. Intending bidders are required to submit a write up not more than 500 words describing the procedure of creating plantation. The same should be supplemented by the certificate issued by any Divisional Forest Officer or any higher officers of Forest Directorate in this regards.
- B. The requisite assessment of financial potential of the bidders-The intending bidders must be having at least 40% of the estimated cost as financial credentials for a single contract, to be calculated for particular financial year which one is maximum (Not more than 3 years' old). Requisite documents such as PAN, GST, License etc. as applicable as per existing rules, must be submitted in the technical bids.
- C. Possession of Hand Tractor/ Grass Cutter/Mixer Grinders/JCBs and such other implements shall be given due weightage. After assessment of the eligibility criteria a weightage will be provided against each technical bid in 1 to 10 points scale. Those who will score at least 7 points shall only be eligible to qualify the financial bid.

9. Time to Complete the works : Delay in completion of each item of works as mentioned in the estimate and as directed by the concerned Range Officer or his authorized person or any superior officer in the rank above Range officer, might attract

the penalty to the contractors subject to the discretionary authority of the undersigned depending on the field situation and other requisite factors required to be considered in this regard.

- 10. Submission of Security Deposit :** The successful contractors are required to deposit 10% of the accepted tender value as **Security Deposit in the form of Treasury Challan** within 7 (seven) days of intimation of acceptance of tender and sign an agreement on completion of which the order will be issued to the contractor and the SD money is not adjustable. The mode of security deposit shall finally be decided by the undersigned. The Security Deposit will be released to the successful contractor/ supplier after 6(six) months from successful implementation of the entire scheme as per estimate with such alteration and modification as may be necessary for implementing the work at field, provided no irregularities are noticed during this period. In case of any irregularities, the security deposit will be forfeited and in addition any legal action as deemed fit may be initiated. Security deposit shall not be adjusted with the EMD. The EMD of the unsuccessful bidders shall be released with 7days of completion of basic tender formalities except of L1 &L2 which will be released before issuance of work order.
- 11. Agreement-:** An agreement shall require to be signed by the successful contractor/s with the undersigned before issuance of work order from this end and after submission of requisite security deposit. All the terms and conditions mentioned in the tender shall be deemed to be considered as a part of the agreement. However, this will be in addition to such other terms and conditions as may be decided by the undersigned or his superior officer or instructions provided time to time at field by the range Officer or his authorized person or by the undersigned or his authorized person/s.

OTHER TERMS AND CONDITIONS

1. An affidavit of 1st Class Magistrate/Notary, duly signed by the intending bidders, declaring the following points shall be required to be submitted by the intending bidders along with the technical bid. If the affidavit is not submitted along with the technical bids, the tender submitted by the intending bidders shall be liable to be cancelled. However it shall be mandatory for the successful bidders to submit an affidavit of 1st class magistrate before signing of agreement and within 7 days from the date of issuance of offer/direction letter of submission of security deposit
 - a. I have read and understood the meaning of the clauses mentioned in the tender notice no. in letter and spirit.
 - b. The documents submitted and information provided by me are true to the best of my knowledge and beliefs.
 - c. I shall abide by all the terms and conditions mentioned in the tender notice and such other terms and conditions issued by the tender inviting authority/ other appropriate authority time to time for smooth implementation of the works.
 - d. In case of any dispute, I vouch that, the decision taken by Divisional Forest Officer, Jhargram Division shall be final and on appeal, the decision taken by the Chief Conservator of Forests, Western Circle, shall be final & binding upon me.
2. Validity of the tender will be 12 (Twelve) months from the date of submission of the tender or up to the end of financial year, as may be decided by the appropriate authority.
3. The undersigned reserves the right to increase or decrease the volume of any item of work to the extent of 10% and add new item of work or withdraw any item(s) at his discretion at any point of time during execution of the works.
4. The Divisional Forest Officer, Jhargram Division, Directorate of Forests, Government of West Bengal reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

5. The undersigned is not bound to accept the lowest rate quoted by the tenderer and he is not bound to assign any reason, whatsoever, for such non-acceptance.
6. The undersigned reserves the right to accept the tender only after verifying / testing the sample of materials up to the satisfaction.
7. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating there to and the rules made and order issued there under from time to time.
8. 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.
9. 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.
10. The undersigned or his representatives will inspect the works, take necessary measurement, and perform the required tests as and when required. The tenderers should render the required co-operation in this regard. The necessary comment shall be put in the site inspection register which is required to be maintained mandatorily by the successful bidder/s concerned.
11. It shall be the discretionary power of the undersigned for accepting any prayer for part payment or not. In general no part payment prayer shall be entertained; however, considering the length of the job, R.A Bills with specific recommendation of concerned Range officer and with proper inspection of concerned ADFO, can be provided to the contractor concerned.
12. During the inspection by the undersigned or his representative, if the quality of the work / supply is not found up to the standard, the contractor/ supplier is bound to rectify the work or supply materials up to the satisfaction of the undersigned or his representative. Otherwise, the work order will be cancelled and the security deposit will be forfeited to the Govt. of West Bengal.
13. The work order will be issued to the successful contractor only after placement of fund by the Government.
14. No extension of time will be allowed for execution of the work/ delivery. The Tenderer / contractor shall not be considered in default, if delay in execution / delivery occurs due to causes beyond his / her control, such as acts of God, natural calamities, civil wars, fire, strike, frost, floods, riot and acts of unsurpassed power. In the event of delay due to such causes, the tenderer may apply to the Divisional Forest Officer, **Jhargram** Division for extension of time for that period. The Division Forest Officer, **Jhargram** Division at his own discretion may extend for a length of time equal to the period of force majeure or such period as he think suitable for that or may be cancelled. Such cancellation would be without any liability whatsoever on the part of the undersigned.
15. Materials will have to be procured by the tenderers by themselves following the standard and specification of NIT . or as per the specification as decided by the Range Officer concerned or his higher officer, subject to the approval of the undersigned or his Sub-ordinate officers. In case of any material supplied by the department, the cost of such material will be recovered from the contractor.
16. The tenderers are required to inspect the sites, site plans and specifications of the works before submission of the tender and future ignorance of any such item will not be entertained.

17. All works are required to be carried out as per plan and specification & estimate of the project subject to the modification by the undersigned at any point of time during execution of the work duly notified to the contractor/ supplier, within the project cost.
18. The undersigned reserves the right to increase or decrease the volume of any item of work to the extent of 10% and add new item of work or withdraw any item(s) at his discretion at any point of time during execution of the works.
19. Royalty for any material, if obtained from Forest area, will have to be paid by the contractor. Even if the material is procured from other Govt. Deptt's resources, the receipt for payment of such material must be shown and photo copies to be attached with the bill. Extra payment for such payment of Royalty etc. will not be entertained by the undersigned.
20. All tools & plants required for execution of the works should be procured by the contractor at his own cost. The standard of such tools & plants will be as per the specification of the P.W. Dept/ P.H.E.
21. Brick works, cement concrete works & plastering works and similar works which require curing should be done for the period as prescribed in the P.W.D. Schedule of Rates.
22. Statutory Deduction : Income Tax, VAT/GST, Labour Welfare Cess as applicable shall be deducted from the Gross amount of Bill.
23. In addition to above, before payment the following documents are required to be produced, if applicable.
 - a) Xerox copy of Labour license as per provision of "West Bengal Contract Labour (R&A) Act 1970" for execution of the scheme (original to be shown for verification).
 - b) Xerox copy of DCR (with RA Bill/Final Bill –in original to be shown for verification) as a documentary evidence for payment of Royalty &CESS in Minor minerals or original Challan(s) carrying order (s) mentioning the name of Agency, Tender Notice No. & date received from Govt. Approved Lessee/ Permit holder.
24. The successful tenderer will not assign any part of the work to any other contractor.
25. The successful tenderer may, however authorize any person to supervise the day to day work, attend the measurement when taken by the undersigned or by his authorized Officer and record his signature on the work measurement note books.
26. Rate offered in the estimate is the final and tenderer will not have any further claim.
27. The acceptance of the tender will be subject to the receipt of the approval of the higher authorities and availability of fund. The undersigned will not be responsible for any loss sustained by the tenderer in the event of non receipt of Government sanction.
28. The payment of bill for any work will be made according to the availability of fund and approval of higher authorities wherever applicable and no claim to delay in payment will be entertained.
29. Deduction of Sales Tax and Income Tax shall be made as per rule in vogue.
30. The terms and conditions of this "Tender Notice inviting tender" is part and parcel of the contract form.
31. In case of any dispute in execution of the work or supply, an application may be made to the Divisional Forest Officer, Jhargram Division and the decision of the undersigned is final and binding. .
32. The cost Tender paper / Form will be sold as per Govt. of WBs notification no. 452-A/PW/O/10C-35/10, Dt-26/07/2011.
33. Requisite license must be obtained for Labour Department after issuance of work order. No payment shall be made without production of the license.
34. The contractor is liable to pay the skilled, unskilled and other labour wages as per existing rules.
35. The Tender inviting authority reserves the right to split the work amongst the lowest Tenderers.
36. The fund against contingency will be at the disposal of the D.F.O., Jhargram Division and tenderer will not be having any claim for that.

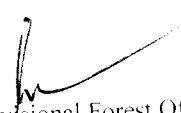
37. All tender will be issued after received of fund from the Concern authority/Govt.
38. Forest Department or Jhargram Division, or any staffs of the Division, shall in no way be held responsible under any circumstances for any accident or death of the labourer/ driver etc. engaged by the contractor, happened in the field during the time of implementation of the works.
39. Range officer or his authorized person/s shall have the discretionary power to deploy suitable labourers, preferably from among the FPCs concerned.
40. In case of implementation of the works at field the decision of the Range Officer or his authorized persons or any of his superior officers shall be final and binding on the successful bidders implementing the works at field.
41. Payment shall only be made to the contractors after the Range Officer concerned, certifies so ensuring the quality of the work and implementation of the works as per estimates and plan subject to overriding power of the undersigned in this regard.
42. The mode of payment for successful completion of the works should be made by NEFT/RTGS/Net Banking issued by the Tender Inviting Authority. Payment on submission of completion report by the Range Officer, after maintaining due formalities, shall be made to the successful contractor.
43. Please follow annexure carefully during submission of tender.


DIVISIONAL FOREST OFFICER
JHARGRAM DIVISION

No. _____ /2B-tender, Dated, _____ Jhargram, the _____ 08/08/2018.

Copy forwarded, for information, to:-

- 1) The Principal Chief Conservator of Forests, HoFF, Directorate of Forests, Government of West Bengal,
- 2) The Chief Conservator of Forests, Western Circle, Directorate of Forests, Government of West Bengal,
- 3) The District Magistrate, Jhargram District.
- 4) All Divisional Forest Officers, Western Circle, West Bengal.
- 5) The Sub-Divisional Officer, Jhargram.
- 6) The Sabhadhipati, Jhargram Zilla Parishad.
- 7) The District Information Officer, Paschim Medinipur District.
- 8) The Block Development Officer, _____ Block.
- 9) All Range Officers, Jhargram Division.
- 10) Notice Board.


Divisional Forest Officer,
Jhargram 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 <https://wbtenders.gov.in> (the web portal of Divisional Forest Officer, Jhargram Division, Forests Department) 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) 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. NIT
2. EMD Bid through Online.
3. Section B Form I & VALID AFFIDAVIT - "Y"

(b). Non-statutory Cover Containing the following documents:

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.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	GST Registration Certificate & Acknowledgement, GST current Return, PAN, P Tax (Challan) (2016-17/2017-18, 2018-19), Latest IT Receipt, IT-Saral for Assessment year 2016-17, 2017-18, 2018-19
B.	Company Detail(s)	Company Detail	Proprietorship Firm (<i>Trade License</i>) Partnership Firm (<i>Partnership Deed, Trade License</i>) Ltd. Company (<i>Incorporation Certificate, Trade License</i>) Society (<i>Society Registration Copy, Trade License</i>) Power of Attorney.
C.	Credential	Credential – 1 Credential – 2	Similar nature of work done & completion certificate which is applicable for eligibility in this tender.
D.	Financial information	Balance sheet, 2015-16, 2016-17, 2017-18	
E.	DECLARATION	DECLARATION 1 DECLARATION 2 DECLARATION 3	
F.	Equipment	Machineries LABORATORIES	Authenticated copy of Invoice Challan
G.	Man Power	Technical Personnel	List of Technical Staffs alongwith Structures & Organization (<i>as per N.I.T.</i>)

1. Tender Evaluation Committee (TEC)
 1. Tender Committee constituted as per Order of the Divisional Forest Officer, Jhargram Division, Department of Forests, Government of West Bengal will function as Committee for selection of technically qualified contractors.
 2. Opening of tender:
If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
 3. Opening of Technical Proposal:
Technical proposals will be opened by the Divisional Forest Officer, Jhargram Division, Directorate of Forests and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).
 4. Intending tenderers may remain present if they so desire.
 5. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Committee.
 6. Summary list of technically qualified tenderers will be uploaded online.
 7. Pursuant to scrutiny & decision of the Tender 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.

8. 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.

2. Financial Proposal

1. 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 (Presenting Above / Below / At per) online through computer in the space marked for quoting rate in the BOQ.
2. 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 IT 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 & Accepting Authority through acceptance letter / Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

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 nationalized bank in favour of the Divisional Forest Officer, Jhargram Division of the concerned work within time limit to be set in the letter of acceptance.


Divisional Forest Officer,
Jhargram Division

SECTION – B
AFFIDAVIT – “Y”

(To be furnished in Non – Judicial Stamp paper
of appropriate value duly notarized)

- 1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
- 2) The under-signed also hereby certifies that neither our firm M/S nor any of constituent partner had been debarred to participate in tender by the Forest Department during the last 5 (five) years prior to the date of this N.I.T.
- 3) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
- 4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- 5) Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

.....
Signed by an authorized officer of the firm.

.....
Title of the officer

.....
Name of the Firm with Seal

Date: