



Government of West Bengal  
Directorate of Forests  
Office of the Divisional Forest Officer  
Medinipur Division  
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## NOTICE INVITING E-TENDER

**e-TENDER NOTICE NO. WBFOR/DFOMED/e-NIT/MED/201 to 209 of 2018-19 for Supply of Tiffin & Working Lunch Packet for Labour & village protection team to minimise man animal conflict specially restricting the movements of wild elephants away from entering habitations, killing lives and damaging crop fields etc under divisional forest office, Medinipur Division.**

Man-Elephant conflict is one of the most challenging management issues of Medinipur Division. The average period of stay for elephant herds, in this division, is more than 180 days in a year. So, restricting the movements of wild elephants away from entering habitations, killing lives and damaging crop fields etc are uphill tasks of this division. The way of management to cope up these issues are always unpredictable in nature, i.e., inter alia, cannot be foretold specifically when and how the management is required to be taken up. Hon'ble Supreme Court of India has passed the consecutive Orders on 01.08.2018 and 12.11.2018 to desist from using of fire balls, fire torches or any other inhuman method for driving elephants. It is worth mentioning that human methods i.e. Protective barriers for the property, encouraging villagers in affected areas for alternate cropping patterns, using of sound, not venturing into forests for defecation, not brewing country liquor etc. are to be implemented as a part of management operation in connection with movement of wild elephant herd in normal migratory route, avoiding non forest area, for minimizing the extent of depredation at field which will be done by a group of people ( village protection team) from the concerned Joint Forest Management Committees along with the meagre number of forest staff. Thus, to perform the above hard jobs and in pursuance to the G.O No-5400-F(Y) d t. 25/6/12 and its subsequent amendment No-2254-F d t 24/4/14, The Divisional Forest Officer, Medinipur Division, on behalf of the Governor of West Bengal, invites cluster wise e-tender from bonafide, resourceful suppliers/contractors for taking up the following works, as per the estimate given in the table below.

**MODEL ESTIMATE FOR SUPPLY OF TIFFIN & WORKING LUNCH PACKET FOR LABOUR & VILLAGE PROTECTION TEAM TO MINIMISE MAN ANIMAL CONFLICT SPECIALLY RESTRICTING THE MOVEMENTS OF WILD ELEPHANTS AWAY FROM ENTERING HABITATIONS, KILLING LIVES AND DAMAGING CROP FIELDS ETC.**

| Sl No | Item of Works                                                | QNTD. | Rate (Rs.) | Amount (Rs.) | Remarks |
|-------|--------------------------------------------------------------|-------|------------|--------------|---------|
| 1     | Tiffin packet (Luchi- 8 Nos, Veg. curry & Sweet -1)          | 9000  | 30.00      | 2,70,000.00  |         |
| 2     | Working Lunch/ Diner Packet (Rice/Roti, Dal, Veg curry, Egg) | 4000  | 70.00      | 2,80,000.00  |         |
|       | TOTAL ::                                                     |       |            | 5,50,000.00  |         |
|       | Add GST 18%                                                  |       |            | 99,000.00    |         |
|       | TOTAL ::                                                     |       |            | 6,49,000.00  |         |

*Rupees Six Lakhs Forty Nine Thousand only.*

**Detail Location for Supply of Tiffin & Working Lunch Packed for Labour & Village Protection Team to minimise man animal conflict specially restricting the movements of wild elephants away from entering habitations, killing lives and damaging crop fields etc.**

| NIT No.  | Name of Range | Estimated Total (Rs) | EMD (Rs) Online | Cost of Tender Paper | Security Deposit (Rs.)                                                                                                                                                                                                    |
|----------|---------------|----------------------|-----------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 201/SPAP | Chandra       | 649000               | 12980.00        | 1000                 | <b>10% of the offered rate will be deposited before issue of the work order . But when the bid rate is less of 80% of the estimates, Security Deposit will be deducted 20% (may also be adjusted with the R.A Bills).</b> |
| 202/SPAP | Lalgarh       | 649000               | 12980.00        | 1000                 |                                                                                                                                                                                                                           |
| 203/SPAP | Pirakata      | 649000               | 12980.00        | 1000                 |                                                                                                                                                                                                                           |
| 204/SPAP | Bhadutala     | 649000               | 12980.00        | 1000                 |                                                                                                                                                                                                                           |
| 205/SPAP | Godapeasal    | 649000               | 12980.00        | 1000                 |                                                                                                                                                                                                                           |
| 206/SPAP | Arabari       | 649000               | 12980.00        | 1000                 |                                                                                                                                                                                                                           |
| 207/SPAP | Nayabasad     | 649000               | 12980.00        | 1000                 |                                                                                                                                                                                                                           |
| 208/SPAP | Chandrakona   | 649000               | 12980.00        | 1000                 |                                                                                                                                                                                                                           |
| 209/SPAP | Midnapore     | 649000               | 12980.00        | 1000                 |                                                                                                                                                                                                                           |

**UNDERSTANDING THE ESTIMATE:**

Before opted for bidding, an intending bidder needs to understand the ground situation in respect of which he/she is expected to work on. On an average, the duration of stay of Elephant herd in this Division is 150-180 days. The area is dominated by Dalma Herd and consists of nearly 120-150 elephants. However, these may sometimes get divided into smaller groups of 40-60 or less than that. Apart from that, the Mayurjharna Herd, comprising of 15-20 elephants, sub-adult males discarded by the main herd and thereafter joined together to form 'Maljuria' group also roams through this division. Lone male elephant, either tusker or makna (tusk less) are formed the third category and popularised as habitation and crop raiders. Naturally, the extent of damage in terms of crop raids, injuries to Human & live stock and even killing of Human are considerably alarming and varies as per their numbers, compositions, seasons. The trained squad, Labours, group of people (village protection team) from the concerned Joint Forest Management Committees along with the meagre number of forest staff are restricting these wild elephants away from entering habitations, killing lives and damaging crop fields etc. In order to minimize the extent of this depredation, the strategy of quick response and management of wild elephant herd/individual elephant is adopted since long. But, to make this work "tender friendly" and corroborating with the new financial system, the description of elephant herds and maximum payable amount for management of those herd is mentioned hereunder,

## ANALYSIS OF THE ESTIMATES

The trained squad, Labours, group of people (village protection team) from the concerned Joint Forest Management Committees along with the meagre number of forest staff will be worked to protect the properties & lives of the villagers and will be deployed day, night or any time. So deployed team need to provide them Tiffin, Lunch, Dinner, so that they can do their duty effectively. Mainly working Tiffin, Lunch, Dinner will be provided, no lavishes Lunch & Tiffin will be provided.

## SCHEDULE OF DATES

| TYPE                                                                            | DATE                                |
|---------------------------------------------------------------------------------|-------------------------------------|
| Date of uploading of N.I.T & Other document (Online Publishing Date)            | <b>05/12/2018 at 10.00 a.m.</b>     |
| Document Download(Sale) start date                                              | <b>05/12/2018 at 10.30 a.m.</b>     |
| Bid submission start date                                                       | <b>05/12/2018 at 10.40 p.m.</b>     |
| Bid submission end date (On Line)                                               | <b>12/12/2018 at 05.00 p.m.</b>     |
| Last date for submission of uploaded copies of tender documents & EMD (Offline) | <b>13/12/2018 at 05.00 p.m.</b>     |
| Bid Opening date for technical proposal (On Line)                               | <b>14/12/2018 at 05.10 p.m.</b>     |
| Date of opening of financial proposal (On Line)                                 | <b>To be Notified in due course</b> |

## GENERAL TERMS AND CONDITIONS

1. The location shown in the tender notice is indicative in nature. Actual activity will be dependent on the place of stay of the elephant. The start location from where the management activity will be started shall be considered as the basic location; i.e, successful tenderer shall be given the responsibility of activity. The number of trained squad, village protection team & other skilled and trained wage earners, route & distance to be covered shall be decided by the local Range Officer. **Payments will only be made only after proper receipt from representatives of working team certified by the Local Range Officer.**
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 received requisite approval from appropriate authorities also, work order to the successful bidders shall only be issued when fund will be placed and which shall be free from any other encumbrances including staying of elephant.**
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 by name in favour of **Sri R. N. Saha, IFS, Divisional Forest Officer, Medinipur Division** and not by official designation only. The tender shall be made 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 with an abstract mentioned in the annexure-II
  - 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 cancelled.

5. **Submission of Tender-** The technical bids thus submitted by the intending bidders shall be scrutinized by the tender committee constituted for the purpose, based on 2 grounds- a. The experience of the intending bidders & b. The financial credential submitted for the purpose.
6. **Technical Bid-** Technical Bid Should 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, 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. The address and Contact No. of the bidder should be clearly written on the envelope.
7. **Financial Bid-** Financial Bid will not be opened unless the information and documents provided in the Technical Bid are as per the eligibility criteria and as per satisfaction of the undersigned.
- i) The financial bid should also be submitted in a separate cover super-scribed as **Financial Bid** & “Tender Notice No. and cluster no. The bid should mention in both number & words. And words “should be written in bold letters.
  - ii) Address and contact No. of the Bidder should clearly written on the cover.
  - iii) Financial Bid format is given in Form IIA.
  - iv) The Bank details of the tenderers must be mentioned in the Form IIA for making payments on line. This is obligatory.
  - v) Financial bid must be inclusive of all taxes.
  - vi) Amount quoted more than the estimated cost will not be accepted in general, subject to the discretionary power of the undersigned based on the recommendation of the tender committee constituted for the purpose.
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.

Experience of implementing similar nature of job – The intending bidders should be having experience in implementing the same nature of jobs i.e., the intending bidders should have previous experience in this field.

The requisite assessment of financial potential of the bidders-The intending bidders must be having at least 60% of the estimated cost as financial credentials for a single contract, will be calculated for particular financial year which one is maximum (Not more than 3 years’ old). Requisite documents such as PAN, GST, trade license etc as applicable as per existing rules, must be submitted in the technical bids. The financial credential may of either similar or non similar nature of work, as this is for the 1<sup>st</sup> time elephant movement management activity is put to e-Tender in this division.

Possession of / access to the Vehicles like Omni/ Scorpio/Bolero/ TATA-207/Sumo and such other 4 -wheelers, access to the engagement of Labourer shall be considered as added advantage.

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 supplying the foods for this activity beyond 2 Hrs of the timing intimated by the Range Officer concerned, shall attract penal provision to the tune of 10% of the offered rate; as it is a question of saving human life and stoppage of destruction of human property. **A certificate of due diligence** must be availed by the bidders concerned from the respective Range Officer before preparation of bill.
10. **Submission of EMD and Security Deposit-** EMD, as mentioned in the schedule, should be submitted at “**ICICI Bank through RTGS/NEFT (On line)**” in favour of “**Divisional Forest Officer, Medinipur Division**” payable at “**Medinipur**” as per the rules. The EMD documents should be submitted one day after last date of submission of tender. Physical copy of the documents should be submitted to the office. Security should, as mentioned in the schedule, should be submitted before issuance of the works order by the successful bidders in TR-7, as per existing rules. Govt. Of West Bengal, Finance Depts., Memo No. 4608-F(Y), Dated 18<sup>th</sup> July, 2018 regarding additional performance security when the bid rate is less of 80% of the estimate put to tender and no increase in scopes of work of projects during execution phase is being followed. Security may also be adjusted with the R.A Bills to be paid for the successful implementation of the works. 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 7 days of completion of basic tender formalities (or automatic released generation) except of L1 & L2 which will be released before issuance of work order.

- 11. Dispute Resolution** – The decision taken by the undersigned shall be final in case of any dispute while implementing the work at field level or otherwise. Appeal, if any shall be made to the Chief Conservator of Forests, Western Circle, within 30 days. The decision taken by the Chief Conservator of Forests, Western Circle, shall be final and binding.

### **OTHER TERMS AND CONDITIONS**

- 12. 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 1<sup>st</sup> 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 is 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, Medinipur Division shall be final and on appeal, the decision taken by the Chief Conservator of Forests, Western Circle, shall be final & binding upon me.**
- 13.** Validity of the tender will be 6 (six) 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.
- 14.** The undersigned reserves the right to place order for work for supply up to 15% more or 15% less of the quantity mentioned in the schedule of the tender. **Payment for the Labour supply shall be calibrated and calculated on pro rata basis and shall be made accordingly.**
- 15.** The undersigned reserves the right to cancel the tender, at any stage, if necessary, without assigning any reason whatsoever.
- 16.** 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.
- 17.** The undersigned reserves the right to accept the tender only after verifying / testing the sample up to the satisfaction.
- 18.** 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.
- 19.** The work order will be issued to the successful contractor only after placement of fund by the Government.
- 20.** No extension of time will be allowed for supplying foods as per estimate, by the successful bidders under any circumstances. However, the tenderer / contractor shall not be considered in default, if delay in delivery / execution of works through providing food 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, Medinipur Division for extension of time for that period. The Division Forest Officer, Medinipur 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.

21. Foods will have to be procured by the tenderers by themselves following the standard 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 Subordinate officers. In case of any food supplied by the department for an unpredictable situation, the cost of such Labour will be recovered from the contractor.
22. As this tender issue related to urgency basis so supplier/contractor is bound to respond the specific need placed by Range Officer concerned at the earliest successful contractor will be bond to supply the food as per the instruction of Range Officer / Beat officer. No extra cost at the field will be paid by the Range officer & Beat Officer.
23. All directions are required to be carried out as per order by R.O. concerned 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
24. 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.
25. Statutory Deduction: Income Tax, GST applicable shall be deducted from the Gross amount of Bill.
26. The successful tenderer will not assign any part of the work to any other contractor.
27. 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 Field Officer.
28. Rate offered in the tendered on estimate is the final and tenderer will not have any further claim.
29. 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.
30. The payment of bill for any work will be made according to the availability of fund and approval of higher authorities wherever is applicable and no claim to delay in payment will be entertained.
31. The terms and conditions of this "Tender Notice inviting tender" is part and parcel of the contract form.
32. In case of any dispute in execution of the work or supply, an application may be made to the Divisional Forest Officer, Medinipur Division and the decision of the undersigned are final and binding.
33. The cost of Tender paper / Form will be sold as per Govt. of WBs notification no. 452-A/PW/O/10C-35/10, Dt- 26/07/2011.
34. Requisite license must be obtained from concerned Department after issuance of work order. No payment shall be made without production of the license.
35. The undersigned will not be responsible for any accidental incidents of the tenderer .
36. **Forest Department, or Medinipur Division, or any staffs of the Division, shall in no way be held responsible under any circumstances for any accident or death of anybody deputed by the tenderer for execution of his work, or any member of working team after consuming your provided food, happened in the field during the time of implementation of activity. Further, Forest Department, or Medinipur Division, or any staffs of the Division, shall no way be held responsible in case of any damage/accident to the vehicle used by the tenderer for execution of his work. Tenderer must be provide food maintaining good quality and hygienic.**
37. **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.**
38. **Payment shall only be made to the contractor(s) after the Range Officer concerned, certifies so ensuring the quality of the food and receipt produced from the end of working team.**

39. **The mode of payment for successful completion of the works should be made by NEFT/RTGS/Cheque issued by the undersigned for the purpose.**
40. **Please follow annexure carefully during submission of tender.**

*Shri R. N. SAHA, IFS*  
Divisional Forest Officer,  
Medinipur Division.

**ANNEXURE-I- PRAYER FOR PARTICIPATION IN THE TENDER**

Name :

Address :

Tender Notice No.

Cluster No.

Financial Credential for similar nature of job ( as mentioned in the tender notice)

Bank details (A/c No., IFSC code &MICR code(optional))

Declaration : I / we do hereby declared the statement made by me is true the best of my knowledge in belief. If allow I/We shall abide by all the terms and conditions mentioned in the tender notice and the direction of the authority. I /We read the tender document carefully and understood it in letter inspirit.

Signature with date .....



## **TECHNICAL BID FORMAT**

### Form IA-General Information about the Organization

| SI No | Particulars | Details to be furnished |
|-------|-------------|-------------------------|
|-------|-------------|-------------------------|

#### Details of the Bidder (Organization )

|   |                      |  |
|---|----------------------|--|
| 1 | Name                 |  |
| 2 | Address              |  |
| 3 | Telephone/Mobile No. |  |
| 4 | Email                |  |
| 5 | Fax                  |  |
| 6 | Website              |  |

#### Details of Authorized Person

|    |                      |  |
|----|----------------------|--|
| 7  | Name                 |  |
| 8  | Address              |  |
| 9  | Telephone/Mobile No. |  |
| 10 | Email                |  |

#### Information about the Organization

|    |                                                                                                       |               |
|----|-------------------------------------------------------------------------------------------------------|---------------|
| 11 | Status of Organization<br>(Proprietorship/Partnership/Public Ltd/Pvt. Ltd/ Co-operative Society etc.) |               |
| 12 | Details of Registration of Organization                                                               | Date:<br>Ref: |
| 13 | Number of Professionals in position in the organization                                               |               |
| 14 | Locations and address of offices                                                                      |               |
| 15 | Service Tax Registration Number                                                                       |               |
| 16 | GST Registration Number                                                                               |               |
| 17 | Professional Tax Registration Number                                                                  |               |
| 18 | Income Tax PAN Number                                                                                 |               |
| 19 | Details of any other Licenses/Registration (Copy to be enclosed)                                      |               |

Signature of the Tenderer with date

(Annexure-II)

| Sl No | Name of the Customer | Project Name | Brief narration of the type of work implemented | Start Date | End Date | Contact Value (only net checked amount issued by authority) | Financial year of the completion of the work | Supporting documents against the completion report ( Yes/No) | Whether Successfully completed | Address &Phone no. of the work completion issuing authority. |
|-------|----------------------|--------------|-------------------------------------------------|------------|----------|-------------------------------------------------------------|----------------------------------------------|--------------------------------------------------------------|--------------------------------|--------------------------------------------------------------|
|       |                      |              |                                                 |            |          |                                                             |                                              |                                                              |                                |                                                              |
|       |                      |              |                                                 |            |          |                                                             |                                              |                                                              |                                |                                                              |
|       |                      |              |                                                 |            |          |                                                             |                                              |                                                              |                                |                                                              |
|       |                      |              |                                                 |            |          |                                                             |                                              |                                                              |                                |                                                              |
|       |                      |              |                                                 |            |          |                                                             |                                              |                                                              |                                |                                                              |
|       |                      |              |                                                 |            |          |                                                             |                                              |                                                              |                                |                                                              |

Form I-B "Summary of Similar Projects Implemented " ( Year wise)

Signature of the Tenderer with date

(Annexure-III)

**FINANCIAL BID FORMAT**

Form II-A

| Fixed Price | Applicable Taxes<br>(Rs.) | Total (1)+(2)<br>(Rs.) |
|-------------|---------------------------|------------------------|
| (1)         | (2)                       | (3)                    |
|             |                           |                        |

Declaring that the item against which there are fixed Govt. rate such as minimum wage rate etc. shall be obeyed in letter in spirit

Signature of the Tenderer with date

No. **3504/ 2-** (Tender)

Dated, Paschim Medinipur The **30/11/2018**

Copy forwarded for wide circulation & information to:-

1. The Sabhadhipati, Paschim Medinipur/Jhargram Zilla Parishad.
2. The Principal Chief Conservator of Forests (HoFF), West Bengal
3. The Chief Conservator of Forests, Western Circle, West Bengal.
4. The District Magistrate, Paschim Medinipur/Jhargram.
5. All Divisional Forest Officers, Western Circle, West Bengal.
6. The Superintendent of Police, Paschim Medinipur.
7. The Sub-Divisional Officer, Medinipur.
8. The Assistant Divisional Forest Officer, Medinipur Division.
9. The Treasury Officer, Medinipur Treasury.
10. The District Information & Cultural Officer, Paschim Medinipur.
11. The Head Clerk, Medinipur Division.
12. The Budget, Accounts & Revenue Section.
13. AFR, Medinipur Division.
14. All Range Officers (Territorial), Medinipur Division.
15. Notice Board, Medinipur Division.

***Shri R. N. SAHA, IFS***  
Divisional Forest Officer,  
Medinipur Division.