



**GOVERNMENT OF WEST BENGAL**  
**Directorate of Forests**  
**Office of the Divisional Forest Officer,**  
**Kharagpur Division**  
**Hijli Cooperative Society, Hijli, Kharagpur 721306**  
**E\_mail :: dfokpdivn@gmail.com**



**E-TENDER NOTICE NO. WBFOR/DFOKGP/e-NIT\_50/Sabujshree\_Hand Bag\_ of 2018-19 of Divisional Forest Officer, Kharagpur Division for Supply of Sabujshree Hand Bag.**

Traditionally, Kharagpur Division is one of the pioneer Division in south West Bengal. With the introduction of New Financial Management System, it has become mandatory to carry out the majority of development works either through Tender. Thus, In pursuance to the G.O No-5400-F(Y) dt. 25/06/2012 and its subsequent amendment No-2254-F dt 24/04/2014, the Divisional Forest Officer, Kharagpur Division, Hijli, Kharagpur, Paschim Medinipur on behalf of Governor of West Bengal invites e-Tender for the works in connection with supply of 13,450 Nos. of Sabujshree Hand Bag as per Estimate. **The bags should have “সবুজশ্রী, খড়গপুর বনবিভাগ” printed over it** for carrying of seedlings under Sabujshree Scheme of Size 30cm x 20 cm x 20cm (Height, width, gusset). You should undertake the tender work immediately and execute all the works under overall control, direction and design of the Divisional Forest Officer, Kharagpur and Asstt. Divisional Forest Officer, Kharagpur Division.

NIT	BOQ (Rs.)	EMD (Rs.)	SD (Rs.)
50	5,91,800/-	11,836/-	10% of the offered rate

Sd/- A.Mukherjee, WBFS  
Divisional Forest Officer,  
Kharagpur Division

## ANALYSIS OF THE ESTIMATES

1. Successful bidders can carry out the works as per estimate, either by deploying laborer or through mechanized manner. But, whenever laborers are engaged, the same should be as per direction of the concerned Range Officer or his authorized person. Priority should be given to the members of JFMCs concerned in this regard. Minimum Wage, as per latest Minimum Wage Act shall have to be paid to the laborer so engaged.
2. The estimate is indicative in nature. Thus, it might be so that some of the items mentioned in the estimates do not require to be implemented in the field and some of the items need to implement more than once, repeated or enhanced as per field requirements. **Thus the Intending bidders need to quote rate for each item of work as well as total rate offered by him.**
3. Payment shall be made to the successful bidders only for those items which he/she has carried out at field as per the instructions of the concerned Range Officers or his authorized persons or his superior authority. Each item of the estimates has a definite time line, beyond which the item can't be implemented in the field. Thus any item which is not possible to be implemented in the field within due time, can only be implemented after having due permission in this regard from the appropriate authority. Successful bidders are required to prepare bill for making payment accordingly.
4. From the above analysis, it follows logically that R.A bills shall be admissible in this regard. Further, the bill shall never exceed the accepted offered rate, Bills should be prepared based on actual offered rate and actual works implemented in the field. However, the Bill can be less than the offered rate depending on the actual works implemented in the field.

## SCHEDULE OF DATES

<i>TYPE</i>	<i>DATE</i>
Date of uploading of N.I.T & Other document (Online Publishing Date)	<b>11/12/2018 at 09.00 a.m.</b>
Document Download (Sale) start date	<b>11/12/2018 at 09.00 a.m.</b>
Bid submission start date	<b>11/12/2018 at 09.00 a.m.</b>
Last date for submission of uploaded copies of tender documents	<b>19/12/2018 at 04.00 p.m.</b>
Bid submission closing (On Line)	<b>19/12/2018 at 04.00 p.m.</b>
Bid Opening date for technical proposal (On Line)	<b>21/12/2018 at 04.00 p.m.</b>
Date of uploading of list of technically qualified bidders (On Line)	<b>To be notified in due course</b>
Date of uploading of final list of technically qualified bidders after disposal of appeal (On Line)	<b>To be notified in due course</b>
Date of opening of financial proposal (On Line)	<b>To be notified in due course</b>

## 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 rate offered by the successful bidder, in that case.**
2. **Pattern of Tender- Invitation of tenders are 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 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 by name in favour of **Sri Arup Mukherjee, WBFS, Divisional Forest Officer, Kharagpur 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.

The cost of tender paper for Rs 1000/- ( One Thousand Only) to be deposited by successful L1 Bidder through ICICI Bank payment gateway either by using internet banking or through NEFT/RTGS as mentioned in the G.O No- 3975-F(Y) dt 29/07/16 and subsequent G.O No-2365-F(Y) dt 12/04/18.

5. **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, 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.

6. **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.

7. **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. **C.** Duration of completion of the job or similar nature.

- A. Experience of implementing similar nature of job – The intending bidders must be having experience in implementing the same nature of job. The same should be supplemented by the certificate issued by any Divisional Forest Officer or any higher officers of Forest Directorate in this regard.
- B. The requisite assessment of financial potential of the bidders-The intending bidders must be having at least 80% 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. The duration of implementation of job is also very important intending bidders who took longer time than the time schedule mentioned in the work order in case of similar nature of jobs, might not be considered at all, subject to discretionary power of the undersigned.  
After assessment of the eligibility criteria a weight age 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.

8. **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.

9. **Submission of EMD and Security-** EMDs are required to be submitted as per guidelines mentioned in the G.O No-3975-F(Y) dt 29/07/16 and subsequent G.O No-2365-F(Y) dt 12/04/18 through ICICI Bank payment gateway either by using internet banking or by NEFT/RTGS. The procedure is mentioned below-

**a. Payment by NET BANKING ( Any linked bank) through ICICI Bank payment Gateway**

- ✓ On selection of net banking as payment mode, the bidder will be directed to ICICI Bank payment gateway web page (along with a string containing unique ID) where he will select the bank through which he wants to do the transaction.
- ✓ Bidders will make the payment after entering his unique ID and password of the bank to process the transaction.
- ✓ Bidder will receive a confirmation message regarding success/failure of the transaction
- ✓ If the transaction is successful, the amount paid by the bidder will be credited in the respective pooling account of State Government/PSU/Autonomous body/Local body/PRI's etc maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD/Tender Fee.
- ✓ If transaction is a failure, then bidder will go back to step one and try again.

**b. Payment through NEFT/RTGS**

- ✓ On selection of RTGS/NEFT as payment mode, the e- procurement Portal will show a pre-Filled challan having the details to process RTGS/NEFT transaction.
- ✓ The bidder will print the challan and use pre filled information to make RTGS/NEFT payment using his bank account.
- ✓ Once the payment is made, the bidder will come back to e- Procurement portal after expiry of reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- ✓ If verification is successful, the fund will get credited to the respective pooling account of State Government/PSU/Autonomous body/Local body/PRI's etc maintained with the Focal Point Branch of ICICI at R.N Mukherjee Road, Kolkata for collection of EMD/Tender Fee.
- ✓ In case of unsuccessful process the amount will be refunded to bidder's account.

10. **Security Deposit:** The Security money will be deducted from the bill / The successful Tenderer to whom a Letter of Acceptance has been issued shall submit within 10(ten) days from the date of Letter of Acceptance, Security Deposit which is 10% (Ten Percent) of the contracted value of work. Failure in depositing this amount and/or non-submission within the specified time shall render the contract liable to termination without reference to the contractor and in such case; the deposited earnest money shall stand forfeited to the Government. Security Deposit shall have to be deposited in the form of GRIPs Challan in favour of The Divisional Forest Officer, Kharagpur Division, W.B.

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, other legal action as deemed fit, including black listing may be initiated.** Security deposit shall not be adjusted with the EMD.

**Additional Performance Security @10% of the Tendered Amount shall be obtained from the successful bidder, in form of Demand Draft, if the accepted bid value is 80% or less of the estimate put to tender as per Memorandum No. 4608-F(Y) dated 18<sup>th</sup> July, 2018 of Audit Branch, Finance Department, Govt. of West Bengal.**

11. The Tender committee reserves the right to reject and accept the highest or lowest bid in this regard, without showing any reason therefore.
12. A certificate issued by any Range Office of Western Circle regarding the capability of the intending bidder to complete a time bound work within stipulated time frame and ability to carry out any developmental work as per the estimate provided in letter of spirit will be given an add advantage this certificate may be given in the technical bid for consideration by the tender committee.

#### **OTHER TERMS AND CONDITIONS**

13. **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. I case of any dispute, I vouch that, the decision taken by Divisional Forest Officer, Kharagpur Division shall be final and on appeal, the decision taken by the Chief Conservator of Forests, Western Circle, shall be final & binding upon me.
14. 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.
15. The undersigned reserves the right to place order for work for supply up to 20% more or 20% less of the quantity mentioned in the schedule of the tender.
16. The undersigned reserves the right to cancel the tender, if necessary, without assigning any reason whatsoever.
17. The undersigned is not bound to accept the lowest rate quoted by the tenderers and he is not bound to assign any reason, whatsoever, for such non-acceptance.
18. The undersigned reserves the right to accept the tender only after verifying / testing the sample up to the satisfaction.
19. 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.
20. 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.
21. **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 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.**
22. The work order will be issued to the successful contractor only after placement of fund by the Government.

23. No extension of time will be allowed for delivery / execution of the work. The Tenderers / contractors shall not be considered in default, if delay in delivery / execution 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 tenderers may apply to the Divisional Forest Officer, Kharagpur Division for extension of time for that period. The Division Forest Officer, Kharagpur 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.
24. Materials will have to be procured by the tenderers by themselves following the standard and specification of PWD/PHE Schedules of the district, 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.
25. 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.
26. 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.
27. 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.
28. 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.
29. Statutory Deduction: Income Tax, GST, Labor Welfare Cess as applicable shall be deducted from the Gross amount of Bill.
30. In addition to above, before payment the following documents are required to be produced, if applicable,
  - a) Photocopy of Labor license as per provision of "West Bengal Contract Labor (R&A) Act 1970" for execution of the scheme (original to be shown for verification).
  - b) Photocopy 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.
31. The successful tenderer must not assign any part of the work to any other contractor.
32. 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.
33. Rate offered in the estimate is the final and tenderer will not have any further claim.
34. 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. Even in event of cancellation of tender, no cost of tender paper will be refunded.
35. 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.

36. The terms and conditions of this "Tender Notice inviting tender" is part and parcel of the contract form.
37. In case of any dispute in execution of the work or supply, an application may be made to the Divisional Forest Officer, Kharagpur Division and the decision of the undersigned is final and binding.
38. 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.
39. Requisite license must be obtained for Labor Department after issuance of work order. No payment shall be made without production of the license.
- 40. Forest Department, or Kharagpur 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.**
- 41. Range officer or his authorized person/s shall have the discretionary power to deploy suitable labourers, preferably from among the FPCs concerned.**
- 42. 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.**
- 43. 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.**
- 44. The payment for successful completion of the works will be made by the Divisional Forests Officer, Kharagpur Division THROUGH Kharagpur Treasury. Please follow annexure carefully during submission of tender.**

*Sd/- A.Mukherjee, WBFS*  
DIVISIONAL FOREST OFFICER  
KHARAGPUR DIVISION

**ANNEXURE-I**

**PRAYER FOR PARTICIPATION IN THE TENDER**

Name :

Address :

Tender Notice No.

NIT 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
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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 (Proprietorship/Partnership/Public Ltd/Pvt. Ltd/ Co-operative Society etc.)	
12	Details of Registration of Organization	Date: 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)

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

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.

Signature of the Tenderer with date

(Annexure-III)

**FINANCIAL BID FORMAT**

Form II-A

Fixed Price	Applicable Taxes (Rs.)	Total (1)+(2) (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

Copy forwarded for wide circulation & information to:-

- 1) **The Principal Chief Conservator of Forests, (HoFF)**, Directorate of Forests, Government of West Bengal.
- 2) **The Principal Chief Conservator of Forests, General**, Directorate of Forests, Government of West Bengal.
- 3) **The Chief Conservator of Forests**, Western Circle, Directorate of Forests, Government of West Bengal.
- 4) **The District Magistrate**, Paschim Medinipur.
- 5) **The District Magistrate**, Jhargram
- 6) **The Superintendent of Police**, Paschim Medinipur.
- 7) **The Superintendent of Police**, Jhargram.
- 8) **The District Planning Officer**, Paschim Medinipur.
- 9) **The District Planning Officer**, Jhargram.
- 10) **The District Information & Cultural Officer**, Paschim Medinipur.
- 11) **The District Information & Cultural Officer**, Jhargram.
- 12) **The Karmadakshya Bon-O-Bhumi Sthyye Samity**, Paschim Medinipur Zilla Parishad.
- 13) **The Karmadakshya Bon-O-Bhumi Sthyye Samity**, Jhargram.
- 14) **The Sub Divisional Officer**, Kharagpur Sub Division.
- 15) **The Sub Divisional Officer**, Jhargram.
- 16) **The Treasury Officer**, Kharagpur Treasury.
- 17) **All Divisional Forest Officer**, Western Circle.
- 18) **The Asst. Divisional Forest Officer**, Kharagpur Division.
- 19) **All Range Officers**, Kharagpur Division.

Sd/- A.Mukherjee, WBFS  
DIVISIONAL FOREST OFFICER  
KHARAGPUR DIVISION