

**GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF FORESTS  
OFFICE OF THE DIVISIONAL FOREST OFFICER  
PARKS & GARDENS (NORTH) DIVISION**

**TENDER NOTICE NO. 02/DFO/P&GN/WBWDCL/2018-19 (1st Call)**

Sealed Tender to be addressed by name, “ Sri Anjan Guha, WBFS, Ex- Officio Manager, WBWDCL & Divisional Forest Officer, Parks & Gardens (North) Division and not by official designation are invited from the experienced and resourceful contractors/ suppliers having credential of similar types of work/supplies. The details of works, locations, specifications etc. are mentioned in the **estimate attached**, which is part of the terms and conditions enclosed herewith and as per the time schedule in **Table –I**.

**Table – I**

**A. Schedule of Dates :-**

<b>Sl No.</b>	<b>Key Activities</b>	<b>Date</b>
1	Date of beginning of sale of tender papers	09.07.2018
2	Date of closure of Sale of tender papers	17.07.2018
3	Last date for submission of tender papers	18.07.2018
4	Date of opening of technical bids	19.07.2018
5	Evaluation of technical bids	19.07.2018
6	Date of opening of financial bids	20.07.2018

<b>Name of the Project</b>	<b>Maintenance of landscaping and beautification work at WEBEL IT Park, Matigara, Siliguri (Phase-1) (Estimate available at the address given in Table – II)</b>
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**Table – II**

1	<b>Office from which the tender paper can be purchased</b>	<b>Office of the Ex- Officio Manager, WBWDCL &amp; Divisional Forest Officer, Parks &amp; Gardens (North) Division, Girish Ghosh Sarani, Hakimpara, Siliguri-734001</b>
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**TENDER NOTICE NO. 02/DFO/P&GN/WBWDCL/2018-19 (1st Call)**

**TERMS & CONDITIONS :-**

- 1) Tender for execution of works/ supply of goods as mentioned in the Schedule-**I** should be submitted in the prescribed tender paper which will be available in the office of the undersigned or from the Range offices mentioned in the Table **-II**, during office hours on the working days as per schedule given in Table-I on payment of the amount as mentioned in the schedule-**I** of the tender notice or to be downloaded from the website mentioned in Table-II.
- 2) The cost of the tender papers should be deposited in Draft or cash with the concerned Ex- Officio Manager, WBWDCL & DFO in case the forms are purchased from the Divisional Forest Officer, Parks & Gardens (North) Division office. In case of Tender Form downloaded from the website, the cost of Tender Form should be paid in the form of Demand Draft payable to the Ex-Officio Manager, WBWDCL & Divisional Forest Officer, Parks & Gardens (North) Division and payable at Siliguri, or through Treasury challan and to be submitted in the outer envelope.
- 3) The tender papers should be submitted in two bids process 'Technical bid' and 'Financial bid' and should be submitted in two separate envelopes. The bids should be submitted neatly and all corrections, over typing etc. should be self-attested with seal.
- 4) **Eligibility Criteria (As per Govt. Order No. 03-A/PW/O/10C-02/14 Dated. 12.03.2015)**  
**For first call of NIT:**
  - i) Intending tenderers should produce credentials of a similar nature of work of the minimum value of 40% of the estimated amount put to tender during 5(five) years prior to the date of issue of this tender notice; or,

ii) Intending tenderers should produce credentials of 2(two) a similar nature of work, each of the minimum value of 30% of the estimated amount put to tender during 5(five) years prior to the date of issue of this tender notice; or,

iii) Intending tenderers should produce credentials of one single running work of similar nature of work which has been completed to the extent of 80% or more and value of which is not less than the desired value at (i) above;

In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e. the tenderer.

**For 2nd call of NIT:**

i) Intending tenderers should produce credentials of a similar nature of work of the minimum value of 30% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice; or,

ii) Intending tenderers should produce credentials of 2(two) a similar nature of work, each of the minimum value of 25% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice; or,

iii) Intending tenderers should produce credentials of one single running work of similar nature of work which has been completed to the extent of 75% or more and value of which is not less than the desired value at (i) above;

In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e. the tenderer.

**For 3rd call of NIT:**

- i) Intending tenderers should produce credentials of a similar nature of work of the minimum value of 20% of the estimated amount put to tender during 5(five) years prior to the date of issue of this tender notice; or,
- ii) Intending tenderers should produce credentials of one single running work of similar nature of work which has been completed to the extent of 70% or more and value of which is not less than the desired value at (i) above;

In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e. the tenderer.

5) **TECHNICAL BID:-**

- i) The sealed envelope containing technical bid should be super-scribed with Tender Notice No and the words "Technical Bid "should be written in bold letters.
- ii) The technical bid should contain the tender documents signed on all pages as a proof of acceptance of terms and conditions of the tender by the Tenderer along with the following documents:-

- a) General information about the organization.**
- b) Summary of similar works implemented as per Clause 4.**
- c) Copy of acknowledgement of Income Tax Return submitted regarding Income Tax paid for the last financial year.**
- d) Copy of GST Registration Certificate.**
- e) Copy of professional Tax registration Certificate.**
- f) Copy of Licenses / Registration as applicable**
- g) Additional information, if any (optional).**

**iii) The technical bid must not contain any pricing information.**

- iv) The address and contact No. of the bidder should be clearly written on the envelope.

6. **FINANCIAL BID:-**

i) 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.

ii) The financial Bid as prescribed in the tender in form IIA should be filled up and sealed along with enclosures in a separate cover super-scribed as "Tender Notice No. and words "Financial Bid "should be written in bold letters.

iii) Address and contact No. of the Bidder should clearly written on the cover.

a. Financial Bid format is given in Form IIA.

b. The Bank details of the tenderers must be mentioned in the Form IIA for making payments online. This is obligatory.

7) **OUTER COVER :-**

i) Both the sealed envelopes containing the technical bid and financial bid should be put in one single outer envelope sealed and super-scribed giving the Tender Notice Number. The outer envelope should be sealed and should contain the following documents.

a) The cost of tender documents by way of receipt issued by the DFO/P&G (N), Division.

b) **The Earnest Money Deposit (E.M.D) @ 2% as mentioned in the schedule of tender should be deposited through Demand Draft by the tenderer himself in favour of the Ex- Officio Manager, WBWDCL & Divisional Forest Officer, Parks & Gardens (North) Division** and the same must be enclosed with Tender Form in original and without Challan Tender Form will not be accepted by undersigned

c) Covering letter of the tender must be signed by the bidders or by representative of the bidder who is authorized to commit contractual obligations. An application signed by such signatories must be submitted.

- 1) Technical Bid
- 2) Financial Bid.

ii) The address and contact No. of the bidder should be clearly written on the outer cover. The outer cover without superscription name and address are liable for rejection.

8) The tender not submitted as specified in the above clauses will be summarily rejected and following conditions should be strictly followed:

- a) The sealed tender as specified in the above clauses will be received in the office of the undersigned by registered post / speed post/ Courier service addressed by name, (Sri.Anjan Guha, WBFS, Ex- Officio Manager, WBWDCL & Divisional Forest Officer, Parks & Gardens (North) Division, Girish Ghosh Sarani, Hakimpara, Siliguri, Pin- 734001) and shall be opened as per the schedule given in Table –I, by the undersigned or by his authorized representatives in presence of the tenderers or their authorized representatives. The tender opening can't be delayed, in case no tenderer or his authorized representatives is present at the given time of opening of tender.
- b) The Earnest Money will not be adjusted towards the security deposit. The earnest money of the successful tenderers will be refunded after depositing the security deposit in full. The Earnest Money of unsuccessful tender will be refunded on application within 7 days from the date of application.
- c) The successful Tenderers have to be deposited of Security Money @ 10% through Demand Draft by the tenderer himself , within 7(seven) days from the date of acceptance of Tender and a Contract Paper have to be signed in

the Divisional Office, otherwise their Earnest Money will be forfeited to the State. .

- d) The security deposit will be released to the successful contractor/ supplier after 1(one) year from the last date of payment of bill for the work, 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.
- e) Validity of the tender will be 1(One) year from the date of submission of the tender.
- f) The undersigned reserves the right to place order for work for supply upto 50% more or 50% less of the quantity mentioned in the schedule of the tender.
- g) The undersigned reserves the right to cancel the tender, if necessary, without assigning any reason whatsoever.
- h) 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.
- i) The undersigned reserves the right to accept the tender only after verifying / testing the sample up to the satisfaction.
- j) 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.
- k) \*\*\* No part payment will be made in case of works but in case of supply, part payment can be made if the supply is spread over a long period of time.

- l) 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.
  
- m) The work order will be issued only after placement of fund by the Government.
  
- n) No extension of time will be allowed for delivery / execution of the work. The Tenderer / contractor 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 tenderer may apply to the Ex-Officio Manager, WBWDCL & Divisional Forest Officer, Parks & Gardens (North) Division for extension of time for that period. The Ex- Officio Manager, WBWDCL & Divisional Forest Officer, parks & Gardens (North) 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.
  
- o) Materials will have to be procured by the tenderers by themselves following the standard and specification of PWD/PHE Schedules of the district, 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.
  
- p) 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.



- q) 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.
- r) 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.
- s) 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.
- t) Bricks works, cement concrete works & plastering works and similar works which requires should be done for the period as prescribed in the P.W.D. Schedule of Rates.
- u) Statutory Deduction : Income Tax, GST, Labour Welfare Cess as applicable shall be deducted from the Gross amount of Bill.
- v) The successful tenderer will not assign any part of the work to any other contractor.
- w) 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.
- x) Rate offered in the estimate is the final and tenderer will not have any further claim.

- y) 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.
- z) 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.

9) The terms and conditions of this "Tender Notice inviting tender" is part and parcel of the contract form.

10) In case of any dispute in execution of the work or supply, an application may be made to the Ex- Officio Manager, WBWDCL & Divisional Forest Officer, Parks & Gardens (North) Division and the decision of the undersigned is final and binding.

11)The technical bid will be evaluated by the committee as formed by the Ex- Officio Manager, WBWDCL & Divisional Forest Officer, Parks & Gardens (North) Division vide Order No. 02/2-26/e-tender/2017-18 dated 02.01.2018

12)The tender cost floated here includes GST & all other taxes available.

Sd/-

(A.Guha, W.B.F.S.)  
Ex- Officio Manager, WBWDCL  
&  
Divisional Forest Officer  
Parks & Gardens (North) Division

**No. 57/2-26**

**Dated, 09.07.2018**

Copy for information and wide Circulation to :

1. The Principal Chief Conservator of Forests (HoFF), Aranya Bhavan, West Bengal.
2. The Managing Director, WBWDCL.
3. The General Manager (Operations), WBWDCL
4. The General Manager, WBWDCL
5. All Ex- Officio, Unit- in- Charge, WBWDCL, P & G (North) Division
- 6) Notice Board

Sd/-

(A.Guha, W.B.F.S.)

Ex- Officio Manager, WBWDCL

&

Divisional Forest Officer

Parks & Gardens (North) Division

**Estimate for maintenance & beautification works at WEBEL IT Park (Phase- I) under the jurisdiction of Parks & Gardens (North) Division, during 2018-19**

<b>Sl. No.</b>	<b>Work Item</b>	<b>Estimate Value (Rs.)</b>	<b>Rate (in Rs. Per unit)</b>	<b>Amount (in Rs.)</b>
1.	Cost of watch and ward duty including weeding, cleaning, forking, mulching, manuring and watering of trees, shrubs etc. Engaging 3 MD per day x 26 days per months x 12 months from April 2018 to March 2019 i.e. 624 MD	936 MD	302.00	2,82,672.00
2.	Cost of maintenance of existing Mexican (1310 m2) and paspalum (2120 m2) grass lawn by uprooting unwanted growth over 3430 m2 by 5 MD per month x 12 months = 60 MD	60 MD	302.00	18,120.00
3.	Cost of maintenance of Hedge line, topiary and herbaceous border over 200 rmt. By 6 MD per month x 12 months = 72 MD	72 MD	302.00	21,744.00
4.	Cost of supply of good earth and cow dung manure over (a) Good earth 12 m3 (b) Cow dung manure 12 m3	12 m3 12 m3	1000.00 1200.00	12,000.00 14,400.00
5.	Supply including planting of ornamental plants viz. Thuja, Ficus benjamina, Ficus ponda, Starlight etc. Over 20 nos.	20 Nos.	300.00	6,000.00
<b>GRAND TOTAL ---</b>				<b>3,54,936.00</b>

*(Rupees Three Lakh Fifty Four Thousand Nine Hundred Thirty Six only)*

Sd/-

Ex- Officio Manager, WBWDCL  
&  
Divisional Forest Officer  
Parks & Gardens (North) Division

