



West Bengal State Forest Development Agency
Aranya Bhawan, Block LA 10A, Sector III, Salt Lake City, Kolkata- 700 106

Memo No:/WBSFDA/ACCOUNTS/2018

Date: 13/07/2018

NOTICE INVITING TENDER No. – NIT: 7(e)/WBSFDA/2018-19 (2nd call)

E-TENDER FOR ENGAGEMENT OF SERVICE PROVIDERS/AGENCIES FOR DEPLOYMENT OF MANPOWER FOR OFFICE WORKS (OFFICE ASSISTANT CUM DATA ENTRY OPERATOR, ASSISTANT ACCOUNTANT AND MULTI TASKING STAFF):

Tenders are invited from bonafide Agencies, for supply of manpower in the office of the Member Secretary, WBSFDA, Aranya Bhawan, Block LA-10 A, Salt Lake City, Sector III, Kolkata 700106. **The intending bidders should have registered office / Branch office at Kolkata which is the mandatory prerequisite for being eligible to bid.**

1. General Guidance for e-Tendering

1.1 Instructions / Guidelines for tenderers for electronic submission of the tenders is available online in the web site <https://wbtenders.gov.in>

1.2 Registration of Contractors

Any Service Provider/Agency willing to take part in the process of e-tendering shall have to be enrolled and registered with the Government e-Procurement System.

1.3 Digital Signature Certificate (DSC)

Intending service provider/ agency is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders.

1.4 Collection of Tender Documents

The contractor can search and download NIT and tender documents electronically from the website once he logs on to the website mentioned in Clause 1.1 using the Digital Signature Certificate. **This is the only mode of collection of tender documents.**

1.5 Participation in more than one work

A prospective bidder shall be allowed to participate in the tender either in the capacity as individual or as a partner firm.

2. Submission of Tenders:

2.1 General process of submission:

Tenders are to be submitted online through the website stated in Clause 1.1 in two folders, at a time for each work, one is Technical Proposal and the other is Financial Proposal, before the prescribed date and time mentioned in the list attached. Using the Digital Signature Certificate (DSC), the documents are to be uploaded after virus scanned and digitally signed. Tenderers should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

2.2 Technical Proposal

The Technical Proposal should contain scanned copies and/or a declaration in standardized formats of the following in two different folders as described:

A. Technical File (Statutory Cover) containing

i. NOTICE INVITING TENDER (NIT) (to be submitted in “NIT” Folder)

ii. Section B (Form I, Form II Form III Form IV and AFFIDAVIT – Y) (to be submitted in “FORMS” Folder.)

iii. **Earnest Money Deposit (EMD)** for an amount of Rs. 25000/- (Twenty Five Thousand only) in favour of “ West Bengal State Forest Development Agency” Payable at “Kolkata” “ is to be remitted by the Tenderer as mentioned for List of Works through **DD/ Banker’s Cheque on any Nationalised Bank / Scheduled Bank..**

iv. **Average Annual Turnover of Service Provider/ Agency:**

Scanned copy of Average Annual turnover of service provider/Agency for a period of last three financial years i.e, 2014-15, 2015-16, 2016-17 shall have to be submitted in **Forms Folder. Service Providers/ Agencies whose Annual Turnover is less than 50 Lakhs will not be considered.**

v. **General Terms & Conditions of Contract.to be submitted in “GT AND CC” Folder.**

Note:

a) The EMD should be submitted through DD / Banker’s Cheque on any Nationalised Bank / Scheduled Bank in offline payment .

b) Technical Bid & Financial bid both will be submitted concurrently duly digitally signed in the Website **<http://wbenders.gov.in>**. Tender document may be downloaded from website and submission of Technical Bid/Financial Bid may be done as per Tender Schedule.

c) Addenda/Corrigenda: if published, Service Providers/Agencies are to keep track of all the Addendum/Corrigendum issued with a particular tender and upload all the above digitally signed along with the NIT. Tenders submitted without the Addendum/Corrigendum if published will be treated as informal and will be rejected without any further communication.

B: My Document (Non-Statutory Cover) should contain the following documents:

I) Certificates:

1. Receipted copy of Professional Tax Deposit Challan for March, 2018.
2. Copy of PAN Card.
3. Copy IT Return for Financial Year 2014-2015, 2015-16, 2016-17.
4. Copy of GST Registration Certificate.
5. Copy of ESI Registration Certificate.
6. Document of E.P.F. Establishment Code.

II) Company Details:

1. Scanned copy of Licence issued by Labour Commissioner/Appropriate Authority of Government of West Bengal for manpower deployment under Contract Labour (R&A) Act, 1970.
2. Scanned copy of Trade Licence of Proprietorship Firm.
3. Scanned copy of Registered Partnership Deed of Partnership Firm/ Consortium. (Mere application for registration will not be considered).
4. Scanned copy of Registration Certificate under Company Act, Memorandum of Association and Articles of Association, Trade Licence for Limited Companies.
5. Scanned copy of Society Registration, Audited Report for 2014-15, 2015-16, 2016-17 and Registration Certificate of Society.

III) Credential:

1. Experience Profile - List of Offices/ Companies/Institutions where the bidder has provided manpower of similar or equivalent category.
2. Period worked for or still working.
3. Value of the project, number and other details of manpower deployed and financial outlay.

IV) Financial:

1. Certified audit reports, audited & certified by enlisted/registered Chartered Accountant for the financial years 2014-2015, 2015-16 and 2016-17. The report should reflect the Annual Turnover for these three financial years.

V) Any other document considered necessary by the intending bidder.

2.3. Financial Proposal

- i) The financial proposal should contain the Bill of Quantities (B.O.Q.) in one cover (Folder). **The Service Provider/Agency is to quote the SERVICE CHARGE ONLY in the BOQ. GST applicable should be informed separately.**
- ii) Only downloaded copy of the B.O.Q. is to be uploaded quoting the rate after scanned for virus and digitally signed by the contractor.

3. Eligibility Criteria for participation in tender:

The firm should have its Registered Office / Branch Office in Kolkata. Those who do not meet this criterion are not eligible to apply.

a) The prospective Service provider/ Agency should have experiences of deployment of manpower for at least 5 (five) years, of which at least 2 (two) years of experience of similar works of providing the services of Skilled & Semi-Skilled manpower for office having contract value not less than 50 lakhs per annum for a continuous period of last three years in State /Central Government organisation/Societies/PSUs/and in other reputed MNCs /Institution. They should be in a position to deploy required number of personnel to work in the offices located in all the districts of West Bengal as per requirement.

b) The connotations "Similar Works" would mean providing manpower of similar nature as mentioned in this NIT. The Office Assistant cum Data Entry Operator / Assistant Accountant and Multi tasking staff to be deployed by the Service Provider should be within the age limit of 21 (**twenty one**) to 35 (**thirty five**) years. **Office Assistants / Data Entry Operator should be a graduate of any stream with adequate knowledge of Computer operation, (MS Office, word, excel & power point). Knowledge of Tally is desirable. Assistant Accountant should be a graduate of Commerce Stream with adequate knowledge of Computer Operation with Tally and Taxation matters. Multi tasking staff should be at least class VIII pass.** They should be both physically and mentally fit. Personnel having past experiences of office works in Govt. /Semi Govt. /MNC /Pvt. Offices will be given preference. Personnel of concerning Districts for Divisional offices and Kolkata for Corporate Office only will get preference. Antecedents in respect of personnel to be deployed, should have been got verified by the Service Provider, from the local authorities. The manpower deployed will be screened & approved by the WBSFDA before accepting them for working in the organisation. The contract will be for a period of one year only. It may be extended by one year, at the same rate of service charges, subject to satisfactory performance.

c) All categories of prospective Tenderers shall have to submit valid and up to date Professional Tax receipt Challan, GST Registration Certificate, Income Tax Return Acknowledgement Receipt, PAN Card issued by Income Tax Department, and Trade Licence. [Non-statutory Documents]

d) Where an individual person holds a Certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while submitting any tender for and on behalf of such company or firm, invariably submit a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to submit such tender. The Power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908. [Non-statutory Documents]

e). Neither the prospective Tenderer nor any of the constituent partners should have been debarred to participate in any Tender by the any State Govt. organisation or Central Govt. organisation the last 5(five) years prior to the date of this NIT. Such debarring will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format). [Non-statutory Documents]

f) Partnership firm shall furnish the Registered Partnership Deed and the Company shall furnish the Memorandum of Association (MOA) and Article of Association (AOA.) [Non-statutory Documents]

g) The prospective Tenderers or any of their constituent partners shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility.

h) Joint Ventures will not be allowed.

i) A prospective Tenderer shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If the prospective Tenderer is found to have submitted many applications for the same and in a single job, all his applications will be rejected for that job.

j) No conditional / Incomplete Tender will be accepted under any circumstances.

4. Opening of Technical Proposal

Technical proposals will be opened by the authorized representatives electronically from the website stated in Clause 1.1 and 2.1, using their Digital Signature Certificate. Intending tenderers may remain present, if they desire so. Cover (Folder) for Statutory Documents should be opened first, if found in order, Cover (Folder) for Non-statutory Documents will be opened thereafter. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected. Decrypted (transformed into readable formats) documents of the Non statutory Cover will be downloaded, and handed over to the Tender Evaluation Committee (constituted for evaluation of tenders).

4.A. Norms for finalisation of the Bids

The Evaluation of the tender will be done by a Committee, formed by the Member Secretary, WBSFDA, based on the principle of **Quality cum Cost Based Selection (QCBS)**. The detail of the process is described below:

The weightage assigned for bids is Technical bids : Financial Bids = 60:40. The final assessment will be based on the 60% of Technical + 40% of Financial scores.

4.B. Technical Bid Evaluation Criteria :

Sl. No.	Criteria / Sub-criteria	Max. Marks	Documentary Proof
A	Establishment of the Firm / Agency relevant to the assignment. (<5 yrs=0, 5-10 yrs=5>10 yrs=10	10	Registration Certificate under Concerned / Governing Act / Laws to operate in West Bengal, it must have the validity for the Financial Year 2018-19
B	Experience of the Firm / Agency in related assignments during the last 10 years		Copies of the Work Orders and satisfactory performance report of such organisations
	1 mark for each project	10	
	2 mark for each project for any Central / State Government Department	10	
C.	Average annual turnover		Duly signed by the CA firm who has audited the Accounts for 14-15, 15-16, 16-17 must be furnished
	<50 lakhs = 0 marks ≥ 50 lakhs	20	
	<60Lakhs = 10 ≥ 60 = 20		
Total		50	

5. Uploading of summary list of technically qualified tenderers (1st round)

Pursuant to scrutiny and decision of the Tender Evaluation Committee (TEC), the summary list of eligible tenderers with the serial number of work(s) for which their Financial Proposals will be considered will be uploaded in the web site .While evaluation, the Committee may summon the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these documents are not produced within the stipulated time frame, their proposals will be liable for rejection.

6. Final publication of summary list of technically qualified tenderers

Date of opening of financial bid will be intimated to all the final summary list of technically qualified tenderers.

7. Opening and Evaluation of Financial Proposal

Financial proposals of the tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal stated on the prescribed date, The encrypted copies will be decrypted and the rates will be read out to the tenderers remaining present at that time.

After evaluation of Financial Proposal, the appropriate Authority of West Bengal State Forest Development Agency, may upload the final summary result containing inter-alia, name of tenderers and the rates quoted by them against each work provided Tender evaluation committee is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate.

8. Procedures to be followed when one / two technically qualified tenderers participated in any tender:

During the first call ,if it is found that only one or two bidders/tenderers are technically qualified, financial bids submitted by those two bidders will not be opened. In such case first call will be cancelled and a second call will be made immediately. Interested bidders shall have to upload afresh for the second call. In such case for the bidders who had technically qualified for the 1st call no further deposition of EMD is required. Proof of earlier submission will be sufficient.

9. Acceptance of Tender (Technically eligible/qualified)

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons and also reserves the right to distribute the work amongst more than one tenderer. The Tender Accepting Authority is the Chairman, WBSFDA or any person authorised by the Chairman, WBSFDA.

10. Penalty for suppression / distortion of facts

If any tenderer fails to produce the original hard copies of the documents (especially completion certificates and audited balance sheets), or 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 or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform for 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the **West Bengal State Forest Development Agency** may take appropriate legal action against such defaulting tenderer.

11. Schedule of Dates:

Sl.No	Particulars	Date & Time
1	Date of uploading N.I.T.Documents—Online (Publishing Date)	13.07.2018
2	Documents download start date	14.07.2018 From 10.00 A.M
3	Bid submission start date	14.07.2018 From 11.00 A.M
4	Bid submission closing date	27.07.2018 up to 5.00 P.M
5	Bid opening date for Technical Proposal	30.07.2018 at 11.00 A.M
6	Date of uploading technically qualified bidders	To be notified in due course
7	Date of opening Financial Bids	To be notified during uploading of Technical Evaluation Sheet of bidders

Last date & time of submission of bids online is 27/07/2018 at 5.00 P.M. Cost of EMD DD / Banker's Cheque in Original Copy Physical Submission in Offline from: 14/07/2018 to 27/07/2018 up to 4.00 p.m. at the office of the The Member Secretary, West Bengal State Forest Development Agency Saltlake Kolkata.

Note: 1) In case of any unscheduled holiday or on days of Bandh or natural calamity on the aforesaid dates, the next working day will be treated as scheduled / prescribed date for the same purpose.

2) The Tender Inviting Authority may change the venue of opening the Technical or Financial Bids in case of exigent circumstances like breakdown of communications link or conditions of force majeure.

3) The Tender Inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.

Memo No:/WBSFDA/ACCOUNTS/2018

Date: 13/07/2018

Notice Inviting Tender: - NIT- 7(e)/WBSFDA/2018-19 (2nd call)

The Member Secretary, West Bengal State Forest Development Agency, on behalf of the Chairman, WBSFDA invites **e-tenders** for the following work(s) from the eligible service providers/Agencies having past experience of 5 years of which at least of two similar works of providing the services of skilled & semi-skilled manpower for office works (during last three years) as detailed in the table below. [Collection (downloading) and Submission (uploading) of Tender can be made online through the website <https://wbtenders.gov.in> only].

12. List of Work(s):

Sl.No.	Name of work	EMD Payable to	Estimated Amount Put to tender (Rs.)	Amount of Earnest Money to be deposited	Cost of tender documents (Tender Fees, in Rs.)	Period of Completion of the work
1	Categories					
Col.(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Office Assistant-cum-Data Entry Operator with Educational qualification-Graduate in any Stream, with adequate knowledge in computer (MS Office—Word, excel & Power-point. Knowledge of Tally is desirable but not mandatory.	West Bengal State Forest Development Agency	Monthly Remunerati on for each category submitted in serial No. 12 under eligibility criteria.	In the shape of Demand Draft/ Banker's cheque from any Nationalised Bank/Scheduled Bank Rs...25,000/-	Nil	One year
2.	Assistant Accountant with Educational qualification-Graduate in Commerce Stream, with adequate knowledge in computer (MS Office—Word, excel & Power-point and tally)	Do				
3.	Multi tasking staff with class VIII Pass	Do				

***As mentioned in 2.2 A and 'Note' (pg-2) of Tender documents

13. Brief details on the nature of work:

1.a)	Name of the project work	:	Deployment/Providing man power (with adequate knowledge of computer operation /computer application)
1.b)	Project ID	:	
1.c)	Service providers/Agencies eligible to submit the tender	:	The prospective Service provider/ Agency should have experiences of deployment/ implementation, during last five (5) years, of at least two similar works of providing the services of Skilled & Semi-Skilled manpower for office in the State / Central Government organisation /PSUs/and in other reputed MNCs /Institution. They should be in a position to deploy required numbers of personnel to work in the offices located in all the districts of West Bengal as per requirement.

a) Refund of EMD: The EMD of the unsuccessful Tenderers deposited in favour of “West Bengal State Forest Development Agency” will be refunded, without any interest, on receipt of application addressed to the Member Secretary, West Bengal State Forest Development Agency from Tenderers as per relevant Govt. Rules. The refund will be made within 45 days from the receipt of application.

The application should be made in company/Agency letterhead and signed by the authorised signatory

14. VALIDITY OF BIDS:

Bid shall remain valid for a period not less than **180 (One hundred and eighty) Days** after the last date for Financial Bid/Sealed Bid Submission. Bid validity for a shorter period shall be rejected by Tender Accepting Authority as non-responsive.

If any Tenderer withdraws his offer before Bid validity period without giving any satisfactory explanation for such withdrawals, he may be disqualified for submitted tender to this Office and Directorate of Forests, Government of West Bengal for a minimum period of 1 (one) year and legal action will be taken against him.

15. VERIFICATION OF CREDENTIALS/ONSITE PROJECTS:

Before issuance of the work order, the Tender Accepting Authority may verify the credential and other documents of the lowest Tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufactured or false, in that case, work order will not be issued in favour of the Tenderer under any circumstances and legal action will be taken against him.

16. CANCELLATION OF TENDER:

The Member Secretary, WBSFDA reserves the right to cancel this N.I.T. due to unavoidable circumstances and without citing / giving any reason and no claim in this respect will be entertained.

17. DECUCTION OF TAXES ETC:

Deduction of Income Tax from the Contractor's Bill will be made as per Govt. rules. GST & all other statutory levy/Cess will have to be borne by the contractor as per Govt. Rules and the rate in the B.O.Q. is inclusive of all the taxes & cess stated above.

18. REMOVAL OF DISCREPANCY:

If any discrepancy arises between two similar clauses on different notification, the Clause as stated in later notification will supersede former one in following sequence :-

- Form of Agreement
- Tender Form
- General Terms and Conditions
- Instructions to Bidders
- N.I.T.

19. The Successful Tenderer shall have to comply with the provision of related Government Rules & Acts and the Notifications thereof or other laws relating thereto and the rules made and orders issued there under from time to time, failure to do so will be treated as breach of contract and the Member Secretary, West Bengal State Forest Development Agency may in his discretion cancel the contract. The service provider/Agency shall also be liable for any liability arising on account of any violation by him of the provisions of the Act and rules made there under time to time.

20. No tender shall be deemed to be fit for consideration unless the tender documents are fully and completely filled in. All information that may be asked from the Tenderer must be unequivocally furnished. The eligibility of a Tenderer will be ascertained on the basis of the documents submitted by a Tenderer in support of eligibility criteria. If any document submitted by a Tenderer is found to be incomplete/incorrect/ manufactured / fabricated or false, his Tender will be out rightly rejected at any stage and legal action will be taken against him.

21. In the event of a tender being submitted by a firm, it must be signed by a member or members of the firm having legal authority to do so and if called for, legal documentations in support thereon must be produced for inspection and in the case of a firm carried out by one member or a joint family it must disclose that the firm is duly registered under the Indian Partnership Act.

22. The Tenderer must sign at the bottom of each page of the tender documents as a proof of acceptance of terms and conditions of the Tender. Overwriting shall not be allowed. All corrections, alternations etc. must be duly signed.

Member Secretary
West Bengal State Forest Development Agency

Memo No.**/WBSFDA/ACCOUNTS/2018**

Date: 13/07/2018

Copy forwarded for kind information to:

- 1) The Principal Chief Conservator of Forests, & Head of Forest Force, West Bengal, Aranya Bhawan, Salt Lake, Kolkata-700106.

Member Secretary
West Bengal State Forest Development Agency

Memo No.**/WBSFDA/ACCOUNTS/2018**

Date: 13/07/2018

1. Copy forwarded to the Chief Conservator of Forests, MIS, Aranya Bhawan. He is requested to make arrangement of uploading the attached abridged e-tender notice in the official website of Directorate of Forests, Govt. of West Bengal.

2. Guard File

Member Secretary
West Bengal State Forest Development Agency

Section – B

**FORM-I
APPLICATION**

To,

The Member Secretary,
State Forest Development Agency, WEST BENGAL
ARANYA BHABAN,
LA-10A, SECTOR-III, SALT LAKE CITY
KOLKATA-700106

Subject: (Name of the Work with Tender reference No.) _____

Dear Sir/Madam,

Having examined the Statutory, Non-statutory and NIT documents; I/We hereby submit all the necessary information and relevant documents for evaluation.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for application and for completion of the contract documents is attached herewith.

I/We are interested in bidding for the work mentioned above

I/We understand that Tender Inviting Authority and Accepting Authority can amend the scope and value of the contract bid under this project.

Tender Inviting Authority and Accepting Authority reserve the right to reject any tender without assigning any reason.

The application is made by me/us on behalf of _____ in the capacity of _____ duly authorized to submit the tender.

Enclosure:

Technical Proposal (Envelop-1/Folder)

Financial Proposal (Envelop-2/Folder)

Date: _____

Signature of authorized officer of the firm: _____

Title & Capacity of the officer: _____

Name of the Firm with Seal: _____

Section-B

**FORM II
(TO BE FILLED UP BY TENDERER)**

To,
The Member Secretary,
West Bengal State Forest Development Agency
ARANYA BHABAN,
LA-10A, SECTOR-III, SALLAKE CITY
KOLKATA-700106

Dear Sir/ Madam,

Ref:-Deployment/Providing office man power (with adequate knowledge of computer operation Vide NIT No...../NIT..... (e) of 2018-19

I/We refer to the tender notice issued by you for Deployment/Providing office man power (with adequate knowledge of computer operation)

I/ We do hereby offer to perform, provide /deploy the required manpower and maintain the works in conformity with conditions of contract, specifications, Schedule of Quantities for the sum of Rs..... (Rupees) only at the respective quoted percentage for Service Charges in the Schedule of Quantities.

I/ We have satisfied myself/ ourselves as to all aspects of tender conditions, subject above, I/ We hereby agree, should this tender be accepted in whole or in part , to:

(a) Abide by and fulfil all the terms and provisions of the said conditions annexed hereto;

(b) Complete/ continue the worksday/years

I/ We have deposited the earnest money of Rs..... (Rupees) only which, I/ We note bear, will not bear any interest and is liable for forfeiture. Or

If our offer is withdrawn within the validity period of acceptance.

If the contract is not executed within 15 days from the date of receipt of the letter of acceptance. Or

If the work is not commenced within 10 days after issue of work order.

I/ We understand that you are not bound to accept the lowest or any tender you receive.

Yours faithfully,

Signature.....

Designation:

Address :

Section – B

FORM – III

STURCTURE AND ORGANISATION

A.1. Name of the applicant (Tenderer):

A.2. Office Address:

Telephone No.:

Fax No.:

A.3. Name and address of Bankers:

A.4. Attach an organization chart showing the structure of the company with names of key personnel and technical staff with Bio-data

Date: _____

Signature of authorized officer of the firm: _____

Title & Capacity of the officer: _____

Name of the Firm with Seal: _____

Note: Application covers Proprietary Firm, Partnership, Pvt. Ltd. Company or Corporation

Section-B

FORM- IV

EXPERIENCE PROFOILE

LIST OF PROJECTS COMPLETED THAT ARE SIMILAR IN NATURE TO THE WORKS
[REFER PARA 6 (a) (i) (ii) (iii) -ELIGIBILITY CRITERIA]

Name of the Employer	Name, Location and nature of work	Name of authorized supervisor with designation	Contract price in Indian Rupees	Percentage of participation of Company	Original date of starting work	Original date of completion of work	Actual date of starting of work	Actual date of completion of work	Reasons for delay in completion

Note: a) Certificate from the employer is to be attached.
b). Non-disclosure of any information in the schedule will result in disqualification of the firm.

Date.....

Signature of authorized officer of the firm:

Title and capacity of the officer:

Name of the firm with seal:

Section – B

AFFIDAVIT – Y

(To be furnished in Non-judicial stamp paper of appropriate value& duly notarized)

I, the undersigned 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 undersigned.

The undersigned also hereby certifies that neither our firm M/S_____ nor any of constituent partners had been debarred to participate in tender by the Directorate of Forests /Government of West Bengal or any of the Statutory Bodies or Government Organizations in favour of whom credentials are preferred by the undersigned towards eligibility criteria claim; during the last 5 (five) years prior to the date of this N.I.T.

The undersigned would authorize and request any Bank, person, Firm, or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Member Secretary, West Bengal State Forest Development Agency, herein referred to as the Tender Inviting & Accepting Authority, to verify this statement.

The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Tender Inviting & Accepting Authority.

Certified that I have applied in the tender in the capacity of individual/as partner of a firm & I have not applied severally for the same job.

Date: _____

Signature of authorized officer of the firm: _____

Title & Capacity of the officer: _____

Name of the Firm with Seal: _____

GENERAL TERMS & CONDITIONS:

1. INTERPRETATIONS:

In constructing these conditions, the specific services to be provided by service provider/agency, a tentative requirement of manpower, tender and agreement, the following words shall have the meaning herein assigned to them except where the subject of context otherwise requires:

(i) The term '**EMPLOYER/AUTHORITY**' shall mean the Member Secretary, West Bengal State Forest Development Agency, Aranya Bhawan, LA-10A, Salt Lake City, Sector-III., Kolkata-700106 and includes its successor and assigns or the Officer authorised to deal with any matters which those present are concerned on this behalf.

(ii) The term **REPRESENTATIVE** shall mean the Authorised Official of the Member Secretary, State Forest Development Agency, W.B.

(iii) **SERVICE PROVIDER/AGENCY** shall mean the firm or company whose tender has been accepted by the EMPLOYER/AUTHORITY and includes his (their) heirs, legal representative assigns and successors.

(iv) **SITE** shall mean the site of contract work including any districts in West Bengal.

(v) This **CONTRACT** shall mean the Articles of Agreement, these conditions, the schedule of Quantities (number of manpower to be deployed), the general instructions to the Service Provider/Agency, qualification of manpower to be deployed, and correspondences by which the contract is added, amended, valued or modified in any way by mutual consent.

(vi) The **WORK** shall mean the work or works to be carried out or done under this contract.

(vii) The **SPECIFICATION** shall include the minimum qualification of the personnel to be deployed forming part of this contract.

(viii) The Bid value shall mean the **SERVICE CHARGES** on the basic remuneration fixed by the competent authority. It shall be quoted in percentage for each category. The rate of GST should be mentioned separately.

(ix) **NOTICE IN WRITING** or **WRITTEN NOTICE** shall mean a notice in writing typed or printed characters sent (unless delivered personally) or otherwise proved to have been received by Registered Post to the last known private or business address as registered office of the addressee and shall be deemed to have been received when in the ordinary course of post it would have been delivered. If the employer feels that the Service Provider/Agency (who has signed the agreement) should himself come and personally meet to the employer for necessary discussion in connection with the work; he must contact personally. In case the Service Provider (not any authorised person) does not meet personally and intentionally avoids or does not reply the letter, the matter will fall under breach of the contract.

(x) **WORDS** imputing persons include Firms/Agency, words imputing the singular only also the plural and vice-versa where the context so requires.

2. SCOPE OF WORKS:

a. Site:

The work to be done in this tender is in any district or in all the districts of West Bengal. It includes minimum and desirable requirements of qualifications of the manpower to be deployed by service provider and name of the districts where the manpower will be deployed. The tenderers are to note that scope of work (deployment of manpower) as mentioned may be reduced to any extent which is absolutely at the discretion. This reduction of the extent of work should not be a criterion for extra claim in respect of service charges quoted and accepted by the employer.

b. Work:

The personnel employed under specific categories will execute the works as required under that category.

3. TECHNICAL REQUIREMENT OF MANPOWER TO BE DEPLOYED:

a. Approximately 50 nos. of Office Assistants Cum Data Entry Operator, to be deployed in different Divisions all over the state as per Annexure I.

b. Approximately 9 nos. of Office Assistant cum Data Entry Operator to be deployed in Administrative Head Office of WBSFDA

c. Approximately 3 nos. Assistant Accountant to be deployed in corporate office of WBSFDA, Kolkata.

d. Approximately 2 No. Multi Tasking staff to be deployed in Head office of WBSFDA, Kolkata.

The No. of personnel under each category is as per Annexure-1

Eligibility Criteria

a) The Office Assistant cum Data Entry Operator / Assistant Accountant and Multi Tasking Staff to be deployed by the Service Provider should be within the age limit of 21 (**twenty**) to 35 (**thirty five**) years.

b) **Office Assistants / Data Entry Operator should be a graduate of any stream with adequate knowledge of Computer operation, (MS Office, word, excel & power point). Knowledge of Tally is desirable but not mandatory.**

c) **Assistant Accountant should be a graduate of Commerce Stream with adequate knowledge of Computer Operation with Tally and Taxation matters**

d) **Multi tasking staff should be at least Class VIII pass**

e) They should be both physically and mentally fit.

f) Personnel having past experiences of office works in Govt. /Semi Govt. /MNC /Pvt. Offices will be given preference.

g) Personnel of concerning Districts for Divisional offices and Kolkata for Corporate Office will get preference.

h) Antecedents in respect of personnel to be deployed, should have been got verified by the Service Provider, from the local authorities.

4. The Employer may ask the Service Provider to send personnel to be deployed by them for examining the suitability of personnel before deployment. Decision of the employer regarding the suitability and acceptability of person, will be final & binding to Service Provider. Any expenses for interview or joining to working places will not be given by employer.

5. The contract shall be for a period of one year from the date of signing agreement unless extended further by the Member Secretary, WBSFDA .The contract can be terminated at any time by the Member Secretary, WBSFDA owing to deficiency of service, sub-standard quality of manpower provider or change in requirement of employer.

6. The selected service provider/agency shall not transfer, assign pledge or sub-contract its rights and liabilities under this contract to any other service provider/agency without prior written consent of employer.

7. The contract may be extended, on the same terms and conditions or with some additions/deletions/modifications, for a further specific period on satisfactory performance of the service provider/agency. The remuneration of the engaged personnel may be increased, on approval of Competent Authority, after successful completion of one year of service subject to satisfactory performance of the incumbent.

8. Requirement of manpower by the employer may increase or decrease during the period of contract and service provider/ agency shall be bound to provide man power in accordance with requirement of employer as the case may be.

9. The personnel provider shall not divulge or disclose to any person, any details of office, operational process, technical knowhow, security arrangement, administrative/ organizational matters or any other matter of a confidential/ secret nature.

10. The working hours of deployed personnel will be from 10.00 a.m. to 5-30 p.m. including 30 minutes lunch time. In case of absence, proportionate deduction for the day/days will be made.

11. The deployed personnel will be required to work on normal working days but may be called for duty on holidays and weekly off days, if required for urgent nature of official works. They will be paid for such extra duties in holidays on pro rata basis.

12. Remuneration:

The approximate remuneration of the deployed personnel will be:-

a) Office Assistant cum DEO at Rs. 13,000-16,000 per month,

b) Assistant Accountant at Rs. 13,000-16,000 per month

c) Multitasking Staff at Rs. 7,000 to 9,000 per month.

The remuneration of deployed personnel will be reviewed and revised, if necessary, during the yearly renewal of contract.

13. Rates of EPF, ESI etc. (Employers portion) will be as per current/ relevant Rules of EPF &ESI as per stating Service providers shall have to deduct the subscription of EPF & ESI from the remuneration of each engaged personnel and total subscription (Employer & Employees portion) should be deposited to concerning authorities within the due date.

14. Service Provider/Agency should quote their rate of Service Charges in percentage in the specific column of the BOQ to be uploaded in Financial Bid. The service charge will be payable only on the basic monthly remuneration and not on the gross monthly emoluments.

15. The service provider/agency shall have to produce current authentic evidence of deposition of ESI contributions &EPF Contributions to appropriate authority before issuance of work order, failure to produce and submit original documents of deposition of subscription of EPF& ESI (deducted from bills of deployed personnel) selection of service provider/agency will be cancelled.

16. The engaged Service provider/Agency shall be bound to arrange for issuing ESI Card, EPF Number to individual manpower provided by them within three months of issuing work order, failure of which agreement will be cancelled.

17. The service provider/agency shall be solely responsible for redressing the grievances of the personnel deployed by them to the Member Secretary, WBSFDA.

18. The WBSFDA shall not be responsible for any financial loss or injury to any person provided by the service provider/agency in course of their duties or for payments towards any compensation.

19. The personnel provided the service provider/agency shall not claim any benefit/compensation /absorption/ regularisation of service from West Bengal State Forest Development Agency.

20. The character and antecedents of each personnel to be deployed by the service Provider/ agency, will got to be verified by the service provider before deployment.

21. The personnel provided by the service provider/agency shall be employees of the service provider. It shall be duty of the service provider to pay their salary before 7th day every month.

22. FORFEITURE OF EMD:

If the successful bidder fails to act in accordance with the e-tender conditions or backs out after his tender has been accepted, or fails to deposit required amount of Security Deposit, EMD deposited by him/them will be forfeited to Government. In such event the offer will be made to the next ranked (L2) Bidder.

23. SECURITY DEPOSIT:

Security Deposit @ 10% will be deducted from the monthly bill of the successful bidder (Service Provider/ Agency) on the Service Charge portion only.

24. The selected service provider/ Agency shall have to sign an agreement on a stamp paper as per format given by WBSFDA after deposition of required amount of Security Deposit. The signed agreement shall have to be NOTARIZED. On completion of signing of agreement, formal work order will be issued by WBSFDA Authority.

25. The claims and bills regarding ESI, EPF , GST & certificate of payment from the deployed personnel for the preceding month etc. should necessarily accompanied with documentary proof pertaining to the concerned bill every month. A part of the bill/ whole of the bill amount shall be held up till such proof is not furnished.

26. In case of breach of any terms and conditions attached to this contract, the Security Deposit of the service provider/agency will be liable to be forfeited by the WBSFDA Authority besides annulment of the contract.

27. The Member Secretary, WBSFDA reserves the right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.

28. The service provider/agency will be responsible for compliance of all statutory provisions relating to Government fixed wage, EPF, ESI etc. in respect of deployed personnel. The agency shall have liability in this regard and produce the monthly compliance certificates every month.

29. The service provider/agency shall maintain all statutory registers under the LAW. The agency shall produce the same, on demand to the Member Secretary, WBSFDA or any other authority under the LAW.

30. Tax deduction at source (TDS) shall be done as per provisions of Income Tax Act/Rules, as amended from time to time and a certificate to this effect shall be provided to the service provider by WBSFDA.

31. FORCE MAJEURE:

The service provider /agency shall not be considered in default, if delay in deployment occurs due to causes beyond his control such as acts of God, natural calamities, civil wars, fire, strike, frost, floods, riots and act of unsurpassed power. In the event of delay due to such causes, the contract may be extended for a length of time equal to the period of force majeure or at the option of WBSFDA, it may be cancelled. Such cancellation would be without any liability whatsoever on the part of WBSFDA.

32. The Member Secretary, WBSFDA reserves the right to accept or reject any or all bids without assigning any reason thereto.

33. The service provider/agency should submit the bills in duplicate within 7th. Day of each month.

34. In case of any dispute, the matter will be referred to an Arbitrator under "Arbitration and Conciliation Act 1996 ". The arbitration shall settled by the appropriate court under the jurisdiction of the High Court of Kolkata.

Member Secretary
West Bengal State Forest Development Agency

Annexure-1

Designation: Office Assistant cum Data Entry Operator			
Sl No	Location	Division	Man Power
1	SILIGURI	Baikunthapur	1
2		Siliguri SF	1
3	JALPAIGURI	Jalpaiguri	1
4		Jalpaiguri SF	1
5		Gorumara Wildlife	1
6		Jalpaiguri S.C.	1
7	ALIPURDUAR	BTR (West)	1
8		BTR (East)	1
9	COOCHBEHAR	Coochbehar	1
10		Jaldapara Wild Life	1
11	DARJEELING	Darjeeling Wildlife	1
12		Darjeeling	1
13	KALIMPONG	Kalimpong S.C.	1
14	Kurseong	Kurseong S.C.	1
15		Kurseong	1
16	MISSION ROAD, PURULIA BUS STATION	Purulia	1
17	RAGHABPUR MORE, PURULIA	Kangshabati (N)	1
18		Kangshabati (S)	1
19	ALIPORE	24-Pgs (S)	1
20	BARASAT	24-Pgs (N)	1
21	CANNING	STR	1
22	RAIGUNJ	Raigunj	1
23	MALDA	Malda	1
24	MACHANTALA, BANKURA	Bankura (N)	1
25		Bankura (S)	1
26	BISHNUPUR	Panchet	1
27	KRISHNAGAR	Nadia-Murshidabad	1
28	SURI	Birbhum	1
29	DURGAPUR	Durgapur	1
30	BURDWAN	Burdwan	1
31	MIDNAPUR TOWN	Rupnarayan	1
32		Medinipur	1
33		Silvi (South)	1
34	JHARGRAM	Jhargram	1
35	KHARAGPUR	Kharagpur	1
36	CONTAI	Purba Medinipur	1
37	HOWRAH	Howrah	1
38	KOLKATA	Utilisation	1
TOTAL			38
SL No.	Designation	Location	Manpower
1	Office Assistant cum Data Entry Operator	WBSFDA, Kolkata	12
2	Assistant Accountant	WBSFDA, Kolkata	4
3	Multi Tasking staff	WBSFDA, Kolkata	2

Abstract:

OA/ DEO = 50 nos.

Asst. Acct. = 4 nos.

M.T.Staff = 2 nos.