



Government of West Bengal  
Directorate of Forests  
Office of the Divisional Forest Officer  
Monitoring (North) Division

Balaidas Chatterjee Road, Hakimpura, Siliguri 734001

Phone No: 0353-2432988; Fax No: 0353-2432988; Email: dfomonitoringnorth@gmail.com

Visit us at: www.westbengalforest.gov.in



**Notice Inviting Tender No. 01/MISC/M(N) of 2018-19 for "Survey & Monitoring of Plantations under various Heads to be monitored by Buxa Monitoring Range, under Monitoring(North)Division during the year 2018-2019. "**

Sealed Tenders are invited from reputed, reliable, experienced and resourceful contractors having experience in carrying out similar type of work as per detailed specification given below. The intending tenderers shall have to quote rates both in figures as well as in words in the tender paper to be procured from the Office of the Divisional Forest Officer, Monitoring (North) Division on payment of non-refundable Rs. 500.00 (Five hundred only).

**SPECIFICATION**

1.	Nature of Job	=	<b><u>Survey &amp; Monitoring of Plantations under various Heads to be monitored by Buxa Monitoring Range</u></b>
2.	Detail Estimates of Works	=	As stated in Annexure -III(a)(b)(c)
3.	Location	=	Various locations under Buxa Monitoring Ranges. Annexure-IV (a)(b)(c)(d)
4.	Cost of Tender document with printed tender paper	=	Rs. 500.00 (Rupees Five hundred only).
5.	Estimated value	=	Rs. <u>2,01,178.00</u> (Rupees Two lakh one thousand one hundred seventy eight) only.
6.	Earnest Money	=	Rs. <u>4100.00</u> (Rupees Four thousand one hundred) only.
7.	Last date of receipt of application for permission of purchasing tender papers	=	20.08.2018 upto 2.00 P.M.
8.	Date & Time of Issue of Tender paper	=	The tender document shall be made

			available from Attached Forest Ranger, Office of the Divisional Forest Officer, Monitoring (North) Division in between 11.00 AM to 2.00 PM on 21.08.2018 & 23.08.2018
9.	Last date & time for submission of tender paper	=	30.08.2018 upto 2.00 PM.
10.	Date/Time & Place for opening of tender	=	31.08.2018 at 2.30 PM at Office of the Divisional Forest Officer, Monitoring (North) Division.
11.	Time for completion of tendered work	=	Ninety (=90 days) days from the date of issue of work order.
12.	Contractor(s) eligible to submit tender	=	Bonafide agencies having sufficient and adequate credentials of 60% of total estimated cost of similar type of works.

### **TERMS & CONDITIONS**

1. No Tender will be accepted unless the tenderer proves that he / she is a citizen of India.
2. Tenderers must submit tenders in sealed cover by registered post / courier post addressing by name to Sri. K. Sarkar, IFS, Divisional Forest Officer, Monitoring (North) Division, West Bengal & super scribing the works' "Tender for Survey & Monitoring of Plantations under various Heads to be monitored by Buxa Monitoring Ranges" on the envelope.
3. Tenderers must enclose the photocopies of valid GST & IT clearance certificates & credentials for doing similar type of job in the past along with application. If any of the documents is not submitted along with the application, the same shall be treated as invalid.
4. Once screened and found eligible, tenderers need not submit their credentials and others relevant documents again at the time of opening of tender.

5. The Tenderers or their authorized representatives should be present at the time of opening of tender.
6. Each Tenderer will have to deposit Earnest Money Rs. 4100.00 (Rupees Four thousand one hundred) only through Demand Draft or Pay Order in favour of the Divisional Forest Officer, Monitoring (North) Division along with tender without which no tender will be considered. The Earnest Money deposit of unsuccessful tenderers will be released in due course on application from the Divisional Forest Officer, Monitoring (North) Division, Balaidas Chatterjee Road, Hakimpara, Siliguri 734001. The Earnest Money will not carry any interest.
7. The successful tenderer will have to pay Security Deposit @ 10% of tendered amount and sign an agreement within 4 days from the date of receipt of acceptance letter, failing to which the Earnest Money will be forfeited to the Government. The Security Money will be Deposited through Demand Draft or Pay Order in favour of Divisional Forest Officer, Monitoring (North) Division. The Security Money will not carry any interest. Security Money will be released to the tenderer after 6(six) months from the date of receipt of satisfactory completion report from the Range Officer concerned.
9. In the event of failure on part of successful tenderer to Deposit the Security Money to sign the agreement within stipulated time, the Earnest Money of the successful tenderer will be forfeited to the State Government and the tenderer will be debarred from taking part in any tender, in future.
10. The Directorate of Forests does not undertake any risk of any damage if caused by flood, cyclone or other natural calamities or biotic factor.
11. The work order will be issued subject to availability of fund and only after receipt of sanction of the work from the appropriate authority.
12. The tenderers should inspect the proposed site of work before submission of tender.
13. Subletting act, outsourcing of work is strictly prohibited and will lead to cancellation of the contract and forfeiture of Security Deposit.
14. GST, IT & Labour Cess, as applicable will be deducted from the bills as per norms.
15. If the tenderer does not complete the work in stipulated time and leaves the work in mid way then the Divisional Forest Officer, Monitoring (North) Division will forfeit the Security Money deposited by him and will have liberty to arrange to complete the job in manner suitable in the interest of the project.
16. The tenderer will remain solely responsible for any liability in respect of work and labourers /artisans engaged by him for the said purpose.

17. The tenderer should make supply of materials as per specifications given herein above and those which have been duly inspected and passed by the authorized representative of Divisional Forest Officer, Monitoring (North) Division at the work site.
18. No extension of time for completion of job will be allowed.
19. Works completed should be measured during the last two working days by the concerned Range Officer/ Beat Officer.
20. The tenderer fulfilling the above conditions can obtain the tender document from the Office of the Divisional Forest Officer, Monitoring (North) Division, Balaidas Chatterjee Road, Hakimpara, Siliguri 734001.
21. The undersigned will not be bound to accept the lowest rate offered and will not be liable to assign any reason thereof.
22. The tenderer shall be bound to execute the work according to the direction given from time to time by the undersigned or his authorized officer of this Division and any complaint against the tenderer from the said officer for deviation from this direction will cause violation of the condition of the contract and to forfeiture of the Security Money.
23. In case of any dispute the decision of the Conservator of Forests, Monitoring Circle, West Bengal will be final.
24. No departmental materials will be made available for use in the work.
25. Tenderers should quote their rates on the basis of rates shown in the detailed estimate (i.e **Annexure -III(a,b,c)**) against items of works before submission of tender. Tenders once submitted and accepted, no alteration or deviation to this effect shall be entertained.
26. The tenderer should be reputed, reliable, experienced and resourceful Agencies having knowledge of doing similar nature of work in the past. In case of partnership concern, proper document should be submitted/ made available along with the tender.
27. The undersigned reserves the right to reject any or all the tenderers without assigning any reasons thereof.
28. The tenderers should quote their rates as per format supplied (**Annexure II**) with the **Annexure-I**.
29. Supply of materials will be of best quality as per specifications and will have to be at the full satisfaction of the undersigned or his authorized officer. The authority shall have

the power to reject at any stage the defective and / or inferior materials/ components and the replacement shall be made at once at the contractor's own expenses.

30. The eligible tenderers shall have to collect the tender document / tender paper from the Attached Forest Ranger, Monitoring (North) Division in between 11.00 AM to 2.00 PM on 21.08.2018 & 23.08.2018 (Monday & Tuesday) on production of credentials.
31. After completion of the tendered job a satisfactory completion report shall have to be handed over to the authority for enabling necessary payment. The Tenderer will be paid through Treasury or through a/c payee cheque, as the case may be, after receipt of work measurement notebook reference, challan & voucher from the concerned Range Officer or part bill may be allowed as per discretion of the Divisional Forest Officer, Monitoring (North) Division. Final payment after due completion of works will be made from the concerned Divisional Forest Officer, Monitoring (North) Division through Treasury or otherwise, as per requisition of the said payment after the Demand Claim.
32. Terms & Conditions of Tender Notice shall also form a part of the agreement from Sl.No. 1 to 31.

-Sd-  
( K. Sarkar, IFS)  
Divisional Forest Officer  
Monitoring (North) Division

No. : \_\_\_\_\_ /  
\_\_\_\_\_ 2018

Dated, Monitoring (North), the

Copy along with the copy of Notice Inviting Tender No. 01 /MISC/M(N) of 2018-19 is forwarded for information & taking necessary action to circulate the notice widely to:-

- 1) The Principal Chief Conservator of Forests, & HoFF, West Bengal.
- 2) The Principal Chief Conservator of Forests, Wild Life & Chief Wildlife Warden, West Bengal.
- 3) The Principal Chief Conservator of Forests, Research, Monitoring & Development, West Bengal.
- 4) The Chief Project Director, WBFBCP, West Bengal.
- 5) The Addl. Principal Chief Conservator of Forests, FCA & Nodal Officer, CAMPA.
- 6) The Addl. Principal Chief Conservator of Forests, Research & Monitoring, West Bengal.

- 7) The Chief Conservator of Forests, Monitoring & Evaluation, West Bengal.
- 8) The Chief Conservator of Forests, MIS, WB with a request to upload the same on official website of Forest Directorate.
- 9) The Conservator of Forests, Monitoring Circle, West Bengal.
- 10) The Sabhadhipati, Siliguri Mahakuma Parishad, Siliguri.
- 11) The District Magistrate, Alipurduar, Districts.
- 12) The Sub-Divisional Officer, Siliguri.
- 13) The District Information Officer Alipurduar Districts.
- 14) The Sub-Divisional Information Officer, Siliguri Sub-Division
- 15) The Treasury Officer, Siliguri Treasury-I.
- 16) The Range Officer, Buxa Monitoring Range.  
including Attached Forest Ranger, Monitoring (North) Division. They are requested to put up the  
NIT in Office Notice boards.
- 15) The Section In Charge, Accounts Section.
- 16) The Section In Charge, Budget Section.
- 17) Notice Board.

-Sd-  
( K. Sarkar, IFS)  
Divisional Forest Officer  
Monitoring (North) Division

**ANNEXURE-II**  
**Tender Paper showing the Survey & Monitoring of Plantations under various**  
**Heads to be monitored by Buxa Monitoring Ranges, under**  
**Monitoring(North)Division during the year 2018-2019, for which rates to be**  
**Tendered.**

SI No.	Work	Quantity	Rate Quoted inclusive of GST & Other Applicable Taxes	Remarks
1.	Survey & Monitoring of Plantations under various Heads to be monitored by Buxa Monitoring Ranges, under Monitoring(North)Division during the year 2018-2019.	1 <sup>st</sup> Year= 343.5ha 3 <sup>rd</sup> Year= 225.00ha 5 <sup>th</sup> Year= 156.00ha <hr/> Total = 724.50 ha		<b>Rates Quoted shall remain valid upto 31/03/2019</b>

Trade Licence No.  
:-

Submitted by

GST Registration No.  
.....

- 1) Name :  
.....  
2) Address :

Date :-  
No.:.....

- 3) Mobile

Place :-

