Government of West Bengal
Directorate of Forests,
Office of the Divisional Forest Officer, Durgapur Division.
Aranyapally, Shashtri Avenue, Durgapur-12.
E-mail- dfodur-wb@nic.in
Office Tel. / FAX- 0343-2999651

Memo No. 4144 / 2-5 **Dated Durgapur, the: 11/11/2022**

Notice Inviting e-Tenders: - WBFOR/DGP/SDS/Supply & Installation of DG Set/NIT/35(e) of 2022-23

E-TENDER FOR SUPPLY AND INSTALLATION OF DG SET UNDER STATE DEVELOPMENT SCHEME OF DURGAPUR DIVISION, DIST.-PASCHIM BARDHAMAN, WEST BENGAL.

The Divisional Forest Officer, Durgapur Division, West Bengal, on behalf of the Governor, West Bengal invites **e-Tenders** for the following work(s) from the eligible Contractors as detailed in the table below. [Collection (downloading) and Submission (uploading) of e-Tender can be made online through the website **https://wbtenders.gov.in**only].

A. SCHEDULE OF WORKS IN DETAILES

e-Tender notice No.	Description of Item	Location of Works	Amount (Rs.)	Tender Fees (Rs.)	EMD 2% (Rs.)	Security Deposit	Time Schedule
WBFOR/DGP/ SDS/Supply & Installation of DG Set/NIT/35(e) of 2022-23	Supply & Installation of JAKSON – CUMMINS DG Set of 20 KVA (3 ph) STD Manual Panel for newly constructed room of Maithan FRH including setting up cement concrete base inclusive of all freight and carriage except GST and Cess	Range-Asansol (T) Beat-Hadla Mouza-Sarkuri	387000.00	590.00	7800.00	3% of accepted tender value	15 Days from the date of issuance of work order

*** There is no exemption of any kind for any of the eligible contractors towards cost of EMD.**

B. SCHEDULE OF DATES

Sl. No.	Particulars	Date & Time
1	Date of uploading N.I.T. Documents—Online (Publishing Date)	17.11.2022
2	Documents download start date (Online)	18.11.2022 05.00 pm
3	Documents download end date (Online)	28.11.2022 05.00 pm
4	Bid submission start date (Online)	18.11.2022 05.00 pm
5	Bid submission closing date (Online)	28.11.2022 05.00 pm
7	Last date of submission of uploaded copies of Tender Documents & EMD (offline)	30.11.2022 12.00 pm
8	Bid opening date for Technical Proposal (Online)	30.11.2022 05.00 pm
9	Date of uploading technically qualified bidders (Online)	To be notified in due course
10	Date of opening Financial Bids (Online)	To be notified during uploading of Technical Evaluation Sheet of bidders
11	Date of uploading of list of bidders along with final rate, after negotiation with all e-Tenderers if necessary(Offline)	To be notified in due course.

Last date & time of submission of bids online is: 28.11.2022 at 05:00 pm.

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.

INSTRUCTION TO BIDDERS (ITB)

Section – A

1. General Guidance for e-Tendering

1.1 Instructions / Guidelines for e-Tenderers for electronic submission of the e-Tenders online have been shown in Web site **https://wbe-Tenders.gov.in**

1.2 **Registration of Contractors**

Any contractor willing to take part in the process of e-Tendering will have to be enrolled and registered with the Government e-Procurement System.

1.3 **Digital Signature Certificate (DSC)**

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of e-Tenders.

1.4 Collection of e-Tender Documents

The contractor can search and download NIT and e-Tender documents electronically from computer 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 e-Tender documents.

1.5 Participation in more than one work

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm or registered company. If found to have applied severally in a single job, all his applications will be rejected for that job.

2. **Submission of e-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, virus scanned and digitally signed. Tenderers should specially take note of all the addendum/corrigendum related to the e-Tender and upload the latest documents as part of the e-Tender.

2.2 Technical Proposal

The Technical Proposal should contain scanned copies and/or a declaration in standardized formats of the following in two covers (folders).

A. Technical File (Statutory Cover) containing

i. NOTICE INVITING E-TENDER (NIT) **(to be submitted in "NIT" Folder).**

ii. Section B (Form I, Form II, Form III and AFFIDAVIT – Y)

(to be submitted in "FORMS" Folder).

iii. **Earnest Money Deposit (EMD)** is to be done through online by the tenderer vide Finance Departments Order No. 3975-F(Y), dated 28/07/2016.

iv. Instructions to Bidders. **(to be submitted in "ITB" Folder)**

v. General Terms & Conditions of Contract. **(to be submitted in "GT AND CC" Folder)**

vi. Technical Specification. **(to be submitted in "TS" Folder)**

Note: a)The EMD through online should be submitted physically to the office the Divisional Forest Officer, Durgapur Division as per the date & time schedule stated in N>IT. Technical Bid & Financial Bid both will be submitted concurrently duly digitally signed in the Website https://wbtenders.gov.in. Tender documents My be downloaded from website & submission of Technical Bid/Financial Bid as per Tender Schedule.

Note: b)**Addenda/Corrigenda, if published:** Contractors are to keep track of all the Addendum/Corrigendum issued with a particular e-Tender and upload all the above, digitally signed, along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as invalid and liable to be rejected.

A. My Document (Non-Statutory Cover)

Sl. No.	Category Name	Sub-Category Description		Document Name
				(For details see Clause 3 of ITB & relevant clauses of NIT)
A.	CERTIFICATES	CERTIFICATES	1	P.T. deposit receipt Challan
			2	GST Registration Certificate
			3	I.T.R. Acknowledgement Receipt (last 03 years)
			4	I.T. PAN Card
			5	Voter ID Card
B.	COMPANY DETAILS	COMPANY DETAILS	1	Proprietorship Firm - Trade Licence.
			2	Partnership Firm - Registered Partnership Deed, Registered Power Attorney, Trade licence.
			3	Pvt. Ltd. Company - Registration Certificate under Company's Act, MOA & AOA, Registered Power of Attorney, Trade licence.
			4	Registered Un-Employed Engineers and Labour Co-operative Societies Limited.
C.	CREDENTIAL	CREDENTIAL	1	Experience Profile- List of completed Projects of similar nature.
			2	Completion Certificate from the concerned Authority not more than 5 years old.
D.	EQUIPMENTS	PLANT&MACHINERIES **(OPTIONAL)**	1	Authenticated copy of invoice, challan and way bill (Machinery)
		LABORATORY **(OPTIONAL)**	2	Authenticated copy of invoice, challan and way bill (Laboratory)
E.	FINANCIAL (INFO)	TURN OVER	1	Authenticated copy of the Income Tax RETURNS
		PAYMENT CERTIFICATE	2	Only Payment Certificate of work issued by the Concerned Supervisor and not the TDS certificate
F.	DECLARATION	STRUCTURE & ORGANISATION	1	Details of Structure and Organization ITB Section B Form III.
		AFFIDAVIT	2	An affidavit made that no adverse report against the bidder

2.3. Financial Proposal

i) The financial proposal should contain the Bill of Quantities (B.O.Q.) in one cover (folder). The contractor is to quote the rate in the space marked for quoting rate in the B.O.Q.

ii) Only downloaded copy of the B.O.Q. are to be uploaded quoting the rate, virus scanned & digitally signed by the contractor.

3. Eligibility Criteria for participation in e-Tender:

(a) The intending bidders should have proper license for engaging labourers on contract.

(b) All categories of prospective Tenderers who have successfully completed similar mature of supply works in tender under any Govt. Sector/Govt. Undertaking shall have to submit valid and up-to date Professional Tax receipt challan, GSTIN registration certificate, Income Tax return Acknowledgement receipt, PAN card issued by Income Tax Department, Voter ID card, Trade license and authorized dealership for 2022-23 of the required product in respect of the prospective Tenderer.

(c) 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 e-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 e-Tender. The Power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908. (Non-statutory Documents).

(d)Neither prospective Tenderer nor any of the constituent partners had been debarred to participate in any e-Tender by Forest Dept., P.W.D., P.W.(R)D & P.W.(C.B.)D, Housing Department, W.B. or C.P.W.D. or M.E.S or Railways during 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]

(e)The 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]

(f)Registered Un-employed Engineers' Co-operative Societies / Labour Co- operative Societies are required to furnish the following documents: - [Non-statutory Documents]

i) Current "No Objection Certificate" from the Assistant Registrar of Co-operative Societies.
ii) Supporting documents showing area of operation.
iii) Bye-laws duly approved by the Assistant Registrar of Co-operative Societies.
iv) Name with address and signature (in original) of the present Board of Directors of the Co-operative Society
v) Copies of Minutes of last Annual General Meeting and Audit Report of the Co-operative Society with the evidence of submission of the same to the concerned Authorities, duly attested.

(g)The prospective Tenderers or any of their constituent partner 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)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 applied severally in a single job, all his applications will be rejected for that job.
(i)No conditional / Incomplete e-Tender will be accepted under any circumstances.

(j). The Financial Eligibility:

a. The bidder should have successfully completed at least one similar type of supply work during last 05 (five) years for a single contract of value not less than 50% of the estimated cost put to Tender.
b. The bidders should also produce credential of 02 (two) similar nature of completed supply work, each of the minimum value of 30% of the estimated amount during 05 (five) years prior to the date of issue of tender.

(k) Any Tenderer who has a bad reputation of non completion of work within scheduled time or whose work order was terminated for such cause may not be qualified in the technical bid evaluation.

4. Opening of Technical Proposal

Technical proposals will be opened by the authorized representatives electronically from the website stated in Clause 2.1, using their Digital Signature Certificate.

Intending Tenderers may remain present, at the time of opening of e-Tender, if they so desire.

Cover (Folder) for Statutory Documents should be opened first, if found in order, Cover (Folder) for Non-statutory Documents will be opened. If there is any deficiency in the Documents, the e-Tender will summarily be rejected.

Decrypted (transformed into readable formats) documents of the Non statutory Cover will be downloaded, and handed over to the e-Tender Evaluation Committee (constituted for evaluation of e-Tenders).

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

Pursuant to scrutiny and decision of the e-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 portals.

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 cannot be 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 to be intimated in the final summary list.

7. Opening and Evaluation of Financial Proposal

Financial proposals of the Tenderers declared technically eligible by the e-Tender Evaluation Committee will be opened electronically from the web portal stated on the prescribed date, normally after 2(two) working days of date of publication of final summary list of the e-Tenderers.
The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.
After evaluation of Financial Proposal, by the appropriate Authority of WBFOREST, may upload the final summary result containing inter-alia, name of contractors and the rates quoted by them against each work provided E-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 e-Tender:
Financial bid of technically qualified single / two Tenderers may not be opened. Re-Tender may be invited immediately in the process of evaluation as per norms of e-Tender as per G.O. No. 925/F(Y) dated 14/02/2017.

9. Acceptance of e-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 e-Tenders, for valid reasons and also reserves the right to distribute the work amongst more than one Tenderer at the accepted rate after formal consultation with L1 (accepted rate) bidder and taking consent of L1 bidder for smooth & quick completion of the work.

10.Penalty for suppression / distortion of facts
If any e-Tender 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 e-Tenders on e-Tender platform for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the **WBFOREST DEPARTMENT** may take appropriate legal action against such defaulting Tenderer.

11. Brief details on the nature of work:

a)	**Name of the project**	**:**	**Supply & Installation of DG Set under state development scheme**
b)	**Project ID**	**:**	**WBFOR/DGP/SDS/Supply & Installation of DG Set/NIT/35(e) of 2022-23**
c)	**Job ID**	**:**	**WBFOR/DGP/SDS/Supply & Installation of DG Set/NIT/35(e) of 2022-23**
d)	**Nature of Work**	**:**	**Supply & Installation of DG Set under state development scheme**
e)	**Contractors eligible to submit the e-Tender**	**:**	**As stated in item 3 (a) to 3 (k) of this ITB**

12. Earnest Money Deposit (EMD @ 2% of total tendered amount)

a) Payment procedure :: (Vide Memo No. 3975-F(Y) dated 28.07.2016).

A. Login by bidder:

a. A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRIs, etc. shall login to the e-Procurement portal of the Government of West Bengal https://wbtenders.gov.in using his login ID and password.

b. He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:

I. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gat way;

II.RTGS/NEFT in case of offline payment through bank account in any Bank.

B. a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:

i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.

ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.

iii. Bidder will receive a confirmation message regarding success/failure of the transaction.

iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government /PSU/Autonomous Body/local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.

v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

b. Payment through RTGS/NEFT:

i. On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having he details to process RTGS/NEFT transaction.

ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.

iii. Once payment is made, the bidder Will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify he payment made and continue the bidding process.

iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government /PSU/ Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.

v. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.

vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

C. Refund/Settlement Process:

i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.

ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such re und will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal y the tender inviting authority.

iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L_1 and L_2 bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on ~ejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.

iv. If the L_1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L_2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place with n T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L_1 bidder is uploaded to the e-Procurement portal by the tender inviting authority.

v. As soon as the L_1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement t portal –

a) EMD of the L_1 bidder for tender of State Government offices will automatically get transferred from the pooling account to the State-00-103-001Government-07‖throughdepositGRIPS the bank particulars of the L_1 bidder.

b) EMD of the L_1 bidder for tenders of the State PSUs/Autonomous Bodies/Local Bodies/PRIs, etc. will automatically get transferred from the pooling account to their respective inked bank accounts along with the bank particulars of the L_1 bidder.

In both the above cases, such transfer will take place within T+1 Bank Working Days where T

will mean the date on which the Award of Contract (AOC) is issued.

vi. The Bank will share the details of the GRN No. generated on successful entry in GRIPS with the E-Procurement portal for up action.

vii. Once the EMD of the L_1 bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt -60head-800-013-27‖—0070through GRIPS for Government bank accounts for State PSU/Autonomous Body/Local Body/PRIs, etc. tenders.

viii. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD & Tender Fees (if any) were initiated.

13. **Opening of e-Tender:**

(a) The Technical Bid shall be publicly opened by the authority receiving e-Tender or by his authorized representative, as per the Date & time Schedule mentioned in NIT.

(b) Prospective Tenderers or their authorized representatives may be present during the opening process.

(c) Financial Bids of only those Tenderers who would qualify in the Technical Bid evaluation will be opened.

(d) The intending Tenderers shall clearly understand that whatever may be the outcome of the present Invitation of e-Tender, no cost of e-Tendering shall be reimbursable by the Government. **The Divisional Forest Officer, Durgapur Division**, W.B. reserves the right to reject any e-Tender or all Tenders without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Tenderer at any stage of Tendering.

(e) The acceptance of the Tender rests with **The Divisional Forest Officer, Durgapur Division**, W.B. who does not bind himself to accept the lowest Tender and reserves to himself the authority to reject any or all the Tenders received without assigning any reason thereof.

(f) Intending Tenderers are encouraged to inspect the site of work and get themselves thoroughly acquainted with the local condition and all factors which may affect their rates. Prior to the site visit the intending Tenderers must inform **The Divisional Forest Officer, Durgapur Division**, W.B. about the time and date of the visit.

14. The selected Contractor must arrange to procure all materials required for the proper completion of the work (as per the Technical Specifications of the e-Tender document). The Employer will not on any account be responsible for procuring the same.

15. The selected contractor shall apply to the **The Divisional Forest Officer, Durgapur Division** W.B. for seeking permission for utilization of land at the close proximity of the site for arranging required plant & machineries, store of materials etc. at his own cost and responsibility. All such temporary shed etc. shall have to dismantled and all debris etc. cleared from site post completion of the work or as directed by the **The Divisional Forest Officer, Durgapur Division**. Once an order to the effect is issued from the **The Divisional Forest Officer, Durgapur Division** W.B. in this regard, it shall be brought to effect by the contractor without contest.

16. Validity of Bids:

Bid shall remain valid for one year from the last date of bid submission. Bid validity for a shorter period shall be rejected by e-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 e-Tender to this Office and Directorate of Forests, Government of West Bengal for a minimum period of 1 (one) year.

17. Verification of credentials/onsite projects:

Before issuance of the work order, the e-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.

18.Cancellation of e-Tender:

The Divisional Forest Officer, Durgapur Division, W.B. reserves the right to cancel this N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

19. Security Deposit:

The successful Tenderers have to deposit 3% Security Money as mentioned in the schedule through Treasury Challan under H/S:-**8443-00-109-003-07-Security Deposit (Operator ID 54)** 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.

20. Technical Specification and Quality of Works:

All works are to be carried out as per plan, specification and estimate of works subject to modification made in writing by the undersigned or his authorized officer.

21. Deduction of Taxes Etc:
Deduction of Income Tax, GST and any other extant taxes as applicable from the Contractor's Bill will be made as per Govt. rules.

22. Maintenance Period:
The Contractor will be liable to maintain the work at the appropriate service level to the satisfaction of **The Divisional Forest Officer, Durgapur Division**, W.B. at his own cost for a period of Security Period/Maintenance period, which is 6(six) months from the date of completion of the work in all respect. If any defect/damage is found during the period as mentioned above, the Agency shall make the same good at his own cost. Failure to do so, penal action against the Agency will be imposed by the Government as deem fit. The Agency will have to quote his rate considering the above aspect. Also the Prospective Tenderers shall have to execute the work in such a manner so that appropriate service level of the work is kept during progress of work and the period of maintenance.

23. 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:-

a. Form of Agreement
b. e-Tender Form
c. Technical Specifications
d. General Terms and Conditions
e. Relevant PWD(W.B.) Schedule of Rates
f. Instructions to Bidders
g. N.I.T.

24. Mobilization Advance/ Cost Over Run:
No Mobilisation Advance and Secured Advance will be allowed. Time / cost overrun and consequent cost of escalation for any materials, labour, P.O.L. etc. will not be allowed.

25.Canvassing in connection with the e-Tender is strictly prohibited.

26.Site of work and necessary drawings may be handed over to the successful Tenderer along with the work order or in a phase wise manner as deemed fit by **The Divisional Forest Officer, Durgapur Division**, W.B. No claim in this regard will be entertained.

27. The successful Tenderer will have to start the work as per the work order. He has to complete different stages of work as per time frame specified in the NIT/work order. However, **The Divisional Forest Officer, Durgapur Division**, W.B may subsequently alter time frame.

28. The Successful Tenderer will be required to obtain valid registration certificate & labour licence from respective offices where work by them are proposed to be carried out under the Contract Labour (Regulation & Abolition) Act, 1970 and the same should be submitted to **The Divisional Forest Officer, Durgapur Division**, W.B.

29. The successful Tenderer shall have to comply with the provision of (a) the Contract Labour (Regulation & Abolition) Act,1970 and (b) the Minimum Wages Act, 1948 and the Notifications thereof or other laws relating thereto and the rules made and orders issued thereunder from time to time, failure to do so will be treated as breach of contract and **The Divisional Forest Officer, Durgapur Division**, W.B. may in his discretion cancel the contract. The contactor 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.

30. The contractor shall not be entitled for any compensation for any loss suffered by him due to delay arising out for modification of the work, due to non-delivery of the possession of site and / or modification of work

31. Prevailing safety norms has to be followed by the successful Tenderer during execution of the work so that LTI (Loss of time due to injury) is zero.

32. Guiding schedule of works should be followed as per existing norms, patterns, lying in the working division.

33. The contractor shall abide by all acts and rues, especially but not limited to the field of forests, wildlife and biodiversity.

34. A Tenderer is to quote in figures as well as in words, his rates in the following forms in his cases against the estimated value put to e-Tender.

35. In the event of a e-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.

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

37. It must be clearly understood that the quantities of the various items indicated in the schedule or probable items are approximate only and may be increased or decreased during actual execution. The contractor shall remain effected by alteration.

38. The estimated cost is exclusive of the GST (CGST & WBGST) & Labour Cess but inclusive of all other Taxes, Cess etc. GST (CGST & WBGST) & Labour Cess shall be added over the offered rate as per prevalent rate. The intending bidder should quote there rate accordingly.

39. a. Additional Performance Security @ 10% of the Tender Amount shall be obtained from the successful bidder if bid value is 80% or less of the estimate. Successful bidder will be submit bank guarantee of any schedule bank vide W.B. Fin. Memo No. 4608-F(Y), Dated- 18.07.2018. If the bidder fails to submit the additional performance security within scheduled time, his earnest money will be forfeited and other necessary action will be taken as per tender like black listing of the contractor.

b. The Bank Guarantee shall be returned on successful completion of the contract. If the bidder fails to complete the work successfully, the Additional Performance Security shall be forfeited.

40. Work Order will be issued on receipt of the Sanction from the Competent Authority.

41. The successful bidder will have to cover 1 year guarantee period against any manufacturing defects, maintenance & if required replacement in needed.

RATES ARE FIRM FOR THE PERIOD OF THE PROJECT. IN CASE ANY ABNORMAL DEVIATION IS OBSERVED DURING THE COURSE THE E-TENDER ACCEPTING AUTHORITY MAY REFER TO THE APPROPRIATE HIGHER AUTHORITY OF DIRECTORATE OF FORESTS, GOVT. OF WEST BENGAL IN DECIDING ON THE RATE REVISIONS (IF NEEDED).

Divisional Forest Officer
Durgapur Division

Memo No. 4145 (7) / 2-5 **Dated Durgapur, the: 11/11/2022**

Copy forwarded for kind information to:-

1. The Principal Chief Conservator of Forests (HOFF), West Bengal.
2. The Addl. Principal Chief Conservator of Forests & Chief Conservator of Forests South East Circle, West Bengal.
3. The Chief Conservator of Forests, MIS with a request to kindly arrange to upload in the Departmental website within 17/11/2022.
4. The Divisional Forest Officer, Burdwan/Birbhum Division.
5. The Assist. Divisional Forest Officer, Durgapur Division.
6. Notice Board, Durgapur Division.

Divisional Forest Officer
Durgapur Division

Section – B

FORM-I
APPLICATION

To
The Divisional Forest Officer
Durgapur Division.

Subject: Name of the Work with e-Tender reference no. _____.

Reference: (N.I.T No.)_____

Dear Sir,
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

(a) e-Tender Inviting Authority and Accepting Authority can amend the scope and value of the contract bid under this project

(b) e-Tender Inviting Authority and Accepting Authority reserve the right to reject any e-Tender without assigning any reason.

The application is made by me/us on behalf of _____in the capacity of _____duly authorized to submit the e-Tender.

Enclosure:

(1) Technical Proposal (Envelop-1/Folder)
(2) 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 E-TENDERER)

To
The Divisional Forest Officer
Durgapur Division.

Dear Sir/ Madam,

Ref:- Work for .....
e-Tender Reference No. .....

1. I/We refer to the e-Tender notice issued by you for miscellaneous works in _____ Division vide e-Tender reference no. _____mentioned above.
2. I/ We do hereby offer to perform, provide execute, complete and maintain the works in conformity with the drawings, conditions of contract, specifications, Schedule of Quantities for the sum of Rs.....(quoted in Financial BOQ)..... only at the respective quoted ITEM WISE rates mentioned in the Schedule of Quantities.
3. I/ We have satisfied myself/ ourselves as to the site conditions, examined the drawings and all aspects of e-Tender conditions, subject above, I/ We hereby agree, should this e-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 the works within…....days.
4. I/ We have deposited the earnest money of Rs._____only which, I/ We note that deposited EMD, will not bear any interest and is liable for forfeiture-
   (i) If our offer is withdrawn within the validity period of acceptance.
   (ii) If the contract is not executed within 15 days from the date of receipt of the letter of acceptance. Or

(iii)If the work is not commenced within 10 days after issue of work order/ handing over of the site whichever is later.

5. I/ We understand that you are not bound to accept the lowest or any e-Tender you receive.

Yours faithfully,

Signature.....
Designation : .....
Address : .....

Name of Partners of our Firm:

1) _____.
2) _____.

Section – B

FORM – III
STRUCTURE AND ORGANISATION

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

A.2. Office Address:

Telephone No.:
Fax No.: e-mail :

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

AFFIDAVIT – Y

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

(I) 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.

(II) The undersigned also hereby certifies that neither our firm M/S_____ nor any of constituent partners had been debarred to participate in e-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.

(III) 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 Deputy Conservator of Forests, W.B. herein referred to as the e-Tender Inviting & Accepting Authority, to verify this statement.

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

(V) Certified that I have applied in the e-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:_____