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GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF FORESTS  
**OFFICE OF THE DIVISIONAL FOREST OFFICER**  
**MALDA DIVISION**  
NAZRUL SARANI, MALDA, W.B. – 732101

Memo No. 365/13-22

Dated, Malda, the 14<sup>th</sup> March, 2018.

NOTICE INVITING TENDER No. - 02(e)/Sabujshree/MLD of 2018-19.

## 1. General Guidance for e-Tendering

- 1.1 Instructions / Guidelines for tenderers for electronic submission of the tenders online have been shown in Web site <https://wbtenders.gov.in>  
**Specimen of Publicity Materials are available in the Office of the Divisional Forest Officer, Malda Division. Intending Tenderers may collect the same there from on any working day during office hours.**
- 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 tenders.
- 1.4 **Collection of Tender Documents**  
The contractor can search and download NIT and 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 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. If found to have applied severally in a single job, all his applications will be rejected for that job. A prospective Tenderer (including his participation in partnership) shall be allowed to participate in a single work as mentioned in the List of Work(s) of this NIT.

## 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 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 covers (folders).

### **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) and the cost of Tender Documents (Tender Fees)** is to be remitted by the Tenderer as mentioned in column no. 5 and 6 of the table for List of Works in the shape of Demand Draft / Banker's Cheque issued from any Nationalized Bank in favour of **Divisional Forest Officer, Malda Division** , payable in Malda, West Bengal **(to be submitted in "DRAFTS" Folder).**
- 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. Drawing if Any to **("DRAWING" Folder)**

#### **Note:**

- a) The EMD and Cost of Tender Documents should be submitted physically to the office of the **Divisional Forest Officer, Malda Division** in a sealed cover as per the 'Date & Time Schedule' stated in Sl. No.11 of this N.I.T. **under sealed cover at least 24 hours** before the opening of technical bid. Technical Bid & Financial bid both will be submitted concurrently duly digitally signed in the Website <https://wbtenders.gov.in>. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender Schedule.
- b) Addenda/Corrigenda: if published. Contractors 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 will be treated as informal and liable to be rejected.

## **B. My Document (Non-Statutory Cover)**

Sl. No.	Category Name	Sub-Category Description	Document Name
			(For details see cl. 6 A-2 of Section - A of ITB & relevant clauses of NIT)
A.	CERTIFICATES	CERTIFICATES	1 P.T. deposit receipt Challan
			2 VAT Registration Certificate
			3 I.T.R. Acknowledgement Receipt
			4 I.T. PAN Card
			5 Voter ID Card
			6 Enlistment Certificate
B.	COMPANY DETAILS	COMPANY DETAILS	1 Proprietorship Firm - Trade Licence.
			2 Partnership Firm - Registered Partnership Deed, Registered Power of 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 (as mentioned in NIT Section - B, Form - V).
			2 Completion Certificate from the concerned Supervisor which is applicable for eligibility in this bid [According to Cl. 6(i) of NIT]
D.	EQUIPMENTS	1. PLANT & MACHINERIES (OPTIONAL)	1 Authenticated copy of invoice, challan and way bill (Machinery)
		2. LABORATORY (OPTIONAL)	2 Authenticated copy of invoice, challan and way bill (Laboratory)
E.	FINANCIAL (INFO)	WORK IN HAND (OPTIONAL)	1 Authenticated copy
		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 Organisation (NIT-Section - B, Form - III)
		AFFIDAVIT	2 An affidavit made that no adverse report against the bidder (NIT Section - B, Affidavit - Y)

### **2.3. Financial Proposal**

The financial proposal should contain the Bill of Quantities (B.O.Q.) in one cover (folder). The contractor is to quote the percentage rate (Presenting Excess / Less / Excess or Less 0.00% to indicate at par online through computer in the space marked for quoting rate in the B.O.Q. 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 tender:

- (a) All categories of intending Tenderers shall have satisfactorily completed as a prime agency during the last 3 (three) years prior to the date of issue of this Tender Notice either of the following :
- (i) At least one work of similar nature with an estimated cost equal to or more than the estimated cost put to this notice ; or
  - (ii) At least two works of similar nature with an estimated cost of each of the works equal to at least 50% of the estimated cost put to this notice in any one year ; or
  - (iii) At least three works of similar nature with an estimated cost of each of the works equal to at least 33% of the estimated cost put to this notice in any one year,
- (b) Provided that such similar works should have been implemented in Government Department, Zilla Parishad, Government undertaking / Statutory Bodies constituted under the statute of the Government. Completion Certificate indicating Estimated Amount, Value of work-done, date of completion of the work and detail communicational address along with contact number of the Client should be submitted. In the case of works undertaken for P.W.D./C.P.W.D/ M.E.S./ Railways, a Completion Certificate from the concerned Appropriate Authority will be treated as valid credential. [Non-statutory Documents]
- (c) For the purpose of this project 'similar works' would mean **Supply of Publicity Materials under Malda Division.**
- (d) 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, Voter ID Card and Trade Licence in respect of the prospective Tenderer.
- (e) 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].
- (f) Neither prospective Tenderer nor any of the constituent partners had been debarred to participate in any Tender by the Govt. Departments, Zilla Parishad, Panchayat Bodies, 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].

- (g). 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]
- (h). 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.
- (i). 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.
- (j). Joint Ventures will not be allowed.
- (k). A prospective Tenderers 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.
- (l). A prospective Tenderer (including his participation in partnership) shall be allowed to participate in **only one work** as mentioned above in the List of Work(s) conforming to and limited to this N.I.T.
- (m). 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 2.1, using their Digital Signature Certificate.

Intending tenderers may remain present, 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 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).

#### **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 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 be intimated in the final summary list.

#### **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, normally after 2(two) working days of date of publication of final summary list of the 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 **Divisional Forest Officer, Malda Division** , may upload the final summary result containing inter-alia, name of contractors 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.**

Financial bid of technically qualified single / two tenderers may not be opened immediately. 2nd call may be invited immediately after technical evaluation and uploading the list of the technically qualified bidders(s) of the 1st call. If such bidder(s) technically qualified in the 1st call intend(s) to change their rates quoted in the 1st call, they are to purchase tender paper afresh. In case of non purchase, the rates quoted in the 1st call would remain valid. After selection of technically qualified tenderers for 2nd call (in case new tenderer other than the existing tenderer of the 1st call), financial bid of both 1st and 2nd call would be opened. Financial evaluation would be made in a combined way considering both 1st and 2nd call. However, in case tenderer(s) of 1st call submit(s) fresh tender in 2nd call, rates of 2nd call should be considered in the process of evaluation.

## 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.

## 10. Penalty for suppression / distortion of facts

If any 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 tenders on e-Tender platform for a 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the **Divisional Forest Officer, Malda Division** may take appropriate legal action against such defaulting tenderer.

## 11. Schedule of Dates:

Sl. No.	Activity	Date
1.	Publishing Date	15/03/2018
2.	Document Sale Start Date	15/03/2018 From 10:00 AM.
3.	Bid Submission Start Date	15/03/2018 From 10:00 AM.
4.	Bid Submission End Date	22/03/2018 upto 05:00 PM.
5.	Cost of Tender & EMD (Demand Draft/Banker's Cheque) in Original Copy Physically Submission in Offline	From 15/03/2018 (Time- 11:00 A.M.) to 23/03/2018 (upto Time 02:00 P.M.).
6.	Date of opening Technical Bid	26/03/2018 at 12:00 noon at the Office of the <b>Divisional Forest Officer, Malda Division, Nazrul Sarani, P.O. &amp; Dist: Malda, Pin: 732101.</b>
7.	Date of uploading of list of technically qualified bidders (online)	To be notified in due course.
8.	Date of opening of Financial Bid (online).	To be notified in due course.
9.	Date of uploading of list of bidders along with the final rates (online), after negotiation, with all tenderers, if necessary (offline).	To be notified in due course.

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



Notice Inviting Tender: - 02(e)/ Sabujshree/MLD of 2018-19.

The **Divisional Forest Officer, Malda Division**, 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 Tender can be made online through the website <https://wbtenders.gov.in> only].

**1. List of Work(s):**

Sl. No.	Name of work	Tender Fees And EMD Payable to	Estimated Amount Put to tender (Rs.)	Amount of Earnest Money to be deposited (Rs.)	Cost of tender documents (Tender Fees, in Rs.)	Period of Completion of the work
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	<b>Supply of Publicity Materials under Malda Division</b> <i>(Specification of Publicity Materials as described in BOQ)</i>	<b>Divisional Forest Officer, Malda Division</b> Payable in Malda, W.B.	Rs. 5,00,000/-	Rs 10,000/-	Rs. 1000/-	<b>15 Days from the date of issue of work order.</b>

\*\*\* Cost of tender documents should be deposited in the form of Demand Draft /Banker's Cheque drawn in favour of **Divisional Forest Officer, Malda Division**, payable at Malda, West Bengal.

**2. Brief details on the nature of work:**

2.a)	Name of the project work	<b>Supply of Publicity Materials under Malda Division.</b>
2.b)	Nature of Work	<b>Supply of Publicity Materials under Malda Division as per specification specified in BOQ.</b>

**3. Tender Document costs (Tender Fees) & Earnest Money Deposit (EMD):**

- a) Earnest Money Deposit (EMD) and the cost of Tender Documents (Tender Fees) is to be remitted by the Tenderer as mentioned in column no. 5 and 6 of the table for List of Works in the shape of Demand Draft / Banker's Cheque issued from any Nationalised Bank in favour of "**Divisional Forest Officer, Malda Division**", payable at Malda, W.B.
- b) **There is no exemption** of any kind for any of the eligible contractors towards cost of tender document fee or **EMD**.
- c) **Refund of EMD:** The EMD of the unsuccessful Tenderers deposited in favour of "**Divisional Forest Officer, Malda Division**" will be refunded without any

interest on receipt of application addressed to the **Divisional Forest Officer, Malda Division, Malda** from Tenderers as per relevant Govt. Rules.

- d) Intending Tenderers should download the Tender Documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. **Specimen of Publicity Materials are available in the Office of the Divisional Forest Officer, Malda Division. Intending Tenderers may collect the same there from on any working day during office hours.**
- e) **The original instrument (Demand Draft / Banker's Cheque) towards the cost of Tender Documents (Tender Fees) and Earnest Money Deposit (EMD) should be submitted physically by the Tenderer to the office of the DIVISIONAL FOREST OFFICER , MALDA DIVISION, NAZRUL SARANI, P.O & DIST: MALDA, PIN: 732101 in a sealed cover as per the 'Date & Time Schedule' stated in Sl. No.11. of this N.I.T.**
- f) In case of partnership firm(s), the pledged instrument(s) must reflect the name(s) of the firm as well as the name(s) and address(es) of the partner / partners who is/are authorized to pledge the same as per valid partnership deed(s).
- g) Both Technical Bid and Financial Bid should be submitted duly digitally signed by the Tenderer through the website <http://wbtenders.gov.in> as per the 'Date & Time Schedule' stated in Sl. No.03. of this N.I.T. (Details of which has been narrated in '**Instruction to Bidders**')

#### **4. Opening of Tender:**

- (a) The Technical Bid shall be publicly opened by the authority receiving 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 **Divisional Forest Officer, Malda Division** or his authorized representative opening the Financial Proposal may call for Open Bid/Seal Bid after opening of the said tender to obtain the suitable rate further, if required. If any of the Tenderers or their representatives fails to attend during this process no subsequent objection would be entertained under any circumstances at any later date or time.
2. The intending Tenderers shall clearly understand that whatever may be the outcome of the present Invitation of Tender, no cost of Tendering shall be reimbursable. The **Divisional Forest Officer, Malda Division** reserves the right to reject any 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.

3. The acceptance of the tender rests with the **Divisional Forest Officer, Malda Division** 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.
4. Intending Tenderers at their own cost and risk 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, Malda Division, Ph. No 03512-223788** or email (**dfomalda13@gmail.com**) about the time and date of the visit.
5. The selected Contractor must arrange to procure all materials required for the proper completion of the work including cement and steel (as per the Technical Specifications of the tender document). The Employer will not on any account be responsible for procuring the same.
6. The selected contractor shall apply to the **Divisional Forest Officer, Malda Division** for seeking permission for utilization of land at the close proximity of the site for arranging required plant & machineries, store of materials, labour shed, laboratory 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 **Divisional Forest Officer, Malda Division** . Once an order to the effect is issued from the **Divisional Forest Officer, Malda Division** in this regard, it shall be brought to effect by the contractor without contest.

#### **5. VALIDITY OF BIDS:**

Bid shall remain valid upto **31/03/2019**. 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 for a minimum period of 1 (one) year and legal action will be taken against him.

#### **6. 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.

#### **7. CANCELLATION OF TENDER :**

The **Divisional Forest Officer, Malda Division** reserves the right to cancel this N.I.T. due to unavoidable circumstances and no claim in this respect will be Entertained.

8. **SECURITY DEPOSIT :**

The successful Tenderer to whom a Letter of Acceptance has been issued shall submit within 10 (Ten) days from the date of Letter of Acceptance, deposit an amount equal to 10% of the tendered amount in favour of “**Divisional Forest Officer, Malda Division**”. Under any circumstances the earnest money will not be adjusted with the Security Deposit in case of successful tenderer.

9. **TECHNICAL SPECIFICATION AND QUALITY OF WORKS:**

Unless otherwise stipulated all the works are to be done as per the Technical Specifications of the tender document. Contractor may refer to the relevant PWD (W.B.) Schedule of Rates for the working area including up to date addenda and corrigenda, if any, published by Public Works Department, Government of West Bengal. The project should be executed as per IS CODE /IRC/MOST/MORTH standards or higher regarding the quality of materials and various items of works.

10. **DECUCTION OF TAXES ETC:**

Deduction of Income Tax from the Contractor's Bill will be made as per Govt. rules. Labour Welfare Cess @ 1% (one percent) of the cost of supply works will be deducted from every Bill of the selected agency (if applicable). GST, Royalty & all other statutory levy/ Cess (as applicable, if any) 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.

Deduction of Tax shall be made as per provision of the GST Act, 2017 with up to date amendments (if any).

The Agency will be liable to maintain the supply work at working portion at the appropriate service level to the satisfaction of the **Divisional Forest Officer, Malda Division** at his own cost for a period of Security Period/Maintenance period which is one year from the date of completion of the work . 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 Security Period from the date of successful completion of the work to the entire satisfaction of the **Divisional Forest Officer, Malda Division** may be considered towards release of “Security Deposit”.

In case of ascertaining Authority at any stage of application or execution of work necessary registered power of attorney is to be produced.

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

## 12. MOBILISATION 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.

- 13 Canvassing in connection with the tender is strictly prohibited in the Tender submitted by the Contractor. Subletting act, outsourcing of work is strictly prohibited and will lead to cancellation of the contract and forfeiture of Security Deposit.
- 14 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, Malda Division** . No claim in this regard will be entertained.
- 15 The successful Tenderer will have to submit four sets of all the Tender Documents along with BOQ in connection with this Tender in hard copy within 7 (Seven) days from the date of receipt of Letter of Acceptance of the Tender. Failure to do so will be liable to termination/rejection of Tender with forfeiture of Earnest Money without any reference to the Contractor.
16. The successful Tenderer will have to start the supply work as per the work order to commence the work.
17. The contractor shall not be entitled for any compensation for any loss suffered by him due to delay arising out for modification of the supply work, due to modification of drawing and design & specification.
18. 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.

19. 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.
20. A Tenderer is to quote in figures as well as in words, his rates in the following forms as applicable in his cases against the estimated value put to tender of the tender form. The rate shall be clearly and legibly written and the whole writing must be by the hand of the person signing the tender and the same pen and ink. Erasing and over writing SHALL NOT BE ALLOWED. Correction in the rate should be avoided but if this becomes unavoidable, the entire rate and not a portion only shall be scored out and signed (not simply initialled) by the Tenderer in token of such cancellation. A fresh rate in one of the specific form and in the specified manner shall then be correctly written.
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.
23. 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 appreciably increased or decreased during actual execution. The contractor shall remain effected by alteration.

**RATES ARE FIRM FOR THE PERIOD OF THE PROJECT. INCASE ANY ABNORMAL DEVIATION IS OBESERVED DURING THE COURSE THE TENDER ACCEPTING AUTHORITY MAY REFER TO THE CONSULTANT AND TAKE A DECISION THROUGH APPROPRIATE AUTHORITY IN DECIDING ON THE RATE REVISIONS ( IF NEEDED ).**

Sd/- K. Sarkar, IFS,  
Divisional Forest Officer,  
Malda Division

Copy along with the copy of Tender Notice No. 02(e)/Sabujshree/MLD of 2018-19 is forwarded for information & taking necessary action to circulate the notice widely :-

- 1) The Principal Chief Conservator of Forests, & HoFF, West Bengal.
- 2) The Principal Chief Conservator of Forests, General, West Bengal.
- 3) The Principal Chief Conservator of Forests, Wild Life & Chief Wildlife Warden, West Bengal.
- 4) The Addl. Principal Chief Conservator of Forests, North Bengal.
- 5) The Chief Conservator of Forests, Conservation & Extension, West Bengal.
- 6) The Conservator of Forests, North-West Circle, West Bengal
- 7) The Sabhadhipati, Zilla Parishad, Malda.
- 8) The District Magistrate, Malda.
- 9) All Divisional Forest Officer, West Bengal.
- 10) The District Information & Cultural Officer, Malda.
- 11) The All Range Officers under Malda Division.
- 12) The Asstt. Divisional Forest Officer, Malda Division.
- 13) The Section in Charge, Accounts Section, Malda Division.
- 14) The Section in Charge, Budget Section, Malda Division.
- 15) Notice Board.

Sd/- K. Sarkar, IFS  
Divisional Forest Officer,  
Malda Division

## 1. OPENING & EVALUATION OF TENDER

### A) Opening of Technical Proposal

- i) Technical proposals will be opened by the Tender Opening Authority or his authorized representative as per the Date & Time schedule mentioned in the N.I.T. electronically from the website stated in Clause 2 of this NIT using their Digital Signature Certificate.
- ii) Intending tenderers are encouraged to be present for observing the tendering opening procedure.
- iii) Statutory Cover shall be opened first and if found in order, Non-Statutory cover will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- iv) Decrypted (transformed in to readable formats) documents of the Statutory and Non Statutory Cover will be downloaded by the Tender Opening Authority.
- v) **Declaring summary list of technically qualified tenderers :-**
  - a. Pursuant to scrutiny and decision of the Tender Opening Authority, the summary list of technically qualified tenderers and the serial no. of work for which their proposal will be considered will be uploaded in the web portal. The list would be displayed vide notice board of the Tender Inviting authority, viz. **Divisional Forest Officer, Malda Division.**
  - b. While evaluation, the Tender Opening Authority 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 are not produced within the stipulated time frame, their proposals will be liable for rejection.
  - c. All prospective tenderers who fulfil the eligibility criteria conditions stipulated in Cl.(6) of this NIT become technically qualified for further process subject to provisions of Sub-Clause 7 v).(a) and 7.v).(b) mentioned above.

### B) Opening of Financial Proposal

- i) The financial proposal of the technically qualified tenderers will be opened by the Tender Opening Authority or his Authorized representative electronically as per the Date & Time Schedule mentioned in the N.I.T. from the website using their Digital Signature Certificates.
- ii) Intending technically qualified tenderers are encouraged to be present during this process.
- iii) Decrypted (transformed in to readable formats) B.O.Q. would be downloaded by the Tender Opening Authority.



## **PENALTY FOR SUPPRESSION / DISTORTION OF FACTS**

If any Tenderer fails to produce the original hard copies of the documents (specifically the completion certificates and audited balance sheets), or any other documents on demand of the Tender Opening Authority within specified time frame or if any deviation is detected in the submitted documents or if there is any suppression of facts, the tender will be rejected outright and appropriate legal action may be taken by the Government against such Tenderer.

## **AWARD OF CONTRACT**

- a) The Tender Inviting Authority reserves the right to accept or reject any Tender and to cancel the Tendering processes and reject all Tenders at any time and prior to the Award of Contract without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.
- b) The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter.
- c) The notification of award will constitute the formation of the Contract.
- d). The Agreement will incorporate all agreements between the Tender Accepting Authority and the successful Bidder. All the tender documents including NIT & B.O.Q. will be the part of the Contract Document.

Sd/- K. Sarkar, IFS  
Divisional Forest Officer,  
Malda Division

**Technical Bid Format**  
Form A - General Information about the Organization

	Particulars	Details to be furnished		
<b>Details of the Bidder (Organization)</b>				
1.	Name			
2.	Address			
3.	Telephone		Fax	
4.	E-mail		Website	
<b>Details of Authorized person</b>				
5.	Name			
6.	Address			
7.	Telephone		E-mail	
<b>Information about the Organization</b>				
	Status of Organization (Public Ltd./ Pvt. Ltd/ Institution/ University etc.)			
8.	Details of Registration of Organization	Date		
9.	Locations and addresses of offices (in India and overseas)	Ref.		
10.	Enclose latest VAT Return			

\_\_\_\_\_  
**Signature of the Bidder**  
**with seal**

**Section - B**

**FORM-I  
APPLICATION**

To,

**Divisional Forest Officer ,  
Malda Division,  
Nazrul Sarani,  
P.O & Dist: Malda,  
Pin: 732101**

Subject: (Name of the Work with Tender reference no.)\_\_\_\_\_

Reference :(N.I.T. 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

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

- (1) Technical Proposal (Envelope -1/Folder)
- (2) Financial Proposal (Envelope -2/Folder)

Date:\_\_\_\_\_

Signature of authorized officer of the firm:\_\_\_\_\_

Title & 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) 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 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 **Malda Division** herein referred to as the 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 Tender Inviting & Accepting Authority.

(V) 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:\_\_\_\_\_

**Section-B**  
**FORM II**  
**(TO BE FILLED UP BY TENDERER )**

To,  
**Divisional Forest Officer ,**  
**Malda Division,**  
**Nazrul Sarani,**  
**P.O & Dist: Malda,**  
**Pin: 732101**

Dear Sir/ Madam,

Ref:- **Supply of Publicity Materials under Malda Division ; Tender Reference No. 02(e)/Sabujshree/MLD of 2018-19.**

1. I/We refer to the tender notice issued by you for supply works of Publicity Materials in connection with the above.  
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. .... (Rupees ..... ) only at the respective quoted percentage above / below the rates mentioned in the Schedule of Quantities.
2. I/ We have satisfied myself/ ourselves as to the site conditions, examined the drawings and 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 here to;  
b) Complete the works within .....days.
3. 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

  - (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 which ever is later.
4. I/ We understand that you are not bound to accept the lowest or any tender you receive.

Yours faithfully,

Signature.....

Designation : .....

Address : .....

**Name of Partners of our Firm:**

1. ....
2. ....

**Supply of Publicity Materials under Malda Division ; Tender Reference No. 02(e)/Sabujshree/MLD of 2016-17.**

GENERAL SUMMARY

Sl.No.	Description	Amount
1	<b>Supply of Publicity Materials under Malda Division.</b>	Rs. 5,00,000.00
	<b>TOTAL</b>	<b>Rs.5,00,000.00</b>

(in figures ) Rupees Five lakh only.

Time of Completion: ..... days

I/ We offer to execute the work :

- (i) At per with Rs..... as per priced schedule of quantities.
- (ii)..... %..... (in words) above the priced schedule of quantities .
- (iii)..... %..... (in words) below the priced schedule of quantities .

Total Rs. .... ( Rupees ..... ) only.

In Indian Rupees ..... ) only

Signature of Tenderer  
Accepting Authority  
With official seal

Signature of Tender Inviting  
Authority

Signature of Tender  
Authority

Signature of witness : .....

Name of Witness : .....

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:\_\_\_\_\_

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**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 employers 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 : .....