Government of West Bengal
Directorate of Forests
Office of the Divisional Forest Officer,
Jhargram Division
Ghoradhara, Jhargram- 721507
Ph. No. & Fax No. 03221-255010, Mail – dfojhargram.frd-wb@bangla.gov.in

NOTICE INVITING e-TENDER NO. 58 to 70/ MAINTENANCE OF QGS AND SAL PLANTATION FOR THE YEAR 2022-23 UNDER THE DIVISIONAL FOREST OFFICER, JHARGRAM DIVISION

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The Divisional Forest Officer, Jhargram Division , Jhargram, on behalf of Governor of West Bengal, invites **e-tender** for from bonafide, resourceful contractors/ suppliers for carrying out the following works at various Ranges of Jhargram Division as per following location details in the tables below.

LOCATION DETAILS AND FEES etc.

NIeT No.	Item of works	Range	Beat	Mouza & JL No.	FPC	Area (ha.)	Rate (Rs.)	Amount (Rs.)	Tender Amount (Rs.)	EMD (Rs.)
58	YI Maint. QGS	Silda	Barsole	Balaramdihi/118	Kapatkata	10	18063	180630	957339	19147
	YI Maint. QGS	Bhulaveda	Odalchua	Chirakuti/91	Chirakuti	5	18063	90315		
	YI Maint. QGS	Belpahari	Belpahari	Bhedakui/ 198	Bhedakui	5	18063	90315		
	YI Maint. QGS	Belpahari	Belpahari	Asthajuri/ 137	Asthajuri	5	18063	90315		
	YI Maint. QGS	Banspahari	Banspahari	Kheriarata/ 7	Kheriarata	7	18063	126441		
	YI Maint. QGS	Parihati	Kapgari	Kapgari/151	Kapgari	16	18063	289008		
	YI Maint. QGS	Parihati	Kapgari	Gobindapur/157	Kendasuli	5	18063	90315		
59	YI Maint. QGS	Parihati	Ergoda	Guiara/6	Guiara	8	18063	144504	975402	19508
	YI Maint. QGS	Gidhni	Kanaisole	Chandabilla/ 41	Muniada-Chandabila	20	18063	361260		
	YI Maint. QGS	Gidhni	Kanaisole	Dumuria/ 75	Biratdihi	5	18063	90315		
	YI Maint. QGS	Gidhni	Kanaisole	Nunia/ 108	Nunia	5	18063	90315		
	YI Maint. QGS	Jhargram	Dhabani	KJ/ 466	Raisageria	6	18063	108378		
	YI Maint. QGS	Manikpara	Kusumghati	Rajabasa/ 651	Thakurthan II	5	18063	90315		
	YI Maint. QGS	Lodhasuli	Chandri-II	Birihandi/ 828	Birihandi Madhupur	5	18063	90315		
60	YI Maint. QGS	Hatibari	Sasra	Ghorapincha/ 59	Sidhu Kanu Birsha	10	18063	180630	361260	7225
	YI Maint. QGS	Gopiballavpur	Kendugari	Bhondudahi/ 237	Urabhanga	10	18063	180630		
61	YI Maint. Sal	Parihati	Kapgari	Kuchasuli/ 164	Kuchasuli	10	28308	283080	849240	16985
	YI Maint. Sal	Hatibari	Sasra	Lutijhuri/ 50	Gohalbura	20	28308	566160		

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62	YI Maint. Sal	Jhargram	Pukuria	Pairachali/ 779	Petbindi-payrachali	5	28308	141540	424620	8492
	YI Maint. Sal	Lodhasuli	Chandri-II	Birihandi/ 828	Birihandi Madhupur	10	28308	283080		
63	YII Maint. QGS	Hatibari	Sasra	Dalmachin	Machabandha	20	14337	286740	659502	13190
	YII Maint. QGS		Sasra	Lutijhuri	Jhaurisole	10	14337	143370		
	YII Maint. QGS		Amjuri	Daldali	Pitanaw	10	14337	143370		
	YII Maint. QGS		Hatibari	Pairakuli	Kochimbila	6	14337	86022		
64	YII Maint. QGS	Lodhasuli	Chandri-I	Khairboni/918	Khairboni	28	14337	401436	745524	14910
	YII Maint. QGS		Chandri-I	Kj 906	Narda	14	14337	200718		
	YII Maint. QGS		Chandri-II	Kj 823	Kalium-Kumari	10	14337	143370		
65	YII Maint. QGS	Gidhni	Godrasole	Bamundiha	Tulibar-Bamundiha	7	14337	100359	387099	7742
	YII Maint. QGS		Kanaisole	Satighata	Khasibandh-Satighata	5	14337	71685		
	YII Maint. QGS	Jamboni	Chichira	Hatikadua Pindrageria	Hatikadua-Pindrageria	2	14337	28674		
	YII Maint. QGS		Chichira	Konkro	Konkro	7	14337	100359		
	YII Maint. QGS	Jhargram	Bandarbhola	Susnigeria	Panisola-Susnigeria	6	14337	86022		
66	YII Maint. QGS	Parihati	Ergoda	Raghunathpur	Raghunathpur	5	14337	71685	860220	17204
	YII Maint. QGS		Kapgari	Hatiasuli	Hatiasuli	15	14337	215055		
	YII Maint. QGS		Kapgari	Dakhin Barsole	Dakhin Barsole	5	14337	71685		
	YII Maint. QGS		Dahijuri	Hatilot	Nalbona-Baghuasole	10	14337	143370		
	YII Maint. QGS	Belpahari	Simulpal	Loyada	Loyada	15	14337	215055		
	YII Maint. QGS		Simulpal	Chutiabhadri	Chutiabhadri	10	14337	143370		
67	YII Maint. QGS	Silda	Enthela	Bara-Ara	Bara Ara	5	14337	71685	215055	4301
	YII Maint. QGS		Enthela	Dumurkunda	Enthela	10	14337	143370		
68	YII Maint. Sal	Hatibari	Amjuri	Kadnasole	Saria	12	20701	248412	558927	11179
			Sasra	Gardura	SKB	10	20701	207010		
	YII Maint. Sal	Jhargram	Bandarbhola	Sugnibasa	Sugnibasa	5	20701	103505		

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69	YIII Maint. QGS	Belpahari	Belpahari	Sarisabasa/143	Sarisabasa	15	4641	69615	737919	14758
	YIII Maint. QGS	Silda	Binpur	Gopalpur/357	Khayrasuli	7	4641	32487		
	YIII Maint. QGS	Silda	Barsole	Kapakata/117	Kapatkata	10	4641	46410		
	YIII Maint. QGS	Parihati	Ergoda	Nera/10	Gopalpur-Ladanboni	5	4641	23205		
	YIII Maint. QGS	Parihati	Ergoda	Guiara/6	Guiara-Dudhiasole	4	4641	18564		
	YIII Maint. QGS	Parihati	Ergoda	Kishoripur/339	Bhalukchua	10	4641	46410		
	YIII Maint. QGS	Jamboni	Chichira	Khasjungle/246	Salboni-Ghutia	10	4641	46410		
	YIII Maint. QGS	Jamboni	Chingra	Chingra/164	Jugdiha	5	4641	23205		
	YIII Maint. QGS	Jamboni	Chingra	Chingra/164	Chandius	5	4641	23205		
	YIII Maint. QGS	Jamboni	Bhaluka	K.J/286, Bara Pindra	Bara Pindra	10	4641	46410		
	YIII Maint. QGS	Jamboni	Bhaluka	K.J/291, Barasole/306	Sijua Barsole	12	4641	55692		
	YIII Maint. QGS	Gidhni	Godrasole	Kurarya/220	Kurarya	10	4641	46410		
	YIII Maint. QGS	Gidhni	Kanaisole	Dhobakuria/76, Chandabila/41	Muniada-Chandabila	10	4641	46410		
	YIII Maint. QGS	Gidhni	Kanaisole	Dumuria/75	Biratdihi	10	4641	46410		
	YIII Maint. QGS	Lodhasuli	Lodhasuli	KJ/731	Bagmuri	10	4641	46410		
	YIII Maint. QGS	Lodhasuli	Lodhasuli	Mohanpur/925	Mohanpur	6	4641	27846		
	YIII Maint. QGS	Hatibari	Amjuri	Mahipal/217(14 ha.), Kurumbera/145 (6 ha.)	Bankati	20	4641	92820		
70	YIII Maint. Sal	Hatibari	Amjuria	Kurumbera/145	Bankati	20	8618	172360	215450	4309
	YIII Maint. Sal	Jhargram	Pukuria	Benipur/781	Dhanghori	5	8618	43090		

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SCHEDULE OF DATES

TYPE	DATE
Date of uploading of N.I.T & Other document (Online Publishing Date)	**16/09/2021 at 2.00 PM**
Document Download Start date.	**16/09/2021 at 2.00 PM**
Bid submission **Start date** Online	**16/09/2021 at 2.00 PM**
Bid submission **Closing date** (Online)	**23/09/2021 up to 2.30 PM**
Bid Opening date for **Technical** Bid (Online)	**27/09/2021**
Date of uploading of list of Technically qualified bidders (**Online**)	**27/09/2021**
Date of uploading of final list of technically qualified bidders after disposal of appeal (Online)	**To be Notified in due course**
Date of Opening of **Financial Bids** (Online)	**To be Notified in due course**
Website from where the tender can be seen	**1) Website of Directorate of Forests , Government of West Bengal.** **2) e- procurement portal, Government of West Bengal.**
Relevant Website for Viewing& Participating in e-Tender.	**www.wbtenders.gov.in**

GENERAL TERMS AND CONDITIONS

1. Materials supplied and work executed should be of good quality and should be upto the satisfaction of Range officer concerned and as per the approved estimate and work order.
2. In some cases the location may also vary/change depending upon the field situation. Payment shall be made on pro rata basis based on the lowest rate offered by the successful bidder/s in that case.
3. Pattern of Tender-Invitation of tenders is indicative in nature. It is being floated in anticipation of administrative approval and subsequent financial sanction. In case of non availability of such approval the tender shall be cancelled outright without assigning any further causes. Cost of the tender papers, if any, is non refundable in nature. No prayer, in case of such cancellation, shall be entertained under any circumstances. Even in case of the requisite approval from appropriate authorities, work order to the successful bidders shall only be issued when fund will be placed and which shall be free from any other encumbrances.
4. Procurement of tender paper - The tender paper shall have to be procured from e procurement portal, Govt of West Bengal. The intending bidders may also visit the official website of Forest Directorate for information.
5. The participating bidder should have valid IT returns, PAN Card, GST returns, GST Registration Certificate and Trade license and should be uploaded online.
6. The bidder should have not been blacklisted by the time of participating in tender by any agency of Government of West Bengal or Government of India. There should not be any pending cases against the bidder for any forest and wildlife offences.
7. An Earnest Money Deposit (EMD) amount of 2% of total estimated amount is to be deposited online by all participating bidders. The unsuccessful bidders will get their refund of Earnest Deposit Money only on the competition of tender process. A security deposit of 3% (inclusive of 2% of EMD) will have to be deposited by L1 bidder/successful bidder after the letter of acceptance is issued from this end. The mode of remittance of security deposit will be mentioned in the letter of acceptance after completion of tender process..
8. An additional performance security of 10% over and above security deposit should be paid in the form of bank guarantee in the prescribed format by the L1 bidder/successful bidder in

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cases where the less amount offered is more than 20% less of the estimated amount put to tender i.e. anyone quotes more than 20% less and becomes successful in bidding needs to pay 10% additional performance security after issuing the letter of acceptance.

9. No defect liability period in case of seedlings.
10. All other conditions, rules and regulations of Government of West Bengal issued from time to time will also be applicable.
11. The amount put to tender is inclusive of IT, GST, other taxes and cesses and transportation cost.
12. The successful bidder has to execute the bond with Divisional Forest Officer, Jhargram Division before getting the work order for the terms and conditions mentioned.
13. Validity of the tender is for 12(twelve) month from the date of publication of this tender. It is the responsibility of the successful bidder to ensure the successful establishment of plantations and to show survival of above 95% as on 31.03.2023. No reasons what so ever will be accepted.
14. The Divisional Forest Officer, Jhargram Division, Directorate of Forests, Government of West Bengal reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
15. The undersigned is not bound to accept the lowest rate quoted by the tenderer and any reason, whatsoever, for such non-acceptance will be intimated in due course.
16. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
17. Before issuance of the WORK ORDER, the tender inviting authority may verify the credentials and other documents of the lowest tenderer in original if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.
18. The undersigned or his representatives will inspect the works, take necessary measurement, and perform the required tests as and when required. The tenderers should render the required co-operation in this regard. The necessary comment shall be put in the site inspection register which is required to be maintained mandatorily by the successful bidder/s concerned.
19. It shall be the discretionary power of the undersigned for accepting any prayer for part payment or not. In general, no part payment prayer shall be entertained; however, considering the length of the job, R.A Bills with specific recommendation of concerned Range officer and with proper inspection of concerned ADFO, may be provided to the contractor concerned.
20. During the inspection by the undersigned or his representative, if the quality of the work / supply is not found up to the standard, the contractor/ supplier is bound to rectify the work or supply materials up to the satisfaction of the undersigned or his representative.

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Otherwise, the work order will be cancelled and the security deposit will be forfeited to the Government of West Bengal.

21. The work order will be issued to the successful contractor only after placement of fund by the Government.

22. No extension of time will be allowed for execution of the work/ delivery. The Tenderer / contractor shall not be considered in default, except in cases where delay in execution / delivery occurs due to causes beyond his / her control, such as acts of natural calamities, civil wars, fire, strike, frost, floods, riot and acts of unsurpassed power. In the event of delay due to such causes, the tenderer may apply to the Divisional Forest Officer, Jhargram Division for extension of time for that period. The Division Forest Officer, Jhargram Division at his own discretion may extend for a length of time such period as he thinks suitable for that or may be cancelled. Such cancellation would be without any liability whatsoever on the part of the undersigned.

23. Materials will have to be procured by the tenderers by themselves following the standards and specifications of NIeT , or as per the specification as decided by the Range Officer concerned or his higher officer, subject to the approval of the undersigned or his Sub-ordinate officers. In case of any other material supplied by the department, the cost of such material will be recovered from the contractor.

24. The tenderers are required to inspect the sites, site plans and specifications of the works before submission of the tender and future ignorance of any such item will not be entertained.

25. All works are required to be carried out as per plan and specification and estimate of the project subject to the modification by the undersigned at any point of time during execution of the work duly notified to the contractor/ supplier, within the project cost.

26. The successful tenderer will not assign any part of the work to any other contractor (No sub contracting).

27. The successful tenderer may, however authorize any person to supervise the day to day work, attend the measurement when taken by the undersigned or by his authorized Officer and record his signature on the work measurement note books.

28. The payment of bill for any work will be made according to the availability of fund and approval of higher authorities wherever applicable and no claim to delay in payment will be entertained.

29. In case of any dispute in execution of the work or supply, an application may be made to the Divisional Forest Officer, Jhargram Division and the decision of the undersigned is final and binding. .

30. Requisite license must be obtained for Labour Department after issuance of work order. No payment shall be made without production of the license.

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31. The contractor is liable to pay the skilled, unskilled and other labour wages as per existing rules.
32. The Tender inviting authority reserves the right to split the work amongst the lowest Tenderers.
33. The fund against contingency will be at the disposal of the D.F.O., Jhargram Division and tenderer will not be having any claim for that.
34. Forest Department or Jhargram Division, or any staffs of the Division, shall in no way be held responsible under any circumstances for any accident or death of the labourer/ driver etc, engaged by the contractor, happened in the field during the time of implementation of the works.
35. Range officer or his authorized person/s shall have the discretionary power to deploy suitable labouers, preferably from among the FPCs concerned to help facilitate the joint forest management and to successfully complete the work.
36. In case of implementation of the works at field the decision of the Range Officer or his authorized persons or any of his superior officers shall be final and binding on the successful bidders implementing the works at field.
37. Payment shall only be made to the contarctors after the Range Officer concerned, certifies so ensuring the quality of the work and implementation of the works as per estimates and plan subject to overriding power of the undersigned in this regard.
38. The mode of payment for successful completion of the works will be made by NEFT/RTGS/Net Banking issued by the Tender Inviting Authority. Payment on submission of completion report by the Range Officer, after maintaining due formalities, shall be made to the successful contractor.
39. Please follow annexure carefully during submission of tender.

OTHER TERMS AND CONDITIONS

1. In some case, the location may also vary/changed depending on the field situation. Payment shall be made on pro rata basis based on the lowest rate offered by the successful bidder/s in that case.
2. Pattern of Tender- Invitation of tenders is indicative in nature. It is being floated in anticipation of administrative approval and subsequent financial sanction. In case of non availability of such approval the tender shall be cancelled outright without assigning any further causes. Cost of the tender papers, if any, is non refundable in nature. No prayer, in case of such cancellation, shall be entertained under any circumstances. In case of the requisite approval from appropriate authorities also, work order to the successful bidders shall only be issued when fund will be placed and which it shall be free from any other encumbrances.
3. **Procurement of tender paper**- The tender paper shall have to be procured from e procurement portal, Govt of West Bengal. The intending bidders may also visit the official website of Forest Directorate for information.

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4. Tender should be submitted in two bid system viz- technical bid and financial bid. Following folders are required to be uploaded with a single folder superscripting technical bid

   a. Company information folder- related all information including audit report etc.

   b. Financial Credential folder- All experiences related to similar nature of job. Only work completion reports in the form of completion certificate from the competent authority.

   c. Folder related to company hierarchy and technical person

   The technical bids must not contain any pricing information under any circumstances. In such case the tender shall be liable to be canceled.

5. Submission of Tender : In general, the tenders are allowed to participate in any/all clusters as per choice. However, the intending contractor/s must be financially sound to participate in those clusters apart from having requisite technical knowledge. The technical bids thus submitted by the intending bidders shall be scrutinized by the tender committee constituted for the purpose will determine the eligibility of each bidder, the bidders shall have to meet all the minimum criteria regarding :-

   a) Financial Capacity

   b) Technical Capability comprising of personnel & equipment

   c) Experience (Credential of similar nature)

   The eligibility of a bidder will be ascertained on the basis of the attested documents in support of the minimum criteria as (a,b,c) mentioned above and the declaration executed through prescribed affidavit in non-judicial stamp paper for Affidavit 'Y' of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder/ tenderer will be rejected at any stage without any prejudice with forfeiture of earnest money forthwith.

6. **Technical Bid-** Technical Bid Should be submitted in separate folder other than financial bid. Clearly super scribing the tender no. in which the intending bidders are willing to participate. Other documents such as experience certificate / payment certificate for creation of plantation, latest IT returns, GST, as applicable, P TAX, License/Registration as applicable, additional information if any, shall also be submitted in the folder. The other credential like company details, machinery, technical persons, other technical knowhow, as applicable, shall be required to be submitted. The Technical bid must not contain any pricing information. Any bidder who has executed the similar nature of work in any department/agency of Government of West Bengal/Government of India and got payment certificate in last 3 (three) years for a minimum total tender value of 40% will become eligible to participate in the tender.

7. **Financial Bid** – The Bids are to be submitted online concurrently duly digitally signed in the website http://wbtenders.gov.in as per time schedule stated herein under. The documents submitted by the bidders should be properly indexed and self attested with seal..

8. **Intending bidders shall download the tender document from the website directly by the help of e- Token.**

   Earnest Money Deposit of e-procurement

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Online receipt and refund of EMD of e-procurement through State Government e-Procurement portal. The following procedure to be adopted for deposit of EMD/Bid Security/ Tender Fees related to e-procurement of the State Government departments. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD. The scan copy of EMD Challan & receipt (Agency's copy) essentially shall have to be uploaded alongwith other documents in non-statutory file of this NIT.

A. Login by bidder:-

a) A bidder desirous of taking part in a tender invited by a State Government Office 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 be select the tender to bid and initiate payment of pre-defined EMD / Tender Fess 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. Online receipt and refund of EMD of e-procurement through State Government e-procurement portal [Vide memorandum no. 3975-F(Y) dated 28th July 2016 of Secretary to the Govt. of West Bengal – Finance Department]

i) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway

a. 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.

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

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

d. If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N.Mukherjee Raod, Kolkata for collection of EMD / Tender Fess.

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

ii) Payment through RTGS/NEFT:

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

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

c. 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 the payment made and continue the bidding process.

d. If verification is successful, the fund will get credited to the respective pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N.Mukherjee Road, Kolkata for collection of EMD/Tender Fees.

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

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

g. The bidder is also requested to upload the prefilled RTGS/NEFT/any documents of EMD, duly paid in the bank.

C. Refund / Settlement Process : (Please refer order no. 3975-F(Y) dated 23.07.2016 & 148-W(C)/1M-23/15 dated 16.03.2018

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i. After opening of the bids and technical evaluation of the 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 / 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 bidder's 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 rejection of bid is uploaded to the e-procurement portal by the tender inviting authority.

iii. Once the financial bid evaluation is electronically processes in the e-procurement portal, EMD of the technically qualified bidders other than that of the L 1 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 rejection of financial bid is uploaded to the e-procurement portal by the tender inviting authority.

iv. All refunds will be made mandatorily to the any A/c from which the payment of EMD and Tender Fees (if any) was initiated.

(J. Sheik Fareed, I.F.S.)
Divisional Forest Officer,
Jhargram Division

Memo No. 2139 /2B-e-tender, Dated, Jhargram, the 11 /09/2021.

Copy forwarded for information to:-

1) The Principal Chief Conservator of Forests & HoFF, Directorate of Forests, Government of West Bengal,
2) The Chief Conservator of Forests, Western Circle, Directorate of Forests, Government of West Bengal.
3) The Chief Conservator of Forests, MIS and e-Governance, West Bengal.
4) The District Magistrate, Jhargram District.
5) All Divisional Forest Officers, Western Circle, West Bengal.
6) The Sub-Divisional Officer, Jhargram.
7) The Sabhadhipati, Jhargram Zilla Parishad.
8) The District Information Officer, Paschim Medinipur District.
9) The Block Development Officer, _____Block.
10) All Range Officers, Jhargram Division.
11) Notice Board.

(J. Sheik Fareed, I.F.S.)
Divisional Forest Officer,
Jhargram Division

SECTION - A
INSTRUCTION TO BIDDERS

General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

i. Registration of Contractor:

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to https://wbtenders.gov.in (the web portal of Divisional Forest Officer, Jhargram Division, Forests Department) the contractor is to click on the link for e-Tendering site as given on the web portal.

ii. Digital Signature certificate (DSC):

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

iii. The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

iv. 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.

v. Submission of Tenders:

Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date &time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders).

(a). Statutory Cover Containing the following documents:

1.NIT
2. EMD Bid through Online.
3. Section B Form I & VALID AFFIDAVIT – "Y"

(b). Non-statutory Cover Containing the following documents:

Click the check boxes beside the necessary documents in the My Document list and then click the tab " Submit Non Statutory Documents' to send the selected documents to Non-Statutory folder.

Next Click the tab " Click to Encrypt and upload" and then clik the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	GST Registration Certificate & Acknowledgement. PAN. P Tax (Challan) (2016-17/2017-18, 2018-19). Latest IT Receipt. IT-Saral for Assessment year 2016-17, 2017-18, 2018-19
B.	Company Detail(s)	Company Detail	Proprietorship Firm (*Trade License*) Partnership Firm (*Partnership Deed, Trade License*) Ltd. Company (*Incorporation Certificate, Trade License*) Society (*Society Registration Copy, Trade License*) Power of Attorney.

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C.	Credential	Credential – 1 Credential – 2	Any bidder who has executed the similar nature of work in any department/agency of Government of West Bengal/Government of India and got payment certificate in last 3 (three) years for a minimum total tender value of 40% will become eligible to participate in the tender.
D	Financial information	Balance sheet, 2018-19, 2019-20, 2020-21	
E	Declaration	Declaration 1 Declaration 2 Declaration 3	
F	Equipment	Machineries Laboratories	Authenticated copy of Invoice Challan
G	Man Power	Technical Personnel	List of Technical Staffs along with Structures & Organization (*as per N.I.T.*)

Tender Evaluation Committee (TEC)

1. Tender Committee constituted as per Order of the Divisional Forest Officer, Jhargram Division, Department of Forests, Government of West Bengal will function as Committee for selection of technically qualified contractors.
2. Opening of tender:

   If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

3. Opening of Technical Proposal:

   Technical proposals will be opened by the Divisional Forest Officer, Jhargram Division, Directorate of Forests and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).
4. Intending tenderers may remain present if they so desire.
5. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Committee.
6. Summary list of technically qualified tenderers will be uploaded online.
7. Pursuant to scrutiny & decision of the Tender Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
8. During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

2. Financial Proposal

1. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate (Presenting Above / Below / At per) online through computer in the space marked for quoting rate in the BOQ.
2. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

Financial capacity of a bidder will be judged on the basis of information furnished in Section - B.

Penalty for suppression / distortion of facts:

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If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and 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, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

Rejection of Bid:

Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

Award of Contract

The Bidder whose Bid has been accepted will be notified by the Tender Inviting and Accepting Authority through acceptance letter / Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

All the tender documents including N.I.T. and B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website stated in Sl. No. 1 of N.I.T. along with requisite cost through Demand Draft / Pay Order issued from any nationalized bank in favour of the Divisional Forest Officer, Jhargram Division of the concerned work within time limit to be set in the letter of acceptance.

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SECTION – B
AFFIDAVIT – "Y"
(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

1. I, the under-signed 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 under-signed.

2. The under-signed also hereby certifies that neither our firm M/S .... nor any of constituent partner had been debarred to participate in tender by the Forest Department during the last 5 (*five*) years prior to the date of this N.I.T.

3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.

4. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.

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

.....
Signed by an authorized officer of the firm.

.....
Title of the officer

.....
Name of the Firm with Seal

Date: .....