

**GOVERNMENT OF WEST BENGAL
DIRECTORATE OF FORESTS
Office of the
Divisional Forest Officer
Rupnarayan Division, West Bengal**

E-Tender for Selection of bona fide persons/agencies/companies, including consortium and partnership firms to undertake various works Repair/ Renovation of Range Office at Hoomgarh Range under Rupnarayan Division of West Bengal Forest Directorate.

WBFOR/DFORPN/ eNIT -53/ CAMPA of 2022-23 of Rupnarayan Division



Government of West Bengal

Directorate of Forests

Office of the Divisional Forest Officer, Rupnarayan Division

PO Vidyasagar University, Rangamati, Midnapore, Paschim Medinipur-72110

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Memo No. 97/2- e_Tender

Dated, Midnapore the 11 /01 /2023

Notice Inviting e-Tender: WBFOR/DFORPN/ eNIT -53/CAMPA of 2022-23 of Rupnarayan Division

e-TENDER FOR REPAIR/ RENOVATION OF RANGE OFFICE AT HOOMGARH RANGE UNDER RUPNARAYAN DIVISION, WEST BENGAL

The Divisional Forest Officer, Rupnarayan 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].

A. List of Work(s):

Tender Notice No	Name of work	Location of works	Quantity (No)	Estimated Amount Put to tender (Rs.)	Amount of Earnest Money [2%] to be deposited (Rs.)	Period of Completion of the work
WBFOR/ DFORPN / ENIT-53/CAMPA 2022-23	Repair/ Renovation of Range Office under Rupnarayan Division	Metaldoba Mouza, Hoomgarh Beat Under Hoomgarh Range.	01	1,50,000.00	3,000/-	30 days of issuance of work order


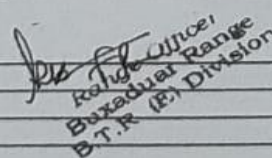
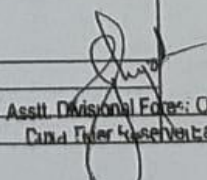

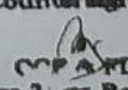
** Additional performance Security deposit @ 10% of the tender amount in the accepted bid value is 80% of or less than the estimated value as per G.O. No. 4608-F(Y) dated 18.07.2018 and if any subsequent amended thereto.**

B. Schedule of Dates:

Sl. No.	Particulars	Date & Time
1	Date of uploading N.I.T. Documents—Online (Publishing Date)	13.01.2023 (11.00 AM)
2	Documents download start date (Online)	13.01.2023 (11.15 AM)
3	Documents download end date (Online)	19.01.2023 (02.00 PM)
4	Bid submission start date (Online)	13.01.2023 (12.00 PM)
5	Bid submission closing date (Online)	19.01.2023 (05.00 PM)
6	Bid opening date for Technical Proposal (Online)	24.01.2023 at (11 AM)
7	Website from where the tender can be seen	1) Website of Directorate of Forest , Government of West Bengal. 2) e- procurement portal, Government of West Bengal.
8	Relevant Website for Viewing & Participating in e-Tender.	www.wbtenders.gov.in

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.

FOREST DEPARTMENT WEST BENGAL								
Buxa Tiger Reserve (E) Alipurduar								
RECORD OF SANCTION WORKS								
1. Name of the Range & Beat: Buxaduar Range								
2. Name of Work & Location: Necessary Repairing of Range Office at STB-4 of Range HQ								
3 A) Head of service:								
B) Allotment Amount:								
C) Sanction Amount: Rs.								
D) Balance Amount Available: Rs.								
4. Initial of the Checking Officer:								
5. Sanctioned AmountRs.								
Deputy Field Director/Buxa Tiger Reserve (East)								
Item No	Particulars				Qty	Rate	Amount Rs	Remarks
Estimate prepared for the cost of doing the following works in connection with Necessary Repairing of Range Office at Buxaduar Range as follows :-								
1	Cost of dismantling old damaged CC floor of Latrine and Bathroom over							
	Bath+ lat	3.00	2.70	0.075	0.608	m3		
	Total				0.608	m3	949.00	576.52
2	Cost of dismantling old damaged wooden floor, wall, lower joists etc over				8.000	m3	281.00	2,248.00
	Cost of wood work on the floor, wall etc withold and new saw timbers				8.000	m3	5,184.00	41,472.00
	Cost of 1:3:6 Ordinary CC Work over the Wooden Floor of Bathroom and Kitchen over				0.608	m3	5535	3,362.51
3	20 mm thick plastering on the CC floor with 1:6 cement mortar over				8.10	m2	171.00	1,385.10
4	Cost of Net Cement Punning over the CC Floor over							
	Bath+ lat	3.00	2.80	8.4		m2	39.00	315.90
5	opening old damaged CGI sheet over							
6	Cost of 60 mm CGI sheet roofing over				48.60	m2	42.00	816.48
		2.70	0.60	30	nos	48.60	m2	
	Total				48.60	m2	725.00	35,235.00
7	Galvanised iron sheet ridging fitted with necessary bolts, screws, washers etc complete. (225mm end lapping) (A) 300 mm lapping each way with 60 mm thick sheet				25.00	mtr	414.00	10,350.00
8	Septick Tank cleaning							8,500.00
9	Electric wiring maint as where necessary							12,500.00
10	Cost of colour washing as where necessary on contract					LS	13,957.00	13,957.00
Total								1,30,718.51
or say								1,30,719.00
Add : -GST @ 12 % =								15,686.00
Total = Rs.								1,46,405.00
Add : Labour Cess 1 % =								1,464.00
Total								1,47,869.00
Add : - Contingency Rs.								2,131.00
Grand Total								1,50,000.00
Sanction No/BD-2of 2022-23							Amount Sanctioned.....	
Head of Service.....								
No...../BD-2 Dated.....							Forwarded to the	
Submitted to the D.F.D./Buxa Tiger Reserve(East) for favour of his kind preaudit and passing.							 Deputy Field Director Buxa Tiger Reserve (East)	
Range Officer								
Range.							Asstt. Divisional Forest Officer Buxa Tiger Reserve (East)	
 Range Officer Buxaduar Range B.T.R. (E) Division							 Asstt. Divisional Forest Officer Buxa Tiger Reserve (East)	
 Deputy Field Director Buxa Tiger Reserve (East)							Countersigned  Deputy Field Director Buxa Tiger Reserve	

C. Interpretations:

In constructing these conditions, the specifications, the schedule of quantities, tender and Agreement, the following words shall have the meaning herein assigned to them except where the subject of context otherwise requires:

- I) The term **EMPLOYER/AUTHORITY** shall mean Divisional Forest Officer, Rupnarayan Division, West Bengal, and include its successor and assigns or the Officers authorized to deal with any matters which those presents are concerned on its behalf.
- II) The term **REPRESENTATIVE** shall mean Authorized Official of the Divisional Forest Officer, Rupnarayan Division, West Bengal.
- III) **CONTRACTOR** shall mean the firm or company or person whose tender has been accepted by the employer and includes his (their) heirs, legal representative assigns and successors.
- IV) **SITE** shall mean the site of the contract work including any erections thereof and any other land adjoining thereto (inclusively as aforesaid allotted by the Employer for the contractor's use).
- V) This **CONTRACT** shall mean Articles of Agreement, these conditions, the schedule of quantities, the general instructions to the Contractor, the specifications, the drawings / maps and correspondences by which the contract is added, amended, valued of modified in any way by mutual consent.
- (I) **ACT OF INSOLVENCY** shall mean any act of insolvency as desired by the Presidency Towns Insolvency Act or the Provincial Insolvency Act or any amending statutes.
- (II) **THE WORKS** shall mean the work or works to be executed or done under this contract.
- (III) **The DRAWINGS / MAPS** shall mean the drawing/map or drawings/maps mentioned in NIT and any modifications of them approved by the Employer or any further Working drawings/maps or sketches by the Employer or any further working drawings/maps or sketches which may be furnished or approved in writing by the Employer.
- (IV) The **SPECIFICATION** shall include the plantation specification and general specifications forming part of this contract.
- (V) The **SCHEDULE OF QUANTITIES, BILL OF QUANTITIES** shall mean the Schedule or Quantities as specified and forming part of contract.
- (VI) The **PRICED SCHEDULE OR QUANTITIES** shall mean the schedule duly priced.
- (VII) **NOTICE IN WRITING or WRITTEN NOTICE** shall mean a notice in writing typed or printed characters sent (unless delivered personally) or otherwise proved to have been received by Registered Post to the last known private or business address as registered office of the addressee and shall be deemed to have been received when in the ordinary course of post it would have been delivered. If the employer feels that the contractor (who has signed the agreement) should himself come & personally meet to the employer for necessary discussion in connection with the work; he must contact personally. In case the contractor (not his authorized person) does not meet personally and intentionally avoids or do not reply the letter, the matter will fall under the breach of the contract. The work progress should be in the proportionate of the time frame set forth for the completion of the works.
- (VIII) The term **APPROVED, DIRECTED or SELECTED** mean the approval direction or selection of the Employer and where ever the words **ALLOW, INCLUDE, and PROVIDE** occurs the cost of the items is as the risk of the contractor. **COMPLETION** shall mean that the plantation in the opinion of the Tender Inviting Authority; completed in all respect.
- (IX) **WORDS** imputing persons include Firms and Corporation, words imputing the singular only also the plural and vice/versa where the context so requires.

INSTRUCTION TO BIDDERS (ITB)

Section – A

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>

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 E-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 or registered company. A prospective tenderer (including his participation in partnership) shall be allowed to participate in a single work or more than one or as many project works 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:

- Notice Inviting Tender (NIT) **(to be submitted in “NIT” Folder).**
- Section B (Form I, Form II, Form III, Form IV and AFFIDAVIT – Y). **(to be submitted in “FORMS” Folder).**
- Scanned copy of the E-challan generated from GRIPS Portal of cost of Tender Documents (Tender Fees) and Earnest Money Deposit (EMD) shall be uploaded and is to be remitted by the Tenderer as mentioned in the NIT document in favour of “Divisional Forest Officer, Rupnarayan Division”.
- Instructions to Bidders. **(to be submitted in “ITB” Folder).**
- General Terms & Conditions of Contract. **(to be submitted in “GT AND CC” Folder)**
- Technical Specification. **(to be submitted in “TS” Folder)**
- Drawing if Any **(to be submitted in “DRAWING” Folder)**
- **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 invalid and liable to be rejected.

B. My Document (Non-Statutory Cover) containing:

Sl. No.	Category Name	Sub-Category Description	Document Name	
1.	CERTIFICATES	CERTIFICATES	1	P.T. deposit receipt Challan
			2	ESI, PF & GST Registration Certificate
			3	I.T.R. Acknowledgement Receipt
			4	PAN Card
			5	Voter ID Card
			6	All up-to-date documents regarding taxes and charges
			7	Enlistment Certificate
2.	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.
3.	CREDENTIAL	CREDENTIAL	1	Experience Profile- List of completed Projects of similar nature.
			2	Completion Certificate from the concerned authority which is applicable for eligibility in this bid.
4.	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)
5.	FINANCIAL INFORMATION	TURN OVER	1	Authenticated copy of the Income Tax Returns
			2	Last Three years Audited Balance Sheet
		PAYMENT CERTIFICATE	3	Only Payment Certificate of work issued by the Concerned Supervisor and not the TDS certificate
6.	DECLARATION	STRUCTURE & ORGANISATION	1	Details of Structure and Organisation.
		AFFIDAVIT	2	An affidavit made that there is no adverse report against the bidder
		TECHNICAL STAFF	3	An affidavit mentioning the name of the technical staff as applicable for eligibility in this bid.

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 (indicating Excess in % / Less in % / or to indicate at par) online in the space marked for quoting rate in the BOQ.
- 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) The intending bidders should have all necessary permission, registration and license as applicable.
- (b) All categories of prospective Tenderers shall have to submit valid and up-to-date documents regarding taxes and charges as applicable, Income Tax Return Acknowledgement receipt, PAN card issued by Income Tax Department, Voter ID card, Trade Licence, GST Registration, ESI, PF in respect of the prospective tenderer. **[Non-statutory Documents]**

- (c) In addition to the above, any contractor who has executed any type of tender works in Directorate of Forests, Govt. Of West Bengal, should submit previous credentials for his past performance and completion certificate from respective employer. The completion certificate and credentials should be signed by the officer not below the rank of Deputy Conservator of Forest. Any other certificate signed by other officials will not be entertained. **[Non-statutory Documents]**.
- (d) All categories of intending Tenderers shall have satisfactorily completed as a prime agency during the last 5 (five) years prior to the date of issue of this Tender Notice and as per Notification no. 03-A/PW/O/10C-02/14 dated 12.03.2015:
- For 1st call of NIT:**
- Intending tenderers should produce credentials of similar nature of completed work of the minimum value of 40% of the estimated amount put to tender during 5 (five) years prior to the date of issue of the tender notice;
Or,
 - Intending tenderers should produce credentials of 2 (two) similar nature of completed work, each of minimum value of 30% of the estimated amount put to tender during 5 (five) years prior to the date of issue of the tender notice;
Or,
 - Intending tenderers should produce credentials of one single running work of similar nature, which has been completed to the extent of 80% or more and value of which is not less than the desired value at (i) above; In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the competent authority, or equivalent competent authority will be eligible for the tender. In the required certificate, it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the concerned agency i.e. the tenderer.
- For 2nd call of NIT:**
- Intending tenderers should produce credentials of similar nature of completed work of the minimum value of 30% of the estimated amount put to tender during 5 (five) years prior to the date of issue of the tender notice;
Or,
 - Intending tenderers should produce credentials of 2 (two) similar nature of completed work, each of minimum value of 25% of the estimated amount put to tender during 5 (five) years prior to the date of issue of the tender notice;
Or,
 - Intending tenderers should produce credentials of one single running work of similar nature, which has been completed to the extent of 75% or more and value of which is not less than the desired value at (i) above; In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the competent authority, or equivalent competent authority will be eligible for the tender. In the required certificate, it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the concerned agency i.e. the tenderer.
- For 3rd call of NIT:**
- Intending tenderers should produce credentials of similar nature of completed work of the minimum value of 20% of the estimated amount put to tender during 5 (five) years prior to the date of issue of the tender notice;
Or,
 - Intending tenderers should produce credentials of one single running work of similar nature, which has been completed to the extent of 70% or more and value of which is not less than the desired value at (i) above; In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the competent authority, or equivalent competent authority will be eligible for the tender. In the required certificate, it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the concerned agency i.e. the tenderer.
- (e) 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 at least one work of similar nature with an estimated cost equal to or more than the estimated cost put to this notice. 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. **[Non-statutory Documents]**
- (f) Neither prospective Tenderer nor any of the constituent partners had been debarred to participate in any Tender by the 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) 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**]

- (h) 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**]
- (i) 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.
- (j) 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.
- (k) Joint Ventures will not be allowed.
- (l) 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.
- (m) No conditional / Incomplete Tender will be accepted under any circumstances.
- (n) The financial eligibility will be that the turnover of the tenderer should be **60%** of the value of the work- taken from the Income Tax Returns of the previous concluded year.
- (o) The Tenderer should have at-least one staff on the roll with a degree in Forestry/ Botany/Agriculture/ Horticulture or a person having experience of at-least 5 years in forest plantation activities.

4. Opening of Technical Proposal:

- Technical proposals will be opened by the Tender Opening Authority or his authorized representatives as per the date & time schedule mentioned in the N.I.T. electronically from the website stated in Clause 1.1 of this N.I.T., using their Digital Signature Certificate.
- Intending tenderers are encouraged to be present for observing the tendering opening procedure, 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 tender will summarily be rejected.
- Decrypted (transformed into readable formats) documents of the Statutory and Non statutory Cover will be downloaded by the Tender Opening Authority 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 technically qualified tenderers with the serial number of work(s) for which their Financial Proposals will be considered, will be uploaded in the web portal and also that of the Directorate of Forests, Government of West Bengal as per feasibility. The list would be displayed vide notice board of the Tender inviting Authority, viz. Divisional Forest Officer, Rupnarayan Division.
- 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.

6. Final publication of summary list of technically qualified tenderers: Date of opening of financial bid will be intimated in the final summary list, after completion of all procedural formalities.

7. Opening and Evaluation of Financial Proposal:

- Financial proposals of the tenderers declared technically eligible by the Tender Evaluation Committee (TEC) will be opened by the Tender Opening Authority or his authorized representative electronically from the web portal as per the date and time schedule mentioned in the N.I.T. using their Digital Signature Certificate.
- Intending technically qualified tenderers are encouraged to be present during this process.
- 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, the Tender Opening Authority 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 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 tenderer fails to produce the original hard copies of the documents (especially completion certificates and audited balance sheets), or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of facts, the tenderer will be suspended from participating in the 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 West Bengal Forest Department may take appropriate legal action against such defaulting tenderer.
- 11. Tender Document costs (Tender Fees) & Earnest Money Deposit (EMD):**
- Intending Tenderers should download the Tender Documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
 - 1. Amount of Earnest Money -2% of Estimated Cost.
 - 2. Amount of Security Deposit - 3% of Contract value as per Finance Department vide G.O.No. 796-F(Y) Dated. 25.02.2022.
 - ** EMD through ICICI Bank payment gateway either by using internet banking or by NEFT/RTGS. There is no exemption of any kind for any of the eligible contractors towards cost of tender document fee or EMD.
 - 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).
 - Both Technical Bid and Financial Bid should be submitted duly digitally signed by the Tenderer through the [website http://wbtenders.gov.in](http://wbtenders.gov.in) as per the 'Date & Time Schedule' stated in the N.I.T.
- 12. Opening of Tender:**
- 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.
 - Prospective Tenderers or their authorized representatives may be present during the opening process.
 - Financial Bids of only those tenderers who would qualify in the Technical Bid evaluation will be opened.
 - 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 by the Government. The Divisional Forest Officer, Rupnarayan Division, W.B. 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.
 - The acceptance of the tender rests with the Divisional Forest Officer, Rupnarayan 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.

- 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, Rupnarayan Division, W.B. about the time and date of the visit.
13. The selected Contractor must arrange to procure all materials required for the proper completion of the work (as per the Technical Specifications of the tender document). The Employer will not on any account be responsible for procuring the same.
14. The selected contractor shall apply to the Divisional Forest Officer, Rupnarayan Division, W.B. for seeking permission for utilization of land at the close proximity of the site for arranging required (if any) 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, Rupnarayan Division. Once an order to the effect is issued from the Divisional Forest Officer, Rupnarayan Division in this regard, it shall be brought to effect by the contractor without contest.
- 15. Validity of Bids:**
- Bid shall remain valid for a period not less than **365 (Three Hundred and Sixty Five) Days** after the stipulated date for Financial Bid/Sealed Bid Submission. Bid validity for a shorter period shall be rejected by Tender Accepting Authority as non-responsive.
 - If any Tenderer withdraws his offer before Bid validity period without giving any satisfactory explanation for such withdrawals, he may be disqualified for submitting tender to this Office and Directorate of Forests, Government of West Bengal for a minimum period of 1 (one) year and legal action will be taken against him.
- 16. 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, work order will not be issued in favour of the Tenderer under any circumstances and legal action will be taken against him.
- 17. Cancellation of Tender:** The Divisional Forest Officer, Rupnarayan 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.
- 18. Security Deposit:** EMDs are required to be submitted as per guidelines mentioned in the G.O No-3975-F(Y) dt 29/07/16 and subsequent G.O No-2365-F(Y) dt 12/04/18 through ICICI Bank payment gateway either by using internet banking or by NEFT/RTGS. The procedure is mentioned below-
- a. Payment by NET BANKING (Any linked bank) through ICICI Bank payment Gateway**
 - ✓ On selection of net banking as payment mode, the bidder will be directed to ICICI Bank payment gateway web page 9 along with a string containing unique ID) where he will select the bank through which he wants to do the transaction
 - ✓ Bidders will make the payment after entering his unique ID and password of the bank to process the transaction.
 - ✓ Bidder will receive a confirmation message regarding success/failure of the transaction
 - ✓ If the transaction is successful, the amount paid by the bidder will be credited in the respective pooling account of State Government/PSU/Autonomous body/Local body/PRI's etc maintained with the Focal Point Branch of ICICI at R.N Mukherjee Road, Kolkata for collection of EMD/Tender Fee
 - ✓ If transaction is a failure, then bidder will go back to step one and try again.
 - b. Payment through NEFT/RTGS**
 - ✓ On selection of RTGS/NEFT as payment mode, the e- procurement Portal will show a pre-Filled challan having the details to process RTGS/NEFT transaction
 - ✓ The bidder will print the challan and use pre filled information to make RTGS/NEFT payment using his bank account
 - ✓ Once the payment is made, the bidder will come back to e- Procurement portal after expiry of reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
 - ✓ If verification is successful, the fund will get credited to the respective pooling account of State Government/PSU/Autonomous body/Local body/PRI's etc maintained with the Focal Point Branch of ICICI at R.N Mukherjee Road, Kolkata for collection of EMD/Tender Fee
 - ✓ In case of unsuccessful process the amount will be refunded to bidder's account

Security to be deposited by accepted L1 Only (by Audit Branch of Finance Department vide G.O.No. 796-F(Y) Dated. 25.02.2022). The Security shall require to be given in GRIPS Challan only. Security may also be adjusted through **RA Bills** also; subject to the discretionary power of the undersigned and rules/G.Os regarding the matter in vogue. Security may also be adjusted with **EMD** and **RA bills** also, subject to subject to the discretionary power of the undersigned and rules/G.Os regarding the matter in vogue. The Head of account for depositing the EMD with Operator's Code is **8443-00-109-003-07**(EMD) (Operator's Code-**109**) and that of Security deposit with Operator's Code is **8443-00-109-003-07** (Security Deposit) (Operator's Code-**109**). The adjustment through refund shall be made through the head of Account **00-8443-00-109-003-0-23-00** after maintaining due formalities in this regard.

19. **Special Additional Security**-As per G,O No- 4608-F(Y) dt 18/7/18 , a special additional security is required to be submitted by the successful bidder to the tune of 10% of the estimates tender amount in the form of a bank guarantee in case of accepted bid is 80% or less of the estimated tendered amount. The same will be released on successful implementation of the work at the time of release of security. It shall be the discretionary power of Divisional Forest Officer, Rupnarayan Division to direct the successful bidder/s to submit the entire less amount as security deposit in the form of Bank Draft, if the quoted rate is below 25% of the estimated cost and the successful bidders shall be bound to pay the security failing which the EMD of the bidders shall be forfeited and L2 shall be given the opportunity to carry out the work at L1's rate on submission of the security. The mode of payment of such security which shall be final and binding shall be decided by the Divisional Forest Officer, Rupnarayan Division.
20. **EXECUTION OF WORK:** The Tenderer shall be bound to execute work according to the direction given from time to time by the undersigned or any authorized officer of this Division and any complaint against the tenderer from the said officer for deviation from his direction will cause violation of the condition of the contract and forfeiture of security money as well as discontinuation /dismissal of agreement and work order.
21. **Deduction of Taxes Etc:** Deduction of Income Tax, Good & Services Tax & other taxes from the Contractor's Bill will be made as per existing Govt. rules. Labour Welfare Cess @ 1 % of the cost of works will be deducted from every Bill of the selected agency.
22. **Technical Specification and Quality of Works (To be read in conjunction with "Specification 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.
23. **Maintenance Period:** The Contractor will be liable to maintain the work at the appropriate service level to the satisfaction of the Divisional Forest Officer, Rupnarayan Division at his own cost for a period of Security Period/Maintenance period, as stipulated in the BoQ. 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.
24. **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
 - f. Instructions to Bidders
 - g. N.I.T.
25. **Mobilisation advance/ cost overrun:** 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.
26. Canvassing in connection with the tender is strictly prohibited.
27. 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, Rupnarayan Division, W.B. No claim in this regard will be entertained.
28. The successful Tenderer will have to start the work as per the work order to commence the work.
29. The contractor shall not be entitled for any compensation for any loss suffered by him due to delay arising out of

modification of the work, due to non-delivery of the possession of site and / or modification of drawing, designs or maps etc.

30. 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.
31. 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.
32. 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.
33. The e-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.
34. 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.
35. The materials, tool and plants required for the project will be of best quality and will have to be as per the full satisfaction of undersigned or his/ her authorized officer. The authority will have the power to reject at any stage the defective and/ or inferior materials and then the replacement shall at once be made at the Contractors own expense.
36. The Successful Tenderer shall have to comply with the provision of the Minimum Wages Act, 1948 (d) and the subsequent amendments thereof or other laws relating thereto and the rules made and orders issued there under from time to time; failure to do so will be treated as breach of contract and the Divisional Forest Officer, Rupnarayan Division may in his discretion cancel the contract. The contractor 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 from time to time.
37. The selected contractor will remain solely responsible for any liability in respect of works and labourers engaged by him for the said purpose. He shall make his own arrangement for temporary acquisition of land for storing his material and for the housing of his staff at his own expenses.
38. Scope of work of the Successful bidder may be changed during execution as per approval of Competent Authority or instruction of Project- in-charge deployed by the client.
39. Contingency expenditure as shown in the BOQ will be at the discretion of the Tendering Authority for necessary payment.
40. The scope of work as floated in the tender may also vary in physical and financial terms, based on site specificity.
41. The project cost floated in the tender shall include applicable GST within it and TDS under GST shall be deducted as and when applicable. Income Tax will be deducted from bill amount (excluding GST amount) as applicable.
42. Payment will be done after receiving of fund from Competent Authority.
43. In case of deposition of security deposit, notification issued by Audit Branch of Finance Department vide No. 796-F(Y) Dated. 25.02.2022 should be strictly followed.
44. The primary scrutiny of technical bids will be done by Technical Analysis Committee.
45. Bidder outside of West Bengal should produce the valid electrical contractor license with electrical supervisor holding supervisor competency certificate on the applicable parts or equivalent ' National Supervisor' Certificate of Competency as per Central Electricity Authority (measures relating to safety and electric supply) Regulation 2010 (erstwhile I.E. Rules 1956) read with guidelines issues from time to time by Directorate of Electricity, Govt. of West Bengal and should be endorsed from Director of Electricity, Govt. of West Bengal with authenticated documents in respect of engagement shall be furnished, for the technical evaluation, without furnishing the same will not be entertained.
46. Rates are firm for the period of the project. In case any abnormal deviation is observed during the course, the 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).

47. Award of Contract:

- 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.
- The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter.
- The notification of award will constitute the formation of the Contract.
- 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/- MANISH KUMAR YADAV


Divisional Forest Officer,
Rupnarayan Division

Memo No. 97 /2- e_Tender

Dated, Midnapore the 11 /01 /2023

Copy for information and wide Circulation to: -

1. The Sabhadhipati, Paschim Medinipur Zilla Parishad.
2. The Principal Chief Conservator of Forests & HoFF, West Bengal
3. The Chief Conservator of Forests, Western Circle, West Bengal-along with a request to return one copy duly approved.
4. The Chief Conservator of Forests, MIS & E-Governance –with a request to publish Tender/E-Tender Notice on website.
5. The Conservator of Forests, Administration, Publicity & Marketing, West Bengal
6. The District Magistrate, Paschim Medinipur.
7. The Superintendent of Police, Paschim Medinipur.
8. The District Information & Culture Officer, Paschim Medinipur.
9. The Sub-Divisional Officer, Midnapore Sadar, Paschim Medinipur.
10. The Treasury Officer, Midnapore Treasury.
11. All Divisional Forest Officer's, Western Circle, West Bengal.
12. The Assist. Divisional Forest Officer, Rupnarayan Division.
13. The Head Clerk, Rupnarayan Division.
14. The Budget, Accounts & Revenue Section.
15. All Range Officers (Territorial), Rupnarayan Division.
16. The Attached Forest Ranger, Rupnarayan Division.
17. Notice Board, Rupnarayan Division.
18. Shri / FPC_____.


Divisional Forest Officer,
Rupnarayan Division

Section – B
FORM-I
APPLICATION

To,
The Divisional Forest Officer,
Rupnaryan Division.

Subject: Name of the Work with 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) 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 (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 TENDERER)

To,
The / Divisional Forest Officer,
Rupnarayan Division.

Dear Sir/ Madam,

Ref:- Work for
Tender Reference No.

1. I/We refer to the tender notice issued by you for the work of in Rupnarayan Division vide 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 tender conditions, subject above, I/ We hereby agree, should this tender be accepted in whole or in part, to:
(a) Abide by and fulfil all the terms and provisions of the said conditions annexed hereto;
(b) Complete 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 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 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 Divisional Forest Officer, Rupnarayan Division, W.B. 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: _____

GENERAL SUMMARY

Work of _____ at _____ **Division.**

Estimate for _____ in _____ **Division.**

Tender reference no. _____

Sl. No.	Description	Amount
1.		Rs.
	TOTAL Amount	Rs.
	(in figures) Rupees _____ only.	

Time of Completion _____ days.

I/We offer to execute the work: _____ (Tenderer should quote rate in the BOQ of Financial Bid but not here).

- a) At par with Rs. _____ (Rate to be quoted in Financial Bid) as per priced schedule of quantities.
- b) _____ % _____ (in words) above the priced schedule of quantities.
- c) _____ % _____ (in words) below the priced schedule of quantities.

Total :Rs. _____ (Rate quoted as in Financial BOQ)

(Signature of Tenderer
with official seal)

Signature of Tender
inviting Authority)

(Signature of Tender
accepting Authority)

Signature of Witness : _____

Name of Witness : _____

Address : _____