GOVERNMENT OF WEST BENGAL
Directorate of Forests
Office of the Divisional Forest Officer,
Kharagpur Division
Hijli Cooperative Society, Kharagpur
Paschim Medinipur-721306
E-mail:: dfokgpdivn20@gmail.com.

E-TENDER NOTICE NO. WBFOR/DFOKGP/e-NIT_ 02_3rd Call & 06_3rd Call /SP/Sal/2022-23 OF DIVISIONAL FOREST OFFICER, KHARAGPUR DIVISION FOR CREATION WORK OF SAL PLANTATION FOR 2022-23.

In pursuance to the G.O No-5400-F(Y) dt. 25/6/12 and its subsequent amendment No-2254-F dt. 24/4/14, along with G.O. No. 5050-F(Y) dt. 16.8.2017, the Divisional Forest Officer Kharagpur Division, Hijli Co-operative Society, Kharagpur on behalf of Governor of West Bengal, invites tender from bonafide, resourceful suppliers/contractors for carrying out the following works at different Range jurisdiction of Kharagpur Division as per estimate in the table below,

LOCATION DETAILS (SAL Plantation Creation 2022-23)

NIT No	**Range**	**Beat**	**Mouza**	**J.L. No.**	**Area in Ha.**	**Rate (Rs.)**	**Amount (Rs.)**	**EMD (Rs.)**	**SD Money (Rs.)**
02_3rd Call/SP/ Sal/ 2022-23	Hijli	Hijli	Dude	259	12	₹ 1,07,686.00	₹ 12,92,232.00	₹ 25,845.00	3% of tendered amount
06_3rd Call/SP/ Sal/ 2022-23	Belda	Keshiary	Patharhuri	39	10	₹ 1,07,686.00	₹ 10,76,858.00	₹ 21,537.00	

Amount of Earnest Money: 2% of Estimated/Admissible Cost. **EMD Should 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.

Additional Performance Security @ 10% of the Tendered Amount shall be obtained from the successful bidder, if the accepted bid value is 80% or less of the estimate put to tender as per Memorandum No. 4608-F(Y) dated 18th July, 2018 of Audit Branch, Finance Department, Govt. of West Bengal.

Tender Inviting Authority reserve his right of accepting/rejecting any/ all intending bidders following the Finance Department G.O.No. 925-F(Y) dated 14.02.2017.

ANALYSIS OF THE ESTIMATES

1. Successful bidder/s can carry out the works either by deploying machine or by deploying labor by paying minimum wage for the time in vogue. As, each of the activity requires specialized skill and experience JFMC members who are conversant in carrying out such types of activities, will be given preference while deploying labor for such types of jobs. While, payment is required to be made by the contractor concerned, decision taken by the concerned Range Officer on technical ground shall be final and binding with respect to carrying any particular activities mentioned in the model estimates.

2. The estimate is indicative in nature. Thus, it might be so that some of the items mentioned in the estimate do not require to be implemented in the field and some of the items need to be implemented more than once, repeated or in enhanced manner as per field requirements. Thus the Intending bidders need to quote rate accordingly and will have to follow the instructions of Forest Officials only which will have the liberty to change the inner items mentioned in the estimates, without changing the rate or the cumulative amount of that particular item. Intending bidders are expected to have that much flexibility.

3. Payment shall be made to the successful bidders only for those items which he/she will carry out in the field on *pro rata* basis as per the rate offered by the L1 & as per the instructions of the concerned Range Officer or his authorized person(s) or his superior authority. Each item of the estimates has a definite time line, beyond which the item is very difficult to be implemented in the field. Thus, any item, which is not possible to be implemented in the field within due time, can only be implemented after having due permission in this regard from the appropriate authority. Successful bidders are required to prepare bill for making payments accordingly.

4. Rate Quoted below 15% shall be subject to rate analysis which shall require to be provided based on technical grounds to be ascertained by the Tender Committee constituted for the purpose. Rate analysis which is not technically viable shall not be accepted at this end and the candidature of the contractor concerned shall liable to be cancelled at once. This will be final and binding in nature.

5. From the above analysis, it follows logically that R.A bills shall be admissible in this regard.

SCHEDULE OF DATES

TYPE	DATE
Date of uploading of N.I.T & Other document (Online Publishing Date)	**15/09/2022 at 03.00 P.m.**
Document Download(Sale) start date	**15/09/2022 at 03.00 P.m.**
Bid submission start date	**15/09/2022 at 03.00 P.m.**
Last date for submission of uploaded copies of tender documents	**28/09/2022 at 04.00 p.m.**
Bid submission closing (On Line)	**28/09/2022 at 04.00 p.m.**
Bid Opening date for technical proposal (On Line)	**30/09/2022 at 04.00 p.m.**
Date of uploading of list of technically qualified bidders (On Line)	**To be notified in due course.**
Date of uploading of final list of technically qualified bidders after disposal of appeal (On Line)	**To be notified in due course.**
Date of opening of financial proposal (On Line)	**To be notified in due course**

GENERAL TERMS AND CONDITIONS

1. SAL seedlings are to be raised in respective ranges or as directed by the DFO/ Kharagpur Division. In some case, the location may 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.

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.

4. Tender should be submitted by name in favour of **Sri Shivanand Ram, WBFS, Divisional Forest Officer, Kharagpur Division** and not by official designation only. The tender shall be made 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 with an abstract mentioned in the annexure-II.
   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 cancelled.

The cost of tender paper for Rs. 1000.00 to be deposited by successful L1 Bidder through ICICI Bank payment gateway either by using internet banking or through NEFT/RTGS as mentioned in the G.O No-3975-F(Y) dt 29/07/2016 and subsequent G.O No-2365-F(Y) dt 12/04/2018

5. **Submission of Tender- The intending contractor/s must be financially sound to participate in the tender apart from having requisite technical knowledge and reach to the respective places. The technical bids thus submitted by the intending bidders shall be scrutinized by the tender committee constituted for the purpose, based on those grounds.**

** Technical Proposal:

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

A. Technical File (Statutory Cover) containing,

i. Application for Tender-(Vide Annexure-I) (to be submitted in "Forms" folder)

ii. Tender Form No. A–Form A published with the NIT to be downloaded and then uploaded and digitally signed. (to be submitted in "Forms" folder)

iii. Notice Inviting Tender (NIT)–The NIT as published is to be downloaded and then uploaded and digitally signed (to be submitted in "NIT" folder)

iv. Average annual turnover from contracting business-Scanned copy of Summary statement of average annual turnover from contracting business for a period of last three years,i.e.;,2019-20, 2020-21 , 2020-21 or during the period since formation of the Firm, if it was setup in less than such3-yearperiod. (Vide Annexure-II Form-IB). (to be submitted in "Forms" folder)

(Scanned copy of power of attorney by the competent authorities to be submitted, if the power is delegated for signing the bid to persons other than the applicant.)

v. Drawings if any. (To be submitted in "Drawings" folder)

Note: **Tenders will be summarily rejected if any item in the statutory cover is missing**

6. **Technical Bid-** Technical Bid Should be submitted in separate folder other than financial bid. Work of similar nature implemented in a particular financial year (not more than three years old) shall only be considered to be eligible for technical bid. Other documents such as 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. The address and Contact No. of the bidder should be clearly written on the envelope.

7. **Financial Bid** The financial proposal should contain the following document in one cover (folder).
   Bill of Quantities(BOQ):The tenderer is to quote the rate(percentage above or below)online through computer in the space marked for quoting rate in the BOQ.*(Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor)*

8. **Eligibility Criteria-** It consists of two parts- A. Experience of implementing similar nature of job & B. The requisite assessment of financial potential of the bidders.
   A. Experience of implementing similar nature of job – The intending bidders must be having experience in implementing the same nature of jobs i.e., the intending bidders must have experience of plantation works/Nursery works/ Nursery related construction works of creating plantation.
   B. The requisite assessment of financial potential of the bidders-The intending bidders must be having at least 40% of the estimated cost as financial credentials for a single contract, to be calculated for particular financial year which one is maximum (Not more than 4 years' old). Requisite documents such as PAN, GSTIN, License etc as applicable as per existing rules, must be submitted in the technical bids.
   C. Possession of Hand Tractor/ Grass Cutter/Mixer Grinders/JCBs and such other implements shall be given due weight age.
   D. 500 words write-up regarding plantation technique taken up by the tenderer to be submitted.

9. **Time to Complete the works-** Delay in compellation of each item of works as mentioned in the estimate and as directed by the concerned Range Officer or his authorized person or any superior officer in the rank above Range officer, might attract the penalty to the contractors subject to the discretionary authority of the undersigned depending on the field situation and other requisite factors required to be considered in this regard.

10. **Submission of EMD and Security- Submission of EMD:-** 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 (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/PRIs etc maintained with the Focal Point Branch of ICICI Bank 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/PRIs 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.

11. **Agreement**- an agreement shall require to be signed by the successful contractor/s with the undersigned before issuance work order from this end and after submission of requisite security deposit if applicable. All the terms and conditions mentioned in the tender shall be deemed to be considered as a part of the agreement. However, this will be in addition to such other terms and conditions as may be decided by the undersigned or his superior officer or instructions provided time to time at field by the Range Officer or his authorized person or by the undersigned or his authorized person/s.

Security Deposit: **The Security money will be deducted from the bill, Security Deposit which is 03% (Three Percent) of the contracted value of work.**
The Security Deposit will be released to the successful contractor/ supplier after 6(six) months from successful implementation of the entire scheme as per estimate with such alteration and modification as may be necessary for implementing the work at field, provided no irregularities are noticed during this period. **In case of any irregularities, the security deposit will be forfeited and in addition, other legal action as deemed fit, including black listing may be initiated.** Security deposit shall not be adjusted with the EMD.

Additional Performance Security @10% of the Tendered Amount shall be obtained from the successful bidder, in form of Demand Draft, if the accepted bid value is 80% or less of the estimate put to tender as per Memorandum No. 4608-F(Y) dated 18th July, 2018 of Audit Branch, Finance Department, Govt. of West Bengal.

OTHER TERMS AND CONDITIONS

1. **An affidavit of 1st class magistrate/Notary, duly signed by the intending bidders, declaring the following points shall be required to be submitted by the intending bidders along with the technical bid. If the affidavit is not submitted along with the technical bids, the tender submitted by the intending bidders shall be liable to be cancelled. However it shall be mandatory for the successful bidders to submit an affidavit of 1st class magistrate/Notary within 7 days from the date of issuance of offer/direction letter of submission of security deposit**
    a. **I have read and understood the meaning of the clauses mentioned in the tender notice no… … dated …….in letter and spirit.**
    b. **The documents submitted and information provided by me is true to the best of my knowledge and beliefs.**
    c. **I shall abide by all the terms and conditions mentioned in the tender notice and such other terms and conditions issued by the tender inviting authority/ other appropriate authority time to time for smooth implementation of the works.**
    d. **In case of any dispute, I vouch that, the decision taken by Divisional Forest Officer, Kharagpur Division will prevail and on appeal, the decision taken by the Chief Conservator of Forests, Western Circle, W.B. shall be final & binding upon me.**

2. Validity of the tender will be 6 (Six) months from the date of submission of the tender or up to the end of financial year, as may be decided by the appropriate authority.

3. The undersigned reserves the right to place order for work for supply up to 20% more or 20% less of the quantity mentioned in the schedule of the tender.

4. The undersigned reserves the right to cancel the tender, if necessary, without assigning any reason whatsoever.

5. The undersigned is not bound to accept the lowest rate quoted by the tenderer and he is not bound to assign any reason, whatsoever, for such non-acceptance.

6. The undersigned reserves the right to accept the tender only after verifying / testing the sample up to the satisfaction.

7. 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.

8. 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, can be provided to the contractor concerned.

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

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

11. No extension of time will be allowed for delivery / execution of the work. The Tenderer / contractor shall not be considered in default, if delay in delivery / execution occurs due to causes beyond his / her control, such as acts of God, 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, Kharagpur Division for extension of time for that period. The Division Forest Officer, Kharagpur Division at his own discretion may extend for a length of time equal to the period of force majeure or such period as he think suitable for that or may be cancelled. Such cancellation would be without any liability whatsoever on the part of the undersigned.

12. Any irregularity is noticed during plantation works the security money may be forfeited.

13. Materials will have to be procured by the tenderers by themselves following the standard and specification of PWD/PHE Schedules of the district, 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 material supplied by the department, the cost of such material will be recovered from the contractor.

14. 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.

15. All works are required to be carried out as per plan and specification & 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.

16. Royalty for any material, if obtained from Forest area, will have to paid by the contractor. Even if the material is procured from other Govt. Deptt's resources, the receipt for payment of such material must be shown and photo copies to be attached with the bill. Extra payment for such payment of Royalty etc. will not be entertained by the undersigned.

17. All tools & plants required for execution of the works should be procured by the contractor at his own cost. The standard of such tools & plants will be as per the specification of the P.W. Dept/ P.H.E.

18. Statutory Deduction: Income Tax, GST, Labor Welfare Cess as applicable shall be deducted from the Gross amount of Bill.

19. In addition to above, before payment the following documents are required to be produced, if applicable,

    a) Xerox copy of Labour license as per provision of "West Bengal Contract Labor (R&A) Act 1970" for execution of the scheme (original to be shown for verification).

    b) Xerox copy of DCR (with RA Bill/Final Bill –in original to be shown for verification) as a documentary evidence for payment of Royalty & CESS in Minor minerals or original Challan(s) carrying order(s) mentioning the name of Agency, Tender Notice No. & date received from Govt. Approved Lessee/ Permit holder.

20. The successful terderer will not assign any part of the work to any other contractor.

21. 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.

22. Rate offered in the estimate is the final and tenderer will not have any further claim.

23. The acceptance of the tender will be subject to the receipt of the approval of the higher authorities and availability of fund. The undersigned will not be responsible for any loss sustained by the tenderer in the event of non receipt of Government sanction.

24. 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.

25. The terms and conditions of this "Tender Notice inviting tender" is part and parcel of the contract form.

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

27. The cost Tender paper / Form will be sold as per Govt. of WBs notification no. 452-A/PW/O/10C-35/10, Dt-26/07/2011.

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

29. Forest Department, or Kharagpur Division, or any staffs of the Division, shall in no way be held responsible under any circumstances for any accident or death of the laborer/ driver etc, engaged by the contractor, happened in the field during the time of implementation of the works.

30. Range Officer or his authorized person/s shall have the discretionary power to deploy suitable laborers, preferably from among the FPCs concerned.

31. 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.

32. Payment shall only be made to the contractors 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.

33. The mode of payment for successful completion of the works should be made by NEFT/RTGS/Account payee cheque issued by the Kharagpur treasury.

34. Since the plantation works is a seasonal and time bounding in nature and should be completed within stipulated time, as fixed. In case if there be any delay in procedure for taking up the plantation works, the part of it may be completed by the department itself. As such no demand of whatsoever is to be entertained.

35. Please follow annexure carefully before and during submission of tender.

Sd/-
S.Ram, WBFS
Divisional Forest Officer
Kharagpur Division

ANNEXURE-I
PRAYER FOR PARTICIPATION IN THE TENDER

Name :

Address :

Tender Notice No.

Financial Credential for similar nature of job (as mentioned in the tender notice)

Bank details [A/c No., IFSC code & MICR code (optional)]

Declaration : I / we do hereby declared the statement made by me is true the best of my knowledge in belief. If allow I/We shall abide by all the terms and conditions mentioned in the tender notice and the direction of the authority. I /We read the tender document carefully and understood it in letter inspirit.

Signature with date ……..……..

TECHNICAL BID FORMAT

Form IA-General Information about the Organization

Sl No	Particulars	Details to be furnished

Details of the Bidder (Organization)

1	Name	
2	Address	
3	Telephone/Mobile No.	
4	Email	
5	Fax	
6	Website	

Details of Authorized Person

7	Name	
8	Address	
9	Telephone/Mobile No.	
10	Email	

Information about the Organization

11	Status of Organization (Proprietorship/Partnership/Public Ltd/Pvt. Ltd/ Co-operative Society etc.)	
12	Details of Registration of Organization	Date: Ref:
13	Number of Professionals in position in the organization	
14	Locations and address of offices	
15	Service Tax Registration Number	
16	VAT Registration Number(Enclosed latest VAT Return)	
17	Professional Tax Registration Number	
18	Income Tax PAN Number	
19	Details of any other Licenses/Registration (Copy to be enclosed)	

Signature of the Tenderer with date

(Annexure-II)

Form I-B

"Summary of Similar Projects Implemented " (Year wise)

Sl No	Name of the Customer	Project Name	Brief narration of the type of work implemented	Start Date	End Date	Contact Value (only net checked amount issued by authority	Financial year of the completion of the work	Supporting documents against the completion report (Yes/No)	Whether Successfully completed	Address &Phone no. of the work completion issuing authority.

Signature of the Tenderer with date

(Annexure-III)

FINANCIAL BID FORMAT

Form II-A

Sl No	NIT No.	Estimated Cost Inclusive all taxes as per model estimates (Rs)	Rate Offered by the bidders		
			Fixed Price (1) (Rs)	Applicable Taxes(2) (Rs.)	Total (1)+(2) (Rs.)
			NOT TO BE MENTIONED IN TECHNICAL BID		

Declaring that the item against which there are fixed Govt. rate such as minimum wage rate etc. shall be obeyed in letter in spirit

Signature of the Tenderer with date

Memo No. 3040 (38)/2-Budget/2022 Dated Kharagpur, the 15.09.2022

Copy forwarded for wide circulation & information to:-

1) **The Principal Chief Conservator of Forests, (HoFF),** West Bengal.
2) **The Principal Chief Conservator of Forests, General,**West Bengal.
3) **The Chief Conservator of Forests,** Western Circle, West Bengal.
4) **The Chief Conservator of Forests,**MIS & e-governance, West Bengal to upload the Tender Notice in the website- **www.westbengalforest.gov.in.**
5) **The Sabhadhipati, Paschim Medinipur Zilla Parishad.**
6) **The Sabhadhipati, Jhargram Zilla Parishad.**
7) **The District Magistrate,** Paschim Medinipur.
8) **The District Magistrate,** Jhargram
9) **The Superintendent of Police**, Paschim Medinipur.
10) **The Superintendent of Police**, Jhargram.
11) **The District Planning Officer,** Paschim Medinipur.
12) **The District Planning Officer,** Jhargram.
13) **The District Information & Cultural Officer,** Paschim Medinipur.
14) **The District Information & Cultural Officer,** Jhargram.
15) **The Karmadakshya Bon-O-Bhumi Sthayee Samity,** Paschim Medinipur Zilla Parishad.
16) **The Karmadakshya Bon-O-Bhumi Sthayee Samity,** JhargramZilla Parishad. .
17) .**The Sub Divisional Officer,** Kharagpur Sub Division.
18) **The Sub Divisional Officer,** Jhargram.
19) **The Treasury Officer,** Kharagpur Treasury.
20) **The Treasury Officer,** Jhargram Treasury.

22-27) **All Divisional Forest Officer,** Western Circle.

28) **The Asst. Divisional Forest Officer,**Kharagpur Division.

29-37) **All Range Officers,**Kharagpur Division.

38) Notice Board.

Sd/-
Shivanand Ram, W.B.F.S.
Divisional Forest Officer.
Kharagpur Division