



Government of West Bengal  
Directorate of Forests  
Office of the Divisional Forest Officer  
Monitoring (North) Division



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Notice Inviting Quotation No. : 18/17-18

Dated 13/11/2017

QUOTATION FOR SUPPLY OF LABOUR COMPONENT FOR SURVEY & MONITORING OF PLANTATIONS ( 1<sup>st</sup> YEAR) TO BE MONITORED BY COOCHBEHAR MONITORING RANGE, UNDER MONITORING (NORTH) DIVISION DURING THE YEAR 2017-2018.

The Divisional Forest Officer, Monitoring (North) Division, West Bengal, invites sealed quotation for the following work(s) from the eligible Contractors/General Order Suppliers as detailed in the table below.

**Nature of the works -Supply of Labour Component for Survey & Monitoring of Plantations ( 1<sup>st</sup> year) to be monitored by Coochbehar Monitoring Range under Monitoring (North) Division during the year 2017-2018.**

1. Carrying survey materials, files, forms etc. manually upto non-motorable plots and engaging labours for helping in checking the area of plantation created and counting for enumeration (3plots x 2500sq. m) including demarcation of sample plots by making earthen mound in four corner with pegging painted with colour for easy identification (3plots x 4 nos. pegs).
2. Laying out sample plots size (50m x 50m) and taking height measurement and enumeration within the sample plot (3plots x 2500sq. m).

**Location of the work - Annexed in separate Page. (Annexure - I)**

**Estimate of Work (Only labour components) - Annexed in separate Page. (Annexure - II)**

**1. General Guidance:**

Office of the Divisional Forest Officer Monitoring (North) Division may be contacted for instructions/ Guidelines & for submission of the quotation.

- i) **Last Date & Time for Submission of Quotation** : 23.11.2017 till 3.00pm.
- ii) **Date & Time of opening of Quotation** : 23.11.2017 at 4.00pm sharp.

**2. Details of bidder:**

Sl. No	Category Name	Sub-Category Description	Document Name	
A	Owner Details	Documents Required	1	GST Registration Certificate
			2	I.T.R. Acknowledgement Receipt
			3	PAN Card
			4	Adhaar Card/Voter ID Card
			5	Valid Bank Account with IFSC Code including a cancelled cheque.

### **3. Eligibility Criteria for participation.**

- (a) The intending bidders should have proper license for engaging laborers on contract.
  - (b) All categories of prospective questioners shall have to submit valid and upto date Professional Tax Receipt Challan, GST registration certificate, Income Tax return Acknowledgement receipt, PAN card issue by the Income Tax Department, Adhaar Card/Voter ID Card and Trade license in respect of the prospective Quotationer.
  - (c) The prospective Quotationers 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.
  - (d) Joint Ventures will not be allowed.
  - (e) No conditional/Incomplete Quotation will be accepted under any circumstances.
4. While evaluation, the committee may summon the Quotationers and seek clarification/ information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated time frame, their proposal will be liable for rejection.
5. The selected contractors must arrange to provide the labours on date , time and venue as informed by the concerned Range Officer for monitoring of soil conservation structural works. No TA/DA will be allowed to the labours on any circumstances.

### **6. Validity of Bids:**

Bid shall remain valid for a period not less than **100 (Hundred)** days from the date of opening of the quotation.

### **7. Deduction of Taxes ETC:**

Deduction of Income Tax from the contractor's Bill will be made as per Govt. rules. Labour Welfare Cess @ 1% (one percent) of the cost of works will be deducted from every bill of the selected agency (if applicable) GST will have to be borne by the contractor as per Govt. Rules and the Rate in the estimate is inclusive of all the Taxes Stated above. Deduction of Tax shall be made as per the provision of existing Tax Rules with up to date amendments.

- 8. No Mobilization advance and secured advance will be allowed. Time/ cost overrun and consequent cost of escalation for any material labour, P.O.L. etc. will not be allowed. The payment will be made after completion of the work.
- 9. Canvassing in connection with the completion of the work.
- 10. Site of work and other necessary documents may be handed over to the successful Quotationer along with the work order or in a phase wise manner as deemed fit by the Divisional Forest Officer, Monitoring (North) Division, West Bengal. No claim in this regard will be entertained.
- 11. The successful Quotationer will have to supply the labours as per the work order to commence the work.
- 12. The successful Quotationer will be required to obtain valid Registration Certificate & labour license from respective offices & obey the contract labour (Regulation and Abolition) Act, 1970 and the same should be submitted to the Divisional Forest Officer, Monitoring (North) Division, West Bengal.

13. The successful Quotationer shall have to be comply with the provision of (a) the Contract Labour (Regulation and Abolition) Act, 1970 and (b) The minimum wages Act, 1948 and the notifications thereof or other laws relating thereto and the rules made and orders issued there under from time to time.
14. Prevailing safety norms has to be followed by the successful Quotationer during execution of the work so that LTI (Loss of time due to injury) is Zero.
15. It must be clearly understood that the quantities of the labour components indicated in the annexure are approximate only and may be appreciably increased or decreased during actual execution. The Contractor shall remain effected by alteration.
16. The successful Quotationer i.e. Supplier of Labour/Contractor will be liable for any injury/death of any labour while executing the works. No liability on the injury or death of labour will be borne by the any staff and DFO.
17. For the part haring of vehicle (Motor Cab-Non A.C.) existing Govt. order will be followed. The contractor will not be paid for any hiring of vehicle for transportation of labours upto the working site.
- 18. Final Payment :**  
The Final bill shall be accompanied by a certificate of completion **from the Employer**. Payment of final bill shall be made within a month of submission of the same. The acceptance of payment of the final bill by the contractor would indicate that he will have no further claim in respect of the work executed.
- 19. Escalation of Prices :**  
The Rates quoted by the contractor shall be firm throughout the tenure of the contract (including extension of time, if any granted) and will not be subject to any fluctuation due to increase in cost of materials, labour, sales tax or anything.
- 20. Settlement of Dispute, Arbitration:**  
Except where otherwise provided in the contract, all questions and disputes relating to the meaning of the specifications, designs, drawing and instructions herein before mentioned and as to the quality of workmanship or materials used on the work, or as to any other question, claim, rights, matter, or thing what so ever, in any way arising out of or relating to the contract, design, drawing, specification estimates, instructions, order or these condition or otherwise concerning the works or the execution of failure or execute the same, whether arising during the progress of the work or after the completion or **abandonment** thereof shall be referred to the sole arbitration of the Conservator of Forests, Monitoring Circle, West Bengal. The award of the arbitrator shall be final, conclusive and binding both parties to this contract and no suit shall lie in Civil Court in respect of the award by the arbitrator.
21. The Divisional Forest Officer, Monitoring (North) Division is not binding himself to accept the lowest bid. In this case the decision of the accepting authority will be final.
22. The successful Quotationer will discuss the Divisional Forest Officer, Monitoring (North) Division only if the find any problem in the estimate and nature of work prior to start the work, after start the work no such discussion will be entertain by this end.

23. The labours must be paid the wages as per the latest wage rate notified by the Labour Department, West Bengal.
24. While engaging the labours the members of local Forest Villages and FPC villages of the area should be given priority in consultation with the concerned range officer of Monitoring(North)Division.
25. The Divisional Forest Officer, Monitoring (North)Division is not binding himself to accept the lowest bid. In this case the decision of the accepting authority will be final.
26. The successful quotationer will discuss with Divisional Forest Officer, Monitoring(North) Division only if he finds any problem I the estimate and nature of work prior to start the work. After starting the work no such discussion will be entertained from this end.
27. Work order will be given after placement of fund only.



Divisional Forest Officer  
Monitoring (North) Division

Memo No. 327/2M-11

Dated : 13.11.2017

Copy forwarded for information to :

1. The Principal Chief Conservator of Forests, Research Monitoring & Development, West Bengal.
2. The Chief Conservator of Forests, Monitoring & Evaluation, West Bengal.
3. The Chief Conservator of Forest, MIS,WB, with a request to upload the same on official website of Forest Directorate.
4. The Conservator of Forests, Monitoring Circle, West Bengal.
5. The District Information Officer, Darjeeling.
6. The Sub-Divisional Information Officer, Siliguri Sub Division.
7. The All Range Officer, Monitoring (North) Division for displaying **Notice Board** of the respective office.
8. The Guard File
9. Notice Board.



Divisional Forest Officer  
Monitoring (North) Division

**AFFIDAVIT**

**(To be furnished in Non-judicial stamp 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 the bid by the Directorate of Forests/Government of West Bengal or any of the statutory Bodies or Government Organizations. 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, Monitoring(North)Division,herein referred to as the Quotation inviting and Accepting Authority, to verify this statement.
- (iii)The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Quotation inviting & Accepting Authority.
- (iv)I. the undersigned do certify that I read all the conditions given in the Quotation notice and also read and understand the nature of the work and estimates.

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

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

Title & Capacity of the officer: \_\_\_\_\_

Name of the firm and seal: \_\_\_\_\_



GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF FORESTS  
OFFICE OF THE DIVISIONAL FOREST OFFICER,  
MONITORING (NORTH) DIVISION  
BALAIDAS CHATTERJEE ROAD, HAKIMPARA,  
P.O. SILIGURI, DIST. DARJEELING.

**QUOTATION FORM**

I/We agree the rate offered for Survey & Monitoring of plantations ( 1<sup>st</sup> year), to be monitored by Coochbehar Monitoring Range under Monitoring (North)Division during the year 2017-2018, as mentioned in Annexure -I (location and nature of work) & Annexure-II (Detailed estimates) against Quotation Notice No 18/17-18/Dt. 13.11.2017. I have read the Terms and Conditions (1 to 27) thoroughly, understood its contents and agreed.

Project No.	Location of work and brief description.	Rate offered including deduction of taxes as applicable (if any)
1.	Survey & Monitoring of plantations (1 <sup>st</sup> year), to be monitored by Coochbehar Monitoring Range under Monitoring (North)Division during the year 2017-2018.	Project No.____ a) Rate at par the amount shown in the Schedule. Or b) Rate -----% below the amount shown in the Schedule. Or c) Rate -----% above the amount shown in the Schedule.

\*Only one rate should be quoted against each Project/Item No. (from a to c) with a tick mark (The Rate Must be mentioned in **both word and figure**)

1. Name of Contractor/ Company/Agency
2. Full Postal Address of Contractor/ Company/Agency
3. Name of Bank & Branch.
4. Bank Account No. & Nature of Account.
5. PAN No.(Xerox to be attached)
6. Bank IFSC Code.
7. Valid Mobile No.

Date-

Full Signature with Rubber Stamp

Year of Plantation- 1<sup>st</sup> Year

Location-Area under Buxa Monitoring Range

Detail location of works: Detail of Location of work available in office of the undersigned and respective monitoring ranges.

Estimate of Work- Annexure-II

Sl. No.	Particulars of Works	Rate	Amount
1	Cost of carrying survey materials, files forms etc, manually upto non-motorable plots and engaging labours for helping in checking the area of plantation created and counting for enumeration (6 plots x 2500s. m) including demarcation of sample plots by making earthen mound in four corner with pegging painted with colour for easy identification (6plots x 4 nos. pegs)	8 md	1834.4
2	Laying out sample plots size (50m x 50m) and taking measurement i.e. collar girth, BHG etc. of seedlings and enumeration within the sample plots (6plots x 2500sq. m)	6md	1375.8
3	GST for the supplier of labour @ 18%		577.83
4	Charges for supplier of labour @ 14 %		449.5
Total cost for 20ha			4237.53
Total cost for 1 ha			211.88
Or say			212.00

Quantum of Works- 289.83 ha

Total Amount - Rs 61444

(Rupees Sixty one thousand four hundred forty four) only

  
Divisional Forest Officer  
Monitoring (North) Division