



GOVERNMENT OF WEST BENGAL
 Directorate of Forests
 Office of the Divisional Forest Officer,
RUPNARAYAN DIVISION.
 Rangamati, Midnapore. PO-Vidyasagar University,
 Dist – Paschim Medinipur, Pin-721102.
 E-mail ID :: dforupnarayan@rediffmail.com



QUOTATION FOR "MAINTENANCE/UPGRADATION OF STAFF QUARTER/OFFICE BUILDINGS"
UNDER RUPNARAYAN DIVISION, RANGAMATI, MIDNAPORE.

No. 51 / 2- -Quotation

Dated Midnapore the 10/01/2018

The existing offices and staff quarters of Rupnarayan Division require petty repairing which is required to be taken up immediately. If the works are not taken up immediately, the possibility of any kind of mishaps and subsequent huge expenditure cannot be ruled out. Thus, 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, DIVISIONAL FOREST OFFICER RUPNARAYAN DIVISION , Rangamati, Midnapore, on behalf of Governor of West Bengal, ,invites **Location wise, Cluster Wise Sealed QUOTATION/S** from bonafide, resourceful suppliers/contractors for carrying out the following works at various places of Rupnarayan Division as per the following schedules

Cluster No	Location	Details of Quarter/ Office	Estimated Cost (Rs)	Security (5% of the Offered Rate)	GST Amount	Remarks
1	Divn HQ	Qtr No-23/RSC	51,000		12% as per Current PWD Schedule of Rates	Works to be completed with 7 days from the date of issue of work Order. Bills shall be provided based on actual expenses incurred in the field and not as per lowest rate quoted by the successful bidder/s only.
2	Do	Qtr No-3/RSC	80,000		Do	Do
3	Do	Qtr No-14B/RSC	51,000		Do	Do
4	Do	Qtr No-7A/RSC	51,000		Do	Do
5	Do	Qtr No-12 & 2 /RSC	90,000		Do	Do
6	Do	Improvement of Godown at HQ	51,000		Do	Do
7	Amlagora Range	Repairing and Renovation Works at Amlagora Range Office	65,000		Do	Do
8	Amlagora Range	Repairing and Renovation Works at Amlagora Rest House	65,000		Do	Do
9	Garhbeta Range	Repairing and Renovation Works at Dhadika Rest	65,000		Do	Do

		House				
10	Garhbeta Range	Repairing and Renovation Works at Garhbeta Range Office	65,000		Do	Do
13	Hoomgarh Range	Repairing and Renovation Works at Hoomgarh Range Office	65,000		Do	Do
14	Mahalasai Range	Repairing and Renovation Works at Mahalasai Rest House	65,000		Do	Do
15	Do	Addl Repairing and Renovation Works at Mahalasai range	65,000		Do	Do
16	Goaltore Range	Repairing & Renovation of Goaltore Godown	65,000		Do	Do
17	Do	Repairing & Renovation of Goaltore Drivers Shed	51,000		Do	Do
18	Do	Repairing & Renovation of JFMC Shed	65,000		Do	Do

ANALYSIS OF THE ESTIMATES

1. More or less 4 types of estimates are there based on which the intending bidders are required to take up the repair/renovation works.
2. The rates are based on PWD Schedule of Rates as revised on 1st December, 2015. The rate is inclusive of GST, as applicable, labour Cess, IT and profit margin of the bidders. GST, as applicable, as per G.O No-5050-F(Y), shall be deducted from contractors' bill. Thus, the intending bidders are required to quote their rate accordingly.
3. The estimates rate indicative in nature, while some items may not require to be implemented in the field and some items are required to be repeated, extended & modified, as per field condition. No additional payment shall be made in case of such minor deviation up to 10% of the original estimates. However, additional payment shall be made on prorata basis based on the approved offered rate, if the works implemented is more than 10 % against a single item.
4. As works are required to be implemented as soon as possible and funds are required to be utilised accordingly, R.A Bills, subject to the discretionary power of the undersigned, might be provided to the successful bidder/s subject to the performance and quality of the works implemented & past record/s of the contractors, if any.
5. For any other detail one may communicate with this Division Office during office hours.

Intending quotationers are requested to submit their quotations by name "Shri Arnab Sengupta, W.B.F.S, D.F.O., Rupnarayan Division", Rangamati, Midnapore from **11/01/2018 to 22/01/2018** from 11.00 AM to 4.00 PM on the working days and will be **opened on 22 /01/2018 at 5.00 p.m** in the presence of the quotationers as remain present. Quotations shall be submitted at the quotation box only, ear-marked for the purpose. The quotationers shall have to enclose valid I.T., VAT/GST Clearance certificate with their quotation.

FORMAT FOR SUBMISSION OF QUOTATION

Quotation No	Cluster No	Location	Details of Quarter/Office	Maximum Admissible Ammount	Rate Offered inclusive of all taxes	Documents of Similar nature of works (Credentials)
	1	Divn HQ	Qtr No-23/RSC	51,000		
	2	Do	Qtr No-3/RSC	80,000		
	3	Do	Qtr No-14B/RSC	51,000		
	4	Do	Qtr No-7A/RSC	51,000		

	5	Do	Qtr No-12 & 2 /RSC	90,000		
	6	Do	Improvement of Godown at Hq	51,000		
	7	Amlagora Range	Repairing and Renovation Works at Amlagora Range Office	65,000		
	8	Do	Repairing and Renovation Works at Amlagora Rest House	65,000		
	9	Garhbeta Range	Repairing and Renovation Works at Dhadika Rest House	65,000		
	10	Do	Repairing and Renovation Works at Garbeta Range Office	65,000		
	13	Hoomgarh Range	Repairing and Renovation Works at Hoomgarh Range Office	65,000		
	14	Mahalisai Range	Repairing and Renovation Works at Mahalisai Rest House	65,000		
	15	Do	Addl Repairing and Renovation Works at Mahalisai range	65,000		
	16	Goaltore Range	Repairing & Renovation of Goaltor Godown	65,000		
	17	Do	Repairing & Renovation of Goaltor Drivers Shed	51,000		
	18	Do	Repairing & Renovation of JFMC Shed	65,000		

GENERAL TERMS AND CONDITIONS

1. Quotation is floated with an anticipation of administrative and financial approval from appropriate authority. If approval is not received or fund is not there, the quotation shall be cancelled outright without assigning any further reason. Work order, after completion of due formalities shall be issued accordingly. Payment for availing quotation paper, if any shall not be refunded under any circumstances.
2. The intending bidders shall be allowed to participate in any or all of the clusters and any or all of the items of his/her own choice.
3. **The cluster and location shown in the tender notice are indicative in nature. Location may vary as per exact field situation. Successful bidder/s shall have to make their own arrangement to carry out the works in new location on their own. No claim of excess payment shall be entertained in such cases.**
4. **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 ie, the intending bidders are required to submit **financial credential for construction /Maintenance of Building and other similar construction works**. Other type of financial credentials shall not be considered for the purpose. Financial credential (work completion certificate only not work orders) more than 3(three) years old shall not be considered. The financial credential should be at least 80% of the estimated cost for similar nature of job for each cluster, implemented within last 3 financial years for a single contract.

- B. The requisite assessment of financial potential of the bidders-The intending bidders must be having at least 80% of the estimated cost as financial credentials for a not more than 3 contract, to be calculated for particular financial year which one is maximum (Not more than 3 years' old). Requisite documents such as PAN, VAT/GST, License etc as applicable as per existing rules, must be submitted in the technical bids.
- C. After assessment of the eligibility criteria a weightage will be provided against each technical bid in 1 to 10 points scale. Those who will score at least 7 points shall only be eligible to qualify the financial bid.
5. **Submission of Security-** Security, as mentioned in the schedule, should be submitted before issuance of the works order by the successful bidders, as per existing rules. Security may also be adjusted with the R.A Bills to be paid for the successful implementation of the works. The mode of security deposit shall finally be decided by the undersigned. 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 any legal action as deemed fit may be initiated.
 6. **Dispute Resolution** – The decision taken by the undersigned shall be final in case of any dispute while implementing the work at field level or otherwise. Appeal, if any shall be made to the Chief Conservator of Forests, Western Circle, within 30 days. The decision taken by the Chief Conservator of Forests, Western Circle, shall be final and binding.
 7. **No payment shall be made under any circumstance, if the work is not completed.**
 8. **Rate quoted should be inclusive of all Taxes.**
 9. **Intending bidder/s shall be allowed to participate in maximum 6 clusters, subject to having the requisite financial potential which should be at least 80 % of estimate for each cluster for which the intending bidder/s is willing to participate.**
 10. **Intending bidders shall have to quote the rate only. However, if any of the items is not required to be implemented or modified as per field situation; bills should be prepared accordingly on pro rata basis based on the offered rate of the successful bidders and item wise allocation of the maximum admissible cost.**
 11. **It is mandatory to pay Minimum Wage, if any, as per the latest Minimum Wage Act. It shall be the discretionary power of the Range Officer to deploy labourers from among the JFMC members having the requisite skills to raise the nursery seedlings.**
 12. The Divisional Forest Officer, Rupnarayan Division, shall have the liberty to cancel any part/cluster or the entire quotation without assigning any reasons thereof.
 13. The requisite certificate such as PAN, VAT/GST, Bank A/c Details shall have to be submitted along with quotation.
 14. Security, as applicable, shall have to be deposited by the successful bidders.
 15. Work Order shall be issued as per exact field situation. Bill shall be processed as per actual work done in the field and not based on lowest rate quoted only, subject to the limit mentioned in the table above.
 16. **Work should be done within 10 (Ten) days from the date of issue of work order.**
 17. Work Order shall be issued as per exact field situation. Bill shall be processed as per actual work done in the field and not based on lowest rate quoted subject to the limit mentioned in the table above.
 18. **It shall be the discretionary power of the undersigned to impose penalty to the tune of 10% of the total value of the work in case of delay in completing the work, if applicable**
 19. The quotationer/supplier/contractor should have valid license from concerned authority.
 20. **Sample, if applicable, should be supplied to the AFR section before quoting the rate through quotation.**
 21. Broken / Damaged materials / materials of below quality against the sample supplied, if found after receiving by this office, the same should be replaced with new one / fresh supply at the earliest.
 22. Guarantee / Warranty of the supplied materials if any, should be indicated in the quotation.
 23. Delivery of the materials should be free of cost.
 24. The rate offered should be valid for 3(three) months. However the same can be increased up to 1 year subject to satisfactory service of the quotationer.
 25. Actual work at field level shall be dependent on the field level situation as per recommendation of the concerned Range Officer. Payment will be made based on actual supply / work done.
 26. It shall be the responsibility of the successful bidder to pay minimum wages to the labourers engaged for the work. In no case minimum wages shall be compromised under any circumstances.
 27. Concerned Range Officer will be at his liberty to engage skill labourers from among the FPCs; but payment as per minimum wage act, shall be required to be made by the contractor concerned.
 28. If required, and if decided by the Range Officer concerned, payment to the labourers shall be given directly to the respective bank accounts of the labourers. Successful bidder shall not have any say regarding the matter.
 29. In that case bill shall be prepared accordingly based on the certificate provided by the concerned Range Officer in this regard referring the same quotation no. & work order no.

30. Work order will be issued to the successful quotationer as and when required and subject to availability of fund from appropriate authority.
31. **In no case, the Department of Forest, any staffs of Rupnarayan Division, shall be held responsible for any accident/death of the labourer engaged in the field during the time of work. Safety and security shall be exclusively the concern of the successful bidders and he/she shall have to pay the compensation for such incidences as per existing rules.**

SD/-
Divisional Forest Officer,
RUPNARAYAN DIVISION
Rangamati Rupnarayan

No. 51 / 2 - Quotation

Dated Midnapore the 10 / 01 / 2018

1. The Chief Conservator of Forests, Western Circle, West Bengal.
2. The District Magistrate, Paschim Medinipur.
3. The Superintendent of Police, Paschim Medinipur.
4. The Sub-Divisional Officer, Sadar, Paschim Medinipur.
5. The Treasury Officer, Midnapore Treasury
6. All Divisional Forest Officer's, Western Circle, West Bengal.
7. The Treasury Officer, Midnapore Treasury.
8. The Block Development Officer, _____ Block.
9. The Assist. Divisional Forest Officer, Rupnarayan Division.
10. The Head Clerk, Rupnarayan Division.
11. The Budget, Accounts & Revenue Section.
12. AFR, Rupnarayan Division.
13. All Range Officers (Territorial), Rupnarayan Division.
14. Notice Board, Rupnarayan Division.

SD/-
Divisional Forest Officer,
RUPNARAYAN DIVISION
Rangamati Rupnarayan.