



Government of West Bengal  
Directorate of Forests  
Office of the Divisional Forest Officer  
Howrah Division, West Bengal

**e-Tender for Selection of bonafide persons / agencies / companies, including consortium and partnership firms to undertake various works under Divisional Forest Officer, Howrah Division.**

**e-NIT No: 02/ Repairing and Maintenance/SP of 2024-25**

Memo No.: 313/SP/25

Dated.: 30 / 01 / 2025

**e-TENDER NOTICE**

**Notice Inviting e-Tender No.: 02/ Repairing and Maintenance/SP of 2024-25**

**Repairing and maintenance of Range office, Range Officer's Quarter and Deputy Range Officer's Quarter at Chandur Beat under Arambagh Range of Howrah Division**

The Divisional Forest Officer, Howrah Division, invites e-tenders for the following work from the eligible Contractors as detailed in the table below.

Name of the Work	Detail Of Works	Estimated Amount (Rs)	Earnest Money @2% of estimated value (Rs)	Period of Completion (Days/Months)
Repairing and maintenance of Range office, Range Officer's Quarter and Deputy Range Officer's Quarter at Chandur Beat under Arambagh Range of Howrah Division	1.Reparing & maintenance work of Range office	1,50,000.00	8,500/-	30 (thirty) days from the date of Award of Contract
	2. Repairing & maintenance work Range Officer's quarter	1,50,000.00		
	3. Repairing & maintenance work Deputy range Officer's quarter	1,25,000.00		
	<b>Total</b>	<b>4,25,000.00</b>		

Sl.No.	Particulars	Date & Time
1	Date of uploading N.I.T. Documents—Online ( Publishing Date)	18/02/2025 (10.00 AM)
2	Documents download start date ( Online)	18/02/2025 (10.00 AM)
3	Documents download end date (Online)	03/03/2025 (4.00 PM)
4	Bid submission start date (Online)	18/02/2025 (10.00 AM)
5	Bid submission closing date ( Online)	03/03/2025(up to 4.00 PM)
7	Bid opening date for Technical Proposal (Online)	05/03/2025 (04.00 PM)
8	Date of uploading technically qualified bidders (Online)	To be notified in due course
9	Date of opening Financial Bids (Online)	To be notified in due course

Detail of e-TENDER Notice, Terms and Conditions, BOQ, etc will be available from website <http://wbtenders.gov.in> directly with the help of Digital signature Certificate.

**5.6 Earnest Money Deposit (EMD):**

a) Earnest Money payment:

i. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment gateway.

ii. RTGS/NEFT in case of offline payment through bank accounts in any bank.

b) Exemption of any kind for any of the eligible bidder towards cost of EMD will be according to

i. 815-F(Y) dated 23.02.2023 issued by Finance Department, Audit Branch, Government of West Bengal.

c) Refund of EMD: The EMD of the unsuccessful Tenderer will be refunded as per notification issued by Finance Department, Government of West Bengal, Memo no. 3975-F(Y) dated 28/07/2016.

d) Intending Tenderers should download the Tender Documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

e) Both Technical Bid and Financial Bid should be submitted duly digitally signed by the Tenderer through the website <http://wbtenders.gov.in> as per the 'Date & Time Schedule' stated in this N.I.T. (Details of which has been narrated in 'Instruction to Bidders')

1. Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>
2. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per prescribed Time Schedule.
3. The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the 'Tender Committee' formed by the **Divisional Forest Officer, Howrah Division, Dalmia Park, Stadium Complex, Howrah - 711101.**

**5. Eligibility criteria for participation in the tender.**

**5.1 For first call of NIT:**

- i. Intending tenderers should produce credentials of a similar nature of 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 this tender notice; or,
- ii. Intending tenderers should produce credentials of 2(two) similar nature of work, each of the minimum value of 30% of the estimated amount put to tender during 5(five) years prior to the date of issue of this tender notice; or,
- iii. Intending tenderers should produce credentials of one single running work of similar nature of work 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;
- iv. In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, 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 executed agency, i.e. the tenderer.

**For 2nd call of NIT:**

- i. Intending tenderers should produce credentials of a similar nature of 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,
- ii. Intending tenderers should produce credentials of 2(two) similar nature of work, each of the 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,
- iii. Intending tenderers should produce credentials of one single running work of similar nature of work 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;
- iv. In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, 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 executed agency, i.e. the tenderer.

**For 3rd call of NIT:**

- i. Intending tenderers should produce credentials of a similar nature of 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 this tender notice; or,
- ii. Intending tenderers should produce credentials of one single running work of similar nature of work 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;
- iii. In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, 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 executed agency, i.e. the tenderer.

- 5.2** Bonafied, resourceful contactor / agencies having experience of similar nature or civil construction work should have satisfactorily completed at least 1 similar work or civil construction work within a period of 12 months for a magnitude of 50% of the amount put to the tender under the state Government or its undertaking or the Central Government or its undertaking or any Statutory Body during the last 3 (Three) years from the date of issue of the Notice And verifiable letters/ documents supporting it should be submitted along with Technical Bid. There is no need of EPF and ESI code number.  
The Tenderer should have annual turnover more than 20% of the Estimated amount in each year during last 3 (Three) financial years or total more than 60% during last 3(three) financial years plus current financial year and supported with Audited Sheet /Audited Income tax documents/ return to be submitted along with Technical Bid.

- 5.3 **Document:** Income Tax Acknowledgement Receipt for the latest Assessment year, P.T. Deposit Challan for the Current year, PAN Card, GST Registration Certificate/Copy of Latest GST return, Service tax registration/return of ST-2/Copy of Latest ST-3 (if any), are to be accompanied with the Technical Bid Documents.

**[Non-statutory documents]**

- 5.4 **Affidavit (Y):** The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded, debarred or blacklisted during the last 3 (*three*) years by any Government or PSU. Such abandonment or rescission will be considered as disqualification towards eligibility. A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive and be submitted along with technical bid.
- 5.5 Registered Labour Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Minutes of last A.G.M (preferably), valid certificate from A.R.C.S. along with other relevant supporting papers and be submitted along with technical bid.

5.6 Earnest Money Deposit (EMD):

a) Earnest Money payment:

i. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment gateway.

ii. RTGS/NEFT in case of offline payment through bank accounts in any bank.

b) Exemption of any kind for any of the eligible bidder towards cost of EMD will be according to

i. 815-F(Y) dated 23.02.2023 issued by Finance Department, Audit Branch, Government of West Bengal.

c) Refund of EMD: The EMD of the unsuccessful Tenderer will be refunded as per notification issued by Finance Department, Government of West Bengal, Memo no. 3975-F(Y) dated 28/07/2016.

d) Intending Tenderers should download the Tender Documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

e) Both Technical Bid and Financial Bid should be submitted duly digitally signed by the Tenderer through the website <http://wbtenders.gov.in> as per the 'Date & Time Schedule' stated in this N.I.T. (Details of which has been narrated in 'Instruction to Bidders')

6. Bid shall remain valid for a period of 180 days from the first date of closing. If the bidder withdraws the bid during the validity period of bid, the Earnest Money as deposited will be forfeited forthwith without assigning any reason thereof.

**6.1 Incomplete Tender in any form shall liable to be rejected out rightly and no correspondence in this regard will be entertained.**

**6.2 Conditional Tenders will also be rejected out rightly.**

## **INSTRUCTION TO BIDDERS (ITB)**

### **Section - A**

#### **General guidance for e-Tendering:**

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

**i) Registration of Contractor:**

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in> The contractor is to click on the link for e-Tendering site as given on the web portal.

**ii) Digital Signature certificate (DSC):**

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) or other certified agencies of Government of India on payment of requisite amount. Details are available on the Web Site. DSC is given as a USB e-Token.

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

**iv) Participation in more than one work:**

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm.

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

**Technical Proposal:**

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

**(a). Statutory Cover Containing the following documents:**

1. NIT
2. Scan copy of EMD
3. AFFIDAVIT - "Y"

**(b). Non-statutory Cover containing the following documents:** As listed in eligibility criteria given in NIT Para 5.1 to 5.5.

**N.B.:** Failure of submission of any of the above mentioned documents as stated will render the tenderer liable to be rejected for both statutory & non statutory cover.

**THE ABOVE STATED NON-STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER**

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

1. Tender Evaluation Committee (TEC) 1. Tender Committee constituted for the purpose will function as Chairman of Committee for selection of technically qualified contractors.

2. Opening of tender: Will be made as per sequence.

3. Opening of Technical Proposal: Technical proposals will be opened by the Tender Inviting Authority or his/her authorized representative as per the Date & Time schedule mentioned in the N.I.T. electronically from the website stated in Clause 2 of this NIT using their Digital Signature Certificate.

4. Intending tenderers may remain present if they so desire.

5. Cover (folder) for Statutory Documents Will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.

6. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the "Tender Committee".

7. Summary list of technically qualified tenderers will be uploaded online.

8. Pursuant to scrutiny & decision of the "Tender Committee" the summary list of eligible tenderers & the serial number of work for which their proposal considered will be uploaded in the web portals

9. During evaluation the committee may summon of the tenderers & seek clarification /information or additional documents or **Original hard copy** of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

**AFFIDAVIT - "Y"**

**(To be furnished in Non Judicial Stamp paper of appropriate value duly notarized)**

- 1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. I have all machineries as per NIT & all will be at site during entire period of work. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
- 2) The under-signed also hereby certifies that neither our Farm M/S..... nor any of constituent partner had been debarred to participate in tender by the any Government Department during the last 3 (three) years prior to the date of this N.I.T. I/We have presently..... nos of works in my hand & I would finish the work in time.
- 3) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
- 4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- 5) Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm/authorized representative of company or society and I will not handover the job to any other person except my employee to supervise.

Signed by an authorised officer of the Farm.

Title of the officer

Name of the Farm with Seal

Date:

Section - B

FORM-I  
APPLICATION

To,  
Divisional Forest Officer  
Howrah Division

Subject: (Name of the Work with Tender reference no.) \_\_\_\_\_

Reference: (e-N.I.T. No.) :

Dear Madam,

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,  
Divisional Forest Officer  
Howrah Division

Dear Sir/ Madam,

Ref:- Work of .....  
Tender Reference No.:

I/We refer to the tender notice issued by you for the works Procurement of Jute Bags in the Office of the Divisional Forest Officer, Howrah Division, in connection with the above.

1. 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 .
2. 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.
3. I/ We have deposited the earnest money of Rs..... ( Rupees.. .....thousand ) only which, I/ We note that deposited EMD, will not bear any interest and is liable for forfeiture.  
Or  
(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 which ever is later.
4. 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: .....

**Section - B**  
**FORM - III**  
**STURCTURE AND ORGANISATION**

A.1. Name of the applicant (Tenderer):

A.2. Office Address:

Telephone No.:

Fax No.:

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**

**FORM- IV  
EXPERIENCE PROFOILE**

LIST OF PROJECTS COMPLETED THAT ARE SIMILAR/RELATED IN NATURE TO THE WORKS [ REFER PARA 6 (a) (i) (ii) (iii)  
ELIGIBILITY CRITERIA ]

Name of the Employer	Name, Location and nature of work	Name of authorized supervisor with designation	Contract price in Indian Rupees	Percentage of participation of Company	Original date of starting work	Original date of completion of work	Actual date of starting of work	Actual date of completion of work	Reasons for delay in completion

**Note:**

- a) Certificate from the employers to be attached.
- b) Non-disclosure of any information in the schedule will result in disqualification of the firm.

Date.....

Signature of authorized officer of the farm: .....

Title and capacity of the officer: .....

Name of the firm with seal: .....

**PART - A**  
**GENERAL CONDITIONS**

**1.0** Registered Labour Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Minutes of last A.G.M (preferably), valid certificate from A.R.C.S. along with other relevant supporting papers.

**2.0** The bidder participated in more than one tender, and appearing as the lowest (L1) bidder in all tenders or in some of the tenders, the technical committee shall decide the number of tenders to be accepted for award of tenders works based on the bidder financial status capacity as submitted in the technical bids arriving closer to the equivalent of the total requirements of eligibility against each tender. The bidder shall accept the decision taken by the tender committee. The bidder shall not have any right to choose the tenders to be awarded.

**3.0** Design may change (even during execution) based upon decision of authority and Contractors will follow the revised drawings and construct work as per accepted rates.

**4.0** Running payment for work may be made to the contractor as per availability of fund. The contractor may get a running payment if the gross amount of each running bill is 25% & more of the agreement amount.

**5.0** Security Deposit:

(a) The successful Tenderer to whom a Letter of Acceptance has been issued shall submit within 07 (seven) days from the date of Letter of Acceptance, Security Money @ 10% of offered rate (quoted value) through GRIP portal of the Finance Department of Govt. of West Bengal in favour of “**The Divisional Forest Officer, Howrah Division**”. Failure in depositing this amount and / or in submission within the specified time shall render the contract liable to termination without reference to the contractor and in such case; the deposited Earnest Money shall stand forfeited to the Government. After submission of Security Deposit an agreement as per given format shall have to signed on Stamp Paper (cost of Stamp Paper shall be borne by tenderer) and signed agreement shall have to notarized from Public Notary. After that formal work order will be issued. Security Deposit will be released at least after 12 (twelve) months from the date of completion after completion of work without any interest.

(b) In terms of Finance Deptt.,- Audit Branch, Govt. of West Bengal Memo No. 4608-F(Y), Dtd. 18/07/2018, Additional Performance Security when the bid rate is 80% or less of the estimate put to tender and no increased in scope of work or projects during execution phase and accordingly final Security Deposit will be 20% in this situation.

**6.0** There shall be no provision of Arbitration. Hence Clause 25 of 2911(ii) stands omitted vide notification no 558/SPW dt. 13.12.2011 of Pr. Secretary, PW & PW (Roads) Deptt. In any dispute, which is even not solved after appealing to Member Secretary, WBZA dispute redressed committee vide GO no 8182-F(Y) Kolkata 26/9/2012 is to be followed.

**7.0** No Mobilization /Secured advance will be allowed.

**8.0** Refund of Security Deposit will only be released after successful maintaining of appropriate service level of the supply work at least from 12 (twelve) months from the date of completion of the work to the entire satisfaction of the authority is mandatory.

**9.0** If any defect / damage are found during the period as mentioned above, the contractor shall make the same good at his own cost true to the specification at par instant work. On failure to do so, penal action against the contractor will be imposed by the Department as deemed fit.

**10.0** This office will not be liable for any local problems/hindrance and bidders are requested to follow necessary steps as per Laws & procedure thereof.

**11.** The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department.

**12.** The intending tenderer are required to quote the rate *online*.

**13.** Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 (d) Indian Forest Act, 1927 & amendments (e) Wildlife (Protection) Act 1972 & amendments of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.

**14** During scrutiny, if it comes to the notice of the Tender Inviting Authority that the credential or any other paper found incorrect / manufactured / fabricated / fake, such Tenderer bids shall be rejected without any prejudice bids, bidder would not be allowed to participate in the tender.

- 15 The Divisional Forest Officer, Howrah Division reserves the right to cancel the e-N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- 16 The contractor's any of the documents on verification if found incorrect / manufactured / fabricated / fake or false in that case awarded contract work liable to be terminated with imposition of penalties or penalized as deemed fit. The balance work shall be awarded on risk and cost basis tender.
- 17 The decisions of the Divisional Forest Officer, Howrah Division shall be final and binding to follow in case of any discrepancy arises between two similar clauses contained in contract agreement.
- 18 No extension of time will be allowed under any circumstances. (Except flood, earthquake, unforeseen reasons or any circumstances beyond control) Penalty of 1% for delay of 30 days, 2% for 45 days. Thereafter if work progress not improved, the work shall be terminated with forfeiture of Security Deposit and Balance bill payments if so due and balance work shall be completed at risk and cost basis contract.
- 19 Materials will have to be procured by the contractors by themselves following the standard & specifications of PWD/PHE Schedules of the district, subject to the approval of the undersigned or his authorized Officers. In case of supply of any material by the department, the cost of such material will be recovered from the bill of the Contractor.
- 20 The tenderers are required to inspect the sites, site plans and specifications of the supply works before submission of the tender and future ignorance of any such item will not be entertained.
- 21 Deduction of STDS, TDS, Service Tax & Other tax etc, if applicable shall be made as per rule in vogue. **The tender value inclusive of all direct & indirect taxes (VAT, Service Tax, Labour Welfare Cess, GST etc)**
- 22 The successful tenderer will not assign the work or part of the work to any other contractor as sub contract work.  
In case of any dispute the decision of the Divisional Forest Officer, Howrah Division will be final and binding for completion of work. However if contractor is not satisfied, he is liberty and free to represent to the higher Authority without suffering the progress.
- 23 The tender notice along-with all terms & conditions, tender Schedule as hoisted on website for tender notice work will form the part of the agreement to be executed.
- 24 The Tender inviting authority reserves the right if practicable to split the work amongst the lowest bidders appearing with same rate or to award the work any one of two whose Credentials are superior over other. It is therefore requested to submit the list of works completed and list of works in progress along with work wise details for last three years period including last three financial years turnover along with Audited sheets.
- 25 Any part while signing agreement realized as typographical mistake in case of Unit, Rate, Quantity, Amount, any type of nomenclature in items of works / item itself including description etc. shall not be altered and whatsoever as stated in documents shall be included in the agreement. The operation of such item is reasonable and practicable shall be decided by the Authority whether to execute for repair work or to drop and call for as additional new item rates as per contained in terms and conditions of tender.
- 26 **Work order will be issued subject to approval of fund from higher Authority.**

**PART - B**  
**GENERAL INSTRUCTIONS TO TENDERERS**

1. **INCOME TAX CERTIFICATES:** A Certificate of Income tax clearance from the appropriate authority in the forms prescribed there for duly indicating annual turnover. These certificates shall be valid for one year from the date of issue or for the period prescribed therein for all tenders submitted during the period. Copy of last assessment order duly certified as true copy by the chartered accountant shall also be submitted.

2.0 Information on type of holding details of the Tenderer's organization shall be submitted as follows:

2.1 **IN CASE OF FIRMS WITH SOLE OWNERSHIP:** Full name, experience and address of the proprietor and nature of business.

2.2 **IN CASE OF PARTNERSHIP FIRMS:** The names of all the partners with addresses and their experience. A copy of the partnership deed/ instrument of Partnership duly certified by a Notary Public shall be enclosed.

2.2.1 The value of work shall be taken in the same proportion of share of partnership deed.

2.2.2 If the partnership deed do not speak of percentage share of each partner, it shall not be considered as Credential for qualifying Eligibility criteria.

2.3 **IN CASE OF COMPANIES:** Date and place of registration including date of commencement certificate in case of public companies and the nature of business carried out by the Company. Certified copies of memorandum and Articles of Association are also to be furnished. Also indicate names, addresses and experience of the Directors.

3. **RETURN OF SECURITY DEPOSIT:** If the contractor fully performs and completes the work in all respects to the entire satisfaction of authority and presents an absolute "**No Demand Certificate**" in the prescribed form and returns properties belonging to authority taken, borrowed or hired by him for carrying out the said works and shall be released only after the Guarantee Period of 12 months is completed satisfactorily.

4. **No interest** shall be payable by the authority on Earnest Money Deposit, Security Deposit or on any moneys due to the contractor.

The Governor is pleased hereby to make the following scheme regulating all rural unskilled workers, who are registered under Mahatma Gandhi NREGS through Job Cards, are eligible to get employment under the scheme "Karmashree" through various departmental works.

❖ Short title and commencement:

(a) This Scheme may be called "Karmashree".

(b) It shall be come into force with the effect from the date of issuance of this Notification vide No. 1140PRD-33011/1/2024-MGNREGA SEC Dated: 07.03.2024. The successful bidders have to strictly follow the all criteria mentioned in the Government order regarding "Karmashree" Scheme.

All the supply works shall be carried out under the direction and to the satisfaction of the authority.

Sd/-  
(Shri D. K. Mandal, WBFS)  
Divisional Forest Officer,  
Howrah Division

GENERAL SUMMARY

e-NIT No: 02/ Repairing and Maintenance/SP of 2024-25

Repairing and maintenance of Range office, Range Officer's Quarter and Deputy Range Officer's Quarter at Chandur Beat under Arambagh Range of Howrah Division

Sl. No.	Description of works	Amount. (Rs.)
1.	Repairing and maintenance of Range office, Range Officer's Quarter and Deputy Range Officer's Quarter at Chandur Beat under Arambagh Range of Howrah Division	4,25,000.00

Time of Completion \_\_\_\_\_ days / months

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: \_\_\_\_\_

**SPECIFICATION OF WORKS**

**HOWRAH DIVISION**

**Repairing and maintenance of Range office, Range Officer's Quarter and Deputy Range Officer's Quarter at Chandur Beat under Arambagh Range of Howrah Division**



**ESTIMATE FOR REPAIRING & MAINTENANCE WORKS OF RANGE OFFICE - SOUTH BENGAL**

Sl No	Page No	Item	Work	Unit	Quantity	Rate (in Rs.)	Amount (in Rs.)
1	Page - 11, (B)DISMANTLING, CUTTING CHASE, HOLES ETC. Item No. - 10	Plaster Demolition	Stripping off worn out plaster and raking out joints of walls, ceilings etc. upto any height and in any floor including removing rubbish within a lead of 75m as directed.	Sqm	42.23	19	802.37
2	Page - 12, (B)DISMANTLING, CUTTING CHASE, HOLES ETC. Item No. - 13	Rubbish Cleaning	Removal of rubbish,earth etc. from the working site and disposal of the same beyond the compound, in conformity with the Municipal / Corporation Rules for such disposal, loading into truck and cleaning the site in all respect as per direction of Engineer in charge	Cum	9.1	166	1,510.60
3	Page - 45, (C) Brickworks, Concrete Works etc. Item No. - 6	Surface Cleaning with Treatment	Cleaning the exposed reinforcement preferably upto full diameter by wire brush, applying two coats of polymer based rust removing compound left for 24 hours, removing the coating and then applying two (2) coats of polymer modified anti corrosive protective coating formulated to inhibit the corrosion of reinforcement as per manufacturer's specification] [Mode of measurement:The affected surface area of reinforcement shall be considered for payment]	Sqm	12	782	9,384.00
4	Page - 45, (C) Brickworks, Concrete Works etc. Item No. - 7	Reinforcement Treatment	Applying epoxy based reactive joining agent for joining the old concrete with fresh concrete to be applied within manufacturer's specified time as per manufacturers specification. (0.4 Kg / m <sup>2</sup> of concrete surface). Note: Applicable only when the full diameter of reinforcement steel is exposed.	Sqm	12	309	3,708.00
5	Page - 45, (C) Brickworks, Concrete Works etc. Item No. - 8a	Surface Treatment	Applying 2 coats of bonding agent with synthetic multi functional rubber emulsion having adhesive and water proofing properties by mixing with water in proportion (1 bonding agent : 4 water : 6 cement) as per Manufacturer's specification [Cement to be supplied by the Department]	Sqm	70	88	6,160.00
6	Page - 46, (C) Brickworks, Concrete Works etc. Item No. - 10	Surface Treatment	Polymer concrete made with water resistant bonding agent of synthetic rubber emulsion as per manufacturer's specification excluding the cost of cement concrete (2.75 Kg / bag of cement) Note : Payment on volume of (1 : 1½ : 3) Concrete	Sqm	8.5	4414	37,519.00
7	Page - 46, (C) Brickworks, Concrete Works etc. Item No. - 10	Reinforcement Treatment	Removing corroded worn out portion of reinforcement (when the area of bar is damaged by more than 25%) by cutting and replacing the same by a new plain round bar of requisite diameter by binding with required lap / welding with old bar, including cost of reinforcement, complete in all respect including removing unserviceable materials from site as per direction of the Engineer - in - charge. Note : Payment on weight (Kg.) of new reinforcement.	Kg	8.5	87	739.50
8	Page - 192, (I) PLASTERING, POINTING ETC. Item No. - B,1.	Chipping	Labour for Chipping of concrete surface before taking up Plastering work.	Sqm	45	21	945.00
9	Page - 189, (I) PLASTERING, POINTING ETC. Item No. - A.1.ii.b	Inside and outside Plaster	Plaster (to wall, floor, ceiling etc.) with sand and cement mortar including rounding off or chamfering corners as directed and raking out joints including throating, nosing and drip course, scaffolding/staging where necessary (Ground floor).[Excluding cost of chipping over concrete surface] With 1:4 cement mortar 15 mm thick plaster	Sqm	67	161	10,787.00
10	P-11 I-5(b)		Artificial stoned in floor, dedo, staircase with cement concrete(1:2:4) with stone chips laid in panel as directed with topping mode with ordinary or white cement and marble dust (1:2) - (12X6) +(40X0.25)=82M2	m3	80	237	18,960.00




**ESTIMATE FOR REPAIRING & MAINTENANCE WORKS OF RANGE OFFICE - SOUTH BENGAL**

Sl No	Page No	Item	Work	Unit	Quantity	Rate (in Rs.)	Amount (in Rs.)
11	Page - 196, (J) WHITE WASH, COLOUR WASH, DISTEMPER, Item No. -10	Painting	Acrylic Distemper to interior wall, ceiling with a coat of solvent based interior grade acrylic primer (as per manufacturer's specification) including cleaning and smoothing of surface. Two Coats	Sqm	90	70	6,300.00
<b>Total</b>							<b>96,815.47</b>
Add riverine 30%							29,044.64
<b>Total</b>							<b>1,25,860.11</b>
Add GST 18%							22,654.82
<b>Total</b>							<b>1,48,514.93</b>
Add Cess 1%							1,485.15
<b>Grand Total</b>							<b>1,50,000.08</b>
Or Say							<b>1,50,000.00</b>

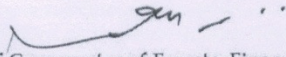
(Rupees One Lakhs fifty thousand only)

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2) It is certified that this estimates is prepared on current PWD scheduled rate prescribed in the district and shall not exceed that rate.

  
**Deputy Conservator of Forests,  
Finance, W. B.**

Vetted & Countersigned

  
Addl. PCCF & Chief Conservator of Forests, Finance  
West Bengal



**ESTIMATE FOR REPAIRING & MAINTENANCE WORKS OF GROUP 'B' QUARTER - SOUTH BENGAL**

Sl. No.	PWD Sch. Rate Page No.	Particulars of Work	Unit	Qty.	Rate (in Rs.)	Amount (in Rs.)
1	P-15/8(b)	G.C.I Roof Truss over R.C.C concrete roof slab for protection of rain and damage of slab 250x250 Brick pillar (1:6) over wall & roof- (0.25x0.25x1.25x22)=1.718m <sup>3</sup>	m <sup>3</sup>	1.718	4998.00	8,586.56
2	P-16/16	125 mm thick brick work (1:4) above roof for GCI supporting frame structure- (20.0x1.25)=25m <sup>2</sup>	m <sup>2</sup>	25	660.00	16,500.00
3	P-102/1(f) 'S' & 'P'	Supplying fitting fixing G.I Pipe- (Tata make) for Rafter \$ Purlin- 50mm dia with all accessories full complete- ((7.5x3)+(4.8x2)+(6.35x4)+(4.5x1))=62.0m	m	62	325.00	20,150.00
4	P-81/9(i)(a)	Supplying fitting fixing Galvanised corrugated iron sheet work (Excluding supporting frame work)- with all accessories full complete- (7.8x5.1)+(4.8x3.5)=56.58m <sup>2</sup>	m <sup>2</sup>	56.58	619.00	35,023.02
5	P-82/12	Galvanised iron sheet Vally gutler	m	3	543.00	1,629.00
6	P-189/1(i)(b)	20mm thick (1:6) plastering of brick wall over roof- over 35.0m <sup>2</sup> 20mm thick (1:6) plastering of outside wall(low ht. roof)- ((3.0x1.0)+(1.5x2.0)x2)=12.0m <sup>2</sup> 20mm thick (1:6) inside wall & ceiling- (Room 1- Wall+Room 2- Wall+Room 3- Wall)- 30.0m <sup>2</sup> w.c/bath- (2x4.0x2.0x1.5x2.0)=19.0m <sup>2</sup> Ceiling- Room+Verandah- 25.0m <sup>2</sup> w.c/bath- (4.0x2.0)=8.0m <sup>2</sup> (65.0+12.0+30.0+19.0+25.0+8.0)=159.0m <sup>2</sup>	m <sup>2</sup>	129	152.00	19,608.00
7	P-115/4 P-126/16	Supplying fitting fixing 1 no. PVC Door at wc/bath- Shutter+Frame- 37mm thick shutter with 20mm thick panes- (1x0.725x1.925)=1.396m <sup>2</sup>	m <sup>2</sup>	1.396	2438.00	3,403.45
		60mmx6mm frame- 4.65m	m	4.65	305.00	1,418.25
8	P-48/6	25mm thick cement concrete floor(1:2:4) at w.c- (1.5x1.5)=2.25m <sup>2</sup>	m <sup>2</sup>	2.25	263.00	591.75
9	P-197/15(iii)	Decorative paint of new brick work over roof over 35.0m <sup>2</sup> <u>Outside wall</u> - 26.0x2.5=65.0m <sup>2</sup> <u>Inside wall</u> - Room 1- 2(3.80+3.0)x2.5=34.0m <sup>2</sup> Room 2- 2(2.5+2.5)x2.5=25.0m <sup>2</sup> Room 3- 2(4.10+3.0)x2.5=35.50m <sup>2</sup> Verandah- 1x4.0x2.5=10.0m <sup>2</sup> <u>Ceiling</u> - (3.80x3.0x2.50x2.5)+(4.10x3.0)+(4.0x1.40)=35.55m <sup>2</sup> (65.0+65.0+34.0+25.0+35.50+10.0+35.55)=270.05m <sup>2</sup>	m <sup>2</sup>	240.05	49.00	11,762.45
10	P-79/4(i) 'S' & 'P'	Supplying fitting fixing water closet	no	1	1613.00	1,613.00




**ESTIMATE FOR REPAIRING & MAINTENANCE WORKS OF GROUP 'B' QUARTER - SOUTH BENGAL**

Sl. No.	PWD Sch. Rate Page No.	Particulars of Work	Unit	Qty.	Rate (in Rs.)	Amount (in Rs.)
11		Repairing Doors & Windows part old & part new- with new/old accessories- Window- 6nos. , Door- 3nos. Repairing electricity- switch & wiring Repairing- floor cracking & wall cracking & other misc. work	L.S			1,445.00
12	P-200,201/2(a),2(b)	Synthetic enamel painting to door's & window's grill- Door- 3x2x2.0x1.0=12.0m <sup>2</sup> Window- 6x1.0x1.0x2=12.0m <sup>2</sup> . (12.0+12.0)=24.0m <sup>2</sup>	m <sup>2</sup>	24	81.00	1,944.00
		Grill at window- 6x1.0x1.0=6.0m <sup>2</sup> Verandah grill- 2.7x1.5=4.05m <sup>2</sup> With gate- 2.10x1.0=2.0m <sup>2</sup> . (6.0+4.05+2.0)=12.05m <sup>2</sup>	m <sup>2</sup>	12.05	79.00	951.95
<b>Total Rs. :-</b>						<b>1,24,626.43</b>
Add for CGST @9% :-						11,216.38
Add for SGST @9% :-						11,216.38
<b>Total Rs. :-</b>						<b>1,47,059.19</b>
Add for Labour Welfare Cess @1% :-						1,470.59
<b>Total Rs. :-</b>						<b>1,48,529.78</b>
<b>Grand Total :-</b>						<b>1,50,000.37</b>
Or Say Rs.						1,50,000.00

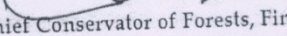
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**ESTIMATE FOR REPAIRING & MAINTENANCE WORKS OF GROUP 'C' QUARTER - SOUTH BENGAL**

Sl. No.	PWD Sch. Rate Page No.	Particulars of Work	Unit	Qty.	Rate (in Rs.)	Amount (in Rs.)
1	P-11/6	a)Dismantling of existing concrete floor (room/ w.c & bath)- {(3.80x2.90)+(2.10x1.25)}=13.64m <sup>2</sup>	m <sup>2</sup>	13.640	50.00	682.00
2	P-48/6	a)0.075mm thick(1:3:6) P.C.C. new concrete at floor at dismantled floor- {(3.80x2.90x0.075)+(2.10x1.25x0.075)}=1.023m <sup>3</sup>	m <sup>3</sup>	1.023	4757.00	4,866.41
3	P-11/6	Dismantling of plastering ceiling, outside wall, inside wall	m <sup>2</sup>	94.00	21.00	1,974.00
4	P-189/1(i)(b)	New plastering 20mm (1:6) ceiling outside wall, inside wall- 94 M <sup>2</sup> approx.	m <sup>2</sup>	94.00	152.00	14,288.00
5	P-35/23(3)	Water proof treatment for roof protection (skid concrete) 40mm thick (1:1.5:3) with all approved required metatials full complete. (7.00 m X 2.40 m x 0.04 m) + (2.20 mX 3.00m x 0.04 m) = 0.984m <sup>3</sup>	m <sup>3</sup>	0.984	5725.67	5,634.06
6	P-166/8	Neat cement finish w.c bath room inside 2 x {(3.1 x 2.00) + (2.25 x 2.00)} = 21.40 m <sup>2</sup> (7.00 X 2.40) + (2.20 X 3.00) =23.40 m <sup>2</sup>	m <sup>2</sup>	44.80	38.00	1,702.40
7	P-107/20(b)	Openable steel windows as per IS sizes with side hung shuttersand horizotal glazing bars. [The extra rate admissible for the openable portion only]	m <sup>2</sup>	7.760	1663.00	12,904.88
8	P-104/13(i)(ii)	M.S. integrated grill as per approved design integrated with steel window or ventilator, joints continuously welded with M.S. flats	kg	149.00	70.46	10,498.54
9	P-134/27	Supplying, fitting, fixing PVC door shutter full complete with all accessories approx quality (30mm thick) For wc/bath 2x(2.10 x 0.90) = 3.78 m <sup>2</sup>	m <sup>2</sup>	3.780	2127.00	8,040.06
10	P-114/1(e)	Wood work in Door & windows frame fitted and fixed in position complete including a protective coat of painting at the contract surface of frame exluding cost of Iron Butt Hinges and M.S Clamps. <u>sal wood</u> :- (Sal Malayasian) Size:- <u>Horizontal</u> :- 6 x (3 x 0.125 x 0.100) = 0.225 m <sup>3</sup> <u>Vertical</u> :- 3 x (2 x 0.125 x 0.100) = 0.075 m <sup>3</sup> <u>Door</u> :- 2.0 x 0.100 x 0.075 = 0.015 m <sup>3</sup> <u>Window</u> :- 2 x 3.30 x 0.075 x 0.075 = 0.037 m <sup>3</sup>	m <sup>3</sup>	0.352	75572.00	26,601.34
11	P-197/15(III)	Inside wall, ceiling decorative paint- (2X(3.8X3)+2X(2.9X3)+2X(2.9X3)+2X(2X3)+2X(3.8X3)+2X(2.7X3)+2X(2.1X1.2)+2X(1.25X1.20)+2X(1.6X3)+2X(2.1X3)=138.84 m <sup>2</sup> Ceiling - (3.8x2.9)+(2.9x2.0)+(3.8x2.7)+(2.1x1.25)+(2.1x1.6)=33.06m <sup>2</sup>	m <sup>2</sup>	171.900	49.00	8,423.10
12(a)	P-200/1(a)1(b)	Priming one coat to timber surface/ metal surface (Synthetic oil bound primer) <u>Timber surface</u> Door- 2x5x2.0x1.0=20.00m <sup>2</sup> Window- 2x4x1.2x1.2=11.52m <sup>2</sup>	m <sup>2</sup>	31.520	38.00	1,197.76




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Sl. No.	PWD Sch. Rate Page No.	Particulars of Work	Unit	Qty.	Rate (in Rs.)	Amount (in Rs.)
(b)		Metal surface Qty same as Grill area	m2	24.000	29.00	696.00
13(a)	P-200/2(a)(iv)	Two coat synthetic enamel paint to doors/windows and grill of approved/selected brand- Qty same as Timber Surface- 31.52m2	m2	31.520	78.00	2,458.56
(b)		Metal surface- 24.0m2	m2	24.000	79.00	1,896.00
<b>Total :-</b>						<b>1,01,863.11</b>
<b>Add @ 18% for G.S.T. (Rs.):-</b>						<b>18,335.36</b>
<b>Total:-</b>						<b>1,20,198.47</b>
<b>Add @ 1% for Cess (Rs.):-</b>						<b>1,201.98</b>
<b>Total:-</b>						<b>1,21,400.46</b>
<b>Add Contingency upto 3 %:-</b>						<b>3,600.00</b>
<b>Grand Total :-</b>						<b>1,25,000.46</b>
<b>Or Say Rs. :-</b>						<b>1,25,000.00</b>

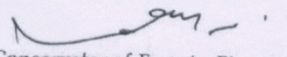
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Vetted & Countersigned

  
Addl. PCCF & Chief Conservator of Forests, Finance  
West Bengal

Sd/-  
(Shri D. K. Mandal, WBFS)  
Divisional Forest Officer,  
Howrah Division

Copy forwarded for information to:

1. The Principal Secretary, Department of Forests, Govt. of West Bengal.
2. The Principal Chief Conservator of Forests, & Head of Forest Force, West Bengal.
3. The Addl. Principal Chief Conservator of Forests & Chief Conservator of Forests, Cons. & Extn, West Bengal.
4. The Conservator of Forests, P & G Circle, West Bengal.
5. The Asstt. Divisional Forest Officer, Howrah Division.
6. The All Forest Range Officer, Howrah Division.
7. The Office File

Sd/-  
(Shri D. K. Mandal, WBFS)  
Divisional Forest Officer,  
Howrah Division