



**GOVERNMENT OF WEST BENGAL**  
**DIRECTORATE OF FORESTS**  
**OFFICE OF THE DIVISIONAL FOREST OFFICER,**  
**KANGSABATI SOUTH DIVISION**  
RAGHAVPUR MORE, PURULIA

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**NOTICE INVITING TENDER NO. 31/KSD/QGS/CRN/2018-19 FOR CREATION OF QUICK GROWING SPECIES PLANTATION 2018-19 UNDER NAMAMI GANGE OF KANGSABATI SOUTH DIVISION, PURULIA**

Kangsabati South Division has a tradition of raising good plantations Departmentally. With the introduction of New Financial Management System, it has become mandatory to take up the majority of development works either through tender or through quotations. 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, the Divisional Forest Officer, Kangsabati South Division, Purulia on behalf of Governor of West Bengal, invites following tenders from bonafide, resourceful suppliers/contractors for carrying out the following works at various Ranges of Kangsabati South Division as per following location details & estimates.

**LOCATION DETAILS**

Tender Notice No.	Item of Works	Location of Works	Area (Ha)	Rate/Ha (Rs.)	Amount (Rs.)	EMD	Security Deposit	Time schedule
<b>31/KSD/QGS/CRN/2018-19</b>	<b>Creation of QGS Plantation</b>	Range-Manbazar-I Beat-Manbazar Mouza-Aludungri	22.7	21927.00	4.97,743.00	9955.00	49774.00	As per the direction of the concerned Range Officers

SL.	Item of Works	Unit	QTY	Rate	Amount
	Survey and demarcation of the plantation are including GPS survey by technical person	MD	1	234	234
	Alignment of planting lines and staking the pit position	MD	1	234	234
	Cleaning of the plantation site and making inspection path	MD	3	234	702
	Soil works by digging planting pits of size (0.60+0.45/2)x0.45x0.45 m <sup>3</sup> at 2.5x2.5 m spacing (1600 Nos.)	MD	40	234	9360
	Filling up the planting pits with dug up pulverized soil and cowdung manure	MD	12	234	2808
	Carriage of seedling from central nursery to planting site including loading and unloading and return of stand and root trainers to central nursery	MD		1500	1500
	Transplanting of potted seedling in pits, including carriage of root trainers to planting site and collection and recarriage of root trainers to local store site	MD	16	234	3744
Total :					18582.00
Add GST @18% :					3345.00
Grand Total :					21927.00
Total Amount over 22.7 Ha. (21927/- X 21 Ha. )					<b>497743.00</b>

## ANALYSIS OF THE ESTIMATES

1. Model estimates have been provided here. Estimate for Creation of QGS plantation. The rate quoted in the estimates are inclusive all taxes and deduction. Issues related to GST, if any, shall be dealt with accordingly, as per the G.Os, Instructions, Guidelines issued time to time for the purpose from appropriate authority.
2. The per Ha allocation shown in the model estimates are indicative in nature. In case of actual allocation is more than the model estimates, admissible rate and accepted offered rate will be calibrated accordingly. Similar procedure will be followed in case of reduced actual allocation.
3. As, each of the activity requires specialized skill and experience JFMC members who are conversant with carrying out such types of activities, they will be given prefererance while deploying labour for such types of jobs. While, payment is required to 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.
4. The estimate is indicative in nature. Thus, it might be so that some of the items mentioned in the estimates do not require to be implemented in the field and some of the items needs to implemented more than once, repeated or enhanaced as per field requirements along with change of locations in some cases also. Thus the Intending bidders need to quote rate accordingly and will have to follow the instructions of Forest Officials only whowill have the liberty to change the inner items mentioned in the estimates, without changing the rate or the amount of that particular item. Intending bidder/s is expected to have that flexibility.
5. Payment shall be made to the successful bidders only for those items which he/she has carried out at field on pro rata basis as per the rate offered by the L1 & as per the instructions of the concerned Range Officers or his authorised persons 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 payment accordingly.
6. Intending bidder/s are required to mention the location in which he/she is willing to participate. Rate in BOQ is required to be quoted accordingly. If no of locations are not mentioned, the tender may liable to be cancelled. Based on the accepted rate over total estimated cost, item wise rate shall be calculated. Bills shall be processed accordingly.
7. 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.
8. From the above analysis, it follows logically that R.A bills shall be admissible in this regard.

### SCHEDULE OF DATES

TYPE	DATE
Date of Publishing	<b>18/06/2018</b>
Tender paper sale start	<b>18/06/2018</b>
Last date of obtaining tender paper	<b>18/06/2018</b>
Last date for submission of tender documents & EMD	<b>25/06/2018 up to 3:00 PM</b>
Technical bid opening time	<b>25/06/2018 at 4:00 AM</b>
Financial bid opening time	<b>After opening &amp;scrutinizing of Technical bid ( to be notified in due course)</b>

## GENERAL TERMS AND CONDITIONS

1. In some case, the location may also vary/changed depending on the field situation. Even the Plantation area may also be changed. Payment shall be made on pro rata basis based on the rate offered by the successful bidder in that case.
2. **Pattern of Tender- Invitation of tenders are 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 shall be free from any other encumbrances.**
3. **Procurement of tender paper-** The tender paper shall have to be procured from the Office of the undersigned on any working days from 18/06/2018 to 25/06/2018 within office working hours on payment of Rs. 750/- for each tender to the AFR, Kangsabati South Division.
4. Tender should be submitted by name only in favour of **Shri Asitava Chatterjee, WBFS, Divisional Forest Officer, Kangsabati South Division**, 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 submitted 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.

5. **Submission of Tender- In general, the tenderers are allowed to participate in maximum 3 (Three) locations. The technical bids thus submitted by the intending bidders shall be scrutinized by the tender committee constituted for the purpose, based on 2 grounds- a. The experience of the intending bidders & b. The financial credential submitted for the purpose.**
6. **Technical Bid-** Technical Bid Should be submitted in separate folder other than financial bid. Clearly super scribing the tender no and specific cluster in which the intending bidders are willing to participate. 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 VAT, 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-** Financial Bid will not be opened unless the information and documents provided in the Technical Bid are as per the eligibility criteria and as per satisfaction of the undersigned.
  - ii) The financial bid should also be submitted in a separate cover super-scribed as **Financial Bid**&Tender Notice No.. The bid should mention in both number & words and words should be written in bold letters.
  - iii) Address and contact No. of the Bidder should clearly written on the cover.
  - iv) Financial Bid format is given in Form IIA.
  - v) The Bank details of the tenderers must be mentioned in the Form IIA for making payments on line. This is obligatory.
  - vi) Financial bid must be inclusive of all taxes.
  - vii) Amount quoted more than the estimated cost will not be accepted in general, subject to the discretionary power of the undersigned based on the recommendation of the tender committee constituted for the purpose.

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.
1. **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 credential of plantation works/Nursery works/plantation maintenance work preferably under State Forest Department(SFD). Intending bidders are required to submit a write up not more than 500 words describing the procedure of creating plantation. The same should be supplemented by the certificate issued by any Range Officer or any higher officers of Forest Directorate in this regards.
  2. **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 all contracts in a financial year pertaining to the 'same nature of job' as in item 1.(A.) **(Not more than 3 years' old)**. Requisite documents such as PAN, GST, License etc as applicable as per existing rules, must be submitted in the technical bids.
  3. Possession of Hand Tractor/Grass Cutter/Mixer Grinders/JCBs and such other implements shall be given due weightage. 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.
9. **Time to Complete the works-** Delay in completion 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-**EMD, as mentioned in the schedule, should be submitted in the form of a draft as per the rules. EMD should be in favour of **Divisional Forest Officer, Kangsabati South Division**. The original EMD should be submitted along with the tender paper. Security should, as mentioned in the schedule, should be submitted before issuance of the works order by the successful bidders in TR-7, 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. Security deposit shall not be adjusted with the EMD. The EMD of the unsuccessful bidders shall be released with 14days of completion of basic tender formalities except of L1 &L2 which will be released before issuance of work order.

## OTHER TERMS AND CONDITIONS

11. **It shall be mandatory for the successful bidders to submit an affidavit of 1<sup>st</sup> class magistrate before signing of agreement and 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- in letter and spirit**
  - b. **The documents submitted and information provided by me are 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. **I case of any dispute, I vouch that, the decision taken by Divisional Forest Officer, Kangsabati South Division shall be final and on appeal, the decision taken by the Chief Conservator of Forests, South-West Circle, West Bengal shall be final & binding upon me.**
12. 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.
13. 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.
14. The undersigned reserves the right to cancel the tender, if necessary, without assigning any reason whatsoever.
15. 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.
16. The undersigned reserves the right to accept the tender only after verifying / testing the sample up to the satisfaction.
17. 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.
18. 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.
19. 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 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.
20. The work order will be issued to the successful contractor only after placement of fund by the Government.
21. 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, Kangsabati South Division for extension of time for that period. The Division Forest Officer, Kangsabati South 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.
22. 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.

23. 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.
24. 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.
25. Royalty for any material, if obtained from Forest area, will have to be 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.
26. 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.
27. Statutory Deduction: Income Tax, VAT/GST, Labour Welfare Cess as applicable shall be deducted from the Gross amount of Bill.
28. 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 Labour (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.
29. The successful tenderer will not assign any part of the work to any other contractor.
30. 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.
31. Rate offered in the estimate is the final and tenderer will not have any further claim.
32. 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.
33. 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.
34. The terms and conditions of this "Tender Notice inviting tender" is part and parcel of the contract form.
35. In case of any dispute in execution of the work or supply, an application may be made to the Divisional Forest Officer, Kangsabati South Division and the decision of the undersigned is final and binding.
- 36. Forest Department, or Kangsabati South Division, or any staffs of the Division, shall in no way be held responsible under any circumstances for any accident or death of the labourer/ driver etc, engaged by the contractor, happened in the field during the time of implementation of the works.**
- 37. Range officer or his authorized person/s shall have the discretionary power to deploy suitable laborers, preferably from among the FPCs concerned.**
- 38. For betterment of the plantation, the undersigned or his authorized representative can put additional input/employ suitable laborers departmentally in the said plantation in excess of whatever mentioned in the estimate.**

39. 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.
40. 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.
41. Please follow annexure carefully during submission of tender.

DIVISIONAL FOREST OFFICER  
KANGSABATI SOUTH DIVISION,  
PURULIA

**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

SI No	Particulars	Details to be furnished
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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 " ( Yearwise)

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.

Any work done in forest department can be included.

Signature of the Tenderer with date

(Annexure-III)

**FINANCIAL BID FORMAT**

Form II-A

Tender Notice No.	Item of works	Rate Quoted (Rs.)
(1)	(2)	(3)
Total		

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

Signature of the Tenderer with date

Copy forwarded for wide circulation & information to:-

1. The Sabhadhipati, Purulia Zilla Parishad.
2. The Principal Chief Conservator of Forests (HoFF), West Bengal
3. The Chief Conservator of Forests, South-West Circle, West Bengal along with two copies of the Tender Notice with the request to return one copy duly approved.
4. The District Magistrate, Purulia.
5. The Superintendent of Police, Purulia.
6. The Sub-Divisional Officer, Manbazar.
7. The Honorary Wildlife Warden, Purulia.
8. The Treasury Officer, Purulia Treasury
9. All Divisional Forest Officer's, South-West Circle, West Bengal.
10. The Block Development Officer, \_\_\_\_\_ Block.
11. The Assist. Divisional Forest Officer, Kangsabati South Division.
12. The Head Clerk, Kangsabati South Division.
13. The Budget, Accounts & Revenue Section.
14. AFR, Kangsabati South Division.
15. All Range Officers (Territorial), Kangsabati South Division.
16. Notice Board, Kangsabati South Division.
17. \_\_\_\_\_, FPC

DIVISIONAL FOREST OFFICER  
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