



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



### NOTICE INVITING E-TENDER

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**E- TENDER NOTICE NO. WBFOR/DFORUP/eNIT\_46/SPAP of 2017-18 (RE-TENDER) of the DIVISIONAL FOREST OFFICER, RUPNARAYAN DIVISION FOR RENOVATION OF FOREST REST HOUSE.**  
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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 RUPNARAYAN Division , Rangamati, Midnapore, on behalf of Governor of West Bengal, invites **cluster wise e-tender** from bonafide, resourceful suppliers/contractors for carrying out the following works at various Ranges of Rupnarayan Division as per following location details & estimates in the tables below.

#### LOCATION DETAIL

Sl	Item of Works	Cluster	Range	Beat	Mouza	Unit (Rmt/No)	Amount (Rs)	EMD (2% approx)	SD Money	Completion Time
1	Forest Rest House Renovation	1	AFR	HQ	Rangamati/150	1	6,78,756.00	13,600	10 % of the offered rate	30 days from the date of issue of works order
2	Do	2	Amlagora	HQ	Amlagora	1	8,25,545.00	16,600	Do	Do

DETAIL OF ESTIMATE ENCLOSED SEPERATELY

#### ANALYSIS OF THE ESTIMATES

- Two types of estimates are enclosed herewith viz-a. Construction of boundary wall & b. renovation of Forest rest House prepared as per current PWD schedule of estimates. The intending bidders are required to furnish financial credential of similar nature for the cluster & Sl No for which they are willing to participate. The contractor shall not have any claim over contingency amount.
- The estimates are indicative in nature. Payment shall be made based on the accepted rate and exact implementation of the works at field level. The undersigned reserves the right to increase physical work to the tune of 10 % of the total estimated cost for which no excess payment shall not be made to the successful bidders.
- The intending bidders must be well versed with the construction of Boundary Wall/ Rest House maintenance or both as per his prayer for participation in the e-Tender.
- In case of quoting excess low rate to the tune of more than 25%, rate analysis shall be sought for in case of L1 & L2 Bidders. The rate analysis should be submitted separately along with financial bids and not with the technical bids. If rate analysis is submitted along with technical bids it shall be considered as divulging the pricing information and legal action shall be initiated accordingly including rejection of the tender paper.**

5. **Rate quoted below 25% shall be required to be justified by rate analysis to be up loaded along with financial bids and not with the technical bids. If the rate analysis is not technically viable or feasible, bid/s submitted below 25% shall not be accepted. The entire procedure shall be analysed technically by the tender committee. The decision taken by the tender committee shall be final and binding in this regard. The format of rate analysis is given in the table below. Reasons like old stock, personal factory materials shall not be accepted in general until and unless these attain certain earmarked standards like ISI marks, BS standards etc. Rate analysis submitted along with technical bids shall be considered as divulging of pricing information and tender paper shall be rejected at once.**

Sl No	Item of Estimates	Estimated Amount(Rs)	Offered Amount(Rs)	Reason of less rate quoted

#### **SCHEDULE OF DATES**

Date of uploading of N.I.T & Other document (Online Publishing Date).	<b>12/10/17 at 5.00 PM</b>
Document Download Start date.	<b>12/10/17 at 6.00 PM</b>
Bid submission <b>Start date</b> – Online.	<b>13/10/17 at 10.00 AM</b>
Last date for submission of uploaded copies of tender documents & EMD (Offline).	<b>27/10/17 up to 4 PM</b>
Bid submission <b>Closing date</b> (Online).	<b>30/10/17 upto 5.00 PM</b>
Bid Opening date for <b>Technical Bid</b> (Online).	<b>01/11/2017</b>
Date of uploading of list of technically qualified bidders (Online) .	<b>01/11/2017</b>
Date of uploading of final list of technically qualified bidders after disposal of appeal (Online).	<b>To be Notified in due course</b>
Date of opening of <b>Financial Bids</b> (Online).	<b>To be Notified in due course</b>

#### **GENERAL TERMS AND CONDITIONS**

1. **There are two types of works mentioned in the e-Tender. The intending bidders are required to mention serial no and cluster no in that particular serial number; based on which technical qualification shall be evaluated. If the the serial no and cluster no in that particular serial is not mentioned properly, the e-Tender might be cancelled outright without assigning any further clause.**
2. **The cluster and location shown in the tender notice are indicative in nature. Location may vary as per exact field situation. In case of boundary wall work can be further sub divided as per exact field requirement. 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.**
3. **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.**
4. **Procurement of tender paper-** The tender paper shall have to be procured from e procurement portal, Govt of West Bengal. The intending bidders may also visit the official website of Forest Directorate for information.

5. Tender should be submitted by name in favour of **Sri Arnab Sengupta, WBFS, Divisional Forest Officer, Rupnarayan Division** and not by official designation only. The tender shall be made in two bid system viz- technical bid and financial bid. Following folders are required to be uploaded with a single folder superscripting technical bid
  - a. Company information folder- related all information including audit report etc
  - b. Financial Credential folder- All experiences related to **similar nature of job**. Only work completion reports with an abstract mentioned in the annexure-II. Intending bidders are not supposed to upload financial credential other than the works of similar nature
  - 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.
6. **Submission of Tender- In general, the tenders are allowed to participate in any or all the clusters at a go, subject to submission of appropriate financial credentials to be evaluated by the tender committee. 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.**
7. **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 GST/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.
8. **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. and cluster 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.
9. **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 of boundary wall, other**
  - B. **Construction related works only and not other than that.** 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 70% of the estimated cost for similar nature of job implemented within last 3 financial years for a single contract.
  - C. 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 single 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.

- D. 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.
10. **Time to complete the works-** The entire works must be completed within the time specified in the table from the date of issue of work order. Delay in implementing the works shall attract penal provisions to the tune of 15% of the estimated cost; as mentioned in the subsequent clauses I the tender notice.
11. **Submission of EMD and Security-**EMD, as mentioned in the schedule, should be submitted in the form of a draft as per the rules. The original EMD should be submitted one day before last date of submission of tender. Physical copy of the documents should be submitted to the office. 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 adjust 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 7days of completion of basic tender formalities except of L1 &L2 which will be released before issuance of work order.
12. **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.

#### **OTHER TERMS AND CONDITIONS**

1. **An affidavit of 1 st Class Magistrate / Notary, duly signed by the intending bidders, declaring the following points shall be required to be submitted by the intending bidders along with the technical bid. If the affidavit is not submitted along with the technical bids, the tender submitted by the intending bidders shall be liable to be cancelled. However it shall be mandatory for the successful bidders to submit an affidavit of 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. **In case of any dispute, I vouch that, the decision taken by Divisional Forest Officer, Rupnarayan Division shall be final and on appeal, the decision taken by the Chief Conservator of Forests, Western Circle, shall be final & binding upon me.**
2. Validity of the tender will be 6 (six) months from the date of submission of the tender or up to the end of financial year, as may be decided by the appropriate authority.
3. The undersigned reserves the right to place order for work for supply up to 10% more or 15% less of the quantity mentioned in the schedule of the tender. **Payment for the material supply shall be calibrated and calculated on pro rata basis and shall be made accordingly.**
4. The undersigned reserves the right to cancel the tender, if necessary, without assigning any reason whatsoever.
5. The undersigned is not bound to accept the lowest rate quoted by the tenderer and he is not bound to assign any reason, whatsoever, for such non-acceptance.

6. The undersigned reserves the right to accept the tender only after verifying / testing the sample up to the satisfaction.
7. The undersigned or his representatives will inspect the works, take necessary measurement, and perform the required tests as and when required. The tenderers should render the required co-operation in this regard.
8. It shall be the discretionary power of the undersigned for accepting any prayer for part payment or not. In general no part payment prayer shall be entertained.
9. During the inspection by the undersigned or his representative, if the quality of the work / supply is not found up to the standard, the contractor/ supplier is bound to rectify the work or supply up to the satisfaction of the undersigned or his representative. Otherwise, the work order will be cancelled and the security deposit will be forfeited to the Govt. of West Bengal.
10. The work order will be issued to the successful contractor only after placement of fund by the Government.
11. No extension of time will be allowed for delivery / execution/ supply of the work/materials. 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, Rupnarayan Division for extension of time for that period. The Division Forest Officer, Rupnarayan Division at his own discretion may extend for a length of time equal to the period of force majeure or such period as he think suitable for that or may be cancelled. Such cancellation would be without any liability whatsoever on the part of the undersigned.
12. 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.
13. 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.
14. 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.
15. Royalty for any material, if obtained from Forest area, will have to paid by the contractor. Even if the material is procured from other Govt. Deptt's resources, the receipt for payment of such material must be shown and photo copies to be attached with the bill. Extra payment for such payment of Royalty etc. will not be entertained by the undersigned.
16. 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.
17. Statutory Deduction: Income Tax, VAT, Labour Welfare Cess as applicable shall be deducted from the Gross amount of Bill.
18. 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.
19. The successful tenderer will not assign any part of the work to any other contractor.

20. 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.
21. Rate offered in the estimate is the final and tenderer will not have any further claim.
22. 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.
23. 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.
24. The terms and conditions of this "Tender Notice inviting tender" is part and parcel of the contract form.
25. In case of any dispute in execution of the work or supply, an application may be made to the Divisional Forest Officer, Rupnarayan Division and the decision of the undersigned is final and binding.
26. The cost Tender paper / Form will be sold as per Govt. of WBs notification no. 452-A/PW/O/10C-35/10, Dt-26/07/2011.
27. Requisite license must be obtained for Labour Department after issuance of work order. No payment shall be made without production of the license.
- 28. Forest Department, or Rupnarayan 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 driving. Further, Forest Department, or Rupnarayan Division, or any staffs of the Division, shall no way be held responsible in case of any damage/accident to the vehicle provided by the bidders.**
- 29. This does not restrict undersigned to give instruction to supply materials of appropriate quality and quantity for driving such as Burnt Mobil, kerosene, Jute bag for Hulla, Hulla itself, Chillie or chillie power, food items to be supplied to Hulla Teams and staffs engaged and suitable drinking water. Before supply the sample should be verified by the concerned Range Officer and bill shall only be passed after the Range Officer concerned provide the required certificate in this regard.**
- 30. Range officer or his authorized person/s shall have the discretionary power to deploy suitable labourers, preferably from among the FPCs concerned.**
- 31. In case of implementation of the works at field the decision of the Range Officer or his authorized persons or any of his superior officers shall be final and binding on the successful bidders implementing the works at field.**
- 32. Payment shall only be made to the contractor after the Range Officer concerned, certifies so ensuring the quality of the work and implementation of the works as per estimates and plan subject to overriding power of the undersigned in this regard.**
- 33. The mode of payment for successful completion of the works should be made by NEFT/RTGS/Cheque issued by the undersigned for the purpose.**
- 34. Please follow annexure carefully during submission of tender.**

DIVISIONAL FOREST OFFICER  
RUPRANRAYAN, DIVISION  
RANGAMATI, MIDNAPORE.

**ANNEXURE-I**  
**PRAYER FOR PARTICIPATION IN THE TENDER**

Name :

Address :

Tender Notice No.

Cluster No.

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

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

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

Signature with date .....

**TECHNICAL BID FORMAT**

Form IA-General Information about the Organization

Sl No	Particulars	Details to be furnished
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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 " ( Year wise)

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

Signature of the Tenderer with date

(Annexure-III)

**FINANCIAL BID FORMAT**

Form II-A

Fixed Price	Applicable Taxes (Rs.)	Total (1)+(2) (Rs.)
(1)	(2)	(3)

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

Signature of the Tenderer with date

No. **1673** / 2 – (E-Tender)

Dated, Midnapore the ..... **10 / 10 / 2017**

Copy forwarded for wide circulation & information to:-

1. The Sabhadhipati, Paschim Medinipur Zilla Parishad.
2. The Principal Chief Conservator of Forests (HoFF), West Bengal
3. The Chief Conservator of Forests, Western Circle, West Bengal.
4. The District Magistrate, Paschim Medinipur.
5. The Superintendent of Police, Paschim Medinipur.
6. The Sub-Divisional Officer, Sadar, Paschim Medinipur.
7. The Treasury Officer, Midnapore Treasury
8. All Divisional Forest Officer's, Western Circle, West Bengal.
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.
15. \_\_\_\_\_, FPC

DIVISIONAL FOREST OFFICER  
RUPRANRAYAN, DIVISION  
RANGAMATI, MIDNAPORE.