



Government of West Bengal
Directorate of Forests
Office of Ex-Officio Director, Junglemahal Zoological Park
&

Divisional Forest Officer, Jhargram Division
Ghoradhara, Jhargram-721507, West Bengal.
Telefax 03221-358314. Email: dfojhargram.frd-wb@bangla.gov.in

No. 4108 /JMZP/2T

Dated, Jhargram,

the

19.02.2025

Notice inviting e-tender no. 45/Running of Food Canteen (Kiosk-2) /Junglemahal Zoological Park /Jhargram Division/2024-25 under the Divisional Forest Officer,
Jhargram Division

In pursuance to the G.O No-5400-F(Y) dt. 25/6/2012 and its subsequent amendment No-2254-F dt. 24/4/2014 and G.O. No. 5696-F(Y), dt. 01.10.2019 The Ex-Officio Director, Junglemahal Zoological Park and Ex-Officio Director, Junglemahal Zoological Park & Divisional Forest Officer, Jhargram Division, Jhargram, on behalf of Governor of West Bengal, invites e-tender for from bonafide, resourceful contractors/ suppliers for carrying out the following works at Junglemahal Zoological Park of Jhargram Division as per following details in the tables below.

| Sl. No. | Name of the work | H1 Bid starting rate from (Rs.) | Earnest Money (Rs.) | Price of Technical & Financial Bid documents and other Annexures (Rs.) only for the H1 at the time of Award of Contract / AOC | Period of Completion | Name of the Concerned Division | Eligibility of Contractor |
|---------|---|---|--|---|------------------------------------|--------------------------------|---|
| 1 | Running a food canteen(Kiosk-2) at Junglemahal Zoological Park, Jhargram of Jhargram Division in the District of Jhargram | 50,000/- (Rupees: Fifty thousand) only | Rs. 1000/- in favour of the "Ex- officio Director, Junglemahal Zoological Park, Jhargram, payable at Jhargram | NIL | 1 year from issuance of work order | Jhargram Division | Contractors having valid credential & labour co-operative society with necessary credential |

SCHEDULE OF DATES

| TYPE | DATE |
|--|--|
| Date of uploading of N.I.T & Other document (Online Publishing Date) | 19/02/2025 at 5.00 PM |
| Document Download Start date. | 19/02/2025 at 5.00 PM |
| Bid submission Start date Online | 19/02/2025 at 5.00 PM |
| Bid submission Closing date (Online) | 03/03/2025 up to 5.00 PM |
| Bid Opening date for Technical Bid (Online) | 05/03/2025 |
| Date of uploading of list of Technically qualified bidders (Online) | 05/03/2025 |
| Date of uploading of final list of technically qualified bidders after disposal of appeal (Online) | To be Notified in due course |
| Date of Opening of Financial Bids (Online) | To be Notified in due course |
| Website from where the tender can be seen | 1) Website of Directorate of Forests , Government of West Bengal. 2) e-procurement portal, Government of West Bengal. |
| Relevant Website for Viewing & Participating in e-Tender. | www.wbtenders.gov.in |

Note: 1) In case of any unscheduled holiday or on days of Bandh or natural calamity on the aforesaid dates, the next working day will be treated as scheduled / prescribed date for the same purpose.

2) The e-Tender Inviting Authority may change the venue of opening the Technical or Financial Bids in case of exigent circumstances like breakdown of communications link or conditions of force majeure.

3) The e-Tender Inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.

**TERMS & CONDITIONS FOR RUNNING OF FOOD CANTEEN(KIOSK-2) AT
JUNGLEMAHAL ZOOLOGICAL PARK, JHARGRAM, WEST BENGAL**

1. Online bids are invited from intended Companies / Firms / Agencies for running a food canteen / restaurant at the premises of Junglemahal Zoological Park, Jhargram, West Bengal.
2. The food canteen is proposed to have refreshment items, snacks, non-alcoholic hot and cold bevarages and other legal food items.
3. The size (8 feet x 6 feet) of building and other establishments that are already established by West Bengal Zoo Authority at Junglemahal Zoological Park, Jhargram will be used for this purpose by the successful(H1) bidder. All the participants in the tender should physically visit the canteen before participating in bid / tender in order to avoid any future issues.

4. The tourist footfall in last 4 years is as follows :

| Year | Number of tourists around |
|-------------|----------------------------------|
| 2020-21 | 80,646 |
| 2021-22 | 72,672 |
| 2022-23 | 1,59,224 |
| 2023-24 | 1,93,037 |

5. The bidding amount should be put in Indian Rupees and not in any percentage in the e-tender portal. (Rate quote and not based on estimate). The highest bidder(H1) fulfilling all eligible criteria will be declared as successful bidder.
6. The validity of the contract will remain in force for one year from the date of issuing the work order to the successful bidder(H1).
7. There will be an EMD of Rs. 1,000.00 (Rupees: one thousand only) at the time of participating in the bidding. It should be given in the form of Demand draft in favour of "Ex-officio Director, Junglemahal Zoological Park, Jhargram". It should be deposited physically at the office of Divisional Forest Officer, Jhargram before the last date of tender.
8. The successful bidder will have to deposit the entire bidding (H1) amount before the issuance of the work order. No security deposit is required from the bidder. Under no circumstances, the amount once deposited by H1 bidder will be refunded to him back even in case the work is prematurely stopped.
9. The successful bidder shall be responsible for the maintenance of the food canteen premises with proper cleanliness. No plastic packet/container shall be used in the food canteen. The Food canteen operator shall keep the Food canteen clean all the time. Waste eatables and other wastages are to be put into the garbage boxes to keep the area clean and hygienic. The garbage boxes should be cleared on daily basis in coordination with Jhargram Municipality following all safe disposal measures.

10. The necessary repair and maintenance of premises and painting will be carried out by the Junglemahal Zoological Park as and when felt necessary and based on actual requirement. Any damage to the infrastructure of food canteen by the contractor will be assessed and will be additionally recoverable over and above the H1 bid amount.
11. A sub-meter will be installed in the food canteen and electricity charges are to be borne by the food canteen operator (successful bidder or H1).
12. The food canteen successful bidder(H1) shall ensure supply of good quality food packages within the date of expiry. All food safety norms required by the Government of India / Government of West Bengal are to be followed from time to time.
13. The successful bidder(H1) shall arrange, all the items including Refrigerator, chair-table, cup/plate/glasses, oven etc.required to run the food canteen.
14. Rate of food items are to be fixed in reasonable manner and it should no time cross the MRP(Maximum retail price).
15. The H1 bidder should execute a bond / agreement with the undersigned based on these terms and conditions before issuing the work order. The agreement can be cancelled at the discretion of the undersigned after giving notice of 30 days. The successful bidder(H1) can also intimate this office with 60 days notice period in the case he wants to relinquish / discontinue the work of food canteen. However the decision of the undersigned is final and binding on the successful bidder in both cases.
16. The contractor / H1 bidder shall be liable for all the security norms and fire fighting norms within the food canteen premises.
17. Normally, the Food canteen is expected to function on all working days i.e Friday to Wednesday during Zoo hours. The timing can be changed by the competent Authority as per requirement arising on day to day basis. The Junglemahal Zoological Park is closed on all Thursdays except during specific festival / picnic times that will be decided by the undersigned.
18. The grant of contract for one year will not confer on the contractor any right or interest of any kind in the premises. The contractor shall use the food canteen exclusively for the specified purpose of selling eatable items for which it has been allotted to him.
19. All labour laws and safety rules should be followed for the workers engaged in the food canteen. Any dispute arises out of such labour engagement should be dealt by the successful bidder(H1) himself and the office of undersigned would not hold any responsibility for their security of tenure, continuation/ confirmation of job in Junglemahal Zoological Park, Jhargram of any Government department / agency , pension, gratuity etc. This office shall not have any direct engagement with the labourers / workers engaged.
20. All mandatory licences and certificates such a IT return for last three years, GST returns for last 1 year, trade licence, Aadhaar card of owner, partnership deed etc. should be mandatory uploaded in the portal.

21. Any bidder who was already blacklisted by any agency / department of Government of West Bengal or Government of India can not participate in the bidding.
22. Any lawsuits/ legal cases arising out of running of food canteen shall be dealt exclusively by the successful bidder(H1) and no responsibility whatsoever will lie upon the office of undersigned.
23. The contractor shall not sublet mortgage, lease-out, assign or part with the possession of this space partly or wholly to any other person / agency / company.
24. The contractor shall display the rates of items sold on Notice Board or at easily visible places.
25. The undersigned shall not on any account be held responsible for any loss or damage occurring to any articles of the Food canteen operator that may be kept by him in the Food canteen to be allotted to him. Any risk arising out of transportation and storage may be covered with proper insurance by H1 bidder himself.
26. The Director of Junglemahal Zoological Park, Jhargram reserves all the right to cancel the work order at any point of time in case of any administrative and legal difficulties if created by the H1 bidder.
27. In case of supply of substandard food items, any kind of damage caused to the permanent establishment of Junglemahal Zoological Park or any kind of misbehaving with visitors or staffs, failure to comply with any instructions from the competent authority may lead to strict action including cancellation of work order and forfeiture of the entire amount deposited to run the food canteen and no claim of refund whatsoever shall be entertained. The day to day administration will be monitored by the Range Officer / Superintendent, Junglemahal Zoological Park as and when required by this office.
28. The decision of the Director of Junglemahal Zoological Park, Jhargram will be final in case any dispute arising out while running the food canteen.
29. All laws, rules and guidelines of Government of India and Government West Bengal should be strictly adhered to.
30. **Credentials :** The Applicant in the same name and style as prime contractor should have successfully completed at least one contract of similar type of work at least 40% value of the proposed contract within the last 5 Years from date of publication of this NIT or of 2 (Two) similar nature of Work, each of minimum value of 30% of the estimated amount put to tender during last 5 Years prior to issuance of this NIT. and intending tenderers should produce credential of one single running works of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value mentioned in the tender NIT. 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 works is in progress satisfactorily and also that no penal action has been initiated against the execute agency, i.e.,the tenderer.

31. Issuance of work order to the H1 Bidders is subject to administrative approval from West Bengal Zoo Authority.
32. The undersigned will always reserve the rights to cancel tender/ contract at any moment; even after issuance of work order, without assigning any reason whatsoever.
33. Whereas it has been observed that in most of the cases tender are not being finalized in 1st call and even in 2nd call to due to non availability of qualified tenderes on account of the extent credential policy as laid down in Rule 226(1) of PWD Code, Volume /I which was amended vide this office Notification no.137/1-A/PW/0/10C-02/14 dated 24.04.2014 and published in Kolkata Gazette dated 28.04.2024 resulting in unnecessary delay in implementation of the project/ Scheme.
34. Whereas it has been observed that in most of the cases bids are Tie and therefore follow this order no.2320-F(Y) dated 07.06.2022 by Finance Department Audit Branch Group T, (File No.293799).

INSTRUCTION TO BIDDERS (ITB)

Section A

1. General Guidance for e-Tendering

1.1 Instructions / Guidelines for e-Tenderers for electronic submission of the e-Tenders online have been shown in Website <https://wbtenders.gov.in>

1.2 Registration of Contractors

Any contractor willing to take part in the process of e-Tendering will have to be enrolled and registered with the Government e-Procurement System.

1.3 Digital Signature Certificate (DSC)

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of e-Tenders.

1.4 Collection of e-Tender Documents

The contractor can search and download NIT and e-Tender documents electronically from computer once he logs on to the website mentioned in Clause 1.1 using the Digital Signature Certificate. This is the only mode of collection of e-Tender documents.

1.5 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 or registered company. If found to have applied severally in a single job, all his applications will be rejected for that job.

2. Submission of e-Tenders:

2.1 General process of submission:

Tenders are to be submitted online through the website stated in Clause 1.1 in two folders, at a time for each work, one is Technical Proposal and the other is Financial Proposal, before the prescribed date and time

mentioned in the list attached. Using the Digital Signature Certificate (DSC), the documents are to be uploaded, virus scanned and digitally signed. Tenderers should specially take note of all the addendum/corrigendum related to the e-Tender and upload the latest documents as part of the e-Tender.

2.2 Technical Proposal

The Technical Proposal should contain scanned copies and/or a declaration in standardized formats of the following in two covers (folders).

A. Technical File (Statutory Cover) containing

i. NOTICE INVITING E-TENDER (NIT) (to be submitted in "NIT" Folder).

ii. Section B (Form I, Form II, Form III and AFFIDAVIT – Y)

(to be submitted in "FORMS" Folder).

iii. Instructions to Bidders. (to be submitted in "ITB" Folder)

iv. General Terms & Conditions of Contract. (to be submitted in "GT AND CC" Folder)

v. Technical Specification. (to be submitted in "TS" Folder)

vi. Drawing if Any to ("DRAWING" Folder)

vii) **Addenda/Corrigenda, if published:** Contractors are to keep track of all the Addendum/Corrigendum issued with a particular e-Tender and upload all the above, digitally signed, along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as invalid and liable to be rejected.

C. My Document (Non-Statutory Cover)

| Sl. No. | Category Name | Sub-Category Description | Document Name |
|---------|-----------------|--------------------------|--|
| | | | (For details see relevant clauses of NIT) |
| A. | CERTIFICATES | CERTIFICATES | 1 P.T. deposit receipt Challan |
| | | | 2 GST Registration Certificate & Latest GST return of the last month. |
| | | | 3 I.T.R. Acknowledgement Receipt |
| | | | 4 I.T. PAN Card, ESI & EPF Registration Certificate (If EPF and ESI are not required by law, declaration with proper justification is to be submitted on letter head of The Company/ Firm properly stamped |
| | | | 5 Voter ID Card |
| | | | ESI and EPF up to date payment certificate |
| B. | COMPANY DETAILS | COMPANY DETAILS | 1 Proprietorship Firm - Trade License. |
| | | | 2 Partnership Firm - Registered Partnership Deed, Registered Power Attorney, Trade license. |
| | | | 3 Pvt. Ltd. Company - Registration Certificate under Company's Act, MOA & AOA, Registered Power of Attorney, Trade license. |
| | | | 4 Registered Un-employed Engineers and Labour Co-operative Societies Limited. |
| C. | CREDENTIAL | CREDENTIAL | 1 Experience Profile- List of completed Projects of similar nature. |
| | | | 2 Completion Certificate from the concerned. |

| | | | | |
|----|------------------|-------------------------------------|---|---|
| D. | EQUIPMENTS | PLANT & MACHINERIES (OPTIONAL) | 1 | Authenticated copy of invoice, challan and way bill (Machinery Mixer machine) |
| | | LABORATORY (OPTIONAL) | 2 | Authenticated copy of invoice, challan and way bill (Laboratory) |
| E. | FINANCIAL (INFO) | TURN OVER | 1 | Authenticated copy of the Income Tax RETURNS |
| | | PAYMENT CERTIFICATE | 2 | Only Payment Certificate of work issued by the Concerned Supervisor and not the TDS certificate |
| F. | DECLARATION | STRUCTURE & ORGANISATION (OPTIONAL) | 1 | Details of Structure and Organization ITB Section B Form III. |
| | | AFFIDAVIT | 2 | An affidavit made that no adverse report against the bidder |
| | | TECHNICAL STAFF (OPTIONAL) | 3 | An affidavit mentioning the name of the technical staff |

35. Financial Proposal

i) The financial proposal should contain the Bill of Quantities (B.O.Q.) in one cover (folder).

The contractor is to quote the rate in the space marked for quoting rate in the B.O.Q.

ii) Only downloaded copy of the B.O.Q. are to be uploaded quoting the rate, virus scanned & digitally signed by the contractor.

36. Special the Terms and Condition

- a) Successful bidder(H1) will have to be setup Kiosk structure at their own cost.
- b) Contents of the food - only packaged foods or pre-prepared foods. No preparation or cooking of food to be done in food canteen premises.
- c) Food served should be hygienic. If there is to untoward incident due to your supplied foods, you might be penalized as decided by the Authority of WBZA.
- d) Food which not hygienic and stale will not be accepted. Immediately the same should be replaced.
- e) Waste Management will be undertaken by the Licensee only.
- f) Timing should be adhered strictly.
- g) The rate of the food items will be decided by WBZA in consultation with the Licensee which must be maintain strictly.

Sd/- Umar Imam, I.F.S

Ex-Officio Director,
Junglemahal Zoological Park
&
Divisional Forest Officer,
Jhargram Division

Memo no - 4108 /JMZP/2T

Dated Jhargram, The

19/02/2025

Copy forwarded for information to:-

- 1) The Principal Chief Conservator of Forests & HoFF, Directorate of Forests, Government of West Bengal.
- 2) The Member Secretary, West Bengal Zoo Authority.
- 3) The Chief Conservator of Forests, Western Circle, Directorate of Forests, Government of West Bengal.
- 4) The Chief Conservator of Forests, MIS and e-Governance, West Bengal.
- 5) The District Magistrate, Jhargram District.
- 6) All Divisional Forest Officers, Western Circle, West Bengal.
- 7) The Sub-Divisional Officer, Jhargram.
- 8) The Sabhadhipati, Jhargram Zilla Parishad.
- 9) The District Information Officer, Jhargram District.
- 10) The Block Development Officer, Jhargram Block.
- 11) All Range Officers, Jhargram Division.
- 12) Notice Board.

Sd/- Umar Imam, I.F.S

Ex-Officio Director,
Junglemahal Zoological Park
&

Divisional Forest Officer,
Jhargram Division

Section – B
FORM-I APPLICATION

To,
The Ex-Officio Director
Junglemahal Zoological Park
&
Divisional Forest Officer,
Jhargram Division.

Subject: Name of the Work with e-Tender reference no. __. Reference : (N.I.T No.) _____

Dear Sir,

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) e-Tender Inviting Authority and Accepting Authority can amend the scope and value of the contract bid under this project
- (b) e-Tender Inviting Authority and Accepting Authority reserve the right to reject any e-Tender without assigning any reason.

The application is made by me/us on behalf of _____ in the capacity of ___ duly authorized to submit the e-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,
The Ex-Officio Director
Junglemahal Zoological Park
&
Divisional Forest Officer,
Jhargram Division.

Dear Sir/ Madam,

Ref:- Work for
e-Tender Reference No.

1. I/We refer to the e-Tender notice issued by you for the work of Advance/Creation/Maintenance of Work in _____ division vide e-Tender reference no. _____ mentioned above.
2. 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.
3. I/ We have satisfied myself/ ourselves as to the site conditions, examined the drawings and all aspects of e-Tender conditions, subject above, I/ We hereby agree, should this e-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.
4. Rs. _____ I/ We have deposited the earnest money of _____ only which, I/ We note that deposited EMD, will not bear any interest and is liable for forfeiture-
 - (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 whichever is later.
5. I/ We understand that you are not bound to accept the lowest or any e-Tender you receive.

Yours faithfully,

Signature.....

Designation :

Address :

Name of Partners of our Firm:

- 1) _____.
- 2) _____.

Section – B

FORM – III STRUCTURE AND ORGANISATION

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

A.2. Office Address:

Telephone No.:

Fax No.:

e-mail :

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

Certificate Regarding Summary Statement of Yearly Turnover from Contractual Business

This is to certify that the following statement is the summary of the audited Balance Sheet arrived from contractual business in favour of.....

..... for the three consecutive years or for such period since inception of the Firm, if it was setup in less than such three year's period.

| Sl No | Financial | | Remarks |
|----------|-----------|--|---------|
| | Year | Turnover rounded up to Rs in lakh(two digit after decimal) | |
| 1. | 2021-22 | | |
| 2. | 2022-23 | | |
| 3. | 2023-24 | | |
| Total | | | |

Average Turnover: In Rs Note:

1. Average Annual turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
2. Average Annual turnover for 3years is to be obtained by dividing the total turnover by 3.If the Firm was setup in less than 3 year's period, consider the total turnover for the period from in caption year to the year and divide by the no. of years.
3. In case, the firm was set up in less than 3year's period, mention the year of inception in the 'Remarks' column.

Signature of the Bidder with seal

Section-B

AFFIDAVIT – Y

(To be furnished in Non-judicial stamp paper of appropriate value duly notarized)

- 1) I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted, proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the undersigned.
- 2) The undersigned also hereby certifies that neither our firm M/S _____ nor any of constituent partners had been debarred to participate in e-Tender by the Directorate of Forests, Government of West Bengal or any of the Statutory Bodies or Government Organizations in favour of whom credentials are preferred by the undersigned towards eligibility criteria claim; during the last 3 (three) years prior to the date of this N.I.T.
- 3) The undersigned would authorize and request any Bank, person, Firm, or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Deputy Conservator of Forests, W.B. herein referred to as the e-Tender Inviting & Accepting Authority, to verify this statement.
- 4) The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the e-Tender Inviting & Accepting Authority.
- 5) Certified that I have applied in the e-Tender in the capacity of individual/as partner of a firm & I have not applied severally for the same job.

Date: _____

Signature of authorized officer of the firm: _____

Title & Capacity of the officer: _____

Name of the Firm with Seal: _____