



Government of West Bengal
Directorate of Forests,
Office of the Durgapur DFO-SPMU, FIG
&

Divisional Forest Officer, Durgapur Division

Aranyapally, Shashtri Avenue, Durgapur-12.

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Memo No. 610/2-NGP

Dated, Durgapur, The 18/06/2018

**Notice Inviting e-Tender: - WBFOR/DGP/NGP/UPS/1(e)18-19 (2nd Call) &
No. WBFOR/DGP/NGP/UPS/2(e)18-19 (2nd Call)**

TENDER FOR SUPPLY OF 2 YEARS OLD AND HEALTHY SEEDLINGS

The Durgapur DFO-SPMU, FIG & Divisional Forest Officer, Durgapur Division, West Bengal, on behalf of the Governor, West Bengal invites **e-tender** for the following work(s) from the eligible Contractors/suppliers as detailed in the table below. [Collection (downloading) and Submission (uploading) of Tender can be made online through the website <https://wbtenders.gov.in> only].

e-Tender notice No.	Name of work	Location of Supply	Area	Rate / Seedling (Rs.)	Amount (Rs.)	EMD	Security Deposit	Time Schedule
WBFOR/DG P/NGP/UPS /1(e)18-19 (2 nd Call)	Supply of 2 years old & healthy seedlings for Avenue Plantation under Urban Plantation Scheme	Range-Asansol (T) Place of Delivery- Rupnarayanpur (Hqtr.) of Asansol (T) Range	23.00 KM	Rs. 65/Seedling (inclusive of carriage & all tax as applicable for Govt. sector)	Rs. 325000.00	Rs. 6500.00	10% of accepted tender value	Supply within 15 (fifteen) days from the issuance of Work Order
WBFOR/DG P/NGP/UPS /2(e)18-19 (2 nd Call)	Supply of 2 years old & healthy seedlings for Institutional Plantation under Urban Plantation Scheme		12.48 Ha		Rs. 763776.00	Rs. 15300.00	10% of accepted tender value	

****There is no exemption of any kind for any of the eligible contractors towards cost of EMD.**

B. Schedule of Dates:

Sl. No.	Particulars	Date & Time
1	Date of uploading N.I.T. Documents—Online (Publishing Date)	21.06.2018 at 04:00 PM
2	Documents download start date (Online)	22.06.2018 from 10:00 AM
3	Documents download end date (Online)	02.07.2018 upto 04.00 PM
4	Bid submission start date (Online)	22.06.2018 from 10:00 AM
5	Bid submission closing date (Online)	02.07.2018 upto 04.00 PM
6	Last Date of submission of Earnest Money Deposit (Online)	02.07.2018 upto 12.00 PM
7	Last Date for submission of uploaded copies of Tender documents & EMD (Offline)	02.07.2018 up-to 04:00 PM
8	Bid opening date for Technical Proposal (Online)	05.07.2018 at 04.00 PM
9	Date of uploading technically qualified bidders (Online)	To be notified in due course
10	Date of opening Financial Bids (Online)	To be notified during uploading of Technical Evaluation Sheet of bidders
11	Date of uploading of list of bidders along with final rate, after negotiation with all tenderers if necessary (Offline)	To be notified in due course.

Last date & time of submission of bids online is : 02.07.2018 up-to 04:00 PM

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

DURGAPUR DFO-SPMU, FIG

**Terms & Conditions of e-tender Notice No. WBFOR/DGP/NGP/UPS/1(e)18-19 (2nd Call) &
No. WBFOR/DGP/NGP/UPS/2(e)18-19 (2nd Call)**

INSTRUCTION TO BIDDERS (ITB)

Section –A

1. General Guidance for e-Tendering

1.1 Instructions / Guidelines for tenderers for electronic submission of the tenders online have been shown in Web site <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 tenders.

1.4 Collection of Tender Documents

The contractor can search and download NIT and 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 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 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 tender and upload the latest documents as part of the 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 TENDER (NIT) (to be submitted Folder). in “NIT”
- ii. Section B (Form I, Form II, Form III and AFFIDAVIT –Y) (to be submitted FORMS”). Folder in“
- iii. Earnest Money Deposit (EMD) is to be done through online by the Tenderer vide Finance Deptt.’s Order No. 3975-F(Y), Dt. 28.07.2016.
- iv. Instructions to Bidders. (to be submitted in “ITB” Folder)
- v. General Terms & Conditions of Contract. (to be submitted in “ GT AND CC” Folder)
- vi. Technical Specification. (to be submitted in “ TS ” Folder)

Note: a) The EMD through online should be submitted physically to the office the Durgapur DFO-SPMU, FIG & Divisional Forest Officer, Durgapur Division as per the 'Date & Time Schedule' stated in N.I.T. Technical Bid & Financial bid both will be submitted concurrently duly digitally signed in the Website

<https://wbenders.gov.in>. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender Schedule

viii. Addenda/Corrigenda, if published : Contractors are to keep track of all the Addendum/ Corrigendum issued with a particular 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 Clause 3 of ITB & relevant clauses of NIT)
A.	CERTIFICATES	CERTIFICATES	1 P.T. deposit receipt Challan
			2 GSTIN Registration Certificate
			3 I.T.R. Acknowledgement Receipt (2015-16, 2016-17 & 2017-18)
			4 I.T. PAN Card
			5 Voter ID Card
			6 Enlistment Certificate
B.	COMPANY DETAILS	COMPANY DETAILS	1 Proprietorship Firm - Trade License.
			2 Partnership Firm - Registered Partnership Registered Power Attorney, Trade license.
			3 Pvt. Ltd. Company - Registration Certificate Company's Act, MOA & AOA, Registered of Attorney, Trade license.
			4 Registered Un-employed Engineers and Labour Co-operative Societies Limited.
C.	CREDENTIAL	CREDENTIAL	1 Experience Profile- List of completed Similar Projects for supply of quality seedlings
			2 Completion Certificate from the concerned.
D.	FINANCIAL (INFO)	TURN OVER	1 Authenticated copy of the Income Tax returns
		PAYMENT CERTIFICATE	2 Only Payment Certificate of work issued by the Concerned Officer and not the TDS certificate
E.	DECLARATION	STRUCTURE & ORGANISATION	1 Details of Structure and Organization ITB Section B Form III.
		AFFIDAVIT	2 An affidavit made that no adverse report against the bidder

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.

3. Eligibility Criteria for participation in tender:

(a) The intending bidders should have proper license for supplying of material specifically seedlings supply.

(b) All categories of prospective Tenderers shall have to submit valid and upto date Professional Tax receipt challan, GSTIN registration certificate, Income Tax return Acknowledgement receipt, PAN card issued by Income Tax Department, Voter ID card and Trade license in respect of the prospective tenderer. In addition to the above, any contractor/supplier who has supplied seedlings to any Govt. Organization or Directorate of Forests, Govt. Of West Bengal, should submit previous credentials for his past performance, completion certificate from respective employer, the completion certificate and credentials should be signed by the officer not below the rank of Deputy Conservator of Forest, any other certificate signed by other officials will not be entertained (Non Statutory Documents).

(c) Where an individual person holds a Certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while submitting any tender for and on behalf of such company or firm, invariably submit a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to submit such tender. The Power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908. (Non-statutory Documents).

(d). Neither prospective Tenderer nor any of the constituent partners had been debarred to participate in any Tender by the P.W.D., P.W.(R)D & P.W.(C.B.)D, Housing Department, Cottage & Small Scale Industries, Agriculture, Horticulture, Govt. of W.B. or C.P.W.D. or M.E.S or Railways ; during the last 5 (five) years prior to the date of this NIT. Such debarring will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format). [Non-statutory Documents]

(e).The partnership firm shall furnish the Registered Partnership Deed and the Company shall furnish the Memorandum of Association (MOA) and Article of Association (AOA.) [Non-statutory Documents]

(f).Registered Un-employed Engineers'-operative Societies/ Labour Co- operative Societies are required to furnish the following documents : - [Non-statutory Documents]

- i) Current "No Objection Certificate" from the Assistant Registrar of Co-operative Societies.
- ii) Supporting documents showing area of operation.
- iii) Bye-laws duly approved by the Assistant Registrar of Co-operative Societies.
- iv) Name with address and signature (in original) of the present Board of Directors of the Co-operative Society
- v) Copies of Minutes of last Annual General Meeting and Audit Report of the Co-operative Society with the evidence of submission of the same to the concerned Authorities, duly attested.

(g).The prospective Tenderers or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility.

(h).Joint Ventures will not be allowed.

(i).A prospective Tenderer shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If the prospective Tenderer is found to have applied severally in a single job, all his applications will be rejected for that job.

(j).No conditional / Incomplete Tender will be accepted under any circumstances.

(k). The financial eligibility will be that the turnover of the tenderer should be 50% of the value of the work-taken from the Income Tax Returns of the previous concluded year.

4. Opening of Technical Proposal

Technical proposals will be opened by the authorized representatives electronically from the website stated in Clause 2.1, using their Digital Signature Certificate.

Intending tenderers may remain present, if they so desire.

Cover (Folder) for Statutory Documents should be opened first, if found in order, Cover (Folder) for Non-statutory Documents will be opened. If there is any deficiency in the Documents, the tender will summarily be rejected.

Decrypted (transformed into readable formats) documents of the Non statutory Cover will be downloaded, and handed over to the Tender Evaluation Committee (constituted for evaluation of tenders).

5. Uploading of summary list of technically qualified tenderers (1st round)

Pursuant to scrutiny and decision of the Tender Evaluation Committee (TEC), the summary list of eligible tenderers with the serial number of work(s) for which their Financial Proposals will be considered will be uploaded in the web portals.

While evaluation, the Committee may summon the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated time frame, their proposals will be liable for rejection.

6. Final publication of summary list of technically qualified tenderers

Date of opening of financial bid will to be intimated in the final summary list.

7. Opening and Evaluation of Financial Proposal

Financial proposals of the tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal stated on the prescribed date, normally after 2(two) working days of date of publication of final summary list of the tenderers.

The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.

After evaluation of Financial Proposal, by the appropriate Authority of WB FOREST, may upload the final summary result containing inter-alia, name of contractors and the rates quoted by them against each work provided Tender evaluation committee is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate.

8. Procedures to be followed when one / two technically qualified tenderers participated in any tender:

Financial bid of technically qualified single / two tenderers may not be opened immediately.

2nd call may be invited immediately after technical evaluation and uploading the list of the technically qualified bidders(s) of the 1st call. If such bidder(s) technically qualified in the 1st call intend(s) to change their rates quoted in the 1st call, they are to purchase tender paper afresh. In case of non purchase, the rates quoted in the 1st call would remain valid. After selection of technically qualified tenderers for 2nd call (in case new tenderer other than the existing tenderer of the 1st call), financial bid of both 1st and 2nd call would be opened. Financial evaluation would be made in a combined way considering both 1st and 2nd call. However, in case tenderer(s) of 1st call submit(s) fresh tender in 2nd call, rates of 2nd call should be considered in the process of evaluation.

9. Acceptance of Tender (Technically eligible/qualified)

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons and also reserves the right to distribute the work amongst more than one tenderer at the accepted rate after formal consultation with L1 (accepted rate) bidder and taking consent of L1 bidder for smooth & quick completion of the work.

10. Penalty for suppression / distortion of facts

If any tender fails to produce the original hard copies of the documents (especially completion certificates and audited balance sheets), or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the **WBFOREST DEPARTMENT** may take appropriate legal action against such defaulting tenderer.

11. Brief details on the nature of work:

a)	Name of the project	:	Supply of 2 Years Old & Healthy Seedlings
b)	Project ID	:	<u>WBFOR/DGP/NGP/UPS/1(e)18-19 (2nd Call) & No. WBFOR/DGP/NGP/UPS/2(e)18-19 (2nd Call)</u>
c)	Job ID	:	<u>WBFOR/DGP/NGP/UPS/1(e)18-19 (2nd Call) & No. WBFOR/DGP/NGP/UPS/2(e)18-19 (2nd Call)</u>
d)	Nature of Work	:	Supply of 2 Years Old & Healthy Seedlings
e)	Contractors/Suppliers eligible to submit the tender	:	As stated in item 3 (a) to 3 (k) of this ITB.

12. Earnest Money Deposit (EMD @ 2% of total tendered amount)

a) Payment procedure: (Vide Memo No. 3975-F(Y) dated 28.07.2016).

A. Login by bidder:

a. A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRIs, etc. shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.

b. He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:

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 account in any Bank.

B. a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:

- i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government /PSU/Autonomous Body/local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

b. Payment through RTGS/NEFT:

- i. On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- iii. Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government /PSU/ Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

C. Refund/Settlement Process:

- i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
- ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through

an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.

- iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L₁ and L₂ bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L₂ bidder should not be rejected till the LOI process is successful.
- iv. If the L₁ bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L₂ bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L₁ bidder is uploaded to the e-Procurement portal by the tender inviting authority.
- v. As soon as the L₁ bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal –
 - a) EMD of the L₁ bidder for tender of State Government offices will automatically get transferred from the pooling account to the State-00-103-001 Government-07 through deposit GRIPS the bank particulars of the L₁ bidder.
 - b) EMD of the L₁ bidder for tenders of the State PSUs/Autonomous Bodies/Local Bodies/PRI, etc. will automatically get transferred from the pooling account to their respective inked bank accounts along with the bank particulars of the L₁ bidder.In both the above cases, such transfer will take place within T+1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.
- vi. The Bank will share the details of the GRN No. generated on successful entry in GRIPS with the E-Procurement portal for up action.
- vii. Once the EMD of the L₁ bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt -60head-800-013-271—0070 through GRIPS for Government bank accounts for State PSU/Autonomous Body/Local Body/PRI, etc. tenders.
- viii. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD & Tender Fees (if any) were initiated.

13. Opening of Tender:

- (a) The Technical Bid shall be publicly opened by the authority receiving tender or by his authorized representative, as per the Date & time Schedule mentioned in NIT.
- (b) Prospective Tenderers or their authorized representatives may be present during the opening process.
- (c) Financial Bids of only those tenderers who would qualify in the Technical Bid evaluation will be opened.
- (d) The intending Tenderers shall clearly understand that whatever may be the outcome of the present Invitation of Tender, no cost of Tendering shall be reimbursable by the Government. The Divisional Forest Officer, Durgapur Division, W.B. reserves the right to reject any tender or all Tenders without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Tenderer at any stage of Tendering.
- (e) The acceptance of the tender rests with the Divisional Forest Officer, Durgapur Division, W.B. who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all the tenders received without assigning any reason thereof.

- (f) Intending Tenderers at their own cost and risk are encouraged to inspect the site of work and get themselves thoroughly acquainted with the local condition and all factors which may affect their rates. Prior to the site visit the intending Tenderers must inform the Divisional Forest Officer, Durgapur Division, W.B. about the time and date of the visit.

14. The selected Contractor must arrange to procure all materials required for the proper completion of the work (as per the Technical Specifications of the tender document). The Employer will not on any account be responsible for procuring the same.

15. The selected contractor shall apply to the Divisional Forest Officer, Durgapur Division, W.B. for seeking permission for utilization of land at the close proximity of the site for arranging required plant & machineries, store of materials, labour shed, laboratory etc. at his own cost and responsibility. All such temporary shed etc. shall have to be dismantled and all debris etc. cleared from site post completion of the work or as directed by the Divisional Forest Officer, Durgapur Division. Once an order to the effect is issued from the Divisional Forest Officer, Durgapur Division, W.B. in this regard, it shall be brought to effect by the contractor without contest.

16. Validity of Bids:

Bid shall remain valid for a period not less than 180 (**One Hundred Eighty**) Days after the dead line date for Financial Bid/Sealed Bid Submission. Bid validity for a shorter period shall be rejected by Tender Accepting Authority as non-responsive.

If any Tenderer withdraws his offer before Bid validity period without giving any satisfactory explanation for such withdrawals, he may be disqualified for submitted tender to this Office and Directorate of Forests, Government of West Bengal for a minimum period of 1 (one) year and legal action will be taken against him.

17. Verification of credentials/onsite projects :

Before issuance of the work order, the Tender Accepting Authority may verify the credential and other documents of the lowest Tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest Tenderer is either manufactured or false in that case, work order will not be issued in favour of the Tenderer under any circumstances and legal action will be taken against him.

18. Cancellation of Tender :

The Divisional Forest Officer, Durgapur Division, W.B. reserves the right to cancel this N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

19. Security Deposit:

The successful Tenderers have to deposit 10% Security Money as mentioned in the schedule through Demand Draft in favour of “**DURGAPUR DFO-SPMU, FIG**” by the tenderer himself, within **7 (seven) days** from the date of acceptance of Tender and a Contract Paper have to be signed in the Divisional Office, otherwise their Earnest Money will be forfeited to the State.

20. Deduction of Taxes Etc:

The Estimate has been prepared including all taxes which is applicable as per Rules & norms. Rate quoted (including all Taxes & Carriage) shall remain open for acceptance at least 31.03.2019 from the date of opening of the Tender.

21. Removal of Discrepancy:

If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence :-

- a. Form of Agreement
- b. Tender Form
- c. Technical Specifications
- d. General Terms and Conditions
- e. Relevant PWD(W.B.) Schedule of Rates
- f. Instructions to Bidders
- g. N.I.T.

22. MOBILISATION ADVANCE/ COST OVER RUN :

No Mobilisation Advance and Secured Advance will be allowed. Time / cost overrun and consequent cost of escalation for any materials will not be allowed.

23. Canvassing in connection with the tender is strictly prohibited.

24. The successful Tenderer will have to supply the materials as per the work order to commence the supply.

25. The contractor shall not be entitled for any compensation for any loss suffered by him due to delay arising out for modification of the supply order.

26. No tender shall be deemed to be fit for consideration unless the tender documents are fully and completely filled in. All information that may be asked from the Tenderer must be unequivocally furnished. The eligibility of a Tenderer will be ascertained on the basis of the documents submitted by a Tenderer in support of eligibility criteria. If any document submitted by a Tenderer is found to be incomplete/incorrect/ manufactured / fabricated or false, his Tender will be out rightly rejected at any stage and legal action will be taken against him.

27. A Tenderer is to quote in figures as well as in words, his rates in the following forms as applicable in his cases against the estimated value put to tender of the tender form (BOQ).

28. In the event of a tender being submitted by a firm, it must be signed by a member or members of the firm having legal authority to do so and if called for, legal documentations in support thereon must be produced for inspection and in the case of a firm carried out by one member or a joint family it must disclose that the firm is duly registered under the Indian Partnership Act.

29. The Tenderer must sign at the bottom of each page of the tender documents as a proof of acceptance of terms and conditions of the Tender. Overwriting shall not be allowed. All corrections, alternations etc. must be duly signed.

30. It must be clearly understood that the quantities of the various items indicated in the schedule or probable items are approximate only and may be appreciably increased or decreased during actual execution. The contractor shall remain effected by alteration.

31. The security deposit will released to the contractor after 6 (six) months from the date of final payment of the bill if no irregularity is noticed. In case of any irregularity, the security deposit will be forfeited in addition to any legal action as deem fit and required.

32. Work Order will be issued on receipt of the Sanction from the Competent Authority.

33. Cess, Toll Tax, Income Tax, Ferry Charges & other applicable charges if any are to be paid by the contractor no extra payment will be made for this,. The rates of supplying are to be paid including all these.
34. Final payment will be made after completion of all delivery and checking by authorized officer. The authorized officer may check the quality of the seedlings at any point of time before submitting the report of completion.
35. The undersigned reserve the rights of cancellation of these tender at any time without assigning any reason thereof.

RATES ARE FIRM FOR THE PERIOD OF THE PROJECT. IN CASE ANY ABNORMAL DEVIATION IS OBSERVED DURING THE COURSE THE TENDER ACCEPTING AUTHORITY MAY REFER TO THE APPROPRIATE HIGHER AUTHORITY OF DIRECTORATE OF FORESTS, GOVT. OF WEST BENGAL IN DECIDING ON THE RATE REVISIONS (IF NEEDED).

DURGAPUR DFO-SPMU, FIG

Memo No. 611(6)/2-NGP

Dated, Durgapur, The 18/06/2018

Copy forwarded for kind information to:

- 1) The Project Director, SPMU, Namami Gange & Addl. PCCF, Finance.
- 2) The Chief Conservator of Forests, MIS with a request to kindly arrange to upload in the Departmental website within 21.06.2018.
- 3) The Chief Conservator of Forests , South-East Circle, West Bengal.
- 4) The Divisional Forest Officer, Burdwan/Birbhum/Nadia-Murshidabad Division.
- 5) The Guard File.
- 6) Notice Board.

DURGAPUR DFO-SPMU, FIG

Section –B
FORM-I
APPLICATION

To,
The DURGAPUR DFO-SPMU, FIG

Subject: Name of the Work with 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

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:

- c. Technical Proposal (Envelop-1/Folder)
- d. 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 DURGAPUR DFO-SPMU, FIG

Dear Sir/ Madam,

Ref:- Supply of Seedlings.
Tender Reference No.

1. I/We refer to the tender notice issued by you for the work of Creation of Plantation under Durgapur Division vide 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
Rs.....(quot
for the sum of ed 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 tender conditions, subject above, I/ We hereby agree, should this tender be accepted in whole or in part, to:
(a) abide by and fulfill all the terms and provisions of the said conditions annexed hereto;
(b) complete the works within.....
 4. I/ We have deposited the earnest money of Rs._____ 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 which ever is later.
- (IV) 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:

- 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

AFFIDAVIT –Y

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

- (I) 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.
- (II) The undersigned also hereby certifies that neither our firm M/S _____ nor any of constituent partners had been debarred to participate in 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 5 (five) years prior to the date of this N.I.T.
- (III) 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 Tender Inviting & Accepting Authority, to verify this statement.
- (IV) The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Tender Inviting & Accepting Authority.
- (V) Certified that I have applied in the 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: _____

Annexure-I
(Seedlings for Avenue Plantation under Urban Plantation Scheme)

Delivery Place	Seedling Species	Quantity (in No.)	Specification	Rate
Rupnarayanpur Hqtr. Under Asansol (T) Range	Tabebuia Avellaldae Or Jacaranda Mimusifolia (Green ebony tree)	1666	Minimum 2 Years Old Best Quality Seedling with at least 5 ft height supplied in large size polypot	Rs. 325000.00 (Total 5000 Seedlings @ Rs. 65/seedling inclusive of carriage to delivery point and all tax as applicable for Govt. Sector
	Cassia Fistula (Amaltas) Or Tabebuia Argentea (Boldenball)	1666		
	Butea Monosperma (Flame of Forest) Or Spathodea [Rudrapalash (Tulip Tree)]	1668		

Annexure-II
(Seedlings for Institutional Plantation under Urban Plantation Scheme)

Delivery Place	Seedling Species	Quantity (in No.)	Specification	Rate
Rupnarayanpur Hqtr. Under Asansol (T) Range	Tabebuia Avellaldae Or Jacaranda Mimusifolia (Green ebony tree)	3917	Minimum 2 Years Old Best Quality Seedling with at least 5 ft height supplied in large size polypot	Rs. 763776.00 (Total 11750 Seedlings @ Rs. 65/seedling inclusive of carriage to delivery point and all tax as applicable for Govt. Sector
	Cassia Fistula (Amaltas) Or Tabebuia Argentea (Boldenball)	3917		
	Butea Monosperma (Flame of Forest) Or Spathodea [Rudrapalash (Tulip Tree)]	3916		