



**GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF FORESTS  
OFFICE OF THE DIVISIONAL FOREST OFFICER  
KHARAGPUR DIVISION**

**TENDER NOTICE NO. 01/KGP/Xerox of 2018-19 OF KHARAGPUR DIVISION**

Sealed Tender to be addressed by name, “Sri Arup Mukherjee, WBFS, Divisional Forest Officer, Kharagpur Division and not by official designation are invited from the experienced and resourceful contractors/ suppliers having credential of similar types of work/supplies. The details of works, locations, specifications etc. are mentioned in the Schedule – I, which is part of the terms and conditions enclosed herewith and as per the time schedule in **Table –I**.

**Table – I**

**A. Schedule of Dates :-**

SI No.	Key Activities	Date	Time
1	Date of beginning of sale of tender papers	25.06.2018	10.30 am onwards
2	Date of closure of Sale of tender papers	04.07.2018	05.30 pm
3	Last date for submission of tender papers	06.07.2018	05.30 pm.
4	Date of opening of technical bids	09.07.2018	11.30 am
6	Date of opening of financial bids	09.07.2018	3.30 pm.

**Table – II**

1	Office from which the tender paper can be purchased	Office of the Divisional Forest Officer, Kharagpur Division , P.O. – Hijli Co- Operative Society, Kharagpur, Pin - 721306
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**SCHEDULE – I**

1.Amount of Tender money(Earnest Money) - Rs. 2500/-

2.Amount of Security Deposit - 10% of accepted tender value. Amount of Security Deposit

**Schedule of Works:**

<b><i>Tender Notice No.</i></b>	<b><i>Details of the work including Specification</i></b>	<b><i>Location</i></b>	<b><i>Qty.</i></b>	<b><i>Quote your rate including all taxes (Rs.)</i></b>	<b><i>Expected date of Completion of the Work</i></b>	<b><i>Cost of Tender Paper</i></b>
<b>01/KGP</b>	<b>Supply of KONICA MINOLTA OUTSTANDING FLEXIBILITY Machine Model –A3 B&amp;W Multifunctional printer bizhub 206 complete with all accessories.</b>	<b>At Divisional Forest Office</b>	<b>02 Nos.</b>		<b>15 days from the date of issuance of work order</b>	<b>250/-</b>
<b>Total</b>						

**Sd/- A. Mukherjee, WBFS**

**Divisional Forest Officer,  
Kharagpur Division**

**TENDER NOTICE NO. 01/KGP/Xerox of 2018-19 OF KHARAGPUR DIVISION**

**TERMS & CONDITIONS :-**

- 1) Tender for execution of works/ supply of goods as mentioned in the Schedule-**I** should be submitted in the prescribed tender paper which will be available in the office of the undersigned mentioned in the Table –**II**, during office hours on the working days as per schedule given in Table-I.
- 2) The Tender paper may available from the office of the undersigned on deposited of Rs.250/-(Rupees Two hundred fifty) Only through GRIPS challan under **H/S 0406-01-800- other Receipt-021-Other Receipt-27** by the tenderer himself and the same may be submitted under sealed cover should be addressed the undersigned by name as well as by Official designation [**Sri Arup Mukherjee, W.B.F.S., Divisional Forest Officer, Kharagpur Division .**
- 3) The tender papers should be submitted in two bids process 'Technical bid' and 'Financial bid' in two separate envelops and these two envelops should be submitted in a big envelop. The bids should be submitted neatly and all corrections, over typing etc. should be self-attested with seal.
- 4) **Eligibility Criteria**  
Bonafide Govt. contractor having valid Income Tax PAN, Professional Tax Registration, Service Tax Registration Number, ESI Registration Number and license issued by the labour Commissioner, Govt, of West Bengal under the Contract Labour (R&A) Act, 1970 and having experience of completion of similar type of work during the last 3 financial years for a single contract not less than 50% of the estimated amount put to tender are eligible to participate.

5) **TECHNICAL BID:-**

- i) The sealed envelope containing technical bid should be super-scribed with Tender Notice No and the words "Technical Bid "should be written in bold letters.
- ii) The technical bid should contain the tender documents signed on all pages as a proof of acceptance of terms and conditions of the tender by the tenderer along with the following documents:-
  - a) General information about the organization in Form –IA.
  - b) Summary of similar works implemented in Form-IB.
  - c) Details of similar works implemented in the last 3 years in Form-IC.
  - d) Copy of acknowledgement of Income Tax Return submitted regarding Income Tax paid for the last financial year.
  - e) Copy of GST Registration Certificate.
  - f) Copy of professional Tax registration Certificate.
  - g) Copy of Licenses / Registration as applicable
  - h) Additional information, if any (optional).
  - i) **The Earnest Money Deposit (E.M.D) as mentioned in the schedule of tender should be deposited through Demand Draft in favour of "Divisional Forest Officer Kharagpur Division . "by the tenderer himself and the same must be enclosed with Tender Form in original and without D.D. Tender Form will not be accepted by undersigned. A copy of the same Demand Draft to be provided to the undersigned in time of submission of application for releasing of EMD.**
- iii) The technical bid must not contain any pricing information.
- iv) The address and contact No. of the bidder should be clearly written on the envelope.

6. **FINANCIAL BID:-**

- i) 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 as prescribed in the tender in form IIA should be filled up and sealed along with enclosures in a separate cover super-scribed as "Tender Notice No. and words "Financial Bid "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.

7) **OUTER COVER :-**

- i) Both the sealed envelopes containing the technical bid and financial bid should be put in one single outer envelop sealed and super-scribed giving the Tender Notice Number. The outer envelop should be sealed and should contain the following documents.
  - a) Covering letter of the tender must be signed by the bidders or by representative of the bidder who is authorized to commit contractual obligations. An application signed by such signatories must be submitted.
  - b) Technical Bid with sealed cover.
  - c) Financial Bid with sealed cover.
- ii) The address and contact No. of the bidder should be clearly written on the outer cover. The outer cover without superscription name and address are liable for rejection.

8. The tender not submitted as specified in the above clauses will be summarily rejected.
9. The sealed tender as specified in the above clauses will be received in the office of the undersigned by registered post / speed post/ Courier service addressed by name, (Sri Arup Mukherjee, WBFS, Divisional Forest Officer, Kharagpur Division, P.O-Hizli Co-Operative Society, Khargpur-721306, Dist.-Paschim Medinipore ) and shall be opened as per the schedule given in Table –I, by the undersigned or by his authorized representatives in presence of the tenderers or their authorized representatives. The tender opening can't be delayed, in case no tenderer or his authorized representatives is present at the given time of opening of tender.
10. The Earnest Money will not be adjusted towards the security money. The earnest money of the successful tenderers will be refunded in due course. The Earnest Money of unsuccessful tender will be refunded on application within 7 days from the date of application.
- 11. The security deposit as mentioned in the schedule –I will be deducted from the bill amount. The bill must contain the applicable GST along with the net amount.**
12. The successful bidder should sign an agreement. After signing the agreement, the work order will be issued.
13. The security money will be released to the successful contractor/ supplier after 6(six) months from the last date of payment of bill for the work, provided no irregularities are noticed during this period. In case of any irregularities, the security money will be forfeited and in addition any legal action as deemed fit may be initiated.
14. Validity of the tender will be 6(six) months from the date of submission of the tender.

15. The undersigned reserves the right to place order for work/supply up to 50% more or 50% less of the quantity mentioned in the schedule-I of the tender.
16. The undersigned reserves the right to cancel the tender, if necessary, without assigning any reason whatsoever.
17. 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.
18. The undersigned reserves the right to accept the tender only after verifying / testing the sample up to the satisfaction.
19. 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.
20. \*\*\* No part payment will be made in case of works but in case of supply, part payment can be made if the supply is spread over a long period of time.
21. During the inspection by the undersigned or his representative, if the quality of the work / supply is not found up to the mark, 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.
22. **The work order will be issued to the successful Tenderer after getting administrative approval from appropriate authority and placement of fund by the Government.**
23. 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, Kharagpur Division for extension of time for that period. The Divisional Forest Officer, Kharagpur 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.

24. Materials will have to be procured by the tenderers by themselves following the standard and specification of PWD/PHE Schedules of the district, 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.
25. 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.
26. 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.
27. 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.
28. 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.



29. Bricks works, cement concrete works & plastering works and similar works which require should be done for the period as prescribed in the P.W.D. Schedule of Rates.
30. Statutory Deduction: Income Tax, GST, Labour Welfare Cess as applicable shall be deducted from the Gross amount of Bill.
31. In addition to above, before payment the following documents are required to be produced.
  - 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.
32. The successful tenderer will not assign any part of the work to any other contractor.
33. 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.
34. Rate offered in the estimate is the final and tenderer will not have any further claim.
35. 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.

36. 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.
37. The terms and conditions of this "Tender Notice inviting tender" is part and parcel of the contract form.
38. In case of any dispute in execution of the work or supply, an application may be made to the Divisional Forest Officer, Kharagpur Division and the decision of the undersigned is final and binding.

(Sd/- A.Mukherjee, W.B.F.S.)  
Divisional Forest Officer,  
Kharagpur Division.

**No. 1178 (25) /2-2**

**Dated, Kharagpur, the 21/06/2018.**

Copy for information and wide Circulation to :

- 1) The Chief Conservator of Forests, Western Circle, West Bengal.
- 2) The District Magistrate, Paschim Medinipur
- 3) The Sabhadhipati, Paschim Medinipur Zilla Parishad.
- 4) The Karmadhakshya, Bon-O-Bhumi Sanskar Sthayee Samity, Paschim Medinipur Zilla Parishad.
- 5) The Superintendent of Police, Paschim Medinipur/ Jhargram.
- 6) The District Information & Cultural Officer, Paschim Medinipur.
- 7) All Divisional Forest Officers, Western Circle, West Bengal.
- 8) The Sub-Divisional Officer, Khargapur.
- 9) The Treasury Officer, Khargapur.
- 10) The Branch Manager, State Bank of India, Khargapur Rly. Stn. Branch.
- 11) The Chairman, Kharagpur Municipality.
- 12) All Range Officers, Kharagpur Division. They are also requested to distribute tender forms as and asked for within stipulated time.
- 13) Shri / M/s. \_\_\_\_\_
- 14) Notice Board.

(Sd/- A.Mukherjee, W.B.F.S.)  
Divisional Forest Officer,  
Kharagpur Division.