

**Government of West Bengal**  
**Directorate of Forests**  
**Office of the Deputy Conservator of Forest,**  
**Urban Recreation Forestry Division**  
**10A, Auckland Road, Eden Gardens, Kolkata -700 021.**  
**Email Id : dcf\_urf@rediffmail.com**

Memo. No. 2206/28-219

Date: 10.11.2017

**Notice Inviting e-Tender: - e-Tender NIT No: 82/DCF/URF/17-18**

The Deputy Conservator of Forests, Urban Recreation Forestry Division, West Bengal, on behalf of the Governor, West Bengal invites e-tenders for the following work(s) from the eligible Contractors 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].

**NIT NO: 82/DCF/URF/17-18**

Name of the project work
<b>Engagement of Security Guards in different parks and establishments of Urban Recreation Forestry Division.</b>

**Amount : Rate to be quoted per security guard as per Government Rules.**

**TENDER FEE : Rs. 1000.00                      EMD : Rs. 20,000/-**

**Period of Completion : 120 days**

Cost of tender document/tender fees and Earnest Money Deposit (EMD) in the form of DD from any Nationalized / Scheduled Bank in favour of the Deputy Conservator of Forests, Urban Recreation Forestry Division.

**Note: Cost of Tender document/ Tender fees and Earnest Money deposit (EMD) for 1<sup>st</sup> Call to be released & the Bidder has to deposit the Cost of Tender Document/ Tender fees and Earnest Money Deposit (EMD) afresh for 2<sup>nd</sup> Call and so on, if any.**

**NOTICE INVITING TENDER No. NIT No: 82/DCF/URF/17-18, Dated : 10.11.2017**

**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. A prospective Tenderer (including his participation in partnership) shall be allowed to participate in a single work or more than one or as many project works as mentioned in the List of Work(s) of this NIT.

## **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 (Including Instructions to Bidders, General Terms & Conditions Of Contract, Technical Specification.) **(To be submitted in “NIT” Folder)**

ii. Section B (Form I, Form III, Form IV and AFFIDAVIT – Y) **(to be submitted in “EMD AND TECHNICAL DOCUMENTS” Folder.)**

iii. Cost of tender document & Earnest Money in the form of DD from any Nationalized / Scheduled Bank & Earnest Money Deposit (EMD) in favour of The Deputy Conservator of Forests, Urban Recreation Forestry Division. (Tender Fees) in form of DD is to be remitted by the Tenderer as mentioned in column no. 5 and 6 of the table for List of Works issued from any Nationalized Bank in favour of “Deputy Conservator of Forests, Urban Recreation Forestry Division, West Bengal”, Payable in Kolkata, W.B. **(to be submitted in “EMD AND TECHNICAL DOCUMENTS” Folder)**

Note: a) The EMD and Cost of Tender Documents should be submitted physically to the office of The Deputy Conservator of Forests, Urban Recreation Forestry Division in a sealed cover as per the 'Date & Time Schedule' stated in Sl. No.11 of this N.I.T. under sealed cover at least 24 hours before the opening of technical bid. Technical Bid & Financial bid both will be submitted concurrently duly digitally signed in the Website <https://wbtenders.gov.in>. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender Schedule

b) 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 informal and liable to be rejected.

### **2.3. 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 percentage rate (Presenting Excess / Less / Excess or Less 0.00% or to indicate at par) online through computer in the space marked for quoting rate in the BOQ.

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 ) All categories of intending Tenderers shall have satisfactorily completed as a prime agency during the last 5 (five) years prior to the date of issue of this Tender Notice *and as per Notification no. 03-A/PW/O/10C-02/14 dated 12.03.2015*

#### For 1<sup>st</sup> Call of NIT :

i) Intending tenderer should produce credentials of similar nature of completed work of the minimum value of **40% of the estimated amount** put to tender during 5(five) years prior to the date of issue of the tender notice;

**or,**

ii) Intending tenderers should produce credentials of 2(two) similar nature of completed work, each of minimum value of **30% of the estimated amount** put to tender during 5(five) years prior to the date of issue of the tender notice;

**or**

iii) Intending tenderers should produce credentials of 1(one) single running work 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 at (i) above; In case of running works , only those tenderers who will submit the certificate of satisfactory running work from the Competent authority, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.

#### For 2<sup>nd</sup> Call of NIT :

i) Intending tenderer should produce credentials of similar nature of completed work of the minimum value of **30% of the estimated amount** put to tender during 5(five) years prior to the date of issue of the tender notice;

**or,**

ii) Intending tenderers should produce credentials of 2(two) similar nature of completed work, each of minimum value of **25% of the estimated amount** put to tender during 5(five) years prior to the date of issue of the tender notice;

**or**

iii) Intending tenderers should produce credentials of 1(one) single running work of similar nature which has been completed to the extent of **75% or more** and value of which is not less than the desired value at (i) above; In case of running works , only those tenderers who will submit the certificate of satisfactory running work from the Competent authority, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.

**For 3<sup>rd</sup> Call of NIT :**

i) Intending tenderer should produce credentials of similar nature of completed work of the minimum value of **20% of the estimated amount** put to tender during 5(five) years prior to the date of issue of the tender notice;

**or,**

ii) Intending tenderers should produce credentials of 1(one) single running work of similar nature which has been completed to the extent of **70% or more** and value of which is not less than the desired value at (i) above; In case of running works , only those tenderers who will submit the certificate of satisfactory running work from the Competent authority, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.

(a ) All categories of intending Tenderers shall have satisfactorily completed as a prime agency during the last 3 (three) years prior to the date of issue of this Tender Notice at least one work of similar nature with an estimated cost equal to or more than the estimated cost put to this notice.

(b) Provided that such similar works should have been implemented in Government Department, Zilla Parishad, Government undertaking / Statutory Bodies constituted under the statute of the Government. Completion Certificate indicating Estimated Amount, Value of work-done, date of completion of the work and detail communicational address along with contact number of the Client should be submitted.

[Non-statutory Documents]

(c ) All categories of prospective Tenderers shall have to submit valid and up to date documents regarding taxes and charges as applicable, Income Tax Return Acknowledgement Receipt, PAN Card issued by Income Tax Department, Voter ID Card , Trade License, GST Registration, ESI, PF in respect of the prospective Tenderer..

[Non-statutory Documents]

(d) 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]

(e). 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, 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]

(f) 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]

(g) Registered Un employment Engineers Co- operative Societies/ Labour Co- Operatives are required to furnish the following documents:-

[Non statutory documents]

(i) Current **“No objection Certificate”** from the assistant Registrar of Co- operative Societies.

(ii) By- laws duly approved by the Assistant Registrar of Co- Operative Societies,

- (iii) Name with address and signature (in original) of the present board of Directors of the Co- operative Society.
- (iv) 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.
- (h).The prospective Tenderer's 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.
- (i).Joint Ventures will not be allowed.
- (j).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.
- (k) Conditional / Incomplete Tender will not be accepted under any circumstances.

#### **B. My Document (Non-Statutory Cover)**

<b>Sl. No.</b>	<b>Category Name</b>	<b>Sub-Category Description</b>		<b>Document Name</b>			
1.	CERTIFICATES	CERTIFICATES	1	P.T. deposit receipt Challan			
			2	All up-to-date documents regarding taxes & charges as applicable.			
			3	I.T.R. Acknowledgement Receipt			
			4	PAN Card			
			5	Voter ID Card			
			6	Enlistment Certificate			
			7	ESI, PF & GST Registration Certificate			
2.	COMPANY DETAILS	COMPANY DETAILS	1	Proprietorship Firm - Trade License.			
			2	2 Partnership Firm - Registered Partnership Deed, Registered Power of Attorney, Trade licence.			
			3	Pvt. Ltd. Company - Registration Certificate under Company's Act, MOA & AOA, Registered Power of Attorney, Trade licence.			
			4	Registered Un-employed Engineers and Labour Co-operative Societies Limited			
3.	CREDENTIAL	CREDENTIAL		Completion Certificate from the concerned Supervisor which is applicable for eligibility in this bid [According to Cl. 6(i) of NIT]			

#### **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 Statutory 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 Tenderer (1st round)**

Pursuant to scrutiny and decision by Technical Analysis Committee (TAC ) & will be Evaluated by Technical Evaluation Committee (TEC) formed by the order of competent authority 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 Tenderer**

Date of opening of financial bid will be done after completion of all procedural formalities.

#### **7. Opening and Evaluation of Financial Proposal**

Financial proposals of the Tenderer declared technically eligible by the Tender Analysis Committee (TAC) and the Technical Evaluation Committee (TEC) formed by the order of Competent Authority will be opened electronically from the web portal stated on the prescribed date.

#### **8. Acceptance of Tender (Technically eligible/qualified)**

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind him/herself to do so and may 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.

#### **9. Penalty for suppression / distortion of facts**

If any tender fails to produce the original hard copies of the documents or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is deleted 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 as deemed fit. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the WBFOR may take appropriate legal action against such defaulting tenderer.

#### **10. Schedule of Dates:**

<b>S.No.</b>	<b>Particulars</b>	<b>Date</b>	<b>Time</b>
<b>1</b>	<b>Date of uploading N.I.T.Documents—Online ( Publishing Date)</b>	<b>16/11/2017</b>	<b>6.00 pm.</b>
<b>2</b>	<b>Documents download start date (Online)</b>	<b>16/11/2017</b>	<b>6.00 pm.</b>
<b>3</b>	<b>Documents download end date (Online)</b>	<b>30/11/2017</b>	<b>4.00 pm</b>
<b>4</b>	<b>Bid submission start date (Online)</b>	<b>16/11/2017</b>	<b>6.00 pm</b>
<b>5</b>	<b>Bid submission closing date ( Online)</b>	<b>30/11/2017</b>	<b>4.00 pm</b>
<b>6</b>	<b>Last Date for submission of Earnest Money Deposit &amp; Cost of Tender Document ( Offline)</b>	<b>01/12/2017</b>	<b>upto 4.00pm</b>
<b>7</b>	<b>Bid opening date for Technical Proposal (Online)</b>	<b>04/12/2017</b>	<b>4.00pm</b>

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.

## 12. Brief details on the nature of work:

Sl No.	Name of the project work	Amount
1	<b>Engagement of Security Guards in different parks and establishments of Urban Recreation Forestry Division.</b>	<b>Rate to be quoted per security guard as per Government Rules.</b>

## 13. Tender Document costs (Tender Fees) & Earnest Money Deposit (EMD):

a) . Cost of tender document/tender fees & Earnest Money in the form of DD from any Nationalized / Scheduled Bank Deposit in favour of The Deputy Conservator of Forests, Urban Recreation Forestry Division as mentioned in column no. 5 and 6 of the table for **List of Works**.

b) There is no exemption of any kind for any of the eligible contractors towards cost of tender document fee or EMD.

c) **Refund of EMD:** The EMD of the unsuccessful Tenderer deposited in favour of “Deputy Conservator of Forests, Urban Recreation Forestry Division, West Bengal” will be refunded without any interest on receipt of application addressed to the Deputy Conservator of Forests, West Bengal, 10A Auckland Road, Eden Gardens, Kolkata-21 from Tenderers as per relevant Govt. Rules.

d) Intending Tenderers should download the Tender Documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

e) The original instrument (Demand Draft) towards the cost of Tender Documents (Tender Fees) and Earnest Money Deposit (EMD) should be submitted physically by the Tenderer to the office of the The Deputy Conservator of Forests, Urban Recreation Forestry Division in a sealed cover as per the 'Date & Time Schedule' stated in Sl. No.11 of this N.I.T.

f) Both Technical Bid and Financial Bid should be submitted duly digitally signed by the Tenderer through the website <http://wbtenders.gov.in> as per the 'Date & Time Schedule' stated in Sl. No.03 of this N.I.T. (Details of which has been narrated in 'Instruction to Bidders')

## 14. Opening of Tender:

1. (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. **(Stage I)**

(b) Prospective Tenderer or their authorized representatives may be present during the opening process.

(c) Financial Bids of only those Tenderer who would qualify in the Technical Bid Evaluation will be opened. **(Stage II).**

(d) The Deputy Conservator of Forests, Urban Recreation Forestry Division or his authorized representative opening the Financial Proposal may call for Open Bid/Seal Bid after opening of the said tender to obtain the

suitable rate further, if required. If any of the Tenderers or their representatives fails to attend during this process no subsequent objection would be entertained under any circumstances at any later date or time.

2. The intending Tenderer 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 Deputy Conservator of Forests, Urban Recreation Forestry Division 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.

3. The acceptance of the tender rests with the Deputy Conservator of Forests, Urban Recreation Forestry Division, West Bengal who does not bind herself to accept the lowest tender and reserves to herself the authority to reject any or all the tenders received without assigning any reason thereof.

4. Intending Tenderer at their own cost and risk are encouraged to inspect the site of work and get them 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 Deputy Conservator of Forests, Urban Recreation Forestry Division, W.B. (033-2230-3758/033-2248-2504 or email (dcf\_urf@rediffmail.com) about the time and date of the visit.

5. The selected Contractor must arrange to procure all materials required for the proper maintenance work. The Employer will not on any account be responsible for procuring the same.

6. Emergency/Special direction works may be carried out through Range Officer as or when required.

7. Payment will be made as per actual work done in the field on monthly basis. The claim should be accompanied by completion certificate of concerned Range Officer .

8. The detailed estimate will be available at the office of The Deputy Conservator of Forests, Urban Recreation Forestry Division, 10A, Auckland Road, Eden Gardens, Kolkata -700021.

9. If required in emergency or in exigency or in case of special direction from competent authority the successful tenderer or concerned Range Officer may take up same type & nature of additional work at same less & same rate & payment will be done accordingly on availability of fund within the completion of the project period based on the actual measurement of additional work.

10. The selected contractor will remain solely responsible for any liability in respect of works and labourers engaged by him for the said purpose. He shall make his own arrangement for temporary acquisition of land for storing his material and for the housing of his staff at his own expenses.

#### **15. VALIDITY OF BIDS:**

**Bid shall remain valid for a period for 365 Days .** Bid validity for a shorter period (than as given date) shall be rejected by Tender Accepting Authority as non-responsive. If any Tenderer withdraws his offer before Tender Closing 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.

#### **16. 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.

#### **17. CANCELLATION OF TENDER:**

The Deputy Conservator of Forests, Urban Recreation Forestry 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.

#### **18. SECURITY DEPOSIT:**



The successful tenderer will have to pay the security money at the rate of 10%(10 percent) of the tendered amount and sign an agreement within 5 days from the date of receipt of acceptance letter, failing which the offer will be forfeited to government .The Earnest Money deposited earlier would be adjusted with the Security Deposit (S.D). The security money will be released to the tenderer after 1 (one) years from the day of receipt of successful completion report from the respective Range Officer. Work order will be issued subject to the availability of fund.

**19. EXECUTION OF WORK:** The Tenderer shall be bound to execute work according to the direction given from time to time by the undersigned authorized officer of this Division and any complaint against the tenderer from the said officer for deviation for his direction will cause violation of the condition of the contract and forfeiture of security money as well as discontinuation /dismissal of agreement and work order.

**20. DEDUCTION OF TAXES ETC:**

Deduction of Income Tax & other taxes from the Contractor's Bill will be made as per existing Govt. rules

**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 including Sample materials Submission.
- d. General Terms and Conditions.
- e. Instructions to Bidders.
- f. N.I.T.

**22. MOBILISATION ADVANCE/ COST OVER RUN:** No Mobilization Advance and Secured Advance will be allowed. . Time / cost overrun and consequent cost of escalation for any materials, labour, P.O.L. etc. will not be allowed.

**23.** Canvassing in connection with the tender is strictly prohibited in the Tender submitted by the Contractor.

**24.** The successful Tenderer will have to start the work as per the work order to commence the work.

**25.** The materials, tool and plants specifically lawn mower be required for the project will be of best quality and will have to be as per the full satisfaction of undersigned or his/ her authorized officer. The authority will have the power to reject at any stage the defective and/ or inferior materials and then the the replacement shall at once be made at the Contractors own expense.

**26.** The Successful Tenderer shall have to comply with the provision of the Minimum Wages Act, 1948 (d) and the subsequent amendments thereof or other laws relating thereto and the rules made and orders issued there under from time to time, failure to do so will be treated as breach of contract and the Deputy Conservator of Forests, Urban Recreation Forestry Division, W.B. may in his discretion cancel the contract. The contactor shall also be liable for any liability arising on account of any violation by him of the provisions of the Act and rules made there under time to time.

**27 .**The successful Tenderer shall not be entitled for any compensation for any loss suffered by him due to delay arising out for modification of the work, due to non-delivery of the possession of site and / or modification of drawing and design.

**28.** No tender shall be deemed to be fit for consideration unless the tender documents are 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.

29. 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.

30. 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.

31. The project cost floated in the tender shall include applicable GST within it and TDS under GST shall be deducted as and when applicable. Income Tax will be deducted from bill amount (excluding GST amount) as applicable.

Deputy Conservator of Forests,  
Urban Recreation Forestry Division

**Memo. No. 2206/28-219**

**Date: 10.11.2017**

Copy for information and wide circulation through his office notice board to:

1. The Principal Chief Conservator of Forests,(HoFF) West Bengal, Aranya Bhaban, Salt Lake, Kolkata-700098.
2. The Chief Conservator of Forests, Conservation & Extension, West Bengal.
3. The Chief Conservator of Forests , MIS Cell, Aranya Bhaban with a soft copy for uploading in Department Website. PDF Format mailed to the mail id [pccfwb@vsnl.net](mailto:pccfwb@vsnl.net).
4. The Conservator of Forests, Parks & Gardens Circle.
5. Concerned Range Officer for wide publicity at Local Level.
6. Office Notice Board.
7. The Guard File.

Deputy Conservator of Forests,  
Urban Recreation Forestry Division

## **1. OPENING & EVALUATION OF TENDER**

### **A) Opening of Technical Proposal**

i) Technical proposals will be opened by the Tender Opening Authority or his authorized representative as per the Date & Time schedule mentioned in the N.I.T. electronically from the website stated in Clause 2 of this NIT using their Digital Signature Certificate.

ii ) Intending tenderers are encouraged to be present for observing the tendering opening procedure.

Iii) Statutory Cover shall be opened first and if found in order, Non-Statutory cover will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.

iv) Decrypted (transformed in to readable formats) documents of the Statutory and Non Statutory Cover will be downloaded by the Tender Opening Authority.

### **V ) Declaring summary list of technically qualified tenderers :-**

a. Pursuant to scrutiny and decision of the Tender Opening Authority, the summary list of technically qualified tenderers and the serial no. of work for which their proposal will be considered will be uploaded in the web portal and also that of the Directorate of Forests, Government of West Bengal as per feasibility. The list would be displayed vide notice board of the Tender Inviting a authority, viz. Deputy Conservator of Forests, Urban Recreation Forestry Division, West Bengal.

b. While evaluation, the Tender Opening Authority 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 are not produced within the stipulated time frame, their proposals will be liable for rejection.

c. All prospective tenderers who fulfill the eligibility criteria conditions of this NIT become technically qualified for further process.

### **B ) Opening of Financial Proposal**

i. The financial proposal of the technically qualified tenderers will be opened by the Tender Opening Authority or his Authorized representative electronically as per the Date & Time Schedule mentioned in the N.I.T. from the website using their Digital Signature Certificates.

ii) Intending technically qualified tenderers are encouraged to be present during this process.

iii) Decrypted (transformed in to readable formats) B.O.Q. would be downloaded by the Tender Opening Authority.

### **PENALTY FOR SUPPRESSION / DISTORTION OF FACTS**

If any Tenderer fails to produce the original hard copies of the documents (specifically the completion certificates and audited balance sheets), or any other documents on demand of the Tender Opening Authority within specified time frame or if any deviation is detected in the submitted documents or if there is any suppression of facts, the tender will be rejected outright and appropriate legal action may be taken by the Government against such Tenderer.

### **AWARD OF CONTRACT**

a) The Tender Inviting Authority reserves the right to accept or reject any Tender and to cancel the tendering processes and reject all Tenders at any time and prior to the Award of Contract without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

b) The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter.

c) The notification of award will constitute the formation of the Contract.

d). The Agreement will incorporate all agreements between the Tender Accepting Authority and the successful Bidder. All the tender documents including NIT & B.O.Q. will be the part of the Contract Document.

Deputy Conservator of Forests,  
Urban Recreation Forestry Division

**Section – B**  
**FORM-I**  
**APPLICATION**

To

The Ex-Officio Manager, WBWDCL &  
Deputy Conservator of Forests,  
Urban Recreation Forestry Division. West Bengal

Subject: (Name of the Work with Tender reference no.) \_\_\_\_\_

Reference :(N.I.T. No.) \_\_\_\_\_

Dear Sir/Madam,

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) 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:

(1) Technical Proposal (Envelop-1/Folder)

Date: \_\_\_\_\_

Signature of authorized officer of the firm

Title & Capacity of the officer

Name of the Firm with Seal

**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, Urban Recreation Forestry Division, 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

**Section – B**  
**FORM – III**

**STURCTURE AND ORGANISATION**

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

A.2. Office Address:

Telephone No.:

Fax No.:

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  
EXPERIENCE PROFOILE**

LIST OF PROJECTS COMPLETED THAT ARE SIMILAR IN NATURE TO THE WORKS [ REFER PARA 3

(a) (i)

(ii) (iii) -ELIGIBILITY CRITERIA]

Name of the Employer	Name, Location and nature of work	Name of authorized supervisor with designation	Contract price in Indian Rupees	Percentage of participation of Company	Original date of starting work	Original date of completion of work	Actual date of starting of work	Actual date of completion of work	Reasons for delay in completion

Note : a) Certificate from the employers to be attached .

b). Non-disclosure of any information in the schedule will result in disqualification of the firm.

Date.....

\_\_\_\_\_  
Signature of authorized officer of the firm

\_\_\_\_\_  
Title and capacity of the officer

\_\_\_\_\_  
Name of the firm with seal

## **INSTRUCTION TO BIDDERS (ITB)**

### **Section – A**

#### **1. GENERAL GUIDANCE FOR e-TENDERING**

Instructions / Guidelines for prospective tenderers for electronic submission of the tenders online may be obtained from the site, <http://wbtenders.gov.in> to participate in e-Tendering process.

#### **2. REGISTRATION OF CONTRACTOR**

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <http://wbtenders.gov.in> ; the contractor is to click on the link for e-Tendering site as given on the web portal.

#### **3. DIGITAL SIGNATURE CERTIFICATE (DSC)**

Each contractor is required to obtain a Class-II or III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause 2. DSC is given as a USB e-Token.

#### **4. COLLECTION OF NIT & TENDER DOCUMENTS**

The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

#### **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. A prospective Tenderer (including his participation in partnership) shall be allowed to participate in a one or more than one project in this NIT.

#### **6. SUBMISSION OF TENDER**

General process of submission: Tenders are to be submitted online through the website stated in Clause 2 in two folders at a time for each work, one in Technical Proposal & the other in Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

##### **A) TECHNICAL PROPOSAL**

The Technical proposal should contain scanned copies of the following Tender Documents in two covers (folders) namely Statutory Cover and Non-Statutory Cover:-

##### **A-1) Statutory Cover containing**

- i) Application (ITB, Section B (Form I, , Form III, Form IV))  
Demand Draft towards cost of tender documents (Tender Fees) & Earnest Money as prescribed in the N.I.T. against each serial of work in favour of The Deputy Conservator of Forests, Urban Recreation Forestry Division payable in Kolkata.
- ii) NIT (properly downloaded, digitally signed and uploaded)  
ITB (properly downloaded, digitally signed and uploaded)
- iii) Tender Form (properly download, digitally signed on both the pages and upload the same except quoting rate, quoting rate will only be encrypted in BOQ in Financial Bid). In case any rate is quoted in Tender Form, the tender is liable to be summarily rejected.
- iv) Technical Specifications (properly downloaded, digitally signed and uploaded)
- v) Affidavit (Ref:- format shown in "Affidavit - Y" of ITB, Section -B).



**A-2) Non-Statutory Cover containing:**

I) (i) Certificates:

- a) Valid and up to date Professional Tax (P T) deposit receipt challan.
- b) VAT registration Certificate.
- c) Income Tax Return Acknowledgement Receipt.
- d) Income Tax PAN Card.
- e) Voter I Card
- f) Valid & upto date E.S.I. PF & GST Registration Certificate.
- g) Credential Certificates.

(ii) Proprietorship Firm - Trade Licence

(iii) Partnership Firm - Registered Deed of partnership Firm, Registered Power of Attorney, Trade Licence.

(iv) Private Limited Company - Registration Certificate under Company Act, Memorandum of Association (MOA) & Articles of Association (AOA), Registered Power of Attorney, Trade Licence.

(v) Registered Unemployed Engineers' Co-operative Societies / Labour Co.- Op. Societies are required to furnish the following valid and up to date documents : -

- a. Current "No Objection Certificate" from the Assistant Registrar of Co-operative Societies.
- b. Supporting documents showing area of operation.
- c. Bye-laws duly approved by the Assistant Registrar of Co-operative Societies.
- d. Name with address and signature of the present Board of Directors of the Co-operative Society.
- e. 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.

**vi) Credential for satisfactorily completion as a prime agency during the last 3 (three) years prior to the date of issue of this Tender Notice will be as stated below:**

(a) Please see Point No. 3(a) of Tender Notice.

(b) Provided that such similar works should have been implemented in Government Department, Zilla Parishad, Government undertaking / Statutory Bodies constituted under the statute of the Government. Completion Certificate indicating Estimated Amount, Value of work-done, date of completion of the work and detail communicational address along with contact number of the Client should be submitted. In the case of works undertaken for P.W.D./ C.P.W.D./ M.E.S./ Railways, a Completion Certificate from the concerned Executive Engineer will be treated as valid credential.

[Non-statutory Documents]

(c) Completion Certificate indicating Estimated Amount, Value of work-done, date of completion of the work and detail communicational address along with contact number of the Client should be submitted by the tenderer. Completion Certificate from the concerned Executive Engineer only will be treated as valid credential. & Experience Profile (ITB, Section – B , Form - V)

**Note:- Failure of submission of any of the above mentioned documents will render the tender liable to be summarily rejected for both Statutory & Non Statutory Cover.**

The above stated statutory/non-statutory/technical documents should be uploaded in the following manner Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder. Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

