



GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF FORESTS  
OFFICE OF THE DIVISIONAL FOREST OFFICER,  
DURGAPUR DIVISION

Aranyapally, Shastri Avenue, DGP-12  
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Memo No. 3614 / 2-44(CAMPA)

Dated Durgapur, the: 19/02/2018

Notice Inviting e-Tender: - WBFOR/DGP/WBCAMPA/BLD/NIT-02(e)/2017-18

e-tender for construction of Gr-C Quarter under the office of the Divisional Forest Officer,  
Durgapur Division

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

A. List of Work(s):

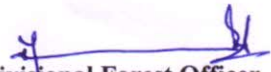
| e-Tender Notice No.                      | Name of Work                     | Location Of Works               | Security Deposit         | Tender Fees | Estimated amount put to of e-Tender | Amount of EMD to be 2% Deposited | Period of completion of work        |
|--|----------------------------------|---------------------------------|--------------------------|-------------|-------------------------------------|----------------------------------|-------------------------------------|
| WBFOR/DGP/WBCAM PA/BLD/NIT-02(e)/2017-18 | Construction of Group- C Quarter | Tilabani Beat under Ukhra Range | 10% accepted tender vale | Rs. 1000/-  | Rs 998823.00                        | Rs 20000.00                      | Within 31 <sup>st</sup> March, 2018 |

B. Schedule of Dates:

| Sl. No. | Particulars  | Date & Time  |
|---------|--|--|
| 1       | Date of uploading N.I.T. Documents—Online( Publishing Date)  | 23/02/2018 04:00 PM  |
| 2       | Documents download start date ( Online)  | 24/02/2018 10.00AM   |
| 3       | Documents download end date (Online)   | 05/03/2018 04.00PM   |
| 4       | Bid submission start date (Online)   | 24/02/2018 10.00AM   |
| 5       | Bid submission closing date ( Online)  | 05/03/2018 04.00PM   |
| 6       | Date of submission of Tender Fees & Earnest Money Deposit through Bank Draft in favour of "Divisional Forest Officer, Durgapur Division" payable at 'Durgapur' in original | 05/03/2018 04.00PM   |
| 7       | Bid opening date for Technical Proposal ( Online)  | 06/03/2018 04:00 PM  |
| 8       | Date of uploading technically qualified bidders( Online)   | To be notified in due course   |
| 9       | Date of opening Financial Bids ( Online)   | To be notified during uploading of Technical Evaluation Sheet of bidders |
| 10      | Date of uploading of list of bidders along with final rate, after negotiation with all e-Tenderer if necessary(Offline)  | To be notified in due course.  |

Last date & time of submission of bids online is : 05/03/2018 04.00PM.

- Note:
- 1). In case of any unscheduled holiday or on days of Bandh or natural calamity on the aforesaid dates, the next working day will be treated as scheduled / prescribed date for the same purpose.
  - 2). The e-Tender Inviting Authority may change the venue of opening the Technical or Financial Bids in case of exigent circumstances like breakdown of communications link or conditions of force majeure.
  - 3). The e-Tender Inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.

  
Divisional Forest Officer  
Durgapur Division

## INSTRUCTION TO BIDDERS (ITB)

### Section –A

#### 1. General Guidance for e-Tendering

1.1 Instructions / Guidelines for e-Tenderer for electronic submission of the e-Tender 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 e-Tenders.

#### 1.4 Collection of e-Tender Documents

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

#### 1.5 Participation in more than one work

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

#### 2. Submission of e-Tenders:

##### 2.1 General process of submission:

Tenders are to be submitted online through the website stated in Clause 1.1 in two folders, at a time for each work, one is Technical Proposal and the other is Financial Proposal, before the prescribed date and time mentioned in the list attached. Using the Digital Signature Certificate (DSC), the documents are to be uploaded, virus scanned and digitally signed. Tenderers should specially take note of all the addendum/corrigendum related to the e-Tender and upload the latest documents as part of the e-Tender.

##### 2.2 Technical Proposal

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

###### A. Technical File (Statutory Cover) containing

- i. NOTICE INVITING E-TENDER (NIT) (to be submitted Folder). in "NIT"
- ii. Section B (Form I, Form II, Form III and AFFIDAVIT –Y)  
(to be submitted FORMS" Folder) in."
- iii. Tender Fees & Earnest Money Deposit (EMD) by the Tenderer as mentioned in the NIT document in favour of —"Divisional Forest Officer, Durgapur Division" payable at 'Durgapur'.
- iv. Instructions to Bidders. (to be submitted in "ITB" Folder)
- v. General Terms & Conditions of Contract. (to be submitted in "GT AND CC" Folder)

###### **B.**

- i) **Note: Place of submission:** The original copy of the Bank Draft towards Tender Fees & Earnest Money Deposit should be submitted in a sealed envelope in the Office of the **Divisional Forest Officer, Durgapur Division** (Mandatory for L1 Bidder only) after completion of bid process.
- ii) **Time of submission:** The original copy of Bank Draft towards Tender Fees & EMD may be submitted in a sealed envelope in the office as stated above within the date and time as specified in the schedule of dates provided later in item B.
- iii) **Addenda/Corrigenda, if published:** Contractors are to keep track of all the Addendum/Corrigendum issued with a particular e-Tender and upload all the above, digitally signed, along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as invalid and liable to be rejected.

**C. My Document (Non-Statutory Cover)**

| Sl. No. | Category Name    | Sub-Category Description                              | Document Name   |
|---------|------------------|---|---|
|         |                  |   | (For details see Clause 3 of ITB & relevant clauses of NIT)   |
| A.      | CERTIFICATES     | CERTIFICATES  | 1 P.T. deposit receipt Challan<br>2 GST Registration Certificate<br>3 I.T.R. Acknowledgement Receipt<br>4 I.T. PAN Card<br>5 Voter ID Card  |
| B.      | COMPANY DETAILS  | COMPANY DETAILS                                       | 1 Proprietorship Firm - Trade Licence.<br>2 Partnership Firm - Registered Partnership Deed, Registered Power Attorney, Trade licence.<br>3 Pvt. Ltd. Company - Registration Certificate under Company's Act, MOA & AOA, Registered Power of Attorney, Trade licence.<br>4 Registered Un-employed Engineers and Labour Co-operative Societies Limited. |
| C.      | CREDENTIAL       | CREDENTIAL  | 1 Experience Profile- List of completed Projects of similar nature.<br>2 Completion Certificate from the concerned.   |
| D.      | EQUIPMENTS       | PLANT&MACHINERIES (OPTIONAL)<br>LABORATORY (OPTIONAL) | 1 Authenticated copy of invoice, challan and way bill (Machinery)<br>2 Authenticated copy of invoice, challan and way bill (Laboratory)   |
| E.      | FINANCIAL (INFO) | TURN OVER<br>PAYMENT CERTIFICATE                      | 1 Authenticated copy of the Income Tax RETURNS<br>2 Only Payment Certificate of work issued by the Concerned Supervisor and not the TDS certificate   |
| F.      | DECLARATION      | STRUCTURE ORGANISATION &<br>AFFIDAVIT                 | 1 Details of Structure and Organisation ITB Section B Form III.<br>2 An affidavit made that no adverse report against the bidder  |

**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 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 e-Tender:**

(a) The intending bidders should have proper licence for engaging labourers on contract.

(b) All categories of prospective Tenderers shall have to submit valid and upto date Professional Tax receipt challan, GST registration certificate, Income Tax return Acknowledgement receipt, PAN card issued by Income Tax Department, Voter ID card and Trade licence in respect of the prospective Tenderer. In addition to the above, any contractor who has executed any type of Tender works in 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).

