Government of West Bengal
Directorate of Forests
Office of the Divisional Forest Officer,
Jhargram Division
Ghoradhara, Jhargram- 721507
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NOTICE INVITING e-TENDER NO. 87 TO 90/ WBSFDA/INTER DEPARTMENTAL-2022-23 FOR CONSTRUCTION OF TOILET FOR THE BENEFIT TO FOREST PERSONNEL AND JOINT FOREST MANAGEMENT COMMITTES OF DIVISIONAL FOREST OFFICER, JHARGRAM DIVISION.

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The Divisional Forest Officer, Jhargram Division , Jhargram, on behalf of Governor of West Bengal, invites **e-tender** for from bonafide, resourceful contractors/ suppliers for carrying out the following works at various Ranges of Jhargram Division under Nirmal Bangla Mission as per following location details in the tables below.

LOCATION DETAILS AND FEES etc.

NIT No.	Range	Name of the Development Block	Name of the location	Unit	Rate (Rs.)	Amount (Rs.)	Tender Amount (Rs.)	Earnest Money (Rs.)
87/ID/WB SFDA	Bhulaveda	Binpur -II	Dhangikusum	1 No.	3,98,500	3,98,500	7,97,000	15,940
	Bhulaveda	Binpur -II	Kankrajhore	1 No.	3,98,500	3,98,500		
88/ID/WB SFDA	Belpahari	Binpur -II	Khandarani	2 No.	3,98,500	7,97,000	7,97,000	15,940
89/ID/WB SFDA	Belpahari	Binpur -II	Ghagra	2 No.	3,98,500	7,97,000	7,97,000	15,940
90/ID/WB SFDA	Belpahari	Binpur -II	Laljal	1 No.	3,98,500	3,98,500	3,98,500	7,970.

SCHEDULE OF DATES

TYPE	DATE
Date of uploading of N.I.T & Other document (Online Publishing Date)	**25/ 011/2022 at 11.00 AM**
Document Download Start date.	**25/11/2022 at 11.00 AM**
Bid submission **Start date** Online	**25/11 /2022 at 111.00 AM**
Bid submission **Closing date** (Online)	**09/12/2022 up to 2.30 PM**
Bid Opening date for **Technical** Bid (Online)	**12/12/2022**
Date of uploading of list of Technically qualified bidders (**Online**)	**12/12/2022**
Date of uploading of final list of technically qualified bidders after disposal of appeal (Online)	**To be Notified in due course**
Date of Opening of **Financial Bids** (Online)	**To be Notified in due course**
Website from where the tender can be seen	**1) Website of Directorate of Forests , Government of West Bengal.** **2) e- procurement portal, Government of West Bengal.**
Relevant Website for Viewing& Participating in e-Tender.	**www.wbtenders.gov.in**

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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.

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

1.2Registration 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 in the job either in the capacity of individual or as a partner of a firm or registered company.

2. Submission of Tenders:

2.1General 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.

2.2Technical 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 in "NIT" Folder).
ii. Section B (Form I, Form II, Form III, Form IV and AFFIDAVIT – Y)
(to be submitted in "FORMS" Folder).
iii. Instructions to Bidders. (to be submitted in "ITB" Folder)
iv. General Terms & Conditions of Contract. (to be submitted in " GT AND CC" Folder)
v. Technical Specification. (to be submitted in " TS " Folder)
vi. Drawing if any to ("DRAWING" Folder)

Note:

Tender document may be downloaded from website &submission of Technical Bid/Financial Bid as per Tender Schedule

vii. 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.

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B. My Document (Non-Statutory Cover)

Sl. No.	Category Name	Sub-Category Description		Document Name
A.	CERTIFICATES	CERTIFICATES		(For details see Clause 3 of ITB & relevant clauses of NIT)
			1	Upto date Professional Tax deposit receipt challan
			2	GST Registration Certificate & updated GST Returns for the last month.
			3	I.T.R. Acknowledgement Receipt (last 3years)
			4	I.T. PAN Card, ESI & EPF Registration Certificate (If EPF and ESI are not required by law, declaration with proper justification is to be submitted on letter head of The Company/ Firm properly stamped and signed).
			5	Voter ID Card / Aadhar Card
			6	Enlistment Certificate/ Trade License for Construction of Pipe Spillway and Inlet for Construction of Water detention structure or similar nature of work
			7	ESI and EPF upto date payment certificate
			8	All up-to-date documents regarding taxes and charges as applicable
B.	COMPANY DETAILS	COMPANY DETAILS	1	Proprietorship Firm - Trade Licence.
			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.
C.	CREDENTIAL	CREDENTIAL	1	Credentials of similar nature of work from designated authority as mentioned in 3(s) of Terms and Conditions.
			2	Certificate from charted accountant of total monetary value of construction work performed for each of the last three years.
D.	EQUIPMENTS	PLANTS & MACHINERIES	1	Authenticated copy of invoice, challan and way bill (Machinery/Tools/Equipment)- The bidder should own the required machineries for the execution of the work and necessary supply documents should be uploaded.
E.	FINANCIAL (INFO)	Turnover	1	Profit & Loss statement & Last Three years Audited Balance Sheet.
		PAYMENT CERTIFICATE	2	Only Payment Certificate of work issued by the Concerned authority and not the TDS certificate

Inclusive of all other Govt. Rules for attending tender.

F	Declaration	Structure & organisation	1	Details of structure and organisation Section B Form III
		AFFIDAVIT-Y	2	An affidavit made that no adverse report against the bidder
		TECHNICAL STAFF	3	An affidavit mentioning the name of the technical staff.

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 indicating

- Excess in % or
- Less in % or
- Excess or Less 0.00% to indicate at par

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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) The bidder should have all necessary permission, registration and license as applicable. The bidder should have valid PAN, GSTIN Registration, ESI and EPF registrations. (If EPF and ESI is not required by law, declaration is to be submitted on letter head of The Company/ Firm properly stamped and signed). Bidders should also upload copy of bank solvency certificate. Photocopying and uploading of documents should be from original documents.

(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 for last 3 years, PAN card issued by Income Tax Department, Voter ID card, Aadhar Card and Trade licence for similar nature of work in respect of the prospective tenderer.

(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 State/ Central Government, State /Central Government undertaking, Statutory/ Autonomous bodies constituted under the Central/ State statute 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' Co-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 are not 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) Conditional / Incomplete Tender will not be accepted under any circumstances.

(k) Credential of similar nature of work is to be submitted as per PWD, Govt of West Bengal Order No. 04-A/PW/O/10C-02/14 dated 18.03.2015.

(l) Absence of any of these details / lack of proof or lack of sufficient documents to substantiate the above shall make the Tenderer / Bidder ineligible for further consideration. During the process of evaluation, if undersigned

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finds that there are any wrong details, mis-representation or false declarations given by the Tenderer / Bidder, the undersigned shall have the right to disqualify and / or black list the firm and take other action as deemed necessary.

(m) Tenderers have to produce duly self-attested supporting documents/certificate from the employer/client with whom they have worked. Audited Balance Sheet duly certified by the Chartered Accountant and valid payment certificate issued by the Govt. Organisation/PSU/Semi Govt. Organisation along with the application (online). Information of audited financial statements for the last three year to demonstrate the current soundness of the bidders financial position. The bidder's net worth for the last year calculated on the basis of capital, profit and free reserve available to the firm should be positive.

(n) Agencies are required to give a detailed work programme in the form of a bar chart/work flow chart along with tender.

(o) The bid submission by an intending tenderer who is already blacklisted in any State/Central Government, State/ Central Government Undertaking, Statutory/ Autonomous bodies constituted under the Central/ State Statute will not be entertained.

(p) All the participants have to upload undertaking that they do not have any litigation in the past or present with any Govt./PSU/Semi-Govt. Organisation of the State.

(q) The eligibility of a bidder will be ascertained on the basis of the attached documents uploaded using digital signature in support of the minimum criteria and the declaration executed through prescribed affidavit in non-judicial stamp paper (must be upload both sides of Stamp Paper) of appropriate value duly notarised. If any documents submitted by a bidder is either manufacture or false, in such cases, the eligibility of the bidder/tenderer will be outrightly rejected at any stage without any prejudice.

(r) The successful L1 Bidder must submit the hard copy of all tender documents to the tender inviting authority with his acceptance letter of the LOI (Letter of intent). Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be constructed as an attempt to disturb the tendering process and be dealt with administrative and legal process including blacklisting the bidder.

(s) Completion of work for Construction similar nature of work is to be submitted. "Completion" means completion certificate from the Divisional Forest officer /Divisional Engineer/ equivalent is to be produced in support of above criteria clearly stating that the works entrusted to the bidder have been successfully completed. In case of completion certificate having other works clubbed in addition to those mentioned above, the value of works pertaining to works as applicable for tender must be mentioned separately. Completion certificate produced as credential should clearly indicate the description of works, value contract, executed work value, date of award, actual date of completion etc and name, address, telephone no. of the client. Certificate from the private individual and organisation for whom such work are executed shall not be accepted.

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:**

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 :**

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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.
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 Divisional Forest Officer, Jhargram Division, 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.

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. Grounds for Suspension and Debarment
The procedure as laid down below shall govern the suspension/debarment of Suppliers/Contractors/Consultants (Contractors for brevity) involved in procurement for offences or violations committed during competitive bidding and contract implementation, for the works.
(1) Submission of eligibility requirements containing false information or falsified documents.
(2) Submission of Bids that contain false information or falsified documents, or the concealment of such information in the Bids in order to influence the outcome of eligibility screening or any other stage of the bidding process.
(3) Unauthorized use of one's name/digital signature certificate for the purpose of bidding process.
(4) Any documented unsolicited attempt by a bidder (A Person/Contractor/Agency /Joint Venture/Consortium/Corporation participating in the procurement process and/or a person / Contractor / Agency / Joint Venture / Consortium / Corporation having an agreement/contract for any procurement with the department shall be referred as Bidder) unduly influencing the outcome of the bidding in his favour.
(5) Refusal or failure to post a self–declaration to the effect of any previous debarment imposed by any other department of State Government and/or Central Government.
(6) All other acts that tend to defeat the purpose of the competitive bidding such as lodging false complain about any Bidder, lodging false complain about any Officer duly authorized by the Department, restraining any interested bidder to participate in the bidding process, etc.
(7) Assignment and subcontracting of the contract or any part thereof without prior written approval of the procuring entity.
(8) Whenever adverse reports related to adverse performance, misbehaviour, direct or indirect involvement in threatening, making false complaints etc. damaging the reputation of the department or any other type complaint considered fit by the competent authority of the department, are received from more than one Officer or on more than one occasion from individual Officer.
(9) Refusal or failure to post the required performance security / earnest money within the prescribed time without justifiable cause.
(10) Failure in deployment of Technical Personnel, Engineers and/or Work Supervisor having requisite license / supervisor certificate of competency as specified in the contract.
(11) Refusal to accept an award after issuance of "Letter of Acceptance" or enter into contract with the Government without
Justifiable cause.
(12) Failure of the Contractor, due solely to his fault or negligence, to mobilize and start work or performance within the specified period as mentioned in the "Letter of Acceptance", "Letter of Acceptance cum Work Order", "Work Order", "Notice to Proceed", "Award of Contract", etc.
(13) Failure by the Contractor to fully and faithfully comply with its contractual obligations without valid cause, or failure by the Contractor to comply with any written lawful instruction of the Procuring Entity/Authority (the

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Officer authorized by the Divisional Forest Officer, Jhargram Division. for procurement) or its representative(s) pursuant to the implementation of the contract.
(14) For the procurement of Consultancy Service/Contracts, poor performance by the Consultant of his services arising from his fault or negligence. Any of the following acts by the Consultant shall be construed as poor performance.
(i)Non deployment of competent technical personnel, competent Engineers and/or work supervisors;
(ii)Non-deployment of committed equipment, facilities, support staff and manpower;
(iii)Defective design resulting in substantial corrective works in design and/or construction;
(iv)Failure to deliver critical outputs due to consultant's fault or negligence;
(v) Specifying materials which are inappropriate and substandard or way above acceptable standards leading to high procurement cost;
(vi) Allowing defective workmanship or works by the Contractor being supervised by the Consultant.
(15) For the procurement of goods, unsatisfactory progress in the delivery of the goods by the manufacturer, supplier, or distributor arising from his fault or negligence and/or unsatisfactory or inferior quality of goods, vis-à-vis as laid down in the contract.
(16) Wilful or deliberate abandonment or non-performance of the project or Contract by the Contractor resulting in substantial breach thereof without lawful and/or just cause.

CATEGORY OF OFFENCE :-
(A) First degree of offence: 1 to 16 of the above Clause-41 to be considered as First degree of offence.
(B) Second degree of offence: Any one of the offences as mentioned under 'A' above, committed by a particular Bidder/Contractor/Supplier on more than one occasion, be considered as Second degree of offence.

In addition to the penalty of suspension/debarment, the bid security / earnest money posted by the concerned Bidder or prospective Bidder shall also be forfeited.
PENALTY FOR OFFENCE :-

(I)For committing First degree of offence: Disqualifying a Bidder from participating in any procurement process under Directorate of Forest, Govt of West Bengal up to 2 (two) years.
(II) For committing Second degree of offence: Disqualifying a Bidder from participating in any procurement process under the Directorate of Forest, Govt of West Bengal up to 3 (three) years.

11. Earnest Money Deposit (EMD):
a) Earnest Money payment:
i. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment gateway.
b) Exemption of any kind for any of the eligible bidder towards cost of EMD will be according to
i. 4245-F(Y) dated 28th May 2013 issued by Finance Department, Audit Branch, Government of West Bengal.
ii. 6718-F(Y) dated 08/09/2015 issued by Finance Department, Audit Branch, Government of West Bengal.
c) Refund of EMD: The EMD of the unsuccessful Tenderer will be refunded as per notification issued by Finance Department, Government of West Bengal, Memo no. 3975-F(Y) dated 28/07/2016.
d) Intending Tenderers should download the Tender Documents from the website http:/wbtenders.gov.in directly with the help of Digital Signature Certificate.
e) 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 this N.I.T. (Details of which has been narrated in 'Instruction to Bidders')

12. **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, Jhargram 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.
(e) The acceptance of the tender rests The Divisional Forest Officer, Jhargram Division who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all the tenders

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received without assigning any reason thereof.

(f) The Contractor/Bidder should see the site of works and Tender Documents, Drawings etc. before submitting e-Tender and satisfy himself/herself regarding the condition and nature of works and ascertain difficulties that might be encountered in executing the work, carrying materials to the site of work, availability of drinking water and other human requirements & security etc. Work on river banks may be interrupted due to a number of unforeseen reason viz. sudden rises in water levels, inundation during flood, inaccessibility of working site for carriage of materials. Engineer-in Charge may order the contractor to suspend work that may be subjected to damage by climate conditions. No claim will be entertained on this account. There may be variation in alignment, height of embankment or depth of cutting, location of revetment, structures etc. due to change of topography, river condition and local requirements etc. between the preparation and execution of the scheme for which the tendered rate and contract will not stand invalid.
The Contractor will not be entitled to any claim or extra rate on any of these accounts.

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

14. The bidder whose tender will be accepted shall perform formal agreement with the Divisional Forest officer, Jhargram Division, within 7 days from the date of intimation after purchase of formal agreement documents from the concerned division office. The duly signed agreement papers then are to be submitted to the office of the undersigned. If the contractor fails to perform these formalities his tender will be liable to be cancelled with forfeiture of earnest money.

15.**Validity of Bids:**
Generally, Bids will be valid for 120 days from the date of opening of the financial proposal. However, extension of bid validity may be suitably considered by the Tender Inviting Authority, if required, subject to obtaining a written confirmation of the contractor/bidder(s) to that effect Withdrawal of e-Tender once the bid has been submitted online and after passing of end date for submission which has been accepted for further processing is not allowed. EMD will be forfeited by The Divisional Forest Officer, Jhargram Division. and the bidder/contractor penalized in terms of provisions in the notice of the tender (Sl. 10 of ITB).

16.**Verification of credentials/onsite projects:**
Before issuance of the work order, the Tender Accepting Authority may verify the credential and other original 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 Divisional Forest Officer, Jhargram Division. 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:**
While making any payment to the contractor whose tender has been accepted for work done under the contract, the authority making payment shall deduct such sum which together with the Earnest Money already deposited and converted into security deposit, shall amount to 3% of the value of works executed at the material point of time and paid during the progressive running accounts bills, so that total deduction together with Earnest Money constitute 3% of the tendered value of work actually done (Vide memo No. 796-F(Y) Date: 25th February, 2022,Finance Department, Audit Branch, Government of West Bengal).
The Head of account for depositing the EMD with Operator's Code is **8443-00-109-003-07**(EMD) (Operator's Code-) and that of Security deposit with Operator's Code is **8443-00-109-003-07** (Security Deposit) (Operator's

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Code-48). The adjustment through refund shall be made through the head of Account **00-8443-00-109-003-0-23-00** after maintaining due formalities in this regard.
Compensation of all other sums of money payable by the contractor to the Government under the terms of the contract may be deducted from the security deposit.

However, in case the earnest money deposited exceeds the prescribed percentage, due to reduction of tendered amount due to any reason whatsoever, such additional earnest money shall be deemed to have been converted into security and further deductions from progressive bills shall be made, taking into consideration the enhanced component of earnest money so converted into security.
Additional Performance Security @ 10% of the tendered amount in the form of Bank Guarantee from a Scheduled Bank, valid up to the date of completion of work, shall be obtained from the successful bidder, if the accepted bid value is 80% or less than the estimated amount put to tender.

If the bidder fails to submit Additional Performance Security within 7 (seven) working days from the date of LoI or the time period as approved by the Tender inviting Authority, his Earnest Money will be forfeited.

If the bidder fails to complete the works successfully, the Additional Performance Security along with Security Deposit lying with the Divisional Forest Officer, Jhargram Division shall be forfeited at any time during the pendency of contract period as per relevant Clauses of the Contract.

Necessary provisions regarding deductions of Security Deposit from the progressive bills of the Contractor as per relevant clauses of the contract will in no way be affected/ altered by this Additional Performance Security.

19. Technical Specification and Quality of Works (To be read in conjunction with "Specification of Works"):
Unless otherwise stipulated, all the works are to be done as per the Technical Specifications of the tender document. Contractor may refer to the relevant PWD (W.B.) Schedule of Rates for the working area including up to date addenda and corrigenda, if any, published by Public Works Department, Government of West Bengal. The project should be executed as per current procedure and practice of Directorate of Forests, Govt. of West Bengal.

20. **Deduction of Taxes Etc:**
Deduction of Income Tax & other taxes from the Contractors Bill will be made as per existing govt. rules.

21. Defect Liability Period:
If the contractor or his workmen or servants or authorized representatives shall break, deface, injure, or destroy any part of building, in which they may be working, or any building, road, road-curbs, fence, enclosure, water pipes, cables, drains, electric or telephone posts or wires, trees, grass or grassland or cultivated ground contiguous to the premises, on which the work or any part of it is being executed, or if any damage shall happen to the work from any cause whatsoever or any imperfection become apparent in it at any time whether during its execution or within a period of three months or six month or one year or three years or five years, as the case may be (depending upon the nature of the work as described in the explanation appended hereto) hereinafter referred to as the Defect Liability Period, from the actual date of completion of work as per completion certificate issued by The Divisional Forest Officer, Jhargram Division, the contractor shall make the same good at his own expense, or in default, The Divisional Forest Officer, Jhargram Division, may cause the same to be made good by other workmen and deduct the expense (of which the certificate of The Divisional Forest Officer, Jhargram Division shall be final and binding on all concerned) from any sums, whether under this contract or otherwise, that may be then, or at any time thereafter become due to the contractor from the West Bengal Forest Directorate or from his security deposit, either full, or of a sufficient portion thereof and if the cost, in the opinion of The Divisional Forest Officer, Jhargram Division (which opinion shall be final and conclusive against the contractor), of making such damage or imperfection good shall exceed the amount of such security deposit and/or such sums, it shall be lawful for the Directorate of Forests, West Bengal to recover the excess cost from the contractor in accordance with the procedure prescribed by any law for the time being in force.

22.**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

Divisional Forest Officer
Jhargram Division

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

23. **MOBILISATION ADVANCE/ COST OVER RUN:**

No Mobilisation Advance and Secured Advance will be allowed.

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

25. Site of work and necessary drawings may be handed over to the successful Tenderer along with the work order or in a phase wise manner as deemed fit by The Divisional Forest Officer, Jhargram Division. No claim in this regard will be entertained.

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

27. The contractor 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 work etc.

28. Prevailing safety norms has to be followed by the successful Tenderer during execution of the work so that LTI (Loss of time due to injury) is zero.

29. Guiding schedule of works should be followed as per existing norms, patterns, lying in the working division. The whole work should be started after informing the concerned Forest Range Officer and the work will be monitored by the undersigned, his authorised representatives and third party monitoring.

30. No tenderer 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.

31. 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).

32. 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.

33.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.

34. 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.

35. The successful tenderer shall have to comply with the provision of the Minimum Wages Act, 1948 (d) and the subsequent amendments thereof.

36. Work order will be issued subject to availability of fund, administrative approval and financial sanction from the competent authority.

37. The completion of works shall be checked by engaging a third party having requisite technical qualification to ensure the quality and quantity of the work. The final payment will be subject to such evaluation & submission of report thereof.

38. **In case of any clarification, the norms/conditions laid down in Audit Branch, Finance Department, Government of West Bengal G.O No. 5696-F(Y) dated 1st October, 2019 shall prevail over.**

Divisional Forest Officer
Jhargram Division

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, WEST BENGAL IN DECIDING ON THE RATE REVISIONS (IF NEEDED).

(J. Sheik Fareed, I.F.S.)
Divisional Forest Officer,
Jhargram Division

Memo No. 3047 /ID/WBSFDA-e-tender, Dated, Jhargram, the 21 /11/2022

Copy for information and wide Circulation to: -

1. The Sabhadhipati, Jhargram Zilla Parishad.
2. The Principal Chief Conservator of Forests & HoFF, West Bengal
3. The Chief Conservator of Forests, Western Circle, West Bengal-along with a request to return one copy duly approved.
4. The Chief Conservator of Forests, MIS & E-Governance –with a request to publish Tender/E-Tender Notice on website.
5. The Conservator of Forests, Administration, Publicity & Marketing, West Bengal
6. The District Magistrate, Jhargram.
7. The Superintendent of Police, Jhargram.
8. The District Information & Culture Officer, Jhargram.
9. The Sub-Divisional Officer, Jhargram
10. The Treasury Officer, Jhargram .
11. All Divisional Forest Officer's, Western Circle, West Bengal.
12. The Assist. Divisional Forest Officer, Jhargram Division.
13. The Head Clerk, Jhargram Division.
14. The Budget, Accounts & Revenue Section.
15. All Range Officers (Territorial), Jhargram Division.
16. The Attached Forest Ranger, Jhargram Division.
17. Notice Board, Jhargram Division.
18. Shri / FPC_____.

(J. Sheik Fareed, I.F.S.)
Divisional Forest Officer,
Jhargram Division.

GENERAL TERMS AND CONDITIONS

1. Materials supplied and work executed should be of good quality and should be upto the satisfaction of Range officer concerned and as per the approved estimate and work order.
2. In some cases the location may also vary/change depending upon the field situation. Payment shall be made on pro rata basis based on the lowest rate offered by the successful bidder/s in that case.
3. Pattern of Tender-Invitation of tenders is indicative in nature. It is being floated in anticipation of administrative approval and subsequent financial sanction. In case of non availability of such approval the tender shall be cancelled outright without assigning any further causes. Cost of the tender papers, if any, is non refundable in nature. No prayer, in case of such cancellation, shall be entertained under any circumstances. Even in case of the requisite approval from appropriate authorities, work order to the successful bidders shall only be issued when fund will be placed and which shall be free from any other encumbrances.
4. Procurement of tender paper - The tender paper shall have to be procured from e procurement portal, Govt of West Bengal. The intending bidders may also visit the official website of Forest Directorate for information.
5. The participating bidder should have valid IT returns, PAN Card, GST returns, GST Registration Certificate and Trade license and should be uploaded online.
6. The bidder should have not been blacklisted by the time of participating in tender by any agency of Government of West Bengal or Government of India. There should not be any pending cases against the bidder for any forest and wildlife offences.
7. An Earnest Deposit Money (EMD) amount of 2% of total estimated amount is to be deposited online by all participating bidders. The unsuccessful bidders will get their refund of Earnest Deposit Money only on the competition of tender process. A security deposit of 1% (inclusive of 2% of EMD) will have to be deposited by L1 bidder/successful bidder after the letter of acceptance is issued from this end. The mode of remittance of security deposit will be mentioned in the letter of acceptance after completion of tender process..
8. An additional performance security of 10% over and above security deposit should be paid in the form of bank guarantee in the prescribed format by the L1 bidder/successful bidder in cases where the less amount offered is more than 20% less of the estimated amount put to tender i.e. anyone quotes more than 20% less and becomes successful in bidding needs to pay 10% additional performance security after issuing the letter of acceptance.
9. Defect liability period will be applicable as per WB. 9.0. no. 5784-PW/L&A/2M-175/2017 dt, 12.09.2017.
10. All other conditions, rules and regulations of Government of West Bengal issued from time to time will also be applicable.
11. The amount put to tender is inclusive of IT, GST, other taxes and cesses and transportation cost.
12. The successful bidder has to execute the bond with Divisional Forest Officer, Jhargram Division before getting the work order for the terms and conditions mentioned.
13. Validity of the tender is for 12(twelve) month from the date of publication of this tender. It is the responsibility of the successful bidder to ensure the successful completion of work using good quality materials. No reasons what so ever will be accepted.
14. The Divisional Forest Officer, Jhargram Division, Directorate of Forests, Government of West Bengal reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
15. The undersigned is not bound to accept the lowest rate quoted by the tenderer and any reason, whatsoever, for such non-acceptance will be intimated in due course.
16. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.

Divisional Forest Officer
Jhargram Division

17. Before issuance of the WORK ORDER, the tender inviting authority may verify the credentials and other documents of the lowest tenderer in original if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.
18. 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. The necessary comment shall be put in the site inspection register which is required to be maintained mandatorily by the successful bidder/s concerned.
19. It shall be the discretionary power of the undersigned for accepting any prayer for part payment or not. In general, no part payment prayer shall be entertained; however, considering the length of the job, R.A Bills with specific recommendation of concerned Range officer and with proper inspection of concerned ADFO, may be provided to the contractor concerned.
20. During the inspection by the undersigned or his representative, if the quality of the work / supply is not found up to the standard, the contractor/ supplier is bound to rectify the work or supply materials 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 Government of West Bengal.
21. No extension of time will be allowed for execution of the work/ delivery. The Tenderer / contractor shall not be considered in default, except in cases where delay in execution / delivery occurs due to causes beyond his / her control, such as acts of 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, Jhargram Division for extension of time for that period. The Division Forest Officer, Jhargram Division at his own discretion may extend for a length of time such period as he thinks suitable for that or may be cancelled. Such cancellation would be without any liability whatsoever on the part of the undersigned.

22. Materials will have to be procured by the tenderers by themselves following the standards and specifications of NIeT , or as per the specification as decided by the Range Officer concerned or his higher officer, subject to the approval of the undersigned or his Sub-ordinate officers. In case of any other material supplied by the department, the cost of such material will be recovered from the contractor.
23. 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.
24. All works are required to be carried out as per plan and specification and 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.
25. The successful tenderer will not assign any part of the work to any other contractor (No sub contracting).
26. 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.

Divisional Forest Officer

27. 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. The payment will be made either by DFO, Jhargram or District Magistrate, Jhargram depending upon the fund position and release.

28. In case of any dispute in execution of the work or supply, an application may be made to the Divisional Forest Officer, Jhargram Division and the decision of the undersigned is final and binding.

29. Requisite license must be obtained for Labour Department after issuance of work order. No payment shall be made without production of the license.

30. The contractor is liable to pay the skilled, unskilled and other labour wages as per existing rules.

31 The Tender inviting authority reserves the right to split the work amongst the lowest Tenderers.

32 The fund against contingency will be at the disposal of the D.F.O., Jhargram Division and tenderer will not be having any claim for that.

33 Forest Department or Jhargram Division, or any staffs of the Division, shall in no way be held responsible under any circumstances for any accident or death of the labourer/ driver etc, engaged by the contractor, happened in the field during the time of implementation of the works.

34 Range officer or his authorized person/s shall have the discretionary power to deploy suitable labouers, preferably from among the JFMCs concerned to help facilitate the joint forest management and to successfully complete the work.

35 In case of implementation of the works at field the decision of the Range Officer or his authorized persons or any of his superior officers shall be final and binding on the successful bidders implementing the works at field.

36 Payment shall only be made to the contarctors after the Range Officer concerned, certifies so ensuring the quality of the work and implementation of the works as per estimates and plan subject to overriding power of the undersigned in this regard.

37 The mode of payment for successful completion of the works will be made by NEFT/RTGS/Net Banking issued by the Tender Inviting Authority. Payment on submission of completion report by the Range Officer, after maintaining due formalities, shall be made to the successful contractor.

38 Please follow annexure carefully during submission of tender.

(J. Sheik Fareed, I.F.S.)
Divisional Forest Officer,
Jhargram Division.

Section – B
FORM-I
APPLICATION
(To be submitted in the original letterhead of The Firm/Company)

To,
Divisional Forest Officer, Jhargram Division.

Subject: Name of the Work with Tender reference no. _____.

Reference: (N.I.TNo.)_____

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)
(2) Financial Proposal (Envelop-2/Folder)

Date:_____
Authorized signatory of the firm/company:_____
Title & Capacity of the officer:_____
Name of the Farm with Seal:_____

Divisional Forest Officer
Jhargram Division

Section-B

FORM II

(TO BE FILLED UP BY TENDERER)

(To be submitted in the original letterhead of The Firm/Company)

To,

Divisional Forest Officer, Jhargram Division.

Dear Sir/ Madam,

Ref:-

Tender Reference No. .....

1. I/We refer to the tender notice issued by you for the work of ..... in _____ division vide tender reference no. _____mentioned above.
2. 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 fulfil all the terms and provisions of the said conditions annexed hereto;

   (b) complete the works within…....days.
3. 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 7 days from the date of receipt of the letter of acceptance. Or

   (iii) If the work is not commenced within 7 days after issue of work order/ handing over of the site whichever is later.
4. I/ We understand that you are not bound to accept the lowest or any tender you receive.

Yours faithfully,

Signature.....

Designation : .....

Address : .....

Name of Proprietor/Partners/Directors of the Firm/Company:

1) _____.

2) _____.

Divisional Forest Officer
Jhargram Division

Section – B
FORM – III
STRUCTURE AND ORGANISATION
(To be submitted in the original letterhead of The Firm/Company)

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:_____

Authorized signatory of the Firm/Company:_____
Title & Capacity of the officer:_____
Name of the Firm with Seal:_____

Note: Application covers Proprietary Firm, Partnership, Pvt. Ltd. Company or Corporation

Divisional Forest Officer
Jhargram Division

FORM IV
EXPERIENCE PROFILE
List of Projects completed that are similar in nature to the Works
(To be submitted in the original letterhead of The Firm/Company)

Name of the Employer	Name, Location and Nature of Work	Name of Authorised 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 employer to be attached
b) Non-disclosure of any information in the schedule will result in disqualification of the firm.

Date.....

Authorized signatory of the Firm/Company

Title and capacity of the Officer

Name of the firm with seal

Divisional Forest Officer
Jhargram Division

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/ Company_____ nor any of constituent partners had been debarred to participate in tender by State/ Central Government, State /Central Government undertaking, Statutory/ Autonomous bodies constituted under the Central/ State statute 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 publication 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 Divisional Forest Officer, Jhargram Division, 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:_____

Authorized signatory of the Firm/Company:_____

Title & Capacity of the officer:_____

Name of the Firm with Seal:_____

Divisional Forest Officer
Jhargram Division