



GOVERNMENT OF WEST BENGAL  
Directorate of Forests  
Office of the Divisional Forest Officer,  
Kharagpur Division  
Hijli Cooperative Society, Hijli, Kharagpur 721306  
E\_mail :: [dfokgpdv@gmail.com](mailto:dfokgpdv@gmail.com)  
Phone-03222-277269



## Tender Notice Nos. - 57-60/Jalatirtha Third Party Evaluation /KGP/2019

In pursuance to the G.O No-5400-F(Y) dated 25/06/2012 and its subsequent amendment No-2254-F(Y) dated 24/04/2014, the Divisional Forest Officer, Kharagpur Division, Hijli, Kharagpur, Paschim Medinipur on behalf of Governor of West Bengal invites Sealed Tenders from **reliable, resourceful, bonafide and experienced Government/ Private/ Civil Engineering Institutes/ Consultants / Firms / Companies** having requisite financial capability and sufficient technical credential on execution of similar nature of work for **Third Party Quality Control & Quality Assurance of different Check Dam Structures/ Water Detention Structures at different places under Kharagpur Division [Preference will be given who have executed in regards to Jalatirtha Project & having experience for at least 3 years in the same field].**The details are given below:

### Scheduled-I

Tender Notice No	Range	Beat	Mouza	Location		Maximum Admissible Amount Including GST & all applicable Taxes (Rs.)	EMD (Rs.)	Tender Paper Cost (Rs.)
				Lat	Long			
57/Jalatirtha Third Party Evaluation /KGP/2019	Nayagram	Kalmapukuria	Babuichati-68	22.09543°N	87.09998°E	96,802.00	1,936.00	250.00
58/Jalatirtha Third Party Evaluation /KGP/2019	Nayagram	Kalmapukuria	Kadamdiha-77	22.07975°N	87.09496°E	1,02,006.00	2,040.00	250.00
59/Jalatirtha Third Party Evaluation /KGP /2019	Chandabila	Chandabila	Topovan-31	22.11866°N	87.03593°E	1,12,326.00	2,247.00	250.00
60/Jalatirtha Third Party Evaluation /KGP/2019	Hijli	Khajra	Chandana-47	22.21924°N	87.2881°E	1,35,178.00	2,704.00	750.00

### Scheduled-II

1. Amount of Earnest Money: 2% of Estimated/Admissible Cost. EMD Should be submitted in favour of the "Divisional Forest Officer, Kharagpur Division", Payable at Kharagpur in the form of Demand Draft.
2. Tender Inviting Authority reserve his right of accepting/rejecting any/ all intending bidders following the Finance Department G.O.No. 925-F(Y) dated 14.02.2017.
3. The intending bidders must be having at least 60% of the estimated cost as financial credentials for a single contract, to be calculated for particular financial year which one is maximum (Not more than 3 years old). Completion certificates should clearly contain the Name, Designation, Address and contact No. of the Officer issuing the credential. Credentials issued by competent authorities from Govt. of West Bengal and Govt. of India will only be accepted.

SCHEDULE OF DATES & TIMES

Table-1

Sl. No.	Key Activities	Date & Time
1	Date of beginning of sale of Tender Papers.	23/02/2019 at 10.30 a.m.
2	Date of closure of sale of Tender Papers.	07/03/2019 at 4.00 p.m.
3	Last date for submission of Tender Papers.	07/03/2019 at 05.00 p.m.
4	Date of opening of Technical Bids	08/03/2019 at 12.30 p.m.
5	Date of opening of Financial Bids	08/03/2019 at 1.30 p.m.

Table – II

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

## GENERAL TERMS & CONDITIONS

1. The Tender paper may be available from the office of the undersigned on deposited of Rs. 250.00 or 750.00 which is applicable through GRIPS challan under H/S -0406-01-800- Other Receipts-021-Other Receipts-27 by the tenderer himself and the same may be submitted under sealed cover should be addressed the undersigned by name as well as by Official designation [Sri Arup Mukherjee, W.B.F.S., Divisional Forest Officer, Kharagpur Division].

2. The tender papers should be submitted in two bids process 'Technical bid' and 'Financial bid' in two separate envelopes and these two envelopes should be submitted in a big envelop. The bids should be submitted neatly and all corrections, over typing etc. should be self-attested with seal.

### 3. TECHNICAL BID:

a) The sealed envelope containing technical bid should be super-scribed with Tender Notice No and the words "Technical Bid" should be written in bold letters.

b) The technical bid should contain the tender documents signed on all pages as a proof of acceptance of terms and conditions of the tender by the tenderer along with the following documents:-

i) General information about the organization in Form -IA.

ii) Summary of similar works implemented in Form-IB.

iii) Details of similar works implemented in the last 3 years.

iv) Copy of acknowledgement of Income Tax Return submitted regarding Income Tax paid for the last financial year.

v) Copy of GST Registration Certificate.

vi) Copy of professional Tax registration Certificate.

vii) Copy of Licenses / Registration as applicable

viii) Additional information, if any (optional).

ix) **The Earnest Money Deposit (E.M.D) as mentioned in the schedule of tender should be deposited through Demand Draft in favour of Divisional Forest Officer Kharagpur Division payable at Kharagpur by the tenderer himself and the same must be enclosed with Tender Form in original and without D.D. Tender Form will not be accepted by undersigned. A copy of the same Demand Draft to be provided to the undersigned in time of submission of application for releasing of EMD.**

x) The Bank details of the tenderers must be mentioned for making payments on line. This is obligatory.

c) The technical bid must not contain any pricing information.

d) The address and contact No. of the bidder should be clearly written on the envelope.

### 4. FINANCIAL BID:-

i) Financial Bid will not be opened unless the information and documents provided in the Technical Bid are as per the eligibility criteria and as per satisfaction of the undersigned.

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

iii) Address and contact No. of the Bidder should clearly written on the cover.

iv) Financial Bid format is given in Form IIA.

### 5. OUTER COVER:-

i) Both the sealed envelopes containing the technical bid and financial bid should be put in one single outer envelope sealed and super-scribed giving the Tender Notice Number. The outer envelope should be sealed and should contain the following documents.

a) Covering letter of the tender must be signed by the bidders or by representative of the bidder who is authorized to commit contractual obligations. An application signed by such signatories must be submitted.

b) Technical Bid with sealed cover.

c) Financial Bid with sealed cover.

ii) The address and contact No. of the bidder should be clearly written on the outer cover. The outer cover without superscription name and address are liable for rejection.

6. The tender not submitted as specified in the above clauses will be summarily rejected.

7. The sealed tender as specified in the above clauses will be received in the office of the undersigned by registered post / speed post/ Courier service addressed by name, (Sri Arup Mukherjee, WBFS, Divisional Forest Officer, Kharagpur Division, P.O-Hizli Co-Operative Society, Kharagpur-721306, Dist.-Paschim Medinipur ) and shall be opened as per the schedule given in Table -I, by the undersigned or by his authorized representatives in presence of the tenderers or their authorized representatives. The tender opening can't be delayed, in case no tenderer or his authorized representatives is present at the given time of opening of tender.

8. The undersigned is not bound to accept the lowest or any rate quoted and may reject any part or all tenders without assigning any reason.

9. The undersigned reserves the right to demand from the Tenderers the classification & justification against their offer, if required.

10. The tenderers should inspect the sites of the works and it will be presumed that the detailed estimate have been shown to them prior to submission of the Tender.

11. All tools and plants required for the work will have to be supplied by the contractor.

12. The Tenderer shall have no claim to any payment before the completion of the work.

13. All works are to be carried out as per specification of works subject to modification made in writing by the undersigned or his authorized officer.

14. The undersigned reserves the right to cancel the contract on the ground of unsatisfactory or delayed work.

15. The acceptance of the tender will be subject to the receipt of approval of the higher authorities and availability of fund. The undersigned will not be responsible for any loss sustained by a tender in the event of non-receipt of Government sanction.

16. In accordance with the provision of relevant Section of Income Tax 1951. Deduction of Income Tax along with education Cess, Commercial tax and Labour welfare cess, TDS on GST shall be deducted from the gross value of the Bill as per existing Govt. rules and orders.

17. If any terms and conditions of the tender are altered the same will be notified.

18. The work will be supervised by the agency engaging Bachelor degree holder of Engineering & a diploma Engineer.

19. Explaining the technicalities of the DPR including the detailed estimate drawing, design etc. to the work executing agency for smooth & proper implementation of the projects.

20. The preparation of Estimates, Drawing, & design any addition/alteration/modification required over the original DPR for structural safety & better utilization of the project.

21. Any break- down in the construction of Check Dam after issuing quality certificates, if notice within 5 years except natural Calamities & act of God, the Supervising Agency will be held responsible. Lawful measure including blacklisting will be initiated accordingly.

22. Forest Department, or Kharagpur 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.

23. The payment for successful completion of the works will be made by the Divisional Forests Officer, Kharagpur Division through Cheque/ECS/Kharagpur Treasury. Please follow annexure carefully during submission of tender.

Sd/-  
Divisional Forest Officer  
Kharagpur Division.

ANNEXURE-I- PRAYER FOR PARTICIPATION IN THE TENDER

Name :

Address :

Tender Notice No.

Cluster No.

Financial Credential for similar nature of job ( as mentioned in the tender notice)

Bank details (A/c No., IFSC code & MICR code(optional))

Declaration : I / we do hereby declared the statement made by me is true the best of my knowledge in belief. If allow I/We shall abide by all the terms and conditions mentioned in the tender notice and the direction of the authority. I /We read the tender document carefully and understood it in letter inspirit.

Signature with date .....

## Details of Proposed Work

Brief Description of the Works	Period of Engagement
Third party quality control and quality assurance of different Check Dam Structures/Water Detention Structures:- The scope of services would include the following:-	<b>Beginning to the end of the project</b>
(i) To make survey and lay-out and benchmark fixation before commencement of the work by a Bachelor degree holder of Engineering & a diploma Engineer.	
(ii) To supervise technically as per specification of approved plan and estimate of the scheme on behalf of the Directorate of Forest, Govt. of West Bengal.	
(iii) To prepare Work Measurement Note Book from time to time as per rules by a Bachelor degree holder of Engineering & a diploma Engineer.	
(iv) To check volume of work in the field comparing with the bill and estimate as and when submitted by the contractor by a Bachelor degree holder of Engineering & a diploma Engineer.	
(v) To appraise DFO, Kharagpur Division about progress and quality of work from time to time.	
(vi) To ensure the quality of works along with workman ship in conformity to technical specifications, agreement to documents, designs/drawings, relevant Indian Standards.	
(vii) To ensure sound construction and installation procedures using the appropriate equipment's and standardized implementation procedures. As per tender Condition	
(viii) To undertake monitoring of the site selection, all the work is carried out as per agreed design and specifications, and quality of output at various stages of construction as per bid specifications.	
(ix) To carry out the field test required for assuring the quality in the presence of the competent authority. **	
(x) To recommend appropriate corrective actions even suspension of works where the quality of work is likely to be of poor quality or having any risk of breakdown.	

\*\*Test includes as per following table:

Materials	Laboratory Tests	Field Tests
SOIL	Grain size distribution	Field Moisture Content
	Liquid Limit & Plastic Limit	Field Density by Core Cutter method
	Standard Proctor Test	
CONCRETE	Sieve analysis of aggregates	Slump test
	AIV test of aggregate	In situ cube test
	Water absorption	

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Signature of the Tenderer

TECHNICAL BID FORMAT

Form IA-General Information about the Organization

Sl No	Particulars	Details to be furnished
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Details of the Bidder (Organization )

1	Name	
2	Address	
3	Telephone/Mobile No.	
4	Email	
5	Fax	
6	Website	

Details of Authorized Person

7	Name	
8	Address	
9	Telephone/Mobile No.	
10	Email	

Information about the Organization

11	Status of Organization (Proprietorship/Partnership/Public Ltd/Pvt. Ltd/ Co-operative Society etc.)	
12	Details of Registration of Organization	Date: Ref:
13	Number of Professionals in position in the organization	
14	Locations and address of offices	
15	Service Tax Registration Number	
16	GST Registration Number	
17	Professional Tax Registration Number	
18	Income Tax PAN Number	
19	Details of any other Licenses/Registration (Copy to be enclosed)	

Signature of the Tenderer with date

(Annexure-II)

Form I-B "Summary of Similar Projects Implemented " ( Year wise)

Sl No	Name of the Customer	Project Name	Brief narration of the type of work implemented	Start Date	End Date	Contact Value (only net checked amount issued by authority	Financial year of the completion of the work	Supporting documents against the completion report ( Yes/No)	Whether Successfully completed	Address &Phone no. of the work completion issuing authority.

Signature of the Tenderer with date



(Annexure-III)

FINANCIAL BID FORMAT

Form II-A

Fixed Price	Applicable Taxes (Rs.)	Total (1)+(2) (Rs.)
(1)	(2)	(3)

Declaring that the item against which there are fixed Govt. rate such as minimum wage rate etc. shall be obeyed in letter in spirit

Signature of the Tenderer with date

Copy forwarded for wide circulation & information to:-

- 1) The Principal Chief Conservator of Forests, (HoFF), Directorate of Forests, Government of West Bengal.
- 2) The Principal Chief Conservator of Forests, General, Directorate of Forests, Government of West Bengal.
- 3) The Chief Conservator of Forests, Western Circle, Directorate of Forests, Government of West Bengal along with two copies of the Tender Notice with the request to return one copy duly approved.
- 4) The Chief Conservator of Forests, MIS & e-governance, Directorate of Forests, Government of West Bengal to upload the Tender Notice in the website- [www.westbengalforest.gov.in](http://www.westbengalforest.gov.in)
- 5) The District Magistrate, Paschim Medinipur.
- 6) The District Magistrate, Jhargram
- 7) The Superintendent of Police, Paschim Medinipur.
- 8) The Superintendent of Police, Jhargram.
- 9) The District Planning Officer, Paschim Medinipur.
- 10) The District Planning Officer, Jhargram.
- 11) The District Information & Cultural Officer, Paschim Medinipur.
- 12) The District Information & Cultural Officer, Jhargram.
- 13) The Karmadakshya Bon-O-Bhumi Sthye Samity, Paschim Medinipur Zilla Parishad.
- 14) The Karmadakshya Bon-O-Bhumi Sthye Samity, Jhargram.
- 15) . The Sub Divisional Officer, Kharagpur Sub Division.
- 16) The Sub Divisional Officer, Jhargram.
- 17) The Treasury Officer, Kharagpur Treasury.
- 18-23) All Divisional Forest Officer(s), Western Circle.
- 24) The Asst. Divisional Forest Officer, Kharagpur Division.
- 25-33) All Range Officer(s), Kharagpur Division.

Sd/-  
Divisional Forest Officer  
Kharagpur Division