



Government of West Bengal
Directorate of Forests
Office of the Deputy Conservator of Forests
Publicity, West Bengal
Aranya Bhawan, 3rd Floor, Block-LA, 10A, Sector-III, Kolkata-700106

Memo No.: 199 /28-62/Pub-2019

Dated, Kolkata, 25/02/2019

NIT No. 06/B.I.V. /DCF/Pub-2019

In pursuance to the G.O No-5400-F(Y) dt 25/6/12 and its subsequent amendment No-2254-F dt 24/4/14, Deputy Conservator of Forests, Publicity, West Bengal, on behalf of Governor of West Bengal, invites sealed tenders from Publisher/ Bonafied Co. / Contractor / Manufacturer/ firms etc. for **Printing and Supply of Book** named a) “West Bengal Forests, A Birds Eye View” with Sleeves) & b) “West Bengal Forests, A Birds Eye View” with Folder & accessories to the Office of the Deputy Conservator of Forests, Publicity, West Bengal, Aranya Bhawan, 3rd Floor, Block-LA, 10A, Sector-III, Kolkata - 700 106. as per the schedule mentioned below:-

Schedule of Works:-

| Tender No. | Name of the Work | Estimated Amount (Rs) | Location of Work | Earnest Money @2% of estimated value (Rs.) | Price of Technical & Financial Bid documents (Rs.) | Period of Completion (Months) |
|--------------------------------|--|--|---|--|--|--|
| NIT No.06/B.I.V. /DCF/Pub-2019 | Printing and Supply of Book named a) “West Bengal Forests, A Birds Eye View” with Sleeves)& b) “West Bengal Forests, A Birds Eye View” with Folder & accessories | Rs. 2,30,000.00 (Rupees Two Lakhs thirty Thousand) only | In O/O the DCF/Publicity, Aranya Bhawan, 3 rd Floor, Block-LA, 10A, Sector-III, Kolkata-700106 | Rs. 4600.00 (Four thousand Six Hundred) only** | 750/- (seven hundred fifty only) * | 07 (Seven) days from the date of Award of Contract |

****EMD** Amount must be submitted in the form of Demand Draft (DD) of any Nationalized Bank of India / any authorized banks & banks included in Finance Dept Memo no 6426-F(Y) Kolkata 25/7/12 ,Memo no 7791 F(Y) dt 9/11/2015 & other orders thereof in favour of the Deputy Conservator of Forests, Publicity, West Bengal payable at Saltlake, Kolkata.

*Cost Of Tender Paper must be submitted through GRIP Portal of Finance Department, Government of West Bengal, in favour of Deputy Conservator of Forests, Publicity, West Bengal, under Administration, Publicity & Marketing Circle, W.B. A copy of challan / Receipt obtained after deposition of cost of tender documents should be submitted along with tender documents.

Table-I
Schedule of Dates

| Sl. No. | Item | Date |
|----------------|--------------------------------------|---|
| 1 | Date for Issue of Tender Form | 26/02/2019 from 12.00 noon. |
| 2 | Last Date of purchase of Tender form | 05/03/2019 up to 12.00 noon. |
| 3 | Date for submission of Tender paper | 26/02/2019 (11.00 a.m.) to 05/03/2019 (1:00 p.m.) |
| 4 | Date of Opening of Technical Bid | 26/03/2019 (2:00 p.m.) |
| 5 | Date of opening of Financial Bid | 05/03/2019 (4:00 p.m.) |

TABLE -II

| | | |
|---|---|--|
| 1 | Office from where the Tender Paper / Form can be purchased. | Office of the Deputy Conservator of Forests Publicity, West Bengal Aranya Bhawan, 3 rd Floor, Block-LA, 10A, Sector-III, Kolkata-700106 |
|---|---|--|

SCHEDULE -I

| | | |
|-----------------------------|---|---|
| Cost of Tender paper (each) | - | Rs. 750/- (seven hundred fifty) Only. |
| Amount of Earnest Money | - | Rs. 4600/- (Rupee Four thousand Six Hundred) only |
| Amount of Security Deposit | - | 10% (Ten Percent) of the contracted value of work. |

GENERAL TERMS AND CONDITIONS

1. Cost of Material includes loading unloading and carriage upto site.
2. Before quoting rate the place of work to be visited by the Tenderer.
3. **Procurement of Tender Paper-** The intending bidders must apply for the tender paper to the office in plain paper or in their own letter head along with self attested Xerox copy of address proof, PAN, GST Registration. The cost of tender paper shall be Rs.750.00 Tenderers should specially take note of all the addendum/corrigendum related to the Tender.
4. **Submission of Tender Paper-**The tender shall be required to be submitted in sealed cover, by name, and not by official designation, in favour of **Smt. Niranjita Mitra, WBFS, Deputy Conservator of Forests, Publicity, West Bengal**, superscribing the Tender Notice Number. The sealed envelope should consist of another two sealed envelopes viz-

- A. Technical Bids and Other Document and
- B. Financial Bid

- A. **The Technical Bid** should consist of following document- Paper related to company/bidder's Details such as :

Copy of Last Income tax Submission Certificate, Copy of Last GST submission certificate, Copy of PAN, GST Registration, Receipt of Purchase of Tender Paper, Receipt of submission of EMD deposit (Original), Details of Financial Credentials, **Affidavit (Y):** The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded, debarred or blacklisted during the last 3 (*three*) years by any Government or PSU. Such abandonment or rescission will be considered as disqualification towards eligibility. A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive and be submitted along with technical bid.

Work credential as per schedule to any Government Department, Zilla Parishad, Government undertaking / Statutory Bodies constituted under the statute of the Government during within last three financial years including current financial years should also be submitted.

The work credential should be of similar nature in as per the tender notice implemented in a particular financial year.

B. The Financial Bid should be submitted in prescribed format attached with the tender paper. The financial bid should be inclusive of all taxes and carriage upto the site as mentioned in Work order. The tender paper should be submitted in the tender box specifically earmarked for the purpose. Tender paper submitted otherwise shall not be accepted under any circumstances. Further, no extension of time of submission of tender paper shall be entertained under any circumstances and the tender box shall be sealed after laps of due time and shall be opened on due time in presence of the bidders as they remain present.

5. Earnest Money Deposit (EMD):

A. **Mode of Payment:** (a) "Earnest Money Deposit (EMD) " @ 2% of total Tender amount must be submitted in the form of Demand Draft (DD) of any Nationalized Bank of India / any authorized banks & banks included in Finance Dept Memo no 6426-F(Y) Kolkata 25/7/12 ,Memo no 7791 F(Y) dt 9/11/2015 & other orders thereof in favour of Deputy Conservator of Forests, Publicity, West Bengal payable at Saltlake, Kolkata..Payment in any other form e.g. Cheque, NSC, KVP etc will not be accepted and the same must be enclosed with the Tender Form in Original & without it, Tender Form will not be accepted by the undersigned.

B. **Refund of EMD:** The EMD of the unsuccessful Tenderers deposited in favour of " Deputy Conservator of Forests, Publicity, West Bengal" will be refunded without any interest on receipt of application addressed to the Deputy Conservator of Forests Publicity, West Bengal, from Tenderers as per relevant Govt. Rules.

C. The Earnest Money of all other tenderers shall be refunded after release of acceptance letter in favor of the qualified lowest bidder on receipt of application from tenderers, except the bidder who is awarded the contract work EMD shall be retained as until signing of an agreement, submission of Security Deposit and issue of work order.

6. **Eligibility Criteria-** Bonafide contractor having valid Income Tax, PAN, GST Registration Number, having experience of similar nature of work during the last 3 financial years to any Government Department, Zilla Parishad, Government undertaking / Statutory Bodies constituted under the statute of the Government may apply for the tender. The intending bidders must be having financial credential of similar nature in as per NIT. The financial credentials thus submitted should not be more than three years' old.

7. **Pattern of Bid-**Two bid system of submission of tender shall be followed. Financial bids of the bidders shall only be opened if the intending bidders pass in the technical bid to be decided by the tender committee constituted for the purpose. Technical bid should consisted of Paper related to company/bidder's Details such as Copy of Last Income tax Submission Certificate, Copy of Last VAT submission certificate, Copy of PAN, GST Registration, Receipt of Purchase of Tender Paper, Receipt of submission of EMD deposit (Original), Details of Financial Credentials, **Affidavit (Y):** The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded, debarred or blacklisted during the last 3 (*three*) years by any Government or PSU. Such abandonment or rescission will be considered as disqualification towards eligibility. The value put under tender is inclusive of all taxes.

8. **Credential-** Intending bidders shall be required to be submitted financial credential of similar nature of works during the last 3 financial years to any Government Department, Zilla Parishad, Government undertaking / Statutory Bodies constituted under the statute of the Government, not more than three (3)Years old. (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 either of the following:

- (i) At least one job of similar nature with an estimated cost 60% to or more than the estimated cost put to this notice ; or
- (ii) At least two job of similar nature with an estimated cost of each of the works equal to at least 30% of the estimated cost put to this notice in any one year ; or
- (iii) At least three job of similar nature with an estimated cost of each of the works equal to at least 20% of the estimated cost put to this notice in any one year,

For the purpose of this project 'similar works' would mean supply of any material in any Government Department, Zilla Parishad, Government undertaking / Statutory Bodies constituted under the statute of the Government etc.

- 9. **Time to complete the work-** Successful bidder shall have to complete the works within 21 (twenty one) days from the date issuance of work order in this regard. Allowing time extension shall be the discretionary power of the tender issuing authority. In case of delay penalty may be imposed after form initiating other legal means like forfeiting the security etc, if undersigned deems fit.
- 10. **Submission of Finalcial Bid-** financial bid shall be required to be submitted in a separate sealed cover within the bigger sealed cover superscribing the Tender Notice No.etc as per prescribed format. Rate shall be quoted **per book basis**. Undersigned does not always bind herself to accept the lowest rate and not bound to give any reason for the same. The Tender committee will recommend and final decision may be taken.

11. Security Deposit:

- a) The successful Tenderer to whom a Letter of Acceptance has been issued shall submit within 10(ten) days from the date of Letter of Acceptance, **Security Deposit which is 10% (Ten Percent)** of the contracted value of work shall have to be deposited in form of Demand Draft (DD) of any Nationalized Bank of India / any authorized banks & banks included in Finance Dept Memo no 6426-F(Y) Kolkata 25/7/12 ,Memo no 7791 F(Y) dt 9/11/2015 & other orders thereof in favour of the Deputy Conservator of Forests Publicity, West Bengal payable at Saltlake, Kolkata. Failure in depositing this amount shall render the contract liable to termination without reference to the contractor and in such case. After submission of Security Deposit an agreement as per given format shall have to signed on Stamp Paper (cost of Stamp Paper shall be borne by tenderer) and signed agreement shall have to notarized from Public Notary. After that formal work order will be issued.
- b) Security Deposit will be released without any interest on receipt of application addressed to the Deputy Conservator of Forests Publicity, West Bengal, from Contractor after laps of Security Period/Maintenance period - i.e. six (03) months after installation/ completion of the work.

12. Specification of Product:

- a. Specifications are given in Annexure A. Interested tenderer should go through it carefully and quote the rate per book basis.
- 13. Validity of the tender will be 06 (six) months from the date of submission of the tender or up to the end of financial year, as may be decided by the appropriate authority.
- 14. The undersigned reserves the right to place work order for supply as per availability of fund and receiving the administrative approval.
- 15. The undersigned reserves the right to cancel the tender, if necessary, without assigning any reason whatsoever.
- 16. 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.

17. 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 up to the satisfaction of the undersigned or his representative. Otherwise, the work order will be cancelled and the security deposit will be forfeited to the Govt. of West Bengal.
18. The tenderer will submit bills in triplicate with a copy of work order, bank details, supply challan etc duly signed through the Range officer, Attached Forest Range. The Range Officer will forward the same to the undersigned with WMNB reference.
19. The work order will be issued to the successful contractor only after placement of fund by the Government.
20. No extension of time will be allowed for delivery / execution of the work. The Tenderer / contractor shall not be considered in default, if delay in delivery / execution occurs due to causes beyond his / her control, such as acts of God, natural calamities, civil wars, fire, strike, frost, floods, riot and acts of unsurpassed power. In the event of delay due to such causes, the tenderer may apply to the **Deputy Conservator of Forests, Publicity, West Bengal**, for extension of time for that period. The **Deputy Conservator of Forests Publicity, West Bengal**, at his own discretion may extend for a length of time equal to the period of force majeure or such period as he think suitable for that or may be cancelled. Such cancellation would be without any liability whatsoever on the part of the undersigned.
21. 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.
22. All works are required to be carried out as per plan and specification & estimate of the project subject to the modification by the undersigned at any point of time during execution of the work duly notified to the contractor/ supplier, within the project cost.
23. Statutory Deduction: Income Tax, GST, Labour Welfare Cess, as applicable, shall be deducted from the Gross amount of Bill.
24. The successful tenderer will not assign any part of the work to any other contractor.
25. Rate offered in the estimate is the final and tenderer will not have any further claim.
26. The acceptance of the tender will be subject to the receipt of the approval of the higher authorities and availability of fund. The undersigned will not be responsible for any loss sustained by the tenderer in the event of non receipt of Government sanction.
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.
28. The terms and conditions of this "Tender Notice inviting tender" is part and parcel of the contract form.
29. In case of any dispute in execution of the work or supply, an application may be made to the Deputy Conservator of Forests, Publicity and the decision of the undersigned is final and binding.
30. The quality of the supplied material shall be checked by the Sample Checking Committee or the Range officer primarily or by his authorized person. Poor quality of the materials supplied shall not be accepted at any case it shall be the discretionary authority of the

undersigned with over writing power as per hierarchy to cancel the supply outright. In that case fresh material is required to be supplied mentioning the quality.

31. Work order shall only be issued when the administration approval and financial sanction from appropriate authority.
32. The Contractor shall comply with all State and Central Laws, Statutory Rules, Regulations, etc., such as The payment of wages Act, The Minimum Wages Act, The workmen's Compensation Act, The Employer's Liability Act, The industrial Disputes Act, The Employees' Provident Fund Act, Employees' State Insurance Scheme, the Contract Labour (Regulations and Abolition Act, 1970) and other Acts, Rules and Regulations for labour as may be enacted by the Government during the tenure of the Contract and having force or jurisdiction at site. The contractor shall give to the local Governing Body, Police and other concerned Authorities all such notice as may be required under law.
33. The contractor shall pay all taxes, fees, license charges, deposits, duties, tolls, royalty, commissions or other charges which may be leviable on account of any of his operations connected with this contract. In case the Tender Inviting Authority make any such payment, it shall be recovered from the contractor bill.
34. During scrutiny, if it comes to the notice of the Tender Inviting Authority that the credential or any other paper found incorrect / manufactured / fabricated / fake, such Tenderer bids shall be rejected without any prejudice bids, bidder would not be allowed to participate in the tender.
35. **Deputy Conservator of Forests, Publicity**, 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.
36. The contractor's any of the documents on verification if found incorrect / manufactured / fabricated / fake or false in that case awarded contract work liable to be terminated with imposition of penalties or penalized as deemed fit. The balance work shall be awarded on risk and cost basis tender.
37. The **Deputy Conservator of Forests, Publicity, West Bengal's** decision shall be final and binding to follow in case of any discrepancy arises between two similar clauses contained in contract agreement.
38. The contractor is liable to pay the skilled, unskilled and other labour wages as per existing rules.
39. Deduction of STDS, TDS, GST & Other tax etc, if applicable shall be made as per rule in vogue. **The tender value inclusive of all direct & indirect taxes.**
40. Except where otherwise provided in the contract, all questions, disputes relating to the meaning of specifications, designs and instructions herein before mentioned and as to quality of materials supplied, or as to any other question, claim, rights, matter, or things whatsoever, in any way arising out of or relating to the contract, specifications, orders, or these conditions or otherwise concerning the works or the execution or failure or execute the same, whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the Chief Conservator of Forests, Headquarter, Directorate of Forests, Govt. of West Bengal. Should the Chief Conservator of Forests, Headquarter, W.B. be for any reason unwilling or unable to act as such arbitrator, such questions, and disputes shall be referred to an Arbitrator to be appointed by the Principal Chief Conservator of Forests & Head of Forest Force, West Bengal. The award of the such appointed arbitrator shall be the final, conclusive and binding on both the parties to this contract and no suit shall lie in the Civil Court in respect of the award of the Arbitrator.
41. All these terms and conditions along with such other terms and condition as the undersigned deems fit shall from a part of the agreement which is required to be made by the successful bidder with the undersigned.

Sd/-
(Smt. Niranjita Mitra, WBFS)
Deputy Conservator of Forests
Publicity, West Bengal

Memo No.: 199(8) /28-62/Pub-2019

Dated Kolkata, 25/02/2019

Copy forwarded for wide circulation & information to:-

1. The Principal Chief Conservator of Forests(HOFF), West Bengal
2. The Chief Conservator of Forests, Head Quarter, West Bengal.
3. The Conservator of Forests, Administration, Publicity & Marketing, West Bengal Circle, West Bengal.
4. The Deputy Conservator of Forests, MIS, for uploading the Tender through Departmental Website.
5. The Assist. Divisional Forest Officer, PMC, with a request to inform all Tender Committee members to be present during opening of the tender and evaluate it.
6. The Budget & Accounts Section.
7. AFR, Publicity Division for display in Notice Board and circulation in local office
8. Division Office Notice Board

Sd/-
(Smt. Niranjita Mitra, WBFS)
Deputy Conservator of Forests
Publicity, West Bengal

ANNEXURE A:

Specification of Books

a) “West Bengal Forests, A Birds Eye View” with Sleeve

b) “West Bengal Forests, A Birds Eye View” with Folder & accessories”:

All the Book a) “West Bengal Forests, A Birds Eye View” with Sleeve ”will be of:

| Sl. No. | Item of works | Specification |
|---------|------------------|---|
| 1. | Name of the Work | Printing and Supply of Book named “West Bengal Forests, A Birds Eye View” with Sleeve |
| 2. | Size | 8’’X8’’ |
| 3. | Inner Page | 130 GSM Gloss Art Paper |
| 4. | Cover Page | 300 GSM |
| 5. | Sleeve | 300 GSM Cyber XL Board, one side |
| 6. | Fabrication | Cover Mat Lamination with UV |
| 7. | Colour | All Through 4-Colour |
| 8. | Binding | Perfect with section sewing |
| 9. | Total Page | Cover +52 Pages (Approx.) |

Interested bidders are requested to quote their rate per book basis only. All applicable taxes will be added with their quoted rate. Rate also included loading, carriage upto the site. Order for supply will depend on availability of fund, it may be more or less 1,000 copies.

All the Book b) “West Bengal Forests, A Birds Eye View” with Folder & accessories”:

| Sl. No. | Item of works | Specification |
|---------|--------------------|---|
| 1. | Name of the Work | Printing and Supply of Book named “West Bengal Forests, A Birds Eye View” with Folder & accessories |
| 2.a) | Book | -- |
| 2.b) | Size | 8’’X8’’ |
| 2.c) | Inner Page | 130 GSM Gloss Art Paper |
| 2.d) | Cover Page | 300 GSM |
| 2.e) | Colour | All Through 4-Colour |
| 2.f) | Binding | Perfect with section sewing |
| 2.g) | Total Page | Cover +52 Pages (Approx.) |
| 3.a) | Folder With Pocket | 300 GSM Art Gloss Board, both side |
| 3.b) | Fabrication | Both Side Mat Lamination with Pocket & Back to Back Past on with Magnet Fitting |
| 4. | Map | -- |
| 4.a) | Size | 15’’x22’’ Close |
| 4.b) | Colour | 4 colour one side |
| 4.c) | Paper | 130 GSM Gloss Art Paper |
| 4.d) | Fabrication | 3 Fold Folding |
| 5. | Small Pouch | -- |
| 5.a) | Colour | 1 colour |
| 5.b) | Paper | 90 GSM Maplitho |

| | | |
|-------------|-----------------|--|
| 6. | Note Pad | -- |
| 6.a) | Size | 4''x6'' |
| 6.b) | Colour | Cover- 4 colour, Inside - without printing |
| 6.c) | Paper | Cover- 170 GSM & Inside 80 GSM Maplitho |
| 6.d) | Fabrication | Cover Mat Lamination |
| 6.e) | Binding | Centre Stitch |
| 6.f) | Total Page | Cover +48 Pages (24 leaves) |

Interested bidders are requested to quote their rate per book basis only. All applicable taxes will be added with their quoted rate. Rate also included loading, carriage upto the site. Order for supply will depend on availability of fund, it may be more or less 1,000 copies.

Sd/-
(Smt. Niranjita Mitra, WBFS)
Deputy Conservator of Forests
Publicity, West Bengal

Additional Terms & Conditions.

1. Notwithstanding anything contained in the form in which the contract is executed the following shall constitute terms and conditions of contract and shall be binding on the contractor.
2. The acceptance of the tender including the right to distribute the work between two or amongst more than two tenderers will rest with the competent authority without assigning reason thereof. The accepting authority reserves right to reject any or all tenders without assigning any reason thereof.
3. The Tenderer shall have to comply with the provisions of (a)Contract labour(Regulation &abolition)Rules, 1970(b)Minimum Wages Act 1948 or the modification there of or any other laws relating the rates as will be in force from time to time.
4. **Deputy Conservator of Forests, Publicity, West Bengal** or his authorised representative shall not entertain any claim whatsoever from the contractor for payment of compensation account o f idle labour on any ground including non-possession of land.
5. The Tender Inviting Authority or the Society shall not be held liable for any compensation due to machines be coming idle of any circumstances including untimely rains, other natural calamities, strike etc.
6. No Price preference will be applicable to W.B.Govt. Undertaking, as per Finance Deptt. G.O. No. 8648-F(Y), dated 12th October 2012.
7. Imposition of any duty/tax rules etc whatsoever of its nature (after work order/Commencement and completion of the work)is to be borne by the tenderer.
8. **No mobilization/ secured advance bill will be allowed.**
9. GST, Cess, Income Tax, Ferry Charges and other Taxes if any are to be paid by the contractor. No extra payment will be made for these. The rats of supply and finished work items are inclusive of these.
10. All working tools and plants will have to be arranged by the contractor at his own cost.
11. The contractor should visit the points of delivery, and satisfy himself of the design and specifications of the Root Trainers and the condition and nature o f 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 and security etc. The Officer-in Charge may order the contractor to suspend any work that may be subjected to damage by climate conditions. No claim will be entertained on this account.
12. The contractor will have to accept the work program and priority of work fixed by the Officer-in-Charge so that most vulnerable reach and/or vulnerable items be completed before the date needed by him depending upon the field requirement.
13. In case any clarification is required, the interpretation of the Officer-in-Charge will be final.
14. The final acceptance of the tender will be subject to the receipt of approval of higher authorities.
15. Final payment will be made after completion of all works in the field & checking by authorised officer. The authorised officer may check the quality of the root trainers supplied at any point of time before submitting the report of completion.

16. Cost of Carriage of materials from go-down to work site should also be included in the rates. No extra payment will be made on this account. Rate should include delivery should be on site of the finished product
17. The undersigned reserves the right to cancel the agreement at any point of time during the execution of the work if it not done as per the specifications or any terms & conditions are violated by the Contractor.
18. The Security Deposit will be released to the Contractor after six (3) months from the date of final payment of the bill if no irregularity is noticed within this period. In case of any irregularity, the Security Deposit will be forfeited in addition to any legal action as deem fit & required.
19. The successful renderer will not assign any or part of the work(s) to any other contractor/agency.
20. **The intending tenderer (bidder) shall satisfy themselves that the products are in conformity with the design and specification and field ready to pass the physical examination with respect to finishing and quality.**
21. **The Deputy Conservator of Forests Publicity, West Bengal,** Division or his authorised representative will be the Officer-in-Charge in respect to the contract and all correspondences concerning rates, claims, change in specification and/or designation similar important matters will be valid only if made by the Officer-in-Charge. If any correspondence of above tender is made with Officers other than the Officer-in-charge for speedy execution of works, the same will not be valid unless copies are sent to the Officer-in-Charge and approved by him. The instruction given by the Head Divisional Management Unit who has been authorized to carry out the work on behalf of the Officer-in-Charge and his authorised representative shall also be valid regarding specification, supervision, approval of materials and workmanship. In case of dispute, the decision of Officer-in-Charge shall be final and binding.
22. The intending tenderers are to quote rate in terms of rate.
23. The acceptance of the tender including the right to distribute the work between two or amongst more than two tenderers will rest with the competent authority without assigning reason thereof. The accepting authority reserves right to reject any or all tenders without assigning any reason thereof.

Sd/-
(Smt. Niranjita Mitra, WBFS)
Deputy Conservator of Forests
Publicity, West Bengal

ANNEXURE-II
PRAYER FOR PARTICIPATION IN THE TENDER

Name :

Address :

Tender Notice No.

Financial Credential (as mentioned in the tender notice)

Bank details (Current 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

TECHNICAL BID FORMAT

Form IA-General Information about the Organization

| Sl No | Particulars | Details to be furnished |
|-------|-------------|-------------------------|
|-------|-------------|-------------------------|

| | | |
|--|--|--|
| | | |
|--|--|--|

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 | VAT Registration Number(Enclosed latest VAT Return) | |
| 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-III)

| SI 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-IV)

FINANCIAL BID FORMAT

Form II-A

| Estimated Amount (Rs) | Rate offered (Inclusive of all Taxes) in figure | Rate offered (Inclusive of all Taxes) in words |
|---|--|---|
| (1) | (2) | (3) |
| a) "West Bengal Forests, A Birds Eye View" with Sleeve | | |
| b) "West Bengal Forests, A Birds Eye View" with Folder & accessories | | |

Declaring that the item against which there are fixed Govt. rate such as minimum wage rate etc. shall be obeyed in letter in spirit & rate is inclusive of all taxes.

Signature of the Tenderer
with Seal & date

(Annexure-V)

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 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 nor abandoned any of their contracts.
- (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, Publicity, W.B. herein referred to as the e-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: _____