

**DIRECTORATE OF FORESTS**  
**GOVT. OF WEST BENGAL**

**Tender Notice No. WBFOR/ DFO/ NITe-02/ 2017-18**

E -Tender for the procurement of Clothing & other Uniform items  
for the employees of  
Directorate of Forests, West Bengal

Estimated Tender Value : Rs. 75,28,337.00

( Rupees Seventy Five lakh Twenty Eight thousand Three hundred  
Thirty Seven only )

Divisional Forest Officer, ForestUtilisation Division  
8, LyonsRange, MitraBuilding, 3rd. floor, Kolkata -700 001

**Memo No. 194/25-8(2018)**

**Dt. 23-02-2018**

**Tender for the procurement of clothing and other uniform items for the employees of the Directorate of Forests, West Bengal.**

E -Tender is invited by the Divisional Forest Officer, Forest Utilisation Division, Kolkata on behalf of Governor of West Bengal, from Industrial Undertaking / Organization owned and managed by the State Govt. and State based Medium scale/Large scale units /Registered SSI Units,& other illegible suppliers for procurement of Clothing and other Uniform items for the eligible employees of Forest Directorate, West Bengal. Details of e-tender can be seen & downloaded from website : [www.wbtenders.gov.in](http://www.wbtenders.gov.in).

**The last date of the submission of tender is on : 12/03/2018 . . . up to 4.00 P.M.**

**( Online ) only.**

**The Samples of uniform clothes and articles are to be submitted in a sealed cover** to the Range Officer, Attached Forest Range, Forest Utilisation Division at 8, Lyons Range, Mitra Building, 3rd. Floor, Kolkata-700 001, on or before uploading the tender (Online).

**Respective Office:-**Office of the Divisional Forest Officer, Forest Utilisation, Division

8, Lyons Range, Mitra Building, 3rd.floor, Kolkata -700 001,

Phone : 2230-2774 on any working day during office hours

(10.00 hrs. to 17.00 hrs.).

Bidders are requested to read the instruction contained in TENDER DOCUMENT very carefully as defective tender is liable to be cancelled.

Sd/-

Divisional Forest Officer

Forest Utilisation, Division

### Credentials & Pre-qualifications of the Bidder

1. The responding Bidder should be registered under statutes of India. The organization should be of repute and be incorporated /registered in India. Annual reports of the bidder should be available for review on request.

2. The bidder should not have been blacklisted by any Central /State Government /Public Sector Undertaking for the tendered item and/or any other item. An undertaking in this regard should be submitted by the bidder otherwise the bid shall be summarily rejected.

**If the selected firm is found /detected Blacklisted by any Central/State Government/ Public Sector Undertaking ( for the tendered item or any other item) at any stage of procurement process, the acceptance of the selected firm and / or the supply order etc., if issued would be treated as cancelled and the contract in whole will be terminated with immediate effect without any intimation to the concerned firm.**

**The EMD will be forfeited and the Tender Committee reserve the right to initiate the proceedings against the selected vendor. In this regard, the Tender Committee reserve the right to select the second lowest (L2) vendor for supply of the tendered item. The decision taken by the Tender Committee in the matter will be treated as full and final in this regard.**

3. Bidder should not be insolvent, in receivership, bankrupt or being wound up, their affairs are not being administered by the Court or a judicial officer, their business activities have not been suspended and should not be the subject of legal proceedings of any of the foregoing.

4. Bidder should not have been convicted of any criminal offence related to professional conduct or the making of false statement or misrepresentation as to their qualifications.

5. It is desirable to have had an Annual turnover of Rs....amount equivalent to 3 (three) times of the estimated tender value shown in the table below...Lakh (Rupees.....) for the last 3 (three) consecutive years for any individual or private organization.

The turnover amount per year desired to be Rs. ...amount equivalent to 5 (five) times of the item wise approx. value shown in the table below.... Lakh (Rupees.....) in case of Public Sector Undertakings / units.

**All figures in Rs.**

| Item          | Polyester blended woven Blouse Khahi | White Canvas Shoe | Jungle Canvas Boot | Cotton Socks Khaki | White Cotton Socks |
|---------------|--------------------------------------|-------------------|--------------------|--------------------|--------------------|
| Approx. value | Rs. 162697                           | Rs. 310661        | Rs. 6768935        | Rs.256827          | Rs. 29218          |

Copy of authorization certificate from manufacturer is to be submitted for all products to be supplied otherwise the bid may be rejected.

6. The bidder should have in its name PAN (Permanent Account Number) with Income Tax authority in India.

7. The bidder should have in its name Service Tax Registration number in India.

8. The items may be from different manufactures but the Bidders should provide one certificate owning the responsibility of integration along with manufacturer's authorization for such items.

9. The Bidder desirable to be operational in the relevant field for at least 5 years (five) Consecutive years. The Bidder desirable to have experience of at least 3 years supplies of the tendered item in any SPO/CPO in India. The Payment Certificate for the same must accompany the tender. The Bidder should submit a list of important customers served with documentary evidence along with the Bid.

11. The Bidder should be cognized and having technical competence, financial resources, Equipment and other physical facilities, managerial capability, reliability, experience, reputation and the personnel, to perform the works contract.

12. Authorized dealer of a manufacturing firm should have to submit the certificate of dealership duly certified by the manufacturing firm.

13. Conditional tender with time limit will not be considered.

#### **INSTRUCTIONS FOR GUIDANCE TO BIDDERS :-**

1). E- Tender must be uploaded electronically using DSC of interested bidders to the Tender Inviting Authority within the specified date and time notified in e-tender notice.

2). ). The bidders participating in the e-tender of the State Government shall deposit the **Earnest Money Deposit**, i.e @ of 2% of the estimated cost in the form of Bank Draft / Bank Deposit duly pledged in the name of **Divisional Forest Officer, Forest Utilisation Division, Kolkata**.

3). Brochures of each item must be produced and submitted physically in the office of the Tender Inviting Authority on or before the date of opening technical bids.

- 4). Samples if any must be labelled with the name of bidder, name of article, item no. mentioning in a tag entangled with the sample by a cord. Label should not be pasted with the sample. If more than 1 (one) sample is submitted, please mark A, B, C, etc. They should be submitted in a sealed cover.
- 5). Unaccepted samples if any, will be returned to the bidder after obtaining a letter within 6 (six) months, addressed to Divisional Forest Officer, Forest Utilisation Division, Kolkata for such purpose.
- 6). Eligible Bidders of this tender are exempted from the payment of Earnest Money as per G.O.
- 7). Exemption and preferences will be extended to the Govt. Undertakings, Govt. Co-operatives, SSI Units as per provision laid down in the F.R. Rule 47B (since amended) read with 9600-F dated 04.10.1991, 10500-F dated 19.11.2004 and 5400-F(Y) dated 25.06.2012 and other Govt. Notification issued time to time.
- 8). Firms registered as a Small Scale Industry with the C & S.S.I. Department and Firms on rate contract with D.G.S. & D may, however, be exempted from depositing earnest money on production of satisfactory documents in support of their claim.
- 9). Any claim of GST or any other prevalent taxes & duties, if applicable, should be clearly mentioned against the rate of item. The amount of such taxes & duties, if required should be shown separately and also in words. All bidders are requested to submit GST Registration Certificate in support of their claim for GST.
- 10). In case the **Customs Duty Exemption Certificate (CDEC)** is to be obtained from Ministry of Home Affairs Govt. of India for imported item, the payment of VAT etc. whether to be required or not, should be expressly mentioned. The value of the item should be calculated and /or excluding Customs Duty and it should be mentioned in the bid document, separately. The final rate of the item may be accepted without Customs Duty subject to submission of CDEC by the Divisional Forest Officer, at the time of supply of the item.
- 11). If any bidder disregards these instructions, their tender will be rejected. The department accepts no responsibility for the same.
- 12). The Divisional Forest Officer, Forest Utilisation Division does not bind himself to accept the lowest or any tender, not to assign any reason for non-acceptance. He /She also reserves the right to divide the Contract amongst any number of bidders and to let contracts for less than the quantities mentioned in the form of tender. The Divisional Forest Officer, Forest Utilisation Division reserves the right to revise the quantity of the tendered articles /item as per requirement and /or availability of fund.
- 13) The materials must be supplied in every respect in accordance with the standard pattern, terms and conditions of the contract.
- 14). Any attempt of canvassing on the part of a bidder will render his tender liable to rejection summarily.

15. Tenderers whose, financial Bid (s) have been accepted will be required to sign an **Agreement on a Stamp paper of required amount in the prescribed format within a stipulated period** after receipt of acceptance letter. The signed agreement shall have to be notarized from eligible authority. They shall have to deposit **Security Deposit** at prescribed rates in the form of Bank Deposit, National Savings Certificate issued by Post Office (P.O.) duly pledged in favour of the Divisional Forest Officer, Forest Utilisation Division, should be deposited.

NOTE : The samples will be accepted only on the basis of testing report of the respective item/items as per specification approved by the Expert Committee. Only L<sub>1</sub> rate will be accepted from the financial bids received from the technically qualified Bidders.

The testing may be done only from the Central Organizations like The Textile Committee, IJIRA and National Text House.

The sample and testing report in separate sealed cover to be submitted to the office of Tender inviting Authority on the date mentioned in the "Important Time Schedule" of NIT.

16. All bidders shall submit along with their tender, copy of the valid **Trade License, GST Clearance Certificate** and valid document of **Professional Tax** and **GST Registration certificate and Number**. Tenders received without such certificates will not be considered. Credentials as to previous contracts held by the bidders with any other department of Government should also be enclosed as well.

17. Manufacturing Units should have to submit authentic documents to be a manufacturer or a **Proprietary Article Certificate** for the same.

18. The products of (1) Regd. SSI Unit of the State (2) State Govt. Undertakings /Organizations owned/managed by the State Govt. and (3) State based Medium Scale /Large Scale Units may be given preference, if quality is found satisfactory, in terms of the relevant rules of WBFR Vol.-I (since amended) and Notifications of Finance Dept., Govt. of W.B. issued time to time.

19. Bidders who wants to participate the E-Tender for the Procurement of Clothing, and other Uniform articles for the eligible employees of the Directorate of Forests, West Bengal through **wbtenders.gov.in** website have to deposit the cost of Detail Tender Document along with Earnest Money.

**20. The validity period of this tender is 1 (one) year from the date of issue of letter of acceptance.**

21. Inconsistencies, if any, should be brought to the notice of the authority.

22. Rate should be inclusive of charges such as freight, packing, Coolie hire, delivery charges but should be exclusive of Duties /GST as admissible.

23. In terms of item relating to the fabrication of uniforms, tenderers must specify the address in the city of Kolkata where their place of Business is situated.

## CONDITIONS

1. In the event of the Bidder failing to make a security deposit in manner hereinafter mentioned, the Divisional Forest Officer, Forest Utilisation Division at his discretion, forfeit the earnest money lodged with this tender and cancel the acceptance of the tender.
2. On completion of e-Tender formalities, Letter of Acceptance (LoA) will be issued in favour of the selected bidder. The e-tender will remain valid for 1(one) year from the date of issuance of LoA or till 31<sup>st</sup>. March and the selected bidder will be bound to supply of the tendered item as per accepted rate of the respective tender against the supply /Firm Order placed within the validity of the e-Tender. The bidders are therefore advised to quote their rate keeping in mind with the above stipulation. No deviation of the above shall be entertained.
3. The Bidders shall have to deposit equivalent to a sum equal to 5% (five percent) of the total value of the supply /Firm Order (excluding admissible Taxes ) as **Security Deposit** and execute an **Agreement** within 10 (ten) days from the date of issue of the supply /Firm Order failing which the Letter of Acceptance (LoA) may liable to be cancelled.
4. The Divisional Forest Officer, Forest Utilisation Division, may accept the tender in respect of all the goods tendered for, or any of the, or any part of all or any of them, by notifying the Bidder accordingly in the acceptance and the tender shall thereupon be considered as a tender for the quantity so accepted.
5. The Bidder shall be liable to supply the tendered item as per agreement mutually agreed upon against placement of order of supply from time to time by the Divisional Forest Officer, Forest Utilisation Division, within the time specified in the respective order. The Divisional Forest Officer, Forest Utilisation Division reserves the right for placement of supply /firm order at any time during the validity period of the tender and the bidder is bound to supply of the tendered item as per accepted rate of the respective tender.
6. If the Bidder due to vagaries of nature other than his own neglect or default, be prevented or delayed from supplying goods as aforesaid, the periods provided in clause may be extended by the Divisional Forest Officer, Forest Utilisation Division on being satisfied that reasonable grounds exist for such extension.
7. The Bidder shall provide, at his own expense, all tools, plant, implements, packing, coolie hire charges and the like as will be necessary for the due performance of the contract. No claim on these account shall be entertained.
8. This contract shall not be sublet either wholly or partly without the written permission of the Divisional Forest Officer, Forest Utilisation Division and on breach of this provision the Divisional Forest Officer, Forest Utilisation Division may terminate the contract and forfeit the Security Deposit and Bidder shall have no claim for loss thereby resulting to him on any account whatsoever.
9. Any breach by the Bidder of any of the terms of the contract the Divisional Forest Officer, Forest Utilisation Division may, in addition to recovering any loss sustain, terminate the contract on 7 (seven) days notice to the bidder. The decision of the Divisional Forest Officer, Forest Utilisation Division shall be the final on all questions as to the extent, meaning or construction of the said schedule or any descriptions, prices or other matters therein mentioned.
10. Where this contract is made with a firm, the act of any partner in the firm whether in breach or performance of the contract, shall be binding on the firm.

11. In the event of failure to supply the articles according to approved samples as agreed upon by the bidder, such articles will be purchased elsewhere without notice to the bidder on the account and at the risk of the bidder. Bidder shall be liable for any loss which the Government may sustain on that account but the bidder shall not be entitled to any gain on purchase made against default.

12. Reputed Brands of the items are to be quoted.

13. Authentic documents regarding genuineness of the articles to be produced in respect of supplies of "Branded" articles in each supply.

14. **The sample of the items, etc. if required, will have to be arranged by the bidder before the Tender Committee prior to selection of item along with Test Certificate from National Test House. If any or all the items are not found suitable and /or up to the mark by the members of the Tender Committee, the same shall be liable to be rejected even after having lowest rate.** The decision of Tender Committee and /or any other Committee constituted for the purpose will be taken as final. The bidder is liable for the cost of equipment /product of demonstration and the Divisional Forest Officer, Forest Utilisation Division will never accept the demonstrated item for his own purpose at the time of delivery. Random Testing of the delivered items will also be done at the time of Acceptance at the expense borne by the bidder. If the bidder is failed to supply the items /articles according to the specification and approved samples of the respective tender, the E.M.D /S.D may be forfeited and the selected firm may be blacklisted. The number of sample to be tested will be limited up to 1% of the total number /quantity of products.

15. The tender shall comprise of two bid systems- **(i) Technical Bid&(ii) Financial Bid.** The Technical Bid will be opened first and if it is found technically suitable and /or feasible, only then the Financial Bid will be considered. Otherwise the entire Bids (Technical, Financial and Earnest Money) will be treated as cancelled.

**Both the Technical Bids and Financial Bids shall be evaluated, accepted or rejected by the Tender Committee which will be informed to the bidders who found eligible to participate in the tender.**

16. The Divisional Forest Officer, Forest Utilisation Division does not bind himself to accept the lowest or any tender, and not to assign any reason for non-acceptance. He also reserves the right to divide the contract amongst any number of bidders. The Divisional Forest Officer, Forest Utilisation Division reserves the right to accept and/or reject any tender, all tenders or any part thereof, without assigning any reason thereto.

17. After completion of the process of selection, the selected firm is expected to be asked to furnish Proforma Invoice for the respective item (s). **The Supply /Firm order may however be placed only on receipt of sanction of fund from Govt.**

18. The Divisional Forest Officer, Forest Utilisation Division reserves the right to invoke and/ or cancel the Supply /Firm Order, if situation so warrants or the terms and conditions are not complied with, without assigning any reason thereto.

19. Those tendering for the fabrication of Uniform, if required, should preferably be Civil or military tailors of at least 3 years standing.

20. Tenderers should submit the samples of all items of fabrication /Bulk /made to measure, along with the bid papers in a separate sealed cover

21. If the tenderer should cause any goods to be supplied directly from the factory or Mill, such goods shall be consigned to the Divisional Forest Officer, Forest Utilisation Division or as he may direct and **shall be delivered free of cost to the store go down of Divisional Forest Officer, Forest Utilisation Division at Kolkata.**



**22.** As far as the tender procedure is concerned, there are several stages for sanctions and grounds for Blacklisting which are usually accepted –

**1. At the stage of competitive bidding on the ground of –**

- i) Submitting false documents as far as eligibility criteria are concerned.
- ii) Submission of bid which involves concealment /suppression of facts in the bids in order to influence the outcome of eligibility screening or any other stage of open bidding.
- iii) Unauthorized use of one's name or the name of any other firm for the purpose of bidding.
- iv) Withdrawal of a bid, or refusal to accept an award, or enter the contract with the Govt. without justifiable cause, after he had been adjudged as having submitted the lowest responsive bid.
- v) Refusal or failure to post the required performance security within the prescribed time, as indicated in the detailed tender notice from receipt of the request for clarification.
- vi) Refusal to clarify in writing its bid during post qualification within the prescribed period as contained in the detailed tender notice from receipt of the request for clarification.
- vii) Any documented unsolicited attempt to unduly influence the outcome of bidding in his favour
- viii) All other acts that tend to defeat the purpose of competitive bidding which is contrary to financial rules of the Government e.g. habitual withdrawing from bidding except valid reasons, not complying with the requirements during bid evaluation.

**2. At the stage of contract implementation on the ground of –**

- i) Failure on the part of the firm to supply items as per Supply Order due solely to his fault or negligence within the prescribed period as mentioned in the detailed tender notice.
- ii) Failure on the part of the firm/company to fully and faithfully comply with the contractual obligations without valid cause or failure to comply with any written lawful instruction of the procuring entity or its representative(s) pursuant to the implementation of the contract.
- iii) Assignment and sub-contracting of the contract or any part thereof
- iv) Unsatisfactory progress in the delivery of goods/items in case of procurement,
- v) Supply of inferior quality of goods, as may be provided in the contract or as per accepted sample /specimen of item(s).
- vi) Any other reason, which the procuring entity deems it logical to include in the contract, duly agreed by the selected bidder /firm.
- vii) Failure, of supply within the stipulated period of time to be mentioned in the supply order.

**23. Disputes and Arbitration** – In case of any differences, breach and violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of the Principal Chief Conservator of Forests, General, West Bengal, Aranya Bhawan, Salt Lake, Kolkata or any other person appointed by him.

The award of the arbitrator shall be final and binding on both the parties. In the event of such arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuses to do works or neglecting his work or being unable to act as arbitrator for any reason whatsoever, the Principal Chief Conservator of Forests, General, West Bengal shall appoint another person to act as arbitrator in the place of outgoing arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor.

The Bidder will have no objection in any such appointment that arbitrator so appointed is employee of the Forest Directorate, West Bengal.. The adjudication of such arbitrator shall be governed by the provision of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof.

The arbitration shall be held within the jurisdiction of Hon'ble High Court at Calcutta.

**24.** It should be noted that the firm /firms will be selected purely as “ PROVISIONAL BASIS” and the forecast requirement may increase or decrease by quantity of  $\pm$  20%.

**25.** Valid GST Registration Certificate under the Govt. of W.B. and Clearance Certificate.

**26.** ISI product is preferable where desired.

**27.** The Bidder is desirable to have an office in West Bengal and service delivery centre at Kolkata. The Bidder should mention in detail their support infrastructure including address, contact phone and modalities by which fast response to maintenance calls and minimum downtime will be ensured.

**28. Time Schedule – ( date & time schedule )**

| SL. No. | Particulars   | Date & time                   |
|---------|---|-------------------------------|
| 1       | Date of uploading of N.I.T. Documents online (publishing date)                                  | 24/02/2018 9.00 a.m.          |
| 2       | Documents download Start date (Online)  | 24/02/2018 9.00 a.m.          |
| 3       | Documents download end date (online)  | 12/03/2018 4.00 p.m.          |
| 4       | Bid submission Start date (Online)  | 24/02/2018 9..00 a.m.         |
| 5       | Bid submission Closing date (Online)  | 12/03/2018 4.00 p.m.          |
| 6       | Last date of submission Documents ( submission of Earnest Money Deposit in FUO Office.(offline) | 12/03/2018 5.00 p.m.          |
| 7       | Submission of Sample(s) along with Testing Report in FUO Office.(offline) within :              | 12/03/2018 5.00 p.m.          |
| 8       | Date of opening Technical Bid (Online)  | 15/03/2018 10.00 a.m.         |
| 9.      | Date of opening Financial Bid   | To be notified in due course. |

**29. Bid opening Location :--**Office of the Principal Chief Conservator of Forest , Aranya Bhawan, 10A-L.A Block,6<sup>th</sup> ,.Floor, Sector-III, Kolkata-70098.

## INSTRUCTIONS TO BIDDERS

### I. General guidance for e-Tendering :

- a) Instructions/Guidelines for electronic submission of the tenders have been annexed for assisting the bidders to participate in e-Tendering.
- b) Registration of Bidder –Any bidders willing to take part in the process of e-Tendering will have to be enrolled and registered with the Government e-Procurement System through logging on to \_\_\_ **wbtenders.gov.in** \_\_\_ (the web portal of Govt. of West Bengal) the bidder is to click on the link for e-Tendering site as given on the web portal.
- c) Digital Signature Certificate (DSC) :- Each Bidder is required to obtain a Class-II OR Class-III Digital Signature Certificate (DSC) for submission of tenders for the approval service of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the website stated in Clause-I above DSC is given as a USB e-Token.
- d) The bidder can search & download N.I.T. & Tender Document(s) electronically from computer once he/she logs on to the website mentioned in clause-I using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

### II. Submission of Tenders :

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

**A)Technical Proposal** – The Technical Proposal should contain scanned copies of the followings in two covers (folders).

#### a) **Statutory Cover Containing the following documents :-**

- i ) NIT
- ii) EMD
- iii) AGREEMENT PAPER
- iv) CHECK LIST.
- v) Samples – Three pieces each.

**b) Non-statutory Cover Containing the following documents (OID) -**

| SL.No. | Category Name                             | Sub-Category Description | Detail(s)   |
|--------|---|--------------------------|---|
|        | Certificate(s)                            | Certificate(s)           | GST Registration Certificate & Acknowledgement.<br><br>PAN Card, P Tax Enrolment /Reg. Certificate with current validity & P. Tax Challan (2016-17). Latest IT Receipt/ L.T. Return /IT-/Saral for the Assessment year 2017-18.   |
|        | Company Detail(s)                         | Company Detail 1         | Proprietorship Firm (Trade License), Partnership Firm : (Partnership Deed, Trade License) Ltd. Company: (In corporation Certificate, Trade License) Power of Attorney.  |
|        | Credential                                | Credential -1            | Similar nature of work done/Payment certificate which is applicable for eligibility in this tender.   |
|        | Audited Balance Sheet & Profit & Loss A/C | Last 3 years             | Audited balance Sheet & Profit & Loss A/C of last 3 years (Summary of audited balance Sheet duly signed by the appropriate authority clearly stating the annual gross turn over Sales.  |
|        | Bidders undertaking :-                    | In Court paper           | The Bidder shall provide an undertaking that the proprietor/Director of the firm, its employee, partner or representative are not convicted by a court of law for offence involving moral turpitude in relation to business dealing such as bribery, corruption, fraud, substitution of bids, interpolation, misinterpretation, evasion. Or habitual default in payment of taxes etc. The firm does not employ a Govt. Servant, who has been dismissed or removed on account of corruption. The Firm has not been debarred, Blacklisted by any Government Ministry/department/ Local government/PSU etc. in the last two years from the scheduled date of opening of this tender. |

NOTE :BLACK & WHITE SCAN MULTIPAGE SCAN DPI MAX 200-300

**THE ABOVE STATED NON-STATUTORY /TECHNICAL. DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER :-**

**Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder. Next click to Encrypt and upload" and then click the "Technical Folder to upload the Technical Documents.**

## **B) Financial Proposal :-**

i) **BOQ** – The bidder is to quote the rate online through computer in the space marked for quoting rate in the BOQ. If any bidder is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

## **III. Opening & Evaluation of tender :-**

### **Opening of Technical Proposal :**

1. A tender Committee comprising officers will open the Technical bid of the Tender.
2. Intending tenderers may remain present if they so desire.
3. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.
4. The Tender Committee will examine the samples vis-à-vis the specifications and reject the bids which do not amount the required specifications.
5. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded and handed over to the “ Tender Evaluation Committee”.
6. Summary list of technically qualified bidders will be uploaded online.
7. Pursuant to scrutiny and decision of the “ Tender Evaluation Committee” and vetting of samples by the Tender Committee. The summary list of Technically Qualified bidders & the serial number of work /supply for which their proposal will be considered will be uploaded in the web portals.
8. During evaluation the committee may summon the bidders and seek Clarification /information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

### **Opening of Financial Proposal :-**

1. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The bidder is to quote the rate online through computer in the space marked for quoting rate in the BOQ.
2. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the bidder.

If any bidder fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the “ Tender Evaluation Committee” within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the bidder and action may be referred to the appropriate authority for prosecution as per relevant Act.

#### **Rejection of Bid :-**

The Divisional Forest Officer, Forest Utilisation Division reserves the right to reject any /or all the tendered rates without assigning any reason and not to place any orders even after selection and is not liable to pay any cost that might have incurred by any bidder at the stage of bidding and also reserves the right to, divide the contract amongst any number of bidders, if required so and to place order for more or less than the quantity mentioned in the forecast requirement. The Divisional Forest Officer, Forest Utilisation Division does not bind himself to accept the lowest rate.

#### **Award of Contract :**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / letter of acceptance. The notification of award will constitute the formation of the Contract.

The Agreement in prescribed format will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website stated in SL. No. of N.I.T. along with requisite cost through Demand Draft issued from any nationalized bank in favor of The Divisional Forest Officer, Forest Utilisation Division for the concerned work within time limit to be set in the Letter of Acceptance.

#### **Note 1 :**

a). The bidders participating in the e-tender of the State Government shall deposit the **Earnest Money Deposit** , i.e @ of 2% of the estimated cost in the form of Bank Draft / Bank Deposit duly pledged in the name of **Divisional Forest Officer, Forest Utilisation Division, Kolkata.**

**Note 2:** The documents of Earnest Money Deposit should be submitted physically to the office the Divisional Forests Officer, Forest Utilisation Division, West Bengal in a sealed cover as per the Date & Time Schedule stated in this N.I.T. Technical Bid and Financial bid both will be submitted concurrently duly digitally signed in the Website :<https://wbtenders.gov.in> Document may be downloaded from website and submission of Technical Bid / Financial Bid as per Tender Schedule.

**Note 3: Addenda/Corrigenda:** if published, Tenderers are to keep track of all the Addendum/Corrigendum issued with a particular tender and upload all the above digitally signed along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as informal and liable to be rejected.

**Note 4: 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 immediately after technical evaluation** and uploading the list of the technically qualified bidders(s) of the 1st call. If such bidder(s) technically qualified in the 1st call intend(s) to change their rates quoted in the 1st call, they are to purchase tender paper afresh. In case of non purchase, the rates quoted in the 1st call would remain valid. After selection of technically qualified tenderers for 2nd call (in case new tenderer other than the existing tenderer of the 1st call), financial bid of both 1st and 2nd call would be opened. Financial evaluation would be made in a combined way considering both 1st and 2nd call. However, in case tenderer(s) of 1st call submit (s) fresh tender in 2nd call, rates of 2nd call should be considered in the process of evaluation.

**Note 5 : Penalty for suppression / distortion of fact**

If any tenderer fails to produce the original hard copies of the documents (especially completion certificates and audited balance sheets), or any other documents on demand of the Tender Evaluation Committee /Clothing Committee constituted by the State Govt., within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform for 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the **WBFOR** may take appropriate legal action against such defaulting tenderer.

**Note 6 :**

A). 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 date for the same purpose.

B). 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.

C). The Tender Inviting Authority reserves the right **to defer the date of opening of either Technical or Financial Proposal** or both, if required.

**Note 7 : Delivery of materials, Late fine, etc.**

a) Firm order for supply of the materials will be placed accordingly. The materials shall have **to be delivered within 90 (ninety )** days from the date of issue of such Firm Order. If the supplier or tenderer fails to abide by the stipulated time, **the supply order will automatically be cancelled and the second bidder will be offered the same, subject to such selection of second bidder(s) by the Tender Committee.**

b) The undersigned reserves the right with the approval of the Additional Principal Chief Conservator of Forests/ Chief Conservator of Forests/ Conservator of Forests who will be the concerned higher authority of this Forest Division, to grant or refuse any **prayer for extension of time** for completion of the supply of the articles against any of the Firm Order as follows :-

**on payment of Late fee @ 2% of the value of articles - 15 days (beyond 90 days)**

**There will be no scope for any extension of time beyond the above 15 days.**

**CHECK LIST TO BE UPLOADED ONLINE**

Ref. NIT : -WBFOR/ DFO/ NIT- e / 01 / 2016-17

NAME OF THE TENDER :.....

NAME OF THE FIRM : .....

FULL ADDRESS OF THE FIRM & BIDDER (FOR COMMUNICATION).....

.....

E-MAIL ADDRESS.....

CONTACT PERSON RELATING TO THIS TENDER WITH MOBILE NO.....

TENDERING AS : (STATUS OF THE FIRM SHOULD BE GIVEN):.....

.....



**DETAILS TO BE GIVEN**

| SL NO. | ITEM  | PLEASE MARK |    | FOR USE OF THE BIDDERS<br>(PROVIDE REGISTRATION NUMBERS WHERE APPLICABLE) | REMARKS<br>(FOR OFFICE USE ONLY) |
|--------|---|-------------|----|---|----------------------------------|
|        |   | YES         | NO |   |                                  |
| 1      | COPY of Challan /receipt of EMD deposited IN FAVOUR OF THE DIVISIONAL FOREST OFFICER, FOREST UTILISATION DIVISION, KOLKATA AS PER NIT | YES         | NO |   |                                  |
| 2      | COPY OF TENDER FEE IN DEMAND DRAFT if any IN FAVOUR OF THE DIVISIONAL FOREST OFFICER, FOREST UTILISATION DIVISION, KOLKATA AS PER NIT | YES         | NO |   |                                  |
| 3      | COPY OF THE LATEST TRADE LICENCE  | YES         | NO |   |                                  |
| 4      | COPY OF THE PARTNERSHIP DEED/INCORPORATION CERTIFICATE /SOCIETY REGISTRATION COPY   | YES         | NO |   |                                  |
| 5      | COPY OF LATEST PROFESSIONAL TAX CHALLAN/ENROLMENT CERTIFICATE   | YES         | NO |   |                                  |
| 6      | COPY OF PAN CARD (PAN NO TO BE MENTIONED)   | YES         | NO |   |                                  |
| 7      | COPY OF INCOME TAX RETURN   | YES         | NO |   |                                  |
| 8      | COPY OF VAT/CST REGISTRATION & ACKNOWLEDGEMENT  | YES         | NO |   |                                  |
| 9      | CREDENTIALS   | YES         | NO |   |                                  |
| 10     | BALANCE SHEET   | YES         | NO |   |                                  |
| 11     | WHETHER UNDERTAKING REG. BLACKLISTING SUBMITTED.  | YES         | NO |   |                                  |

**Note :-1)** The bidders are requested to mark all of the above column.

2 ) If any of the information furnished above are found to be false, action as per E-tender rule will be initiated.

Divisional Forest Officer,  
Forest Utilisation Division.

## **SCHEDULE OF UNIFORM MATERIALS TO BE SUPPLIED.**

Items, specification of supply and quantity required (for the years 2014-15 & 2015-16).

Delivery : All supplies are to be made in phases (as per direction) up to the go down at the Divisional Forest Office, Forest Utilisation Division, 8, Lyons Range, Mitra Building, 3rd. floor, Kol.-1.

| <b>Item No.</b> | <b>Item of Cloth/other uniform article</b> | <b>Specification</b>   | <b>Quantity Required</b> |
|-----------------|--|--|--------------------------|
| 1               | Polyester Blended Woven Blouse for uniform | <b>IS 16369 : 2015 (Amend. No.1 Nov., 2013) . Colour : Khaki</b> | 4767 nos.                |
| 2               | White Canvas Shoe                          | <b>Bata/ Khadim/ Sreeleather Company Trade Mark.</b>             | 1039 pairs               |
| 3               | Jungle Canvas Boot                         | <b>Bata/ Khadim/ Sreeleather Company Trade Mark.</b>             | 13565 pairs              |
| 4               | Cotton Socks                               | <b>IS 3329; 1973 Colour: Khaki</b>                               | 13314 Pairs              |
| 5               | Cotton Socks                               | <b>IS 3329; 1973 Colour: White</b>                               | 1059 pairs               |

**Note:** (a) For related information regarding any uniform items, the Range Officer, Attached

Forest Range, Forest Utilisation Division, Kolkata can be contacted.

**Divisional Forest Officer**

**Forest Utilisation Division.**