



GOVERNMENT OF WEST BENGAL
DIRECTORATE OF FORESTS
OFFICE OF THE DIVISIONAL FOREST OFFICER,
KANGSABATI SOUTH DIVISION
RAGHAVPUR MORE, PURULIA



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Memo No. 287 / 2-54

Dated, Purulia, the: 23 / 02 /2018

Notice Inviting Tenders: - Tender Notice – 38/WBFOR/KSD/ADVANCE_SOIL_WORK/17-18

TENDER FOR ADVANCE SOIL WORKS AT DIFFERENT LOCATIONS UNDER KANGSABATI SOUTH DIVISION, PURULIA, DIST.-PURULIA, WEST BENGAL.

Sealed tenders are invited from the bonafide, experienced and reliable Contractors/Suppliers for **Advance Soil Works for creation of Plantation in next year (2018-19)** at the locations detailed in the schedule below, subject to the following conditions. Tenders should be addressed to the undersigned by name as well as by official designation [Sri Asitava Chatterjee, WBFS, Divisional Forest Officer, Kangsabati South Division]

SCHEDULE OF LOCATION DETAILS& FEES etc.

Tender Notice No.	Item of Works	Location	Area (in Ha.)	Rate (per Ha.)	Amount	Earnest Money Deposit (2%)	Security Deposit (10%)	Time available
38/WBFOR/KSD/ADVANCE_SOIL_WORK/17-18	Advance Soil Work of QGS Plantation	Range-Barabazar, Beat-Bamundiha, Mouza-Tentuladih, JL-34	20	7458.00	149160.00	2983.00	14916.00	As per direction of the concerned Range Officer

MODEL ESTIMATE FOR ADVANCE SOIL WORKS FOR QGS PLANTATION RAISED DURING 2017-18						
Quantity -1600 Seedling/ha					UNIT - 1 HA	
SL No	Items of Works	Unit	Qty	Rate (Rs)	Amount (Rs)	
1	Survey and demarcation plane table & GPS with 4 copies	Ha	2	226.00	452.00	
2	Cleaning the entire area over 1 ha by mechanized method by using JCB etc all complete in all respect	hr	4	850	3400.00	
3	Cutting of contour trenches/trenches for of size 5mx0.45mx0.45m total 40 nos per ha all complete in all respect.	ha	40	90.15	3606.00	
Total :					7458.00	

ANALYSIS OF THE ESTIMATES

1. Model estimate for advance soil works for QGS & Sal plantation have been provided above. Successful bidder/s can carry out the works either by deploying machine or by deploying labour by paying minimum wage for the time in vogue. As, each of the activity requires specialized skill and experience JFMC members who are conversant in carrying out such types of activities, will be given preference while deploying labour for such types of jobs. While payment is required to be made by the contractor concerned, decision taken by the concerned Range Officer on technical ground shall be final and binding with respect to carrying any particular activities mentioned in the model estimates.
2. The estimate is indicative in nature. Thus, it might be so that some of the items mentioned in the estimates do not require to be implemented in the field and some of the items need to be implemented more than once, repeated or enhanced as per field requirements. Thus the Intending bidders need to quote rate accordingly and will have to follow the instructions of Forest Officials only which will have the liberty to change the inner items mentioned in the estimates, without changing the rate or the amount of that particular item. Intending bidder/s is expected to have that flexibility.
3. Payment shall be made to the successful bidders only for those items which he/she has carried out at field on pro rata basis as per the rate offered by the L1 & as per the instructions of the concerned Range Officers or his authorized persons or his superior authority. Each item of the estimates has a definite time line, beyond which the item is very difficult to be implemented in the field. Thus, any item, which is not possible to be implemented in the field within due time, can only be implemented after having due permission in this regard from the appropriate authority. Successful bidders are required to prepare bill for making payment accordingly.
4. Works to be completed as per direction of concerned Range Officer and within 15/03/2018.
5. In some case, the location may also vary/changed depending on the field situation. Payment shall be made on pro rata basis based on the lowest rate offered by the successful bidder/s.
6. Rate Quoted below 15% shall be subject to rate analysis which shall require to be provided based on technical grounds to be ascertained by the Tender Committee constituted for the purpose. Rate analysis which is not technically viable, shall not be accepted at this end and the candidature of the contractor concerned shall be liable to be cancelled at once.
7. From the above analysis, it follows logically that R.A bills shall be admissible in this regard.

SCHEDULE OF DATES

Sl. No.	Particulars	DATE & TIME
1	Date of Publishing	26/02/2018
2	Tender paper sale starts	27/02/2018
3	Last date of obtaining tender paper	05/03/2018
4	Last date for submission of tender documents (Technical bid with EMD & Financial bid)	05/03/2018 up to 3:00 PM
5	Technical bid opening time	05/03/2018 at 4:00 PM
6	Financial bid opening time	After opening & scrutinizing of Technical bid (to be notified in due course)

Last date for submission of tender documents (Technical bid with EMD & Financial bid): 28/02/2018 up to 03:00 pm.

Note: 1). In case of any unscheduled holiday or on days of Bandh or natural calamity on the aforesaid dates, the next working day will be treated as scheduled / prescribed date for the same purpose.

2). The Tender Inviting Authority may change the venue of opening the Technical or Financial Bids in case of exigent circumstances like breakdown of communications link or conditions of force majeure.

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

INSTRUCTION TO BIDDERS (ITB)

Section – A

A. General Guidance for Tendering

1. **Procurement of tender paper-** The tender paper shall have to be procured from the Office of the undersigned on any working days from **27/02/2018 to 05/03/2018** within office working hours on payment of Rs. 750/- for each tender to the AFR, Kangsabati South Division.
2. **Pattern of Tender- Invitation of tenders are indicative in nature. It is being floated in anticipation of administrative approval and subsequent financial sanction. In case of non-availability of such approval the tender shall be cancelled outright without assigning any further causes. Cost of the tender papers, if any, is non-refundable in nature. No prayer, in case of such cancellation, shall be entertained under any circumstances. In case of the requisite approval from appropriate authorities also, work order to the successful bidders shall only be issued when fund will be placed and which shall be free from any other encumbrances.**
3. Sealed Tender should be submitted by name in favour of **Sri Asitava Chatterjee, WBFS, Divisional Forest Officer, Kangsabati South Division** and not by official designation only. The tender shall be made in two bid system viz- technical bid and financial bid. Following folders are required to be submitted with a single folder superscripting technical bid by Register Post/Courier upto **03:00 PM. On 05/03/2018.**
 - a. Company information folder- related all information including audit report etc
 - b. Financial Credential folder- All experiences related to similar nature of job. Only work completion reports with an abstract mentioned in the annexure-I
 - c. Folder related to company hierarchy and technical person

The technical bids must not contain any pricing information under any circumstances. In such case the tender shall be liable to be cancelled.

4. **Submission of Tender- In general, the tenders are allowed to participate in any/all Tenders as per choice. However, the intending contractor/s must be financially sound to participate in those clusters apart from having requisite technical knowledge. The technical bids thus submitted by the intending bidders shall be scrutinized by the tender committee constituted for the purpose, based on 2 grounds :- a) The experience of the intending bidders & b. The financial credential submitted for the purpose.**
5. **Technical Bid-** Technical Bid Should be submitted in separate folder other than financial bid. Clearly super scribing the Tender Notice No. and specific work of similar nature implemented in a particular financial year (not more than three years old) shall only be considered to be eligible for technical bid. Other documents such as ITR, P-TAX, GST, Registration as applicable, additional information if any, shall also be submitted in the technical Bid format. The other credential like company details, machinery, technical persons, other technical knowhow, as applicable, shall be required to be submitted. The Technical bid must not contain any pricing information. The address and Contact No. of the bidder should be clearly written on the envelope. Technical Bid format is given in Form **I-A**. Summary of Similar Projects Implemented (Year wise) Annexure I in Form I-B.
6. **Financial Bid-** 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 should also be submitted in a separate cover super-scribed as **Financial Bid & Tender Notice No.** The bid should mention in both number & words and words 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 **II-A**.
 - v) The Bank details of the tenderers must be mentioned in the Form IIA for making payments on line. This is obligatory.
 - vi) The details estimate is enclosed.
 - vii) **Financial bid must be inclusive of all taxes.**
 - viii) Amount quoted more than the estimated cost will not be accepted in general, subject to the discretionary power of the undersigned based on the recommendation of the tender committee constituted for the purpose.

7. Eligibility Criteria-

To qualify technically in the tender, each bidder should have the following criteria-

- a. The bidder should have a minimum average annual turnover of least 100% of estimated project cost of the tender in the last three 3 preceding years (the turnover of the lead member will be considered in case of joint venture).
- b. The bidder should have successfully completed at least one project within last three (3) years for a single contract with financial involvement not less than 60%.
- c. The bidders should also have made profits after taxes for each of these last three (3) financial years.
- d. The intending bidders must be having experience in implementing the same nature of jobs i.e, the intending bidders must have experience of creating Plantation works/Nursery works/Nursery related construction works etc.Intending bidders are required to submit a write up not more than 500 words describing the procedure of creating plantation. The same should be supplemented by the certificate issued by any Forest Range Officer or any higher officers of Forest Directorate in this regards.
- e. All categories of prospective Tenderers shall have to submit valid and up to date Professional Tax receipt challan, GST registration certificate, Income Tax return Acknowledgement receipt, PAN card issued by Income Tax Department, Voter ID card and Trade licence in respect of the prospective Tenderer.
- f. Where an individual person holds a Certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while submitting any Tender for and on behalf of such company or firm, invariably submit a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to submit such Tender. The Power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908. (Non-statutory Documents).

8. Earnest Money Deposit (EMD):

- i) **Mode of Payment:**(a) “Earnest Money Deposit (EMD) ” Amount as mentioned in the Schedule against each Tender Notice must be submitted in the form of Demand Draft (DD) or Bankers Cheque (BC) of any Nationalized Bank of India in favour of the **Divisional Forest Officer, Kangsabati South Division** payable at Purulia Dist-Purulia. Payment in any other form e.g. Cheque, NSC, KVP etc will not be accepted.
- ii) **Refund of EMD:** The EMD of the unsuccessful Tenderers shall be released within 7days of completion of basic tender formalities except of L₁&L₂ which will be released before issuance of work order or after deposited Security Deposit Money by L₁ Bidder.

iii) Security Deposit:

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 the **Form TR-7** with noting **Operator ID- 124** to the Purulia Treasury. Failure in depositing this amount shall render the contact liable to termination without reference to the contractor and in such case.The Security Deposit will be released to the successful contractor/ supplier after 6(six) months from successful implementation of the entire scheme as per estimate with such alteration and modification as may be necessary for implementing the work at field, provided no irregularities are noticed during this period. In case of any irregularities, the security deposit will be forfeited and in addition any legal action as deemed fit may be initiated.

A. Document of Technical Cover :

Sl. No.	Category Name	Sub-Category Description	Document Name
			(For details see Clause 3 of ITB & relevant clauses of NIT)
A.	CERTIFICATES	CERTIFICATES	1 P.T. deposit receipt Challan
			2 GST Registration Certificate
			3 I.T.R. Acknowledgement Receipt
			4 I.T. PAN Card
			5 Voter ID Card
B.	COMPANY DETAILS	COMPANY DETAILS	1 Proprietorship Firm - Trade Licence.
			2 Partnership Firm - Registered Partnership Deed, Registered Power Attorney, Trade licence.
			3 Pvt. Ltd. Company - Registration Certificate under Company's Act, MOA & AOA, Registered Power

				of Attorney, Trade licence.
			4	Registered Un-employed Engineers and Labour Co-operative Societies Limited.
C.	CREDENTIAL	CREDENTIAL	1	Experience Profile- List of completed Projects of similar nature.
			2	Completion Certificate from the concerned.
D.	EQUIPMENTS	PLANT&MACHINERIES (OPTIONAL)	1	Authenticated copy of invoice, challan and way bill (Machinery)
		LABORATORY (OPTIONAL)	2	Authenticated copy of invoice, challan and way bill (Laboratory)
E.	FINANCIAL (INFO)	TURN OVER	1	Authenticated copy of the Income Tax RETURNS
		PAYMENT CERTIFICATE	2	Only Payment Certificate of work issued by the Concerned Supervisor and not the TDS certificate
F.	DECLARATION	STRUCTURE & ORGANISATION	1	Details of Structure and Organisation ITB Section B Form III.
		AFFIDAVIT	2	An affidavit made that no adverse report against the bidder

8. Procedures to be followed when one / two technically qualified Tenderers participated in any Tender:

Financial bid of technically qualified single / two Tenderers may not be opened. Tender may be invited immediately in the process of evaluation as per norms of Tender as per G.O. No. 925/F(Y) dated 14/02/2017.

9. Acceptance of Tender (Technically eligible/qualified)

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the Tenders, for valid reasons and also reserves the right to distribute the work amongst more than one Tenderer at the accepted rate after formal consultation with L1 (accepted rate) bidder and taking consent of L1 bidder for smooth & quick completion of the work.

10. Brief details on the nature of work:

a)	Name of the project	:	ADVANCE SOIL WORKS
b)	Project ID	:	
c)	Job ID	:	
d)	Nature of Work	:	ADVANCE SOIL WORKS
e)	Contractors eligible to submit the Tender	:	As stated in item 7 (a) to 7 (f) of this ITB.

11. Opening of Tender:

- The Technical Bid shall be publicly opened by the authority receiving Tender or by his authorized representative, as per the Date & time Schedule mentioned in NIT.
- Prospective Tenderers or their authorized representatives may be present during the opening process.
- Financial Bids of only those Tenderers who would qualify in the Technical Bid evaluation will be opened.
- The intending Tenderers shall clearly understand that whatever may be the outcome of the present Invitation of Tender, no cost of Tendering shall be reimbursable by the Government. The **Divisional Forest Officer, Kangsabati South Division, Purulia, W.B.** reserves the right to reject any Tender or all Tenders without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Tenderer at any stage of Tendering.
- The acceptance of the Tender rests with the **Divisional Forest Officer, Kangsabati South Division, Purulia, W.B.** who does not bind himself to accept the lowest Tender and reserves to himself the authority to reject any or all the Tenders received without assigning any reason thereof.
- Intending Tenderers are encouraged to inspect the site of work and get themselves thoroughly acquainted with the local condition and all factors which may affect their rates. Prior to the site visit the intending Tenderers must inform the **Divisional Forest Officer, Kangsabati South Division, Purulia, W.B.** about the time and date of the visit.

12. The selected Contractor must arrange to procure all materials required for the proper completion of the works (as per the Technical Specifications of the Tender document). The Employer will not on any account be responsible for procuring the same.

13. Validity of Bids:

Bid shall remain valid for a period not less than 90 (**Ninety**) Days after the dead line date for Financial Bid/Sealed Bid Submission. Bid validity for a shorter period shall be rejected by Tender Accepting Authority as non-responsive.

If any Tenderer withdraws his offer before Bid validity period without giving any satisfactory explanation for such withdrawals, he may be disqualified for submitted Tender to this Office and Directorate of Forests, Government of West Bengal for a minimum period of 1 (one) year.

14. Verification of credentials/onsite projects:

Before issuance of the work order, the Tender Accepting Authority may verify the credential and other documents of the lowest Tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest Tenderer is either manufactured or false in that case, work order will not be issued in favour of the Tenderer under any circumstances and legal action will be taken against him.

15. Cancellation of Tender:

The Divisional Forest Officer, Kangsabati South Division, Purulia, W.B. reserves the right to cancel this N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

16. Technical Specification and Quality of Works:

The work should be carried one as per detailed estimate enclose.

17. Deduction of Taxes Etc:

Deduction of Income Tax and any other extant taxes & Cess applicable from the Contractor's Bill will be made as per Govt. rules.

18. Maintenance Period:

The Contractor will be liable to maintain the work at the appropriate service level to the satisfaction of **The Divisional Forest Officer, Kangsabati South Division, Purulia, W.B.** at his own cost for a period of Security Period/Maintenance period, as stipulated in the BOQ. If any defect/damage is found during the period as mentioned above, the Agency shall make the same good at his own cost. Failure to do so, penal action against the Agency will be imposed by the Government as deem fit. The Agency will have to quote his rate considering the above aspect. Also the Prospective Tenderers shall have to execute the work in such a manner so that appropriate service level of the work is kept during progress of work and the period of maintenance.

19. The successful Tenderer will have to supply as per the work order. He has to complete the supply as per time frame specified in the work order. However, Divisional Forest Officer, Kangsabati South Division may subsequently alter time frame.

20. The contractor shall not be entitled for any compensation for any loss suffered by him due to delay arising out for modification of the work, due to non-delivery of the possession of site and / or modification of work

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

22. The contractor shall abide by all acts and rules, especially but not limited to the field of forests, wildlife and biodiversity.

23. A Tenderer is to quote in figures as well as in words, his rates in the following forms in his cases against the estimated value put to Tender.

24. In the event of a Tender being submitted by a firm, it must be signed by a member or members of the firm having legal authority to do so and if called for, legal documentations in support thereon must be produced for inspection and in the case of a firm carried out by one member or a joint family it must disclose that the firm is duly registered under the Indian Partnership Act.

25. The Tenderer must sign at the bottom of each page of the Tender documents as a proof of acceptance of terms and conditions of the Tender. Overwriting shall not be allowed. All corrections, alternations etc. must be duly signed.

26. It must be clearly understood that the quantities of the various items indicated in the schedule or probable items are approximate only and may be increased or decreased during actual execution. The contractor shall remain effected by alteration.

27. The estimated cost is inclusive of all Taxes including GST (CGST & SGST@ 6% each) & Cess and no additional claim for Taxes & Cess by the contractor over their offered rate will be entertained under any circumstances. The intending bidders should quote their rates accordingly.

28. Work Order will be issued in favour of the L1 bidder (in normal case) subject to availability of fund and receipt of requisite approval from the competent Authority.

RATES ARE FIRM FOR THE PERIOD OF THE PROJECT. IN CASE ANY ABNORMAL DEVIATION IS OBSERVED DURING THE COURSE THE TENDER ACCEPTING AUTHORITY MAY REFER TO THE APPROPRIATE HIGHER AUTHORITY OF DIRECTORATE OF FORESTS, GOVT. OF WEST BENGAL IN DECIDING ON THE RATE REVISIONS (IF NEEDED).

**Divisional Forest Officer,
Kangsabati South Division,**

GENERAL TERMS & CONDITIONS OF CONTRACT

1. The undersigned reserves the right to cancel the tender, if necessary, without assigning any reason whatsoever.
2. The undersigned is not bound to accept the lowest rate quoted by the tenderer and he is not bound to assign any reason, whatsoever, for such non-acceptance.
3. The undersigned reserves the right to accept the tender only after verifying / testing the sample up to the satisfaction.
4. 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.
5. It shall be the discretionary power of the undersigned for accepting any prayer for part payment or not. In general no part payment prayer shall be entertained.
6. 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.
7. The work order will be issued to the successful contractor only after placement of fund by the Government.
8. No extension of time will be allowed for execution of the work. The Tenderer / contractor shall not be considered in default, if delay in 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 Divisional Forest Officer, Kangsabati South Division for extension of time for that period. The Division Forest Officer, Kangsabati South Division 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.
9. The tenderers are required to inspect the site of the works before submission of the tender and future ignorance of any such item will not be entertained.
10. The works should 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.
11. All tools & plants required for execution of the works should be procured by the contractor at his own cost.
12. Statutory Deduction : Income Tax, other extant taxes & Cess as applicable shall be deducted from the Gross amount of Bill as per the prevalent Govt. Rule.
13. The successful tenderer will not assign any part of the work to any other contractor.
14. The successful tenderer may, however authorize any person to supervise the day to day work, attend the measurement when taken by the undersigned or by his authorized Officer and record his signature on the work measurement note books.
15. Rate offered in the estimate is the final and tenderer will not have any further claim.
16. 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.
17. 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.
18. The terms and conditions of this "Tender Notice inviting tender" is part and parcel of the contract form.
19. In case of any dispute in execution of the work or supply, an application may be made to the Divisional Forest Officer, Kangsabati South Division and the decision of the undersigned is final and binding.
20. **Forest Department, or Kangsabati South 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.**

21. **In case of implementation of the works at field the decision of the Range Officer or his authorized persons or any of his superior officers shall be final and binding on the successful bidders implementing the works at field.**
22. **Payment shall only be made to the contractors after the Range Officer concerned, certifies so ensuring the quality of the work and implementation of the works as per detailed specification subject to overriding power of the undersigned in this regard.**
23. **Please follow annexure carefully during submission of tender.**
24. **Quality of Materials & Workmanship:**
All materials to be supplied by the contractor should be got approved by the Engineer-in-Charge or his authorized representative before use. Rejected materials should be cleared from the site within 48 hours of rejection. All the works specified and provided for in the specification or which may be required to be done in order to perform and complete and part thereof shall be executed in the best and most workmanlike manner with materials of the best and approved quality of the respective kinds in accordance with the particulars contained in and implied by the specification and as represented by the drawings/maps or according to such other additional particulars and instructions as may from time to time be given by the Tender Inviting Authority during the execution of the work and to their entire satisfaction.
25. **Agreement:**
The successful Tenderer shall have to enter into an agreement with the Tender Inviting Authority. Stamp duty and all other costs connected with execution of such agreement shall be borne by the successful Tenderers.
26. **Final Payment:**
The final bill shall be accompanied by a certificate of completion **from the supervision Officer**. Payment of final bill shall be made within a month of submission of the same. The acceptance of payment of the final bill by the Contractor would indicate that he will have no further claim in respect of the work executed. The security money shall be refunded after 180 days from issue of completion certificate that the Contractor has rectified all defect, to the satisfaction of the Tender Inviting Authority.
27. **Substitution:**
Should the Contractor desire to substitute any materials and workmanship, he must obtain the approval of the Tender Inviting Authority, in writing for any such substitution well in advance. Materials designated in this specification indefinitely by such terms and 'Equal' or other Approved etc. shall be considered as coming under the provisions of this clause as substitutions and no such materials shall be used until specific approved by the Tender Inviting Authority has been obtained in writing.
28. **Settlement of Dispute, Arbitration:**
Except where otherwise provided in the Contract, all questions and disputes relating to the meaning of the specifications, designs, drawings and instruction herein before mentioned and as to the quality of workmanship or materials used on the work, or as to any other question, claim, rights, matter, or things whatsoever, in any way arising out of or relating to the contract, design, drawings, specifications estimates, instructions, 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, Central Circle, Directorate of Forests, Govt. of West Bengal. Should the Chief Conservator of Forests, Central Circle, West Bengal, 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 DIRECTORATE OF FORESTS, GOVT OF WEST BENGAL. The award of the arbitrator shall be final, conclusive and binding both parties to this contract and no suit shall lie in Civil Court in respect of the award by the Arbitrator.

Divisional Forest Officer
Kangsabati South Division, Purulia

FORM-I
APPLICATION

To,
The Divisional Forest Officer,
Kangsabati South Division, Purulia.

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

Reference : (N.I.T No.) _____

Dear Sir,

Having examined the Statutory, Non-statutory and NIT documents; I/We hereby submit all the necessary information and relevant documents for evaluation.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for application and for completion of the contract documents is attached herewith.

I/We are interested in bidding for the work mentioned above.

I/We understand that

- (a) Tender Inviting Authority and Accepting Authority can amend the scope and value of the contract bid under this project
- (b) Tender Inviting Authority and Accepting Authority reserve the right to reject any Tender without assigning any reason.

The application is made by me/us on behalf of _____ in the capacity of _____ duly authorized to submit the Tender.

Enclosure:

- (1) Technical Proposal (Envelop-1/Folder)
- (2) Financial Proposal (Envelop-2/Folder)

Date: _____

Signature of authorized officer of the firm: _____

Title & Capacity of the officer: _____

Name of the Firm with Seal: _____

FORM-II

Certificate Regarding Summary Statement of Yearly Turnover from Contractual Business

This is to certify that the following statement is the summary of the audited Balance Sheet arrived from contractual business in favour of.....

..... for the three consecutive years or

for such periods since inception of the Firm, if it was set up in less than such three year's period.

Sl. No	Financial		Remarks
	Year	Turnover rounded up to Rs. In lakh (two digit after decimal)	
1.	2014-2015		
2.	2015-2016		
3.	2016-2017		
Total			

Average Turnover: In Rs

Note:

1. Average Annual turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
2. Average Annual turnover for 3 years is to be obtained by dividing the total turnover by 3. If the Firm was set up in less than 3 year's period, consider the total turnover for the period from inception year to the year 2016-17 and divide by the no. of years.
3. In case, the firm was set up in less than 3 year's period, mention the year of inception in the 'Remarks' column.

Signature of the Bidder with seal

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 Certificate No.	
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

(ANNEXTURE-I)

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.
1										
2										
3										
4										
5										

Signature of the Tenderer with date

(ANNEXTURE-II)
FINANCIAL BID FORMAT

Form II-A

Tender Notice No.	Item of works	Rate Quoted (Rs)
(1)	(2)	(3)

At per

Above %

Below%

Total Offered Amount by Tenderer

(Rs)

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

Signature of the Tenderer with date

Copy forwarded for wide circulation & information to: -

1. The Principal Chief Conservator of Forests(HOFF), West Bengal
2. The Chief Conservator of Forests, South-West Circle, West Bengal along with two copies of the Tender Notice with the request to return one copy duly approved.
3. The Sabhadhipati, Purulia ZillaParishad.
4. The District Magistrate, Purulia.
5. The Superintendent of Police, Purulia.
6. The Sub-Divisional Officer, Purulia.
7. The Treasury Officer, Purulia Treasury
8. The Divisional Forest Officer, Purulia Division, Kangsabati North Division, Extension Forestry Division, Purulia.
9. The Divisional Manager, Purulia Forest Development Corporation Limited.
10. The Assist. Divisional Forest Officers, Kangsabati South Division.
11. All Range Officers (Territorial), Kangsabati South Division.
12. Notice Board, Kangsabati South Division.

Divisional Forest Officer
Kangsabati South Division
Purulia