



**GOVERNMENT OF WEST BENGAL**  
**DIRECTORATE OF FORESTS**  
**OFFICE OF THE DIVISIONAL FOREST OFFICER,**  
**24 PARGANAS (NORTH DIVISION**  
**Barasat, North 24 Parganas District**  
**Kolkata 700124**



**NOTICE INVITING E-TENDER ID NO. : WBFOR/07 /24 Parganas (North)/BBWLS/Electrical work at Tourist Lodge/2018-19**

NOTICE INVITING DRAFT E- TENDER

The Divisional Forest Officer, 24 Parganas (North) Division, Directorate of Forests invites an **e-tenders** for the following work from the eligible Contractors as detailed in the table below. [Collection (downloading) and Submission (uploading) of Tender can be made online through the website <http://wbtenders.gov.in> only].

Sl. No.	E-Tender No.	Name of Work	Estimated amount put of tender (Rs)	Amount of EMD to be deposited (Rs)	Eligibility of a Contractor	Period of completion of work
1	<b>WBFOR/ 07 /24 Parganas (North)/BBWLS/Electrical work at Tourist Lodge/2018-19</b>	Renovation of Electrical works at Tourist Lodge BBWLS, Parmadan	Rs452892.00(Rupees Four Lakh Fifty two thousand eight hundred ninety two)only	Earnest Money <b>Rs 9058.00</b> to be remitted as per Finance Department, Govt. of West Bengal's order No. 3975- F(Y) Dated 28 <sup>th</sup> July, <b>2016</b> . @ 2% of the project cost against the project as mentioned in the schedule	Bonafide agencies/ individual having 75% credential(payment certificate) of the estimated amount (Rs 452892.00) in a single construction of building after 2015-16	45 days from the date of work order

1. a) In the event of e-Filling intending bidder may download the tender document from the website: <http://wbtenders.gov.in> directly by the help of Digital Signature Certificate.

b) Earnest Money Rs 9058.00 may be remitted as per Finance Department, Govt. of West Bengal's order No. 3975- F(Y) Dated 28<sup>th</sup> July, **2016**. @ 2% of the project cost against the project as mentioned in the schedule. c) Average annual turnover from

contracting business- Scanned copy of Summary statement of average annual turnover from contracting business for a period of last three years, i.e.; 2015-2016, 2016-2017, 2017-2018 or during the period since formation of the Firm, if it was set up in less than such 3- year period.

(To be submitted in "Forms" folder)

(Scanned copy of power of attorney by the competent authority is to be submitted, if the power is delegated for signing the bid to persons other than the applicant.)

2. The original E-Challan of EMD (Earnest Money Deposit) should be submitted to the office of the **Divisional Forest Officer, 24 Parganas (North) Division.**
3. Technical Bid and Financial Bid both will be submitted online concurrently duly digitally signed in the website <https://wbtenders.gov.in> as per time schedule stated herein under.
4. The financial offer of the prospective tenderer will be considered only if the Technical Bid of the tenderer is found qualified by the "**Tender Evaluation Committee**" only. The list of qualified tenderers will be displayed in the website on the schedule date and time.
5. **Eligibility criteria for participation in tender :**
  - i) The prospective bidders shall have satisfactorily completed as a prime agency during the last 03 (three) years prior to the date of issue of this Notice at least one work of similar nature under the authority of State/ Central Govt., State/Central Govt. undertaking/ Statutory Bodies constituted under the statute of the Central/ State Government and having a magnitude of **60%** of the Estimated amount put to tender in a single work order. In support of the credential, scanned copy of the **Completion Certificate & payment certificate** issued by the Executing Authority should be loaded as **Non Statutory Document** through online.
  - ii) **Pan Card, Professional Tax receipts** for the current year, **Income Tax Return** for the last year, **GSTIN registration Certificate** to be accompanied with the Technical Bid document (**Non Statutory Documents**)
  - iii) The prospective bidders should own or arrange through lease hold agreement the required plant and machineries; Conclusive proof of ownership/ Arrangement must be submitted.
  - iv) Registered Unemployed Engineers „Co-operative Societies/ Unemployed Labour Co-Op.Societies are required to furnish valid Bye Law, Current Audit Report, Valid clearance Certificate from A.R.C.S. for the current financial year along with other relevant supporting papers.(**Non Statutory Documents**)
  - v) A prospective bidder shall be allowed to participate in the particular job either in the financial capacity of individual or as a partner of a firm. During Technical Evaluation of Bid, Financial Capability to execute the work may be verified by the tender inviting authority.
  - vi) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum (**Non Statutory Documents**).
6. Issuance of work order as well as Payment will depend on site clearance, availability of materials and availability of fund in appropriate head and no claim whatsoever will be entertained for delay issuance of work order as well as payment. Works should be completed within stipulated period. If any, intending tenderers may consider these criteria while quoting their rates.
7. The bidders shall quote rate (Percentage above / below / at par) accordingly considering that no escalation and/ or price adjustment will be allowed by the Department under any circumstances.
8. Bids shall remain valid for a period not less than 90 (Ninety) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith assigning any reason thereof.

9. Constructional Labour Welfare Cess @1(one)% of cost of construction will be deducted from every bill of the selected agency. GSTIN, Royalty & all other Statutory levy/Cess will have to be borne by the Contractor & the rate in the schedule of rates are inclusive of all the taxes & cess stated above.

**10. Date & Time Schedule :**

Sl no	Activity	Date & Time
1.	Tender Publishing date & time	30.11.2018 at 12.00 noon
2.	Document Download start date & time	30.11.2018 at 12.00 noon
3.	Bid submission start date & time	30.11.2018 at 12.00 noon
4.	Bid submission end date & time	06.12.2018 at 2.00 pm
5.	Hard copy of document to be submitted to the office of the Divisional Forest Officer, 24 Parganas (North) Division	06.12.2018 at 2.00 pm
6.	Technical Bid opening date & time	07.12.2018 at 3.00 pm
7.	Uploading of Technical Bid Evaluation sheet	After technical bid evaluation
8.	Financial Bid opening date & time	After technical bid evaluation
9.	Uploading of Financial Bid evaluation sheet	After financial bid evaluation
10.	Publishing the Name of bidder who will get the contract	After technical & financial bid evaluation

11. There shall be no provision of Arbitration. Hence Cl. 25 of 2908 is modified vide notification no. 8182-F(Y) dt. 26.09.12 of Secretary to the Govt. of West Bengal.

12. **Earnest Money:-** Earnest Money **Rs 9058.00** may be remitted as per Finance Department, Govt. of West Bengal's order No. 3975- F(Y) Dated 28<sup>th</sup> July, 2016. @ 2% of the project cost against the project as mentioned in the schedule

13. The Bidder, at his own responsibility and risk is encouraged to visit and examine the Site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into contract for the work as mentioned in the Notice inviting Tender before submitting the offer with full satisfaction. The costs of visiting the site shall be borne by the Bidders.

14. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The Tender Committee reserves the right to reject any or all the application for purchasing Bid documents and/or to accept or reject any or all the offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the state of Bidding.

15. The intending tenderers are required to quote and submit the rates online only. No offline tender will be entertained.

16. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970.

- (b) Apprentice Act. 1961 and (c) minimum wage Act. 1948 and any notification thereof or any other laws relating thereto and rules made and order issued to this effect from time to time.

17. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned before bidding.

- 18 All intending bidders are requested to be present in the office of the Divisional Forest Officer, 24 Parganas (North) Division, Barasat, during opening of the Tender to observe the tender opening procedure.

- 19. NO CONDITIONAL / INCOMPLETE TENDER** will be accepted under any circumstances.
- 20.** The Divisional Forest Officer, 24 Parganas (North) Division, Barasat, or the tender committee reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- 21.** During scrutiny, if it is come to the notice to the tender inviting authority that the credential or any other papers of any bidder is incorrect/ manufactured/ fabricated ,that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice with forfeiture of earnest money forthwith.
- 22.** In case if there be any objection regarding Pre qualifying the Agency that should be lodged to the Divisional Forest Officer, 24 Parganas (North) Division, Barasat within 2 days from the date of publication of list of qualified Agency and beyond that time schedule no objection will be entertained.
- 23.** Before issuance of the work order, the tender inviting authority may verify the credential & 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 manufacture or false in that case, work order will not be issued in favour of the tenderer under any circumstances.
- 24.** The specification for the works made of execution and measurement will be governed by the specification laid down in the Departmental schedule and relevant provision of IS code & as per base practice according to the direction of Engineer-in-charge.
- 25.** All materials to be supplied by the Contractor should be good approved by the Engineer-in-charge or his authorized representative before use. PVC pipes supplied by the contractor for installation of MDTW should be supported by “CIPET” inspection reports. Rejected materials should be cleared from the site within 24 hours of rejection. Payment of materials to be supplied by the contractor will be made as per actual consumption in the work.
- 26.** Work Order will be issued subject to approval / release of fund by the appropriate authority.

**Sd/- Rana Datta, I.F.S**  
Divisional Forest Officer  
24 Parganas (North) Division

## GENERAL INSTRUCTIONS OF BIDDERS

Instruction / Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

### **1. Registration of Contractor:**

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>. The contractor is to click on the link for e-Tendering site as given on the web portal.

### **2. Digital Signature certificate (DSC):**

Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause-1 of Guideline to Bidder. DSC is given as a USB e-Token.

### **3. Collection of Tender Documents:**

The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

### **4. Submission of Tenders:**

#### **4.1 General process of submission:**

Tenders are to be submitted through online to the website stated in Cl.1 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 Digitally Signed. The documents will get encrypted (transformed into non readable formats).

#### **4.2 Technical proposal:**

The Technical proposal should contain scanned copies of the following further in two covers (folders).

#### **A-I. Statutory Cover Containing.**

i) Prequalification Application.

ii) Earnest Money may be remitted through any Nationalized Bank after obtaining an e-challan from GRIPS under **Head of Account:- 8443-00-103-001-07** on any nationalized bank drawn in favour of the **Divisional Forest Officer, 24 Parganas (North) Division.**

**Note: - No Fixed Deposit will be entrained.**

iii) Tender form no. 2911(ii) & NIT with all agenda & corrigendum (download & upload the same Digitally Signed). *Quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 2911(ii), the tender liable to summarily rejected.*

#### **A-2. Non Statutory/ Technical Documents Cover Containing.**

i) Professional Tax (PT) deposit receipt challan for the current financial year, Pan Card, Sahaj (ITR) for the last financial year, GSTIN Registration Certificate.

ii) Registration Certificate under Company Act. (If any).

iii) Registered Deed for partnership Firm/ Article of Association & Memorandum.

iv) Power of Attorney (For partnership Firm/ Private Limited Company, if any).

v) Clearance Certificate for the Current year issued by the Assistant Register of Co-Op(s) (ARCS) by laws are to be submitted by the Registered labour Co-Op(s) Engineers "Co-Opt(s).

vi) Credential certificates for completion of at least one similar nature of work under the authority of state/central Govt. / statutory bodies under State/Central Govt. constituted under the statute of the state/State Govt. having a magnitudes **100% of the estimated amount put to tender** in a single work order during the last 03(three) years prior to the date of issue of this NIT is to be furnished.

**Note : Failure of submission of any of the above mentioned documents (as stated in A1 & A2) will render the tender liable to summarily rejected for both statutory & non statutory cover.**

**THE ABOVE STATED NON STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGE 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 the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Document Name
A.	CERTIFICATES	CERTIFICATES	1 P.T. deposit receipt Challan
			2 GSTIN Registration Certificate with return
			3 I.T.R. Acknowledgement Receipt
			4 PAN Card
B.	COMPANY DETAILS	COMPANY DETAILS	1 Proprietorship Firm - Trade Licence.
			2 Partnership Firm - Registered Partnership Deed, Registered Power of Attorney, Trade licence.
			3 Pvt. Ltd. Company - Registration Certificate under Company’s Act, MOA & AOA, Registered Power of Attorney, Trade licence.
			4 Registered Un-employed Engineers and Labour Co-operati ve Societies Limited.
C.	CREDENTIAL	CREDENTIAL 1	1 Experience Profile - List of completed Projects of similar nature of 100% completion of work
			2 Completion Certificate from the concerned Supervisor which is applicable for eligibility in this bid .
D	Equipment	Machineries	1 Authenticated copies of possession.

**5.3. Financial proposal:**

- i) The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ) the contractor is to quote the rate (Percentage above/below/at par) online through computer in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor after validating.

**6. Opening & evaluation of tender:**

**Opening of Technical proposal:-**

- i) Intending tenderers may remain present if they so desire.
- ii) Cover (folder) statutory documents would be open first & if found in order and correct, cover (Folder) for non statutory documents will be opened. If there is any deficiency in the statutory & non statutory documents the tender will summarily be rejected.
- iii) Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the tender evaluation committee.
- iv) Uploading of summary list of technically qualified tenderers.

**NB: While evaluation, the tender committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if those are not produced within the stipulated time frame, their proposals will be liable for rejection.**

### **Opening and evaluation of Financial Proposal:**

- i) Financial proposals of tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal on the prescribed date and time.
- ii) The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.

### **7. Acceptance of Tender:**

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/Letter of Acceptance. The Letter of Acceptance will constitute the formation of the Contract.

The Agreement in W.B.F. No. 2911(ii) will incorporate all necessary documents e.g. N.I.T. all corrigendum, special terms & condition, specification of work, Drawings, different filled up forms, B.O,Q. and the same will be constituted between the Accepting Authority and the successful Bidder.

### **8. Penalty for suppression / distortion of facts:**

Submission of false document by tenderer is strictly prohibited & if found the tenderer will be suspended from participating in the tenders on e-tenders platform for a period of 3(three) years. In addition this user ID will be deactivated & Earnest money Deposit (EMD) will stand forfeited.

### **9. REJECTION OF BID:**

The Employer (tender accepting authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the Award of Contract (AOC) without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (tender accepting authority) action.

- 10. MATERIALS:-**
- (a) All stone materials and stone chips shall be black colour, trap in quality, free from any yellow shurge, stones shall be hard, coarse grain and rough. Material shall be free from clay, dust, dirt or any foreign matter.
  - (b) Gravel should be free from any dead stone, clean and washed of uniform size.
  - (c) All jhama metal shall be free from dirt, obtained by breaking good quality of well burnt, through and heavy kiln burnt brick, burnt from clayey soil and of dark red colour. Any spongy or under burnt metal shall not be accepted.
  - (d) Bricks shall be of approved quality well burnt kiln, sound, hard true to shape and of the standard dimension.
  - (e) All sand shall be clean sharp and free from clay, lean, organic or any other foreign matter and shall be obtained from approved sources. The contractor shall get the samples of sand to be used in different kinds of work approved by the Engineer-in-Charge before using the same in work.

### **SPECIAL TERMS AND CONDITIONS**

1. The specifications for the works, mode of execution of measurement will be governed by the specification laid down in current schedule and relevant provision of I.S. Code and as per base practice according, to the direction of Engineer- in-Charge.
2. The work should be carried out strictly according to schedule of work and should follow the stipulated technical specification. No extra or supplementary work should be undertaken nor should any deviation from specification and drawing be made without written permission of the Engineer-in-Charge.
3. The rate shall be inclusive of all incidental charge and fees i.e. Royalties, Octroi, Tax on materials, electricity and other charges of Municipalities or Statutory bodies, Sales Tax, Income Tax etc. inclusive of all necessary expenditure as well as cover all incidental factors like location, condition, approachability of site and no extra claim on any account ;will be entertained. No claim for idle labour would be entertained under any circumstances.
4. Water for construction in purpose, use of labour should be arranged by the contractor and no claim on this regard will be entertained. The contractor shall arrange for transport of tools and plants implements and material etc. at his own cost.
5. All provision of labour laws including any amendment thereof should be followed by the contractor strictly. No child labour should be engaged. Proper working condition for the labour should be maintained and minimum stipulated facilities to the labourers should be arranged by the contractor. Local laborers should be engaged and minimum wages should be paid to them accordingly.
6. No departmental materials like cement/steel will be supplied. Cement and steel required for the work should be procured by the contractor and should be got approved by the Engineer-in-Charge before use. Cement should be of good quality, fresh and free from clod. M.S. rod required for the work should be free from rust and should be uniform in size. Preferably Portland Slag cement is to be used for the works.
7. All materials to the 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.
  - b. Any loss or damage of man and materials either at the time of construction at the site shall be contractors risk and responsibility.
  - c. The contractor shall keep an accurate record of the use of Govt. materials used on the work in a prescribed manner.

8. The contractor shall make their own arrangement for storage of materials at godown for their tools and plants, material including departmentally supplied materials. All shed, vats, platforms etc. constructed by the contractor for structural purpose shall have to be removed by them on completion of works at their own cost and ground restored to its original condition to the satisfactions of the Engineer-in-Charge. Before using any Govt. land for the purpose, prior approval of the Engineer-in-Charge is to be obtained.
9. The contractor shall remove all unserviceable materials at the place as directed. He should level and dress up the work site after completion of work as per direction of Engineer-in-Charge. No extra payment will be paid on this account unless specially provided in the priced schedule.
10. Site order book with machine numbered pages in triplicate should have to be maintained in the site by the contractor at his own cost. Direction or instruction from departmental officers to be issued time to time at site to the contractor will be entered (in triplicate) in the site order book. The contractor or his authorized representative shall regularly note the entries in the site order book and also record therein, the action taken or being taken by him complying with the said direction.
11. Additional performance security when the bid rate is 80% or less of the estimate put to tender and no increase in scope of work of projects during execution phase will be applicable as per Finance Department Memorandum No. 4608-F (Y) Dated 18<sup>th</sup> July, 2018.
12. The rate will be quoted inclusive of GSTIN.

### **Security Deposit**

The successful tenderers will have to be required to deposit **Security Money** through any National Bank after obtaining a e-challan from GRIIPS under **Head of Account:- 8443-00-103-001-07** on any nationalized bank drawn in favour of the **Divisional Forest Officer, 24 Parganas (North) Division** @ 10% of the project cost. They will also sign agreement in the prescribed Form within 7 (seven) days from the date of acceptance of the tender, failing the Earnest Money will be forfeited to the Government. The Security Deposit may be adjusted with the Earnest Money Deposit of the successful tenderer, on specific request. Security Deposit will be released after 180 days (6 months) from the date of final payment to the successful tenderer. In case of any irregularity, or violation of the terms and conditions of the contract agreement, the Security Deposit will be forfeited in addition to any legal action as deem fit & required.

**Sd/ Rana Datta, I.F.S**  
Divisional Forest Officer  
24 Parganas (North) Division