



Government of West Bengal  
Directorate of Forests,  
Office of the Head, Durgapur DMU



&  
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Memo No. 132/6(1)-JICA/2018-19

Dated, Durgapur, The 29/01/2019

Notice Inviting e-Tender: -No. WBFOR/DGP/JICA/NIT-01(e) of 2018-19  
(Maintenance of Central Nursery)

TENDER FOR MAINTENANCE OF CENTRAL NURSERY IN HEAD, DURGAPUR DMU  
&  
DIVISIONAL FOREST OFFICER, DURGAPUR DIVISION

The Head, Durgapur DMU & Divisional Forest Officer, Durgapur Division, West Bengal, on behalf of the Governor, West Bengal invites **e-tender** for the following work(s) from the eligible Contractors as detailed in the table below. [Collection (downloading) and Submission (uploading) of Tender can be made online through the website <https://wbtenders.gov.in> only].

e-Tender notice No.	Name of work	Location of Works	Unit	Amount (Rs.)	EMD (2%) of estimated Tender Value	Security Deposit	Time Schedule
WBFOR/DGP/JICA/NIT-01(e) of 2018-19	Maintenance of Central Nursery	Range-Ukhra Beat-Fuljhore Mouza-Fuljhore	1 No. Central Nursery	523975.00	10500.00	10% of accepted tender value	Within 31 <sup>st</sup> March, 2019


**\*\*There is no exemption of any kind for any of the eligible contractors towards cost of EMD.**

**B. Schedule of Dates:**

Sl. No.	Particulars	Date & Time
1	Date of uploading N.I.T. Documents—Online( Publishing Date)	31/01/2019 04:00PM
2	Documents download start date ( Online)	01/02/2019 10.00AM
3	Documents download end date (Online)	08/02/2019 04.00PM
4	Bid submission start date (Online)	01/02/2019 10.00AM
5	Bid submission closing date ( Online)	08/02/2019 04.00PM
6	Date of submission of Tender Fees & Earnest Money Deposit (Online)	08/02/2019 04.00PM
7	Last Date for submission of uploaded copies of Tender documents & EMD (Offline)	12/02/2019 03:00PM
8	Bid opening date for Technical Proposal ( Online)	12/02/2019 04:00 PM
9	Date of uploading technically qualified bidders( Online)	To be notified in due course
10	Date of opening Financial Bids ( Online)	To be notified during uploading of Technical Evaluation Sheet of bidders
11	Date of uploading of list of bidders along with final rate, after negotiation with all e-Tenderer if necessary(Offline)	To be notified in due course.

**Last date & time of submission of bids online is : 08/02/2019 04.00PM.**

- 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.

  
**Head, Durgapur DMU  
&  
Divisional Forest Officer  
Durgapur Division**

**Terms & Conditions of e-tender Notice No. WBFOR/DGP/JICA/NIT-01(e) of 2018-19  
(Maintenance of Central Nursery)**

**INSTRUCTION TO BIDDERS (ITB)**

**Section –A**

**1. General Guidance for e-Tendering**

**1.1 Instructions / Guidelines for tenderers for electronic submission of the tenders online have been shown in Web site <https://wbtenders.gov.in>**

**1.2 Registration of Contractors**

Any contractor willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-Procurement System.

**1.3 Digital Signature Certificate (DSC)**

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders.

**1.4 Collection of Tender Documents**

The contractor can search and download NIT and tender documents electronically from computer once he logs on to the website mentioned in Clause 1.1 using the Digital Signature Certificate. This is the only mode of collection of tender documents.

**1.5 Participation in more than one work**

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm or registered company. If found to have applied severally in a single job, all his applications will be rejected for that job.

**2. Submission of Tenders:**

**2.1 General process of submission:**

Tenders are to be submitted online through the website stated in Clause 1.1 in two folders, at a time for each work, one is Technical Proposal and the other is Financial Proposal, before the prescribed date and time mentioned in the list attached. Using the Digital Signature Certificate (DSC), the documents are to be uploaded, virus scanned and digitally signed. Tenderers should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

**2.2 Technical Proposal**

The Technical Proposal should contain scanned copies and/or a declaration in standardized formats of the following in two covers (folders).

**A. Technical File (Statutory Cover) containing**

i. NOTICE INVITING TENDER (NIT) (to be submitted Folder). in “NIT”

ii. Section B (Form I, Form II, Form III and AFFIDAVIT –Y)

(to be submitted FORMS”). Folder in“

iii. Earnest Money Deposit (EMD) is to be done through online by the Tenderer vide Finance Deptt.’s Order No. 3975-F(Y), Dt. 28.07.2016.

iv. Instructions to Bidders. (to be submitted in “ITB” Folder)

v. General Terms & Conditions of Contract. (to be submitted in “ GT AND CC” Folder)

vi. Technical Specification. (to be submitted in “ TS ” Folder)

**Note:** a) The EMD through online should be submitted physically to the office the Head, Durgapur DMU & Divisional Forest Officer, Durgapur Division as per the 'Date & Time Schedule' stated in N.I.T. Technical Bid & Financial bid both will be submitted concurrently duly digitally signed in the Website <https://wbtenders.gov.in>. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender Schedule

**viii. Addenda/Corrigenda, if published :** Contractors 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 invalid and liable to be rejected.

**C. My Document (Non-Statutory 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 GSTIN Registration Certificate
			3 I.T.R. Acknowledgement Receipt (2015-16, 2016-17 & 2017-18)
			4 I.T. PAN Card
			5 Voter ID Card
			6 Enlistment Certificate
B.	COMPANY DETAILS	COMPANY DETAILS	1 Proprietorship Firm - Trade License.
			2 Partnership Firm - Registered Partnership Registered Power Attorney, Trade license.
			3 Pvt. Ltd. Company - Registration Certificate Company's Act, MOA & AOA, Registered of Attorney, Trade license.
			4 Registered Un-employed Engineers and Labour Co-operative Societies Limited.
C.	CREDENTIAL	CREDENTIAL	1 Experience Profile- List of completed Projects of preferably similar nature or any forestry works.
			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 Organization ITB Section B Form III.
		AFFIDAVIT	2 An affidavit made that no adverse report against the bidder