



Government of West Bengal  
Directorate of Forests  
**Office of the Divisional Forest Officer**  
**Jaldapara Wildlife Division**

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Memo No.612 / 2-21/6/18-19

Date: 30/05/2018

**e-TENDER NOTICE NO. : WBFOR/JWD/NIT08(e)/18-19**

**NIT NO. : NIT08**

**(OPEN TENDER FOR SUPPLY OF ELEPHANT RATION (UNPOLISHED RICE) FOR THE YEAR 2018-19)**

The Divisional Forest Officer, Jaldapara Wildlife Division, Cooch Behar invites e-Tender for Supply of Elephant Ration for the year 2018-19 under Jaldapara Wildlife Division, Cooch Behar as per schedule furnished herein below, Details of the e-Tender Notice, Terms & Condition and BOQ will be available from the website <http://wbtenders.gov.in>.

**Last date of submission of Bid (online) : 11-06-2018 upto 02.00 p.m.**  
**Bid opening date for Technical Proposal (online) : 14-06-2018 at 02:00 p.m.**

1	Nature of works	=	Supply of Elephant Ration (Unpolished Rice) for the year 2018-19
2	Location / Site	=	30 Locations under different Ranges of Jaldapara Wildlife Division
3	Estimated Value	=	Rs. 100000.00
4	Earnest Money - @ 2%	=	Rs. 2000.00

- For e-tendering, intending suppliers may download the documents from the above said website directly with the help of digital signature certificate. Necessary Earnest Money (where required) shall be deposited by the intending suppliers by way of **Online Payment** in favour of the **Divisional Forest Officer, Jaldapara Wildlife Division, Cooch Behar** and the same should be documented by e-tendering & virus free scanned copies be uploaded.
- The 2% Earnest Money of the tender amount should be deposited through Online Payment and a Payment Confirmation Challan to be submitted to the undersigned.
- Properly indexed & self attested documents & duly digitally signed of both the technical Bid and Financial Bid should be concurrently submitted in the website mentioned above as per time schedule given below.
- Eligibility Criteria for participation in the Tender :-
  - The prospective supplier as a primary agency should have satisfactorily completed at least one work of similar nature for a magnitude of 50% of the amount put to the tender under the State Government or its Undertaking or the Central Government or its Undertaking or any Statutory Body during the last 03 (three) years from the date of issue of this Notice.
  - Technical Bid documents should be accompanied with copies of supplier's PAN Card, professional Tax Receipt / Challan for the current year, GST Registration Certificate (if any).
  - Registered Co-operative Societies of Unemployed Engineers and Diploma-Holders on Engineering are required to furnish valid Bye-Laws, Latest Audit Report, Valid Clearance Certificate from Assistant Registrar of Co-operative Societies for the year 2016-2017 along with other relevant supporting papers.
  - A company shall furnish the Articles of Association and Memorandum.
  - The Partnership Firm is requested to furnish the copy of Registered Partnership Deed.

5. Payment of bill on its production will be made after successful execution of the supply work subject to availability of fund and no claim, whatsoever, will be entertained against any e-NIT / any accepted Tender. Deduction of Income Tax, GST (if required) etc. will be made at source in accordance with the existing rules / orders.
6. Neither any Mobilization Advance nor any Secured Advance will be allowed.
7. Bids shall remain valid for the Current Financial Year. If the bidders withdraw the bid during the period of bid validity the Earnest Money as deposited will be forfeited forthwith assigning any reason thereof. No interest on the deposited Earnest Money shall be allowed if the said bid is cancelled.
8. Date and Time Schedule :-

1	Date of uploading of NIT & other documents (online) (Publishing date)	=	01/06/2018 at 02.00 p.m.
2	Documents download / Sell start date (online)	=	01/06/2018 at 02.00 p.m.
3	Bid submission start date (online)	=	01/06/2018 at 02.00 p.m.
4	Bid submission closing date (online)	=	11/06/2018 upto 02.00 p.m.
5	Last date of submission of original copies for the cost of Tender documents and earnest money deposit (offline)	=	11/06/2018 upto 02.00 p.m.
6	Bid opening date for technical proposals (online)	=	14/06/2018 at 02.00 p.m.

9. Financial Bids of those suppliers who qualify in Technical Bid will only be opened. Dates, if changed, due to un-avoidable circumstances, will be published in the said website and the office notice board only without any individual intimation.
10. No cost of bidding shall be reimbursable by the Office of the Divisional Forest Officer, Jaldapara Wildlife Division, Cooch Behar. Authority may accept or reject any tender without assigning any reason, whatsoever, and is not liable for any cost that might have incurred by a Bidder.
11. Refund of EMD : The Earnest Money of all the unsuccessful Bidders will be refunded through on receipt of application from the Office of the Divisional Forest Officer, Jaldapara Wildlife Division, Cooch Behar.
12. The Earnest Money deposited by a successful Bidder will be converted into Security Deposit and the balance amount for Security Deposit @ 8% of the Project Cost should be submitted as Demand Draft from any Nationalized Bank. Total 10% Security Deposit of Project Cost will be kept as Security Money for performance of work. No interest on Security Deposit will be paid by the Tender Accepting Authority.
13. The willing Bidders may remain present at the time of Opening of Tender.
14. The Divisional Forest Officer, Jaldapara Wildlife Division, Cooch Behar reserves the right to cancel the e-NIT due to un-avoidable circumstances and no claim in this respect will be entertained.
15. A supplier's bid will be out rightly rejected with a forfeiture of his earnest money if it comes to the notice of the Tender Inviting Authority's scrutiny that the credential or any other papers of a Bidder are manufactured / fabricated etc.
16. The Tender Inviting Authority may verify the original credential and other original documents of the lowest bidder before issuance of the Supply Order and the Supply Order will not be issued in favour of the bidder if it is found on verification that such documents submitted by him / her is either manufactured or fabricated etc.
17. A clause stated in the later notification will supersede the corresponding one mentioned in former notification in the following sequence :
  - a. Tender Form as prescribed.
  - b. NIT
  - c. Special Terms & Conditions
  - d. Technical Bid
  - e. Financial Bid
18. Evaluation of Technical & Financial Bid will be held at the Chamber of the Divisional Forest Officer, Jaldapara Wildlife Division, Cooch Behar as mentioned in Para 9 of this e-NIT.

## INSTRUCTION TO BIDDERS

1. **General guidance for e-Tendering** : Instructions / Guidelines for electronic submission of the tenders have been annexed for guidance / assistance of the tenderers to participate in e-tendering.
2. **Registration of tenderer** : Any supplier willing to participate in e-tendering will have to get himself / herself enrolled & registered with the Government e-procurement system by logging on to <http://wbtenders.gov.in>. The supplier is to click on the link for e-tendering site as given on the web portal.
3. **Digital Signature Certificate (DSC)** : For submission of tenders, each supplier is required to obtain a Digital Signature Certificate (DSC) from the approved service provider or the National Information Centre (NIC) on payment of requisite amount, the details of which are available at the website.  
A supplier can search & download NIT & tender documents electronically, the only mode of collection of tender documents, from computers once he logs on to the website using Digital Signature Certificate.
4. **Submission of Tenders** : General Process of Submission :  
Both the Technical Bid and Financial Bid in Separate folders will have to be submitted online in the website at a time for each work before the notified date & time using the Digital Signature Certificate (DSC) and virus scanned and duly digitally signed copies of documents should also be uploaded in the website (These documents will get encrypted i.e. transformed into non-readable formats).

### COVER "A"

#### TECHNICAL BID

(Technical Bid should contain scanned copies of the following in one cover & submit the Photocopies to the undersigned)

- i) Scanned copy of trade license.
- ii) Scanned copy of Payment Confirmation Challan towards Earnest Money (E.M.D.) and as prescribed in the NIT against each of the works in favour of the Divisional Forest Officer, Jaldapara Wildlife Division, Cooch Behar.
- iii) Scanned copy of proper Credential Certificate in form of Completion Certificate / Payment Certificate of at least one supply work of similar nature having a magnitude of 50% (fifty percent) of the amount put to tender under the State Government or its undertaking or the Central Government or its undertaking or any Statutory Body during the last 3 (three) years from the date of issue of this Notice.
- iv) Scanned copies of Professional Tax (P.Tax) Deposit Receipt / Challan for the Financial year 2016-17, the I.T., PAN Card, the VAT Registration Certificate (if any).
- v) Scanned copy of Registration Certificate under the Companies Act (if applicable).
- vi) Scanned copy of Registered Deed of Partnership Firm / Article of Association & Memorandum (if applicable).
- vii) Scanned copy of Power of Attorney (for Partnership Firm / Private Limited Company), (if applicable)
- viii) Scanned copy of upto date "No Objection Certificate" issued by the Assistant Registrar of Co-operative Societies (ARCS), (if applicable).
- ix) An engineering Co-operative Society, if not categorically mentioned in NIT, will have to submit credential as mentioned above and is exempted from deposit of Earnest Money only.
- x) Scanned copy of NIT with signature of the Bidder / Supplier on each page of NIT.
- xi) Scanned Copy of a Financial Capability Certificate issued by a Bank.

**N.B.** : Original copies of all documents have to be produced on demand for checking, otherwise tender will be rejected.

## **COVER "B"**

### **FINANCIAL BID**

The Financial Proposal should contain the following documents in one cover (folder), i.e. the contractor is to quote the rate (percentage above / below / at par) online through computer in the space marked for quoting rate in Bill of Quantities (BOQ), only downloaded copies of the above documents are to be uploaded duly virus scanned & Digitally Signed by the contractor.

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

The Employer (Tender Accepting Authority) reserves the right to accept or reject any Bid and to cancel the Bidding process and reject all Bids at any time prior to the award of contract without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (Tender Accepting Authority) action.

#### **Tender Selection Committee :**

- i) The committee will act for recommendation of technically and subsequently financially qualified bidders.
- ii) Intending Tenderers may remain present during the Scrutiny of Technical & Financial Bids. Technical Bids will be opened first and the defective tender will be summarily be rejected.

### **SPECIAL TERMS & CONDITIONS**

#### **C-1 General :**

Unless otherwise stipulated, all the supply works are to be done as per general conditions and general specifications as mentioned in the SOR specification of the relevant State Government Department, Discrepancy, if any, found in the arithmetical calculation in B.O.Q. should be brought to the notice of the Divisional Forest Officer, Jaldapara Wildlife Division, Cooch Behar before execution of work.

#### **C-2 Definition of DFO and Department :**

The word "DFO" means the Divisional Forest Officer. The word "Department" appearing anywhere in the tender document means Office of the Divisional Forest Officer, Jaldapara Wildlife Division, Cooch Behar.

#### **C-3 Terms & Conditions in extended period :**

The extended time for completion of work allowed by the Divisional Forest Officer, Jaldapara Wildlife Division, Cooch Behar for cogent reason will automatically revalidate the tender to the extended period with all the same terms and conditions.

#### **C-4 Supplementary / Additional Item of works :**

Notwithstanding the provisions made in the related printed tender for many items of the work which can be legitimately be considered as not stipulated in the specific price schedule of probable items of work but has become necessary as a reasonable contingent item during actual execution of work will have to be done by the contractor, if so directed by the Divisional Forest Officer, Jaldapara Wildlife Division, Cooch Behar and the rates will be fixed in the manner as stated below:-

- i) Rate should be quoted without GST.
- ii) Rate of supplementary items shall be analyzed in the 1<sup>st</sup> instant extended possible from the rates of the allied items of work appearing in the tender schedule.
- iii) Rate of supplementary items shall be analyzed to the maximum extent possible from rates of the allied items of work appearing in the Department Schedule of Rates of probable items of work forming part of tender document rates for the working area enforce at the time of NIT.
- iv) In case, addition items do not appear in the above Department Schedule of Rates, for the working area enforce at the time of NIT.
- v) If the rates of the supplementary items cannot be computed even after applications of clauses stated above, the same shall be determined by analyzed from market rates of materials and carriage cost prevailing at the time of execution of such items work. Profit and overhead charges (both together) at 10% (ten percent) will be allowed only; the contractual percentage will not be applicable. Unbalanced market rates shall never be allowed, contractual percentage shall only be applicable with regard to the portions of the analysis based on clauses (i), (ii), (iii) & (iv) stated above only. It may be noted that the cases of supplementary items of claim shall not be entertained unless supported by entries in the Work Order Book or any written order from the tender accepting authority.

**C-5 Approval of Sample :**

Samples of all materials to be supplied by the Supplier shall have to be approved by the Divisional Forest Officer, Jaldapara Wildlife Division, Cooch Behar and checking the quality of such materials shall have to be done by the concerned Department or as directed by the Divisional Forest Officer, Jaldapara Wildlife Division, Cooch Behar prior to utilization in the work.

**C-6 Compliance of different Acts :**

The contractor shall comply with the provisions of the Apprentices Act, 1961. Minimum wages Act, 1884. Contractor Labour (regulation and abolition) Act, 1970 and the rules and orders issued hereunder from time to time. If he fails to do so, the concerned Authority may at his discretions, take necessary measure over the contract. The Contractor shall also make himself for any pecuniary liabilities arising out on account of any violation of the provision of the Act(s). The contractor must obtain necessary certificate and license from the concerned registering office under the contract labour (Regulation and Abolition) Act, 1970. The contractor shall be bound to furnished the concerned authority all the returns, particulars of the above Acts and Rules and timely submission of the same, failing which the contractor will be liable for breach of contract and the concerned authority may at his discretion take necessary measures over the contract.

**C-7 Commencement of Supply Work :**

The supply work must be made within the date as stipulated in the work order and failure of which may lead to cancellation of Supply Order.

**C-8 Testing of qualities of materials:**

**The Bidders have to produce the Sample of Items in Sealed, Labeled & Transparent Container with bidder's signature on container** before the opening of Tender. All materials shall be in accordance with the specifications laid down in the contract and the concerned authority reserves the right to test, examine and measure the materials. The suppliers shall provide such assistance and materials as the concerned authority may require for examining, measuring, and testing and quality, weight or quantity of materials used and shall supply samples for testing as may be selected and required by the concerned authority without any extra cost. Besides this, Supplier will carry out tests from outside laboratory as per instruction of the Divisional Forest Officer, Jaldapara Wildlife Division, Cooch Behar. The cost of all such tests shall be borne by the agency and that must be considered during quoting rate. Supply order may be cancelled for supplying poor quality of materials.

The materials supplied by the successful bidders shall be compared and checked with the standard samples so submitted. In case of variation of quality, the bidder shall have to replace such consignments immediately. Any devial on part of bidder in replacing sub standard consignments shall render the bidder defaulter and order shall be cancelled.

**C-9 Timely completion of supply work :**

All the supply work must have to be completed in all respects within the time specified in notice inviting Tender Form the date of commencement as mentioned in supply order. Time for completion as specified in the tender shall be deemed to be the essence of the contract.

**C-10 Procurement of Materials :**

All materials to be supplied by the Supplier after procurement from authorized and approved source.

**C-11 Rejection of Materials :**

All materials must be approved by the concerned authority. Rejected materials must be removed by the Supplier within 24 hours of the issues of order to that effect. In case of non-compliance of such order, the Divisional Forest Officer, Jaldapara Wildlife Division, Cooch Behar shall have the authority to cause such removal at the cost and expense of the contractor and the contractor shall not be entitled to claim for loss or damage of that account. In the case of Supply of Medicine & other Items under Expiry must have a long time expiry date, unless which the Items will be rejected.

**C-12 Implied elements of work in items :**

Except of such items as are included in the specific priced schedule of probable items and proximate quantities no separate charges shall be paid for traffic control measures, shoring, shuttering, watering, curing etc. and the rates of respective items or works are to be deemed as inclusive of the same.

**C-13 Tender Rate :**

The contractor should note that the tender is strictly based on the rates quoted by the contractor on the priced schedule of probable items of work. The quantities for various other items or works as shown in the priced schedule of probable items or works are based on the drawing and design prepared by the Department. If variations become necessary due to design consideration and as per actual site condition, those have to be done by the contractor at the time of execution at the rate prescribed in the tender condition. No conditional rate will be allowed in any case.

**C-14 Additional Conditions :**

A few additional conditions under special terms and conditions :

**C-14-1** Income Tax will be deducted from each bill of the supplier as per applicable rate and rules in force.

**C-14-2** In accordance with the West Bengal Taxation Laws (amendment) Ordinance, 1993 amending the West Bengal Finance (Sales Tax) Act, 1994 necessary S.T. / VAT / GST will be deducted as per rate in force from the Bill in addition to other deduction as per extent rules. Also the Taxes will be deducted as per the statutory Finance Laws of Govt.

**C-14-3** All supplied materials will be received by local Officer stationed under Jaldapara Wildlife Division and there have to be upto standards. Poor materials will not be received and no payment shall be made against materials.

**C-15 Refund of Security Deposit :**

In respect of successful tenderers, the earnest money on acceptance of the tenders shall be converted as a part of security deposit (total security deposit – 10%). Balance part of security deposit must be submitted as demand draft from any nationalized bank to make the total amount of security equivalent to 10% (ten percent) of the total value of work so executed and the same will be released after one year from the date of completion of the work on due satisfaction of the concerned authority. Earnest money deposited by unsuccessful Bidders will be refunded on application to the Divisional Forest Officer, Jaldapara Wildlife Division, Cooch Behar after issuing of Supply Order.

Divisional Forest Officer  
Jaldapara Wildlife Division, Cooch Behar