

**GOVERNMENT OF WEST BENGAL
DIRECTORATE OF FORESTS
Office of the
Divisional Forest Officer
Rupnarayan Division, West Bengal**

E-Tender for Selection of bona fide persons/agencies/companies, including consortium and partnership firms to undertake various works for Providing of Security Personnel at Division Office, Range offices & Timber Depot under Rupnarayan Division of West Bengal Forest Directorate.

WBFOR/DFORPN/ eNIT -01 / NP of 2024 of Rupnarayan Division



Government of West Bengal

Directorate of Forests

Office of the Divisional Forest Officer, Rupnarayan Division

PO Vidyasagar University, Rangamati, Midnapore, Paschim Medinipur-721102.

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Memo No. 1282 /2- e_Tender

Dated, Midnapore the 26/06/2024

Notice Inviting e-Tender: WBFOR/DFORPN/ eNIT -01/NP of 2024-25 of Rupnarayan Division

e- TENDER FOR PROVIDING OF SECURITY PERSONNEL AT DIVISION OFFICE, RANGE OFFICES, UNDER THE JURISDICTION OF RUPNARAYAN DIVISION FOR THE FINANCIAL YEAR 2024-25

The Divisional Forest Officer, Rupnarayan Division, on behalf of the Governor, West Bengal invites **e-tenders** 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].

A. List of Work(s):

Tender Notice No	Name of work	Quantity (No)	Estimated Amount Put to tender (Rs.)	Amount of Earnest Money [2%] to be deposited (Rs.)	Period of Completion of the work
WBFOR/ DFORPN / eNIT-01/NP OF 2024-25	Providing of 08 Nos. Security Guards with lathi at Division Office, Range Offices & Timber Depot	08 nos.	11,89,321.00	23,786/-	Aug 2024 to March-2025

Details information in c/w Providing of Security Personnel

Sl. No.	Job Description	Wages & Allowance as per Minimum Wages Act for 08nos. Security personnel (Without Arms)	Amount per Annum (Rs.)
1	Security Guards with Lathi-08 Nos.	Minimum Wages for Security Guards (Basic Wages) Rs. 378.00 x 240 Days x 8 Nos.	7,25,760.00
2		Employee Pension Scheme (EPS) @ 8.33%	94,348.80
		Employee Provident Fund @ 3.67%	
		Total 13% on Basic Wages	
		0.5% Administrative Charges	
		0.5% EDLI charges	
3		ESI @ 3.25% on Basic Wages	23,587.20
Total ::			8,43,696.00

Service Charges ::

Description	Maximum Service Charges to the Agency on Basic Wages Cost (in %)	Estimated Total Basic Wages cost per Annum (Rs.)	Maximum Service Charges to the Agency on Basic Wages Cost per Annum (in Rs.)
Service Charge	10%	7,25,760.00	72,576.00

Total Wages & Allowances (Rs.)	Maximum Service Charges to the Agency on Basic Wages (10%)	10% excess for enhancement in basic wages cost (10 % on A+B) as per W.B. Labour Deptt	Total Amount (Excl. GST)	GST @ 18% on D	Total Estimated Amount (Rs.)
A	B	C	D = A+B+C	E	F =D+E
8,43,696.00	72,576.00	91,627.20	10,07,899.20	1,81,421.86	11,89,321.06

** Additional performance Security deposit @ 10% of the tender amount in the accepted bid value is 80% of or less than the estimated value as per G.O. No. 4608-F(Y) dated 18.07.2018 and if any subsequent amended thereto.**

B. Schedule of Dates:

Sl. No.	Particulars	Date & Time
1	Date of uploading N.I.T. Documents—Online (Publishing Date)	27 .06.2024 (06.00 PM)
2	Documents download start date (Online)	27 .06.2024 (06.15 PM)
3	Documents download end date (Online)	15 .07.2024 (02.00 PM)
4	Bid submission start date (Online)	28 .06.2024 (11.00 AM)
5	Bid submission closing date (Online)	15 .07.2024 (05.00 PM)
6	Bid opening date for Technical Proposal (Online)	19 .07.2024 at (11.00 AM)
7	Website from where the tender can be seen	1) Website of Directorate of Forest , Government of West Bengal. 2) e- procurement portal, Government of West Bengal.
8	Relevant Website for Viewing & Participating in e-Tender.	www.wbtenders.gov.in

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

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/Firms/Agency/Companies

Any Contractor/Firm/Agency/Company 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/Firm/Agency/Company 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/Firm/Agency/Company 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 in “NIT” Folder).
- ii. Section B (Form I, Form II, Form III, Form IV and AFFIDAVIT – Y) (to be submitted in “FORMS” Folder).
- iii. Scanned copy of e-challan generated from State Govt. E-Procurement Portal for Earnest Money Deposit (EMD) shall be uploaded and is to be remitted by the Tenderer as mentioned in the NIT document in favour of “Divisional Forest Officer, Rupnarayan Division”.
- 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) E-challan generated from State Govt. E-Procurement Portal for Cost of Tender Documents & EMD should be submitted physically to the Divisional Forest Office, Rupnarayan 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.

D. My Document (Non-Statutory Cover)

Sl. No.	Category Name	Sub-Category Description	Document Name
A.	CERTIFICATES	CERTIFICATES	(For details see ITB & relevant clauses of NIT)
			1 P.T. deposit receipt Challan
			2 ESI, PF and GST Registration Certificate
			3 I.T.R. Acknowledgement Receipt
			4 I.T. PAN Card
			5 Voter ID Card / Aadhaar Card
B.	COMPANY DETAILS	COMPANY DETAILS	1 Proprietorship Firm - Trade License.
			2 Partnership Firm - Registered Partnership Deed, Registered Power of Attorney, Trade license.
			3 Pvt. Ltd. Company - Registration Certificate under Company's Act, MOA & AOA, Registered Power 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 similar nature of 100% completion of work. Work order will not be sufficient. Completion certificate is must
			2 Completion Certificate from the concerned.
D.	FINANCIAL (INFO)	TURN OVER	1 Authenticated copy of the Income Tax Returns
			2 Last Three years Audited Balance Sheet
		PAYMENT CERTIFICATE	3 Only Payment Certificate of work issued by the Concerned Supervisor and not the TDS certificate
E.	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
		TECHNICAL STAFF	3 An affidavit mentioning the name of the technical staff as described in Clause 3(l).

2.3. Financial Proposal

i) The financial proposal should contain the Bill of Quantities (B.O.Q) in one cover (folder). The contractor is to quote the **percentage rate** indicating

- Excess in % or
- Less in % or
- Excess or Less 0.00% to indicate at par in

the space marked for quoting rate in the BOQ.

ii) Only downloaded copy of the B.O.Q. are to be uploaded quoting the rate, virus scanned & digitally signed by the contractor.

3. Eligibility Criteria for participation in tender:

The intending bidders/agencies should have the following qualifications for enlistment:

- I. Registration under the Private Security Agencies (Regulations) Act, 2005.
- II. Valid Licenses under the above-mentioned Act read with the prescribed Rules.
- III. Credentials to prove their satisfactory past services in Govt., PSU & Other enterprises. Valid Service Tax Registration certificate, PAN Registration, Income Tax Return for last three assessment years, PF/ESI (wherever applicable) registration, Profession Tax Registration certificate, Appointment order, work completion certificate.
- IV. Code numbers under the Employees Provident Fund Act and ESI Act.
- V. Valid Registration Certificate under EPF Act, ESI Act etc.
- VI. Minimum 50 (Fifty) numbers of Security Guards employed in different organizations in last 1 year during the financial year 2022-23.
- VII. Tender submitted by any Agency/Firm/State Govt./Central Govt./State & Central Govt. undertakings who has been blacklisted by any State Government/Central Government/State & Central Undertakings and / or convicted by a Court of law will be summarily rejected.
- VIII. Audit Report for three financial years for Companies and Tax Audit Reports for other than company.
- IX. The Selected Bidder must have its offices in West Bengal. Agencies operating from outside the state without office(s) in West Bengal will not be considered. Selected Bidder must give the proper address of office in West Bengal and its registered office.
- X. Govt. owned enterprise having similar business experience may also participate. Bid documents shall not be issued from the Office by post or by courier.
- XI. The partnership firm shall furnish the Registered Partnership Deed and the Company shall furnish the Memorandum of Association (MOA) and Article of Association (AOA.) [Non-statutory Documents]
- XII. Registered Un-employed Engineers' Co-operative Societies / Labour Co-operative Societies are required to furnish the following documents: - [Non-statutory Documents]
 - a. Current "No Objection Certificate" from the Assistant Registrar of Co-operative Societies.
 - b. Supporting documents showing area of operation.
 - c. Bye-laws duly approved by the Assistant Registrar of Co-operative Societies.
 - d. Name with address and signature (in original) of the present Board of Directors of the Co-operative Society
 - e. Copies of Minutes of last Annual General Meeting and Audit Report of the Co-operative Society with the evidence of submission of the same to the concerned Authorities, duly attested.
- XIII. The prospective Tenderers or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility.

XIV. Joint Ventures will not be allowed.

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

XVI. No conditional / Incomplete Tender will be accepted under any circumstances.

XVII. Financial Tender Eligibility: -

For 1st call of NIT:

- Intending tenderers should produce credentials of similar nature of completed work of the minimum value of 40% of the estimated amount put to tender during 5 (five) years prior to the date of issue of the tender notice;
Or,
- Intending tenderers should produce credentials of 2 (two) similar nature of completed work, each of minimum value of 30% of the estimated amount put to tender during 5 (five) years prior to the date of issue of the tender notice;
Or,
- Intending tenderers should produce credentials of one single running work of similar nature, which has been completed to the extent of 80% or more and value of which is not less than the desired value at (i) above; In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the competent authority, or equivalent competent authority will be eligible for the tender. In the required certificate, it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the concerned agency i.e. the tenderer.

For 2nd call of NIT:

- Intending tenderers should produce credentials of similar nature of completed work of the minimum value of 30% of the estimated amount put to tender during 5 (five) years prior to the date of issue of the tender notice;
Or,
- Intending tenderers should produce credentials of 2 (two) similar nature of completed work, each of minimum value of 25% of the estimated amount put to tender during 5 (five) years prior to the date of issue of the tender notice;
Or,
- Intending tenderers should produce credentials of one single running work of similar nature, which has been completed to the extent of 75% or more and value of which is not less than the desired value at (i) above; In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the competent authority, or equivalent competent authority will be eligible for the tender. In the required certificate, it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the concerned agency i.e. the tenderer.

For 3rd call of NIT:

- Intending tenderers should produce credentials of similar nature of completed work of the minimum value of 20% of the estimated amount put to tender during 5 (five) years prior to the date of issue of the tender notice;
Or,
 - Intending tenderers should produce credentials of one single running work of similar nature, which has been completed to the extent of 70% or more and value of which is not less than the desired value at (i) above; In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the competent authority, or equivalent competent authority will be eligible for the tender. In the required certificate, it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the concerned agency i.e. the tenderer.
- (a) All categories of intending tenderers shall have satisfactorily completed as a prime agency during the last 3 (three) years prior to the date of issue of this Tender Notice at least one work of similar nature with an estimated cost equal to or more than the estimated cost put to this notice. Provided that such similar works should have been implemented in Government Department, Zilla Parishad, Government undertaking / statutory bodies constituted under the statute of the Government. Completion certificate indicating estimated amount, value of work done, date of completion of the work and detail communicational address along with contact number of the client should be submitted. **[Non-statutory Documents]**
- (b) Neither prospective Tenderer nor any of the constituent partners had been debarred to participate in any Tender by the P.W.D., P.W.(R)D & P.W.(C.B.)D, Housing Department, W.B. or C.P.W.D. or M.E.S or Railways; during the last 5 (five) years prior to the date of this NIT. Such debarring will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format). **[Non-statutory Documents]**
- (c) 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]**

- (d) The partnership firm shall furnish the Registered Partnership Deed and the Company shall furnish the Memorandum of Association (MOA) and Article of Association (AOA.) [**Non-statutory Documents**]
- (e) Registered Un-employed Engineers' Co-operative Societies / Labour Co- operative Societies are required to furnish the following documents : - [**Non-statutory Documents**]
 - i) Current "No Objection Certificate" from the Assistant Registrar of Co-operative Societies.
 - ii) Supporting documents showing area of operation.
 - iii) Bye-laws duly approved by the Assistant Registrar of Co-operative Societies.
 - iv) Name with address and signature (in original) of the present Board of Directors of the Co-operative Society
 - v) Copies of Minutes of last Annual General Meeting and Audit Report of the Co-operative Society with the evidence of submission of the same to the concerned Authorities, duly attested.
- (f) The prospective Tenderers or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility.
- (g) Joint Ventures will not be allowed.
- (h) A prospective Tenderer shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If the prospective Tenderer is found to have applied severally in a single job, all his applications will be rejected for that job.
- (i) No conditional / Incomplete Tender will be accepted under any circumstances.
- (j) The financial eligibility will be that the turnover of the tenderer should be **60%** of the value of the work- taken from the Income Tax Returns of the previous concluded year.
- (k) The Tenderer should have at-least one staff on the roll with a degree in Forestry/ Botany/Agriculture/ Horticulture or a person having experience of at-least 5 years in forest plantation activities.

4. Opening of Technical Proposal

Technical proposals will be opened by the authorized representatives electronically from the website stated in Clause 2.1, using their Digital Signature Certificate. Intending tenderers may remain present, if they so desire. Cover (Folder) for Statutory Documents should be opened first, if found in order, Cover (Folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Documents, the tender will summarily be rejected. Decrypted (transformed into readable formats) documents of the Non statutory Cover will be downloaded, and handed over to the Tender Evaluation Committee (constituted for evaluation of tenders).

5. Uploading of summary list of technically qualified tenderers (1st round)

Pursuant to scrutiny and decision of the Tender Evaluation Committee (TEC), the summary list of eligible tenderers with the serial number of work(s) for which their Financial Proposals will be considered will be uploaded in the web portals.

While evaluation, the Committee may summon the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated time frame, their proposals will be liable for rejection.

6. Final publication of summary list of technically qualified tenderers Date of opening of financial bid will to be intimated in the final summary list.

7. Opening and Evaluation of Financial Proposal

Financial proposals of the tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal stated on the prescribed date, normally after 2 (two) working days of date of publication of final summary list of the tenderers.

The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.

After evaluation of Financial Proposal, by the appropriate Authority of West Bengal Forest department, may upload the final summary result containing inter-alia, name of contractors and the rates quoted by them against each work provided Tender evaluation committee is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate.

8. 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.

9. Penalty for suppression / distortion of facts

If any tender 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 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 and necessary action will be taken as per existing Rules. In addition, his user ID will be deactivated and Earnest Money Deposit/SD will stand forfeited. Besides, the WEST BENGAL FOREST DEPARTMENT may take appropriate legal action against such defaulting tenderer.

10. Scope of works:

The scope of work includes providing watch and ward security guard services as per requirement of Divisional Forest Officer, Rupnarayan Division. The scope of work shall include but not limited to the following:

- I. The deployed security personnel shall be very punctual while reporting to office.
- II. They shall not allow any unauthorized person in the office premises except those allowed by authorized Staff of the concerned Office.
- III. The Security Guard deployed shall regulate incoming and outgoing of public in Offices, Depots so as to prevent any theft and also shall not allow any unauthorized movement of any persons and goods from or into premises and to take steps for occurrence of any untoward incident.
- IV. The Agency shall ensure availability of mobile phone with the Security Guards deployed on duty for communicating with the concerned authority in case of any emergency. To receive telephone calls from outside and to transfer the call/communicate the message to the concerned authorized persons if required, as per the directions of the Officials of Division Office, range Offices etc.
- V. The Agency shall provide proper uniform to the engaged security personnel along with torch/searchlight and lathi/Gun. The security personnel should look smart and fit.
- VI. The Security Guard(s) shall continuously monitor the office premises, Depots and check the area and inform and assist police/fire brigade in operating fire fighting equipment in the times of any emergency.
- VII. Prevent misuse of water/ electricity by closing stopcock and switching of lights, fans, etc. including monitoring of electric points, switches, lights, AC's, Fans, Computers, etc.
- VIII. The Security Guard(s) shall prevent any untoward incidents & report the same to the authorities/ management without any delay.
- IX. The Security Guard(s) shall deposit any missing material/ article found in the working premises with the authorized officials of the concerned office immediately without any delay.
- X. The Security Guard(s) shall maintain visitor movement record if desired by the authorities/ management.
- XI. The Security Guard(s) shall check the vehicles in the parking area during night shift/holidays/Sundays and make a note of it in the register as per the direction of authorized representatives of the concerned office.
- XII. The tenderer shall make necessary arrangement as per the scope of work and responsibilities on all working days including Sundays and holidays with reference to Tender documents.
- XIII. In case the security services are not found to be satisfactory, DFO, Rupnarayan Division reserves the right to cancel the service from the assigned agency after informing the reasons for the same.
- XIV. Services may be extended, on the same terms & conditions up to such period as may be decided by Divisional Forest Officer, Rupnarayan Division after approval from the competent authority subject to satisfactory service.
- XV. The Security Personnel shall always be in uniform and should have proper Identity Card while on Duty. He/ She shall sign the attendance register meant for the said purpose.
- XVI. The guard on duty shall not sleep, consume liquor or play cards while on duty or indulge in any disruption activity not in conformity with his duties.
- XVII. The Security Guards are required to perform such other duties as may be decided by the competent authorities.

11. Tender Document costs (Tender Fees) & Earnest Money Deposit (EMD):

- Intending Tenderers should download the Tender Documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
- 1. Amount of Earnest Money -2% of Estimated Cost.
- 2. Amount of Security Deposit - 3% of Contract value as per Finance Department vide G.O.No. 796-F(Y) Dated. 25.02.2022.
- 3. Tender/e-Tender Fee not refundable in case of cancellation of tender.
- ** EMD through ICICI Bank payment gateway either by using internet banking or by NEFT/RTGS. There is no exemption of any kind for any of the eligible contractors towards cost of tender document fee or EMD.
- In case of partnership firm(s), the pledged instrument(s) must reflect the name(s) of the firm as well as the name(s) and address (es) of the partner / partners who is/are authorized to pledge the same as per valid partnership deed(s).
- Both Technical Bid and Financial Bid should be submitted duly digitally signed by the Tenderer through the [website http://wbtenders.gov.in](http://wbtenders.gov.in) as per the 'Date & Time Schedule' stated in the N.I.T.

12. Period of Contract:

Validity of contract is usually for a period of one year. However, the contract is extendable for such period as may be decided by the competent authority of Divisional Forest Officer, Rupnarayan Division even after expiry of the contract until fresh tender is floated, on existing terms & conditions of earlier contract, strictly on the basis of satisfactory performance, at the sole discretion of Divisional Forest Officer, Rupnarayan Division. During extension of the tender outside the contract period, the contractor has to mandatorily extend the services in the existing terms and conditions.

13. Payment procedure:

a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway

3. Security Deposit: EMDs are required to be submitted as per guidelines mentioned in the G.O No-3975-F(Y) dt 29/07/16 and subsequent G.O No-2365-F(Y) dt 12/04/18 through ICICI Bank payment gateway either by using internet banking or by NEFT/RTGS. The procedure is mentioned below-

- a. Payment by NET BANKING (Any linked bank) through ICICI Bank payment Gateway
 - ✓ On selection of net banking as payment mode, the bidder will be directed to ICICI Bank payment gateway web page 9 along with a string containing unique ID) where he will select the bank through which he wants to do the transaction
 - ✓ Bidders will make the payment after entering his unique ID and password of the bank to process the transaction.
 - ✓ Bidder will receive a confirmation message regarding success/failure of the transaction
 - ✓ If the transaction is successful, the amount paid by the bidder will be credited in the respective pooling account of State Government/PSU/Autonomous body/Local body/PRIs etc maintained with the Focal Point Branch of ICICI at R.N Mukherjee Road, Kolkata for collection of EMD/Tender Fee
 - ✓ If transaction is a failure, then bidder will go back to step one and try again.
- b. Payment through NEFT/RTGS
 - ✓ On selection of RTGS/NEFT as payment mode, the e- procurement Portal will show a pre-Filled challan having the details to process RTGS/NEFT transaction
 - ✓ The bidder will print the challan and use pre filled information to make RTGS/NEFT payment using his bank account
 - ✓ Once the payment is made, the bidder will come back to e- Procurement portal after expiry of reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
 - ✓ If verification is successful, the fund will get credited to the respective pooling account of State Government/PSU/Autonomous body/Local body/PRIs etc maintained with the Focal Point Branch of ICICI at R.N Mukherjee Road, Kolkata for collection of EMD/Tender Fee
 - ✓ In case of unsuccessful process the amount will be refunded to bidder's account

Security to be deposited by accepted L1 Only (by Audit Branch of Finance Department vide G.O.No. 796-F(Y) Dated. 25.02.2022). The Security shall require to be given in GRIPS Challan only. Security may also be adjusted through RA Bills also; subject to the discretionary power of the undersigned and rules/G.Os regarding the matter in vogue. Security may also be adjusted with EMD and RA bills also, subject to subject to the discretionary power of the undersigned and rules/G.Os regarding the matter in vogue. The Head of account for depositing the EMD with Operator's Code is 8443-00-109-003-07(EMD) (Operator's Code-109) and that of Security deposit with Operator's Code is 8443-00-109-003-07 (Security Deposit) (Operator's Code-109). The adjustment through refund shall be made through the head of Account 00-8443-00-109-003-0-23-00 after maintaining due formalities in this regard

14. Opening of Tender:

- (a) 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.
- (b) Prospective Tenderers or their authorized representatives may be present during the opening process.
- (c) Financial Bids of only those tenderers who would qualify in the Technical Bid evaluation will be opened.
- (d) 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 Office, Rupnarayan Division, 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.
- (e) The acceptance of the tender rests with Divisional Forest Office, Rupnarayan Division, 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.
- (f) Intending Tenderers at their own cost and risk 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 Divisional Forest Office, Rupnarayan Division, W.B. about the time and date of the visit.

15. General Tender Conditions:

- I. Canvassing in connection with the tender is strictly prohibited and those bids will be summarily rejected without giving any notice.
- II. Any evidence of unfair trade practices, including overcharging, price fixing, cartelization etc. as defined in various statutes, will automatically disqualify the bidder.
- III. The contractor/Firm/Agency/Company shall provide necessary insurance coverage to his workmen engaged in the execution of his contract so as to hold the Divisional Forest Officer, Rupnarayan Division, non-liaible for any acts from contractor's workmen in case of any accident / mishap including death. The insurance cost of personnel working for the contractor at the site shall be borne by the contractor. The contractor may provide the Group Insurance Scheme of LIC or any other Insurance agency for his workmen.

If any of the persons engaged by the contractor/Firm/Agency/Company misbehaves with any of the officials/visitors of Divisional Forest Officer, Rupnarayan Division or commits any misconduct or suffers from any serious communicable disease, the Contractor shall replace them immediately. In case the authority of Divisional Forest Officer, Rupnarayan Division feel that the conduct of any of CONTRACTOR'S employees is detrimental to the interests of the office of DFO, Rupnarayan Division shall have the unqualified right to request for removal of such employee either for incompetence, unreliability, misbehaviour, security reasons, etc., while on or off the job. The contractor/Firm/Agency/Company shall comply with any such request to remove such personnel at Contractor/ Firm/ Agency /Company expense unconditionally. The contractor/Firm/Agency/Company will be allowed a maximum of two working days to replace the person by competent qualified person at contractor/Firm/Agency/Company cost.

- IV. The contractor/Firm/Agency/Company shall not engage/employ persons below the age of 18 years or above 60 yrs. of age in violation of extant Rules.
 - V. The contractor shall issue appointment letters to the persons engaged by him for deployment under this contract, a copy of which should be submitted to Divisional Forest Officer, Rupnarayan Division, f o r record purposes.
 - VI. It shall be ensured that all Security guards are paid wages not less than the minimum wages declared by Govt. of West Bengal. All statutory obligations like PF, ESI, etc. must be paid in respect of the guards employed by the Agency. All these obligations shall be the liability of the Agency.
 - VII. The Contractor/ Firm/ Agency /Company shall pay wages directly to his workmen through electronic payment mode/ by cheque payment. He will ensure that all the personnel deployed have proper Bank accounts in the Scheduled banks
 - VIII. In case it is found that the wages are not being paid in accordance with the statutory Minimum Wages Act, the contract shall be terminated forthwith & the Performance Security/Security Deposit shall be forfeited.
 - IX. The Agency shall be responsible for payment of wages etc. to the deployed personnel as per prevailing Acts/Orders as applicable issued by the Govt. of West Bengal time to time. If any dispute arises between the Agency & the personnel employed by it in the matter of wages or any other service condition, it shall be settled by the Agency & the personnel engaged by it themselves and Divisional Forest Officer, Rupnarayan Division, shall not be a party in any such dispute.
 - X. Contractor/ Firm/ Agency /Company shall provide proper numbered photo identification cards to his employees to be deputed by him for work, duly signed by the contractor or person authorized on behalf of contractor.
 - XI. The Contractor/ Firm/ Agency /Company shall be able to pay at least 6 months of wages to the Security Personnel.
- b. The personnel deployed by the Contractor/ Firm/ Agency /Company as Security Guards/Armed Guards shall meet the following requirements: i) Should be medically fit for the job, ii) duly certified the same from competent authorities from time to time, iii) Should possess good conduct and discipline, this is liable to be cross- checked by authorized Officials of Divisional Forest Officer, Rupnarayan Division, if required. iv) The contractor shall not engage/employ persons below the age of 18 years or above 60 years of age in violation of extant Rules.
- I. On receipt of the Work Order the Contractor shall have to enter into an Agreement with Divisional Forest Officer, Rupnarayan Division in which one of the Clauses would be an arbitration clause as per the Arbitration Act which will be enforceable by either party in case of any dispute arising out of the Work Order.
 - II. The lowest Tenderer cannot sublet the work under any circumstances. If it was found that the contractor has sublet the work, then the contract gets automatically cancelled and all EMD/SD shall be forfeited and legal action will be initiated as per extant Rules/Acts.
 - III. Under no circumstances the Contractor/ Firm/ Agency /Company can exit from the Contract. In case the Contractor wishes to exit from the Contract, necessary action will be taken as per existing Rules and whole of Security Deposit/ Performance Security will be forfeited and the contractor will be Blacklisted and barred from participation of any Bids in the future.

- IV. The requirement of number of Security Personnel (unskilled) given in the scope of work is only indicative and Divisional Forest Officer, Rupnarayan Division, serves the right either to increase or decrease it as per requirement. The decision of the Divisional Forest Officer, Rupnarayan Division, in this regard shall be final and binding on the Contractor.
- V. The Tenderer/Bidder 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.
- VI. A Tenderer is to quote in figures as well as in words, his rates in the following forms as applicable in his cases against the estimated value put to tender of the tender form (BOQ).
- VII. 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.

16. Validity of Bids:

Bid shall remain valid for a period not less than 120 days after the stipulated 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 and legal action will be taken against him.

17. Verification of credentials and documents:

Before issuance of the work order, the Tender Accepting Authority, if required, may verify the authenticity of the credentials and other documents submitted by the lowest Tenderer. After verification, if it is found that such documents submitted by the lowest Tenderer is either manipulated or false in that case, work order will not be issued in favour of the Tenderer under any circumstances and EMD and SD money will be forfeited and legal action will be taken against him as per extant Rules/Acts.

18. For any default in Mid-term contract:

For any default in midterm of contract, necessitating termination of the contract and change of Selected Bidder, all dues including 5% penalty will be deducted from the pending bills or earnest money deposit (EMD) of the defaulting company. The contracting Selected Bidder shall not be eligible to get payment against any such bills. If Divisional Forest Officer, Rupnarayan Division has already made payment of such bills, the same will be realized from the agency through Demand Draft/Pay Order submitted as Bid Guarantee (EMD) / pending bills of contracting Selected Bidder lying with the Divisional Forest Officer, Rupnarayan Division.

19. Cancellation of Tender:

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

20. Security Deposit/Performance Security:

The successful Tenderer to whom a Letter of Acceptance has been issued shall submit within 7 (Seven) days from the date of Letter of Acceptance, Performance Security/Security Deposit which is 3% (Three Percent) of the contracted value of work. Failure in depositing this amount and / or non-submission within the specified time shall render the contract liable to termination without reference to the contractor and in such case; the deposited earnest money shall stand forfeited to the Government. Security Deposit shall have to be deposited in the form of in favour of The Divisional Forest Officer, Rupnarayan Division, through Demand Draft. Any necessary extension of validity of Instrument shall be obtained by contractor. The amount of Security Deposit shall be refunded to the contractor after 6 months of successful Completion of Works subject to satisfied performance of works which is verified by authorized representatives of The Divisional Forest Office, Rupnarayan Division. Any unsatisfactory work would result in forfeiture of the Security deposit/Performance Security.

21. Payment of the Bills:

- a) Payment will be made on per security personnel basis only. Monthly payment will be made directly to the Selected Bidder on the basis of actual number of security guards billed. The Selected Bidder shall submit bills in triplicate. The bill has to be certified by the Supervising Officer authorized by Divisional Forest Officer, Rupnarayan Division.
- b) The Contractor/ Firm/ Agency /Company to submit proof of EPF& ESI deposit (Online generated paid challan/certificate) in the PF, ESI code as would be submitted by the Selected Bidder and related document against each employee. Where ESI provisions are not applicable, insurance documents as a proof of medical benefit are to be submitted with bill.
- c) The Contractor/ Firm/ Agency /Company shall deploy adequate number of persons for execution of the work undertaken on contract regulating their working hours and weekly off within the statutory limits. The contractor shall be responsible for payment of overtime wages to his workmen if any, in case they are required to work beyond the prescribed hours under law. No double shifts of Security personnel is allowed.
- d) No advance payment would be made. Release of payment for second month onwards is subject to verification of full payment made to E.P.F. & E.S.I. authorities where applicable in respect of persons engaged for the previous month.
- e) The Contractor/ Firm/ Agency /Company r while submitting the bill shall enclose a certificate stating that salaries for all engaged Security personnel has been disbursed for the said month.
- f) All bills shall be addressed to Divisional Forest Officer, Rupnarayan Division.
- g) The payment of the bills is subjected to accord of Administrative Sanction and Financial Release of requisite fund from concerned Authorities. This office of Divisional Forest Officer, Rupnarayan Division is not liable for non-release/ delay in fund allocation. Bills shall be paid only when requisite fund is released to the Divisional Forest Officer, Rupnarayan Division in suitable Head of Service of the Accounts.
- h) No tender shall be deemed to be fit for consideration unless the tender documents are fully and completely filled in. All information that may be asked from the Tenderer must be unequivocally furnished. The eligibility of a Tenderer will be ascertained on the basis of the documents submitted b y a Tenderer in support of eligibility criteria. If any document submitted by a Tenderer is found to be incomplete/incorrect/ manufactured / fabricated or false, his Tender will be out rightly rejected at any stage and legal action will be taken against him.
- i) 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).

22. Deduction of Taxes etc.:

Deduction of Income Tax from the Contractor's Bill will be made as per Govt. rules. GST & all other statutory levy/ Cess will have to be borne by the contractor as per Govt. Rules and the rate in the B.O.Q. is inclusive of all the taxes etc. stated above.

23. Penalties: If Selected Bidder have failed to deliver the pay slips as a proof of wages to the security personnel individually within one month from the date of payment will attract penalty @ Rs. 2/- per security guards for such non delivery and in case of failure to supply proper dress, uniform, lathi, Gun and torch to each security personnel a penalty @ Rs. 500/- will attract per guards also. The same will be deducted in the subsequent bills or from the Security Deposit/ Performance Security, as the case may be.

24. Removal of Discrepancy:

If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence: -

- a) Form of Agreement
- b) Tender Form

- c) Technical Specifications
- d) General Terms and Conditions
- e) Relevant PWD(W.B.) Schedule of Rates
- f) Instructions to Bidders
- g) N.I.T.

25. MOBILISATION ADVANCE/ COST OVER RUN:

No Mobilization Advance and Secured Advance will be allowed. Time / cost overrun and consequent cost of escalation for any materials, labour, P.O.L. etc. will not be allowed.

26. Tie Breaker:

In case of identical Bids by more than one Bidder, the following Tie-breaker procedure will be adopted to break the tie (in order of listing):

- a. Turnover of the Bidder: More the turnover, more the preference.
- b. Duration of Establishment: Longer the period of establishment, more the preference.

27. Right to Reject or Accept the Bid:

The Divisional Forest Officer, Rupnarayan Division reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the action.

28. Termination of Contract by Employer:

If the contractor (being an individual or a firm) commit any act of insolvency or shall be adjusted as an insolvent or shall make an assignment or composition of the greater part in number or amount of his creditors or shall enter into a deed of assignment with his creditors, or (being incorporated company), shall have an order made against him or pass an affective resolution for winding up either compulsorily or subject to the supervision of the court or voluntarily, or if the official assignee of the contractor shall repudiate the contract, or if the official assignee or the liquidator in any such winding up shall be unable within 7 (Seven) days after notice to him requiring him to do so, to show to the responsible satisfaction of the employer that he is able to carry out and fulfil the contract and if required by the employer to give security or if the contractor (whether in individual form or incorporated company) shall suffer any payment under this contract to be attached by or on behalf of any of the creditors of the contractor or if the contractors shall assign or sublet the contract without the consent in writing of the employer first obtained if the contractor shall change or encumber this contract or any payment due to which may become due to the contractor their under or if the employer shall certify in writing of that in his opinion the contractor :

- a) has abandoned the contract, or
- b) has failed to commence the work, or has without any lawful excuse under these conditions suspended the progress of the work for 14 days after receiving from the Employer written notice to proceed, or
- c) has failed to proceed with the work such due diligence and failed to make such due progress as would enable the work to be completed within the time agreed upon, after receiving from Employer to employ more men, or,
- d) has failed to remove materials from site or to pull down and retained work within 7 days after receiving from the Employer as written notice that the said materials or work were condemned or rejected by the Employer under those conditions,
- e) has neglected or failed persistently to observe and perform all or any of the acts, matter or things by this contract to be observed and performed by the Contractor for 7 days after written notice shall have been given to the contract requiring the Contractor to observe or perform, the same, or
- f) has to the detriment of good workmanship or define of the Employers instruction to the contrary sub- let any part of the contract. Then and in any of the said causes the employer not withstanding any previous order after giving 7 (Seven) days' notice in writing to the contractors, determine the contract, but without thereby affecting the powers of the employer of the obligations and liabilities of the contractor, the whole of which shall continue to be in force as fully as if the contractor has not been so determine and as if the works subsequently executed has been executed by or on behalf of the contractor and further the employer, his agents or representative may enter upon and take possession of the works and all plants, tools, shades, machinery and other power tools, utensils and materials, lying upon the premises or the adjoining land or roads and use the same as his own property or may employee the by means of his own representative and workman in carrying on and completing the work or by employing any other contractors or other persons or person to complete the work, and the contractor shall not in any way interrupt, or do any matter or thing to prevent or hinder such other contractor or other person or persons employed for completing and finishing or using the materials and plant

for the work when the works shall be completed or as soon thereafter as convenient, the employer shall give a notice in writing to the contractor to remove his surplus materials and plant and should the contractor failed to do so within a period of 14 (Fourteen) days after receipt thereof by him the employer may sell the same by public auction and shall give credit to the contractor or for the amount so realized.

The employer shall thereafter ascertain and certify in writing under his hand that (if anything) shall be due or payable to or by the employer, for the value of the said plant and materials so taken possession of by the employer and the expense or loss which the employer shall have been put to in getting the work to be so completed and amount if any owing to the contractor and the amount which shall be certified shall there upon be paid by the employer as the case may be and the certificate shall there upon be paid by the employer, as the case may be and the certificate of the employer shall be final and conclusive between the parties.

29. 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, Western Circle, Govt. of West Bengal. Should the Chief Conservator of Forests, Western Circle, Govt. of 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.

Sd/- SHIVANAND RAM

Divisional Forest Officer,
Rupnarayan Division

Memo No. 1282 /2- e_Tender

Dated, Midnapore the 26/06/2024

Copy for information and wide Circulation to: -

1. The Sabhadhipati, Paschim Medinipur Zilla Parishad.
2. The Principal Chief Conservator of Forests & HoFF, West Bengal
3. The Chief Conservator of Forests, Western Circle, West Bengal-along with a request to return one copy duly approved.
4. The Chief Conservator of Forests, MIS & E-Governance –with a request to publish Tender/E-Tender Notice on website.
5. The Conservator of Forests, Administration, Publicity & Marketing, West Bengal
6. The District Magistrate, Paschim Medinipur.
7. The Superintendent of Police, Paschim Medinipur.
8. The District Information & Culture Officer, Paschim Medinipur.
9. The Sub-Divisional Officer, Midnapore Sadar, Paschim Medinipur.
10. The Treasury Officer, Midnapore Treasury.
11. All Divisional Forest Officer's, Western Circle, West Bengal.
12. The Assist. Divisional Forest Officer, Rupnarayan Division.
13. The Head Clerk, Rupnarayan Division.
14. The Budget, Accounts & Revenue Section.
15. All Range Officers (Territorial), Rupnarayan Division.
16. The Attached Forest Ranger, Rupnarayan Division.
17. Notice Board, Rupnarayan Division.
18. Shri / FPC_____.

Divisional Forest Officer,
Rupnarayan Division

Section – B
FORM-I
APPLICATION

To,
The Divisional Forest Officer,
Rupnarayan Division.

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:_____

Section-B
FORM II
(TO BE FILLED UP BY TENDERER)

To,
The / Divisional Forest Officer,
Rupnarayan Division.

Dear Sir/ Madam,

Ref:- Work for
Tender Reference No.

1. I/We refer to the tender notice issued by you for the work of in Rupnarayan Division vide tender reference no. _____ mentioned above.
2. I/ We do hereby offer to perform, provide execute, complete and maintain the works in conformity with the drawings, conditions of contract, specifications, Schedule of Quantities for the sum of Rs.....(quoted in Financial BOQ)..... only at the respective quoted ITEM WISE rates mentioned in the Schedule of Quantities.
3. I/ We have satisfied myself/ ourselves as to the site conditions, examined the drawings and all aspects of tender conditions, subject above, I/ We hereby agree, should this tender be accepted in whole or in part, to:
(a) Abide by and fulfil all the terms and provisions of the said conditions annexed hereto;
(b) Complete the works within.....days.
4. I/ We have deposited the earnest money of Rs. _____ only which, I/ We note that deposited EMD, will not bear any interest and is liable for forfeiture-
(i) If our offer is withdrawn within the validity period of acceptance.
(ii) If the contract is not executed within 15 days from the date of receipt of the letter of acceptance.
Or
(iii) If the work is not commenced within 10 days after issue of work order/
handing over of the site whichever is later.
5. I/ We understand that you are not bound to accept the lowest or any tender you receive.

Yours faithfully,

Signature.....
Designation :
Address :

Name of Partners of our Firm:

- 1) _____.
- 2) _____.

Section – B

**FORM – III
STRUCTURE AND ORGANISATION**

A.1. Name of the applicant (Tenderer):

A.2. Office Address:

Telephone No.:

Fax No.:

e-mail :

A.3. Name and address of Bankers:

A.4. Attach an organization chart showing the structure of the company with names of key personnel and technical staff with Bio-data

Date: _____

Signature of authorized officer of the firm: _____

Title & Capacity of the officer: _____

Name of the Firm with Seal: _____

Note: Application covers Proprietary Firm, Partnership, Pvt. Ltd. Company or Corporation

Section-B

AFFIDAVIT – Y

(To be furnished in Non-judicial stamp paper of appropriate value duly notarized)

- (I) I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted, proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the undersigned.
- (II) The undersigned also hereby certifies that neither our firm M/S _____ nor any of constituent partners had been debarred to participate in tender by the Directorate of Forests /Government of West Bengal or any of the Statutory Bodies or Government Organizations in favour of whom credentials are preferred by the undersigned towards eligibility criteria claim; during the last 5 (five) years prior to the date of this N.I.T.
- (III) The undersigned would authorize and request any Bank, person, Firm, or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Divisional Forest Officer, Rupnarayan Division, W.B. herein referred to as the Tender Inviting & Accepting Authority, to verify this statement.
- (IV) The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Tender Inviting & Accepting Authority.
- (V) Certified that I have applied in the tender in the capacity of individual/as partner of a firm & I have not applied severally for the same job.

Date: _____

Signature of authorized officer of the firm: _____

Title & Capacity of the officer: _____

Name of the Firm with Seal: _____

GENERAL SUMMARY

Work of _____ at _____ **Division.**

Estimate for _____ **in** _____ **Division.**

Tender reference no. _____

Sl. No.	Description	Amount
1.		Rs.
	TOTAL Amount	Rs.
	(in figures) Rupees _____ only.	

Time of Completion _____ days.

I/We offer to execute the work: _____ (Tenderer should quote rate in the BOQ of Financial Bid but not here).

- a) At par with Rs. _____ (Rate to be quoted in Financial Bid) as per priced schedule of quantities.
- b) _____ % _____ (in words) above the priced schedule of quantities.
- c) _____ % _____ (in words) below the priced schedule of quantities.

Total :Rs. _____ (Rate quoted as in Financial BOQ)

(Signature of Tenderer
with official seal)

Signature of Tender
inviting Authority)

(Signature of Tender
accepting Authority)

Signature of Witness : _____

Name of Witness : _____

Address : _____