



GOVERNMENT OF WEST BENGAL
DIRECTORATE OF FORESTS

OFFICE OF THE DIRECTOR, STATE FOREST TRAINING INSTITUTE,
HIJLI, KHARAGPUR – 721 306

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Memo. No. 537 / 2-6

Dated, Hijli, the 28.06.2024

NOTICE INVITING e-TENDER

Notice Inviting e-Tender No. WBFOR/DIR-SFTI HIJLI /e-NIT 12/SPAP of 2024-25

In pursuance to the G.O No-5400-F(Y) dt. 25/06/2012 and its subsequent amendment No-2254-F dt. 24/04/2014, The **Director, State Forest Training Institute, Hijli**, on behalf of the Governor, Govt. of 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 www.wbtenders.gov.in only].

List of Schemes :-

Sl. No	Name of the work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Tender Fee	Location	Period of Completion	Name of the Concerned Division	Eligibility of Contractor
1	Training cum workshop on Management of Man – Animal Conflict in South West Bengal at SFTI, Hijli	Rs. 3,74,753/-	Rs. 7,495/- (Rupees seven thousand four hundred & ninety five only)	Rs. 750/- (Rupees seven hundred & fifty only)	State Forest Training Institute, Hijli	3 to 5 days	State Forest Training Institute, Hijli	Contractors having valid credential & labour co-operative society with necessary credential

Cost of tender document/tender fees and Earnest Money Deposit (EMD) should be deposited online at the website www.wbtenders.gov.in through RTGS/NEFT Challan or through online payment gateway.

Note: Cost of Tender document/ Tender fees and Earnest Money deposit (EMD) for 1st Call to be released. The Bidder has to deposit the Cost of Tender Document/ Tender fees and Earnest Money Deposit (EMD) afresh for 2nd Call and so on, if any.

ESTIMATED COST FOR TRAINING CUM WORKSHOP ON MANAGEMENT OF MAN-ANIMAL CONFLICT IN SOUTH WEST BENGAL

TOTAL NUMBER OF TRAINEES: 30 NOS.

DATE: 25-07-2024 TO 27-07-2024

VENUE: STATE FOREST TRAINING INSTITUTE, HIJLI, KHARAGPUR

Sl. No.	Work Details	No. of Trainees	Unit	Unit Rate/ Trainee/ Day (Rs.)	Amount / Cost per day (Rs.)
1	Fooding				
1a	Cost of arranging breakfast for trainees @ Rs. 80.00 X 3=240/-per trainee for 3 days	30	Nos	240.00	7,200.00
1b	Cost of arranging tea & biscuits two times @ Rs. 45.00 X 3=135/-per trainee for 3 days	30	Nos	135.00	4,050.00
1c	Cost of arranging Lunch 370.00 X 3=1100/-per trainee for 3 days	30	Nos	1,110.00	33,300.00
1d	Cost of arranging evening snacks 70.00 X 3= 210/- per trainee for 3 days	30	Nos	210.00	6,300.00
1e	Cost of arranging dinner 285.00 X 3=855/- per trainee for 3 days	30	Nos	855.00	25,650.00
2	Accommodation				
2a	Cost raised for cleaning, sweeping, mopping of classrooms, Dormitories, Dining, Kitchen, Toilets, Training Building Premises. @ Rs. 300.00 X 3 days = 900/- per trainee for 3 days	30	Nos	900.00	27,000.00
2b	Cost for DG charges including supply of fuel. @ Rs. 220.00 X 3 days = 660/- per trainee for 3 days	30	Nos	660.00	19,800.00
2c	Procurement cost of Bucket (10 nos.), Small Dustbin (10 nos.), Mug (10 nos.), Phynil (5 liter.), Curtain (20 nos. 5 feet x 5 feet), Door mat (10 nos.), Hand wash (10 nos.), Odonil (10 nos.) for the trainees @ Rs. 300.00 X 3 days = 900/- per trainee for 3 days	30	Nos	900.00	27,000.00
3	Minor Maintenance				
3a	Cost raised for minor electrical maintenance work like maintenance of Audio-visual System at Training Hall, electrical wiring etc Repairing of Submersible Pump, lights & Fan including fitting fixing charges and repairing etc @ Rs. 320.00 X 3 days = 960/- per trainee for 3 days	30	Nos	960.00	28,800.00

3b	Cost raised for minor plumbing maintenance works like procurement of water purifier; servicing, of Taps, hand shower, cistern repair, etc. including fitting fixing charges and others if any. @ Rs. 300.00 X 3 days = 900/- per trainee for 3 days	30	Nos	900.00	27,000.00
3c	Cost raised for procurement of Carbolic acid (5 litre), Bleaching Powder (15 k.g.), Muriatic surface cleaner (4 litre), Detergent Powder (11 k.g.), Ceiling fan (8 nos.) etc. @ Rs. 250.00 X 3 days = 750/- per trainee for 3 days	30	Nos	750.00	22,500.00
4	Field Trip				
4a	Cost of hiring bus (30 seater) for field trip at nearest Forest Range area regarding this training in connection with field exposure of methods of Identification, Use of Modern Tools & Technologies-GPS, Drone, Android Phone, Bulk SMS system, radio tracking, tranquilization etc. Including fuel cost and all incidental charges. For 20 nos. trainees @ Rs. 10,000.00/- for 1 no trainee @ Rs. 500.00/-	30	No.	500.00	15,000.00
4b	Cost of hiring small vehicles (6 seater) for guest speakers/ Instructors and field trip in connection with field exposure of methods Interaction with animal Squad/JFMC/Panchayat etc., Techniques of Tracking, Importance and Management of animal driving squad including RRT. "AIRAWAT" etc. in HEC, Mob Management including fuel cost and all incidental charges. For 1 small vehicle @ Rs. 2,000.00/- Per day 2 nos. small vehicles for 3 days 2 x 3 = 6 nos. vehicles.	6	Nos	2,000.00	12,000.00
4c	Cost of field equipments / Materials e. g. Chart paper, Wooden Frame, Leather Strap for radio collar preparation, Geometry box etc. @ Rs.1150.00/-per Set	6	Set	1,150.00	6,900.00
5	Training materials with kit				
5a	Cost of Bag for trainees @ Rs. 348.00/-	30	Nos	348.00	10,440.00
5b	Cost of Folders including printing and carriage cost @ Rs. 100.00/- per folder.	30	Nos	100.00	3,000.00
5c	Cost of Notebook including transportation charges if any @ Rs. 100.00/- per notebook.	30	Nos	100.00	3,000.00
5d	Cost of Pen @ 30.00	30	Nos	30.00	900.00
5e	Cost on Pencil, Eraser, Scale etc.	30	Sets	19.50	585.00
5f	Torch light	30	Sets	250.00	7,500.00
6	Printing Banners & others required advertisement				
6a	Cost for drafting, designing, printing and fixing of Banner including all charges if any. Size: 12 ft x 4 ft @ Rs. 1,328.50/-per banner.	2	Nos.	1,328.50	2,657.00

6b	Cost for drafting, designing, printing and fixing of Banner including all charges if any. Size: 8 ft x 3 ft @ Rs. 1,000.00/-per banner.	3	Nos.	1,000.00	3,000.00
6c	Cost for drafting designing, printing of leaflets for the purpose of awareness & publicity among the local peoples, including all charges if any. @ Rs. 20.00/- per leaflets.	100	Nos.	20.00	2,000.00
6d	Cost of booklets drafting designing and printing of booklets for the purpose of awareness & publicity among the local peoples, including all charges if any. @ Rs. 75.00/- per booklets.	90	Nos.	75.00	6,750.00
7	Miscellaneous expenditure for Printing & Local Arrangement				
7a	Cost generate due to printing of Study materials for the three days workshop on "Training of Other Stakeholders".	30	Nos	220.00	6,600.00
7b	Supply of pen for training purpose (Each packet 10 nos. pen).	2	Pkt	50.00	100.00
7c	Supply of A4 size paper for training purpose.	5	Rims	290.00	1,450.00
7d	Supply of Battery to operate microphone for classroom discussion session.	1	Dozen	300.00	300.00
7f	Supply of White Board marker pen (Blue, black, green & red) for training purpose.	1	Dozen	250.00	250.00
7g	Supply of Colouring Chalk for training purpose.	2	Box	80.00	160.00
7h	Power Pointer	2	No.	2,950.00	5,900.00
7i	Supply of Staplers for training purpose.	2	Nos	150.00	300.00
7j	Data Recharge	3	Days	65.00	195.00
Taxable Amount					3,17,587.00
CGST (9%)					28,582.83
SGST (9%)					28,582.83
Total Amount					3,74,752.66
Or say					3,74,753.00

General Guidance for e-Tendering :-

1.1 Instructions / Guidelines for tenderers for electronic submission of the tenders online have been shown in Web site www.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.

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 (Including Instructions to Bidders, General Terms & Conditions Of Contract, Technical Specification.) **(To be submitted in "NIT" Folder)**

ii. Section B (Form I, Form III, Form IV and AFFIDAVIT – Y) **(to be submitted in "EMD AND TECHNICAL DOCUMENTS" Folder.)**

b) 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 informal and liable to be rejected.

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 (Presenting Excess / Less / Excess or Less 0.00% or to indicate at par) online through computer 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:

(a) All categories of intending Tenderers shall have satisfactorily completed as a prime agency during the last 5 (five) years prior to the date of issue of this Tender Notice **and as per Notification no. 03-A/PW/O/10C-02/14 dated 12.03.2015.**

For 1st Call of NIT :

i) Intending tenderer should produce credentials of completed work of similar nature 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,

ii) Intending tenderers should produce credentials of 2(two) of completed work of similar nature, 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

iii) Intending tenderers should produce credentials of 1(one) single running work of completed work of similar nature which has been completed to the extent of **60% 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 executed agency, i.e., the tenderer.

For 2nd Call of NIT :

i) Intending tenderer should produce credentials of completed work of similar nature of the minimum value of **35% of the estimated amount** put to tender during 5(five) years prior to the date of issue of the tender notice;

or,

ii) Intending tenderers should produce credentials of 2(two) completed work of similar nature, each of 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

iii) Intending tenderers should produce credentials of 1(one) single running work of completed work of similar nature which has been completed to the extent of **55% 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 executed agency, i.e., the tenderer.

For 3rd Call of NIT :

i) Intending tenderer should produce credentials having experience of completion of completed work of similar nature during the last 5 financial years for a single contract of not less than **30%** of the estimated amount put to tender or two numbers of works of **20%** of the estimate are eligible to participate. put to tender during 5(five) years prior to the date of issue of the tender notice;

or,

ii) Intending tenderers should produce credentials of 1(one) single running work of completed work of similar nature which has been completed to the extent of **50% 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 executed 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.

(b) 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]

(c) All categories of prospective Tenderers shall have to submit valid and up to date documents regarding taxes and charges as applicable, Income Tax Return Acknowledgement Receipt, PAN Card issued by Income Tax Department, Voter ID Card, Trade License, GST Registration, in respect of the prospective Tenderer..

[Non-statutory Documents]

(d) 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]

(e). 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]

(f) 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]

(g) Registered Un employment Engineers Co- operative Societies/ Labour Co- Operatives are required to furnish the following documents:-

[Non-statutory documents]

(i) Current “**No objection Certificate**” from the assistant Registrar of Co- Operative Societies.

(ii) By- laws duly approved by the Assistant Registrar of Co- Operative Societies,

(iii) Name with address and signature (in original) of the present board of Directors of the Co- Operative Society.

(iv) 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.

(h). The prospective Tenderer’s 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.

(i). Joint Ventures will not be allowed.

(j). 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.

(k) Conditional / Incomplete Tender will not be accepted under any circumstances.

B. My Document (Non-Statutory Cover)

Sl. No.	Category Name	Sub-Category Description		Document Name
1.	CERTIFICATES	CERTIFICATES	1	P.T. deposit receipt Challan
			2	All up-to-date documents regarding taxes & charges as applicable.
			3	I.T.R. Acknowledgement Receipt
			4	PAN Card
			5	Voter ID Card
			6	Enlistment Certificate
			7	GST Registration Certificate
2.	COMPANY DETAILS	COMPANY DETAILS	1	Proprietorship Firm - Trade License.
			2	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-operative Societies Limited
3.	CREDENTIAL	CREDENTIAL		Completion Certificate from the concerned Supervisor which is applicable for eligibility in this bid [According to Cl. 6(i) of NIT]

Sl. No.	Category Name	Sub-Category Description		Document Name
4.	Financial information	<u>P/L & Balance sheet 2021-22</u>	1.	Profit and Loss A/c and Balance Sheet last 3 (three) financial Year
		<u>P/L & Balance sheet 2022-23</u>		
		<u>P/L & Balance sheet 2023-24</u>		

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 Statutory 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 Tenderer (1st round)

Pursuant to scrutiny and decision by Technical Analysis Committee (TAC) & will be Evaluated by Technical Evaluation Committee (TEC) formed by the order of competent authority 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 Tenderer

Date of opening of financial bid will be done after completion of all procedural formalities.

7. Opening and Evaluation of Financial Proposal

Financial proposals of the Tenderer declared technically eligible by the Tender Analysis Committee (TAC) and the Technical Evaluation Committee (TEC) formed by the order of Competent Authority will be opened electronically from the web portal stated on the prescribed date.

8. Acceptance of Tender (Technically eligible/qualified)

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind him/herself to do so and may 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.

9. Penalty for suppression / distortion of facts

If any tender fails to produce the original hard copies of the documents or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is deleted in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform as deemed fit. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the WBFOR may take appropriate legal action against such defaulting tenderer.

10. Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	10.07.2024 at 11.00 am
2	Documents download/sale start date (Online)	10.07.2024
3	Bid submission start date (On line)	10.07.2024
4	Bid Submission closing (On line)	18.07.2024 upto 3.00 pm.
5	Bid opening date for Technical Proposals (Online)	22.07.2024 3.00 pm
6	Date of uploading list for Technically Qualified Bidder(online)	22.07.2024

7	Date of uploading the final list of Technically Qualified Bidder(online) after disposal of appeals, if any.	22.07.2024
8	Date for opening of Financial Proposal (Online)	To be notified in due course.

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.

12. Brief details on the nature of work:

Sl. No	Name of the project work	Amount
1	Training cum workshop on Management of Man – Animal Conflict in South West Bengal at SFTI, Hijli	Rs. 3,74,753/-

13. Earnest Money Deposit (EMD @ 2% of total tendered amount)

a) Payment procedure: (Vide Memo No. 3975-F(Y) dated 28.07.2016).

A. Login by bidder:

- a. A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRIs, etc. shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.
- b. He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:
 - I. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
 - II. RTGS/NEFT in case of offline payment through bank account in any Bank.

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

- i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government /PSU/Autonomous Body/local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

b. Payment through RTGS/NEFT:

- i. On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- iii. Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government /PSU/ Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

C. Refund/Settlement Process:

- i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
- ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L₁ and L₂ bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L₂ bidder should not be rejected till the LOI process is successful.
- iv. If the L₁ bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L₂ bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L₁ bidder is uploaded to the e-Procurement portal by the tender inviting authority.
- v. As soon as the L₁ bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal –
 - a) EMD of the L₁ bidder for tender of State Government offices will automatically get transferred from the pooling account to the State-00-103-001Government-07 through deposit GRIPS the bank particulars of the L₁ bidder.
 - b) EMD of the L₁ bidder for tenders of the State PSUs/Autonomous Bodies/Local Bodies/PRIs, etc. will automatically get transferred from the pooling account to their respective bank accounts along with the bank particulars of the L₁ bidder.In both the above cases, such transfer will take place within T+1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.
- vi. The Bank will share the details of the GRN No. generated on successful entry in GRIPS with the E-Procurement portal for up action.

- vii. Once the EMD of the L₁ bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt -60 head-800-013-27||—0070 through GRIPS for Government bank accounts for State PSU/Autonomous Body/Local Body/PRI, etc. tenders.
- viii. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD & Tender Fees (if any) were initiated.

14. Opening of Tender: -

1. (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. **(Stage I)**

(b) Each applicant have to submit the relevant sample, as applicable before opening of the technical bid on the specific date mentioned in the NIT at the office of the Director, State Forest Training Institute, Hijli, P.O. – Hijli Co – operative, P.S. – Kharagpur (L), Dist. – Paschim Medinipur, Pin – 721 306, W.B.

(c) Prospective Tenderer or their authorized representatives may be present during the opening process.

(d) Financial Bids of only those Tenderer who would qualify in the Technical Bid Evaluation will be opened.
(Stage II).

(e) The Director, State Forest Training Institute, Hijli or her authorized representative opening the Financial Proposal may call for Open Bid/Seal Bid after opening of the said tender to obtain the suitable rate further, if required. If any of the Tenderers or their representatives fails to attend during this process no subsequent objection would be entertained under any circumstances at any later date or time.

2. The intending Tenderer 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 Director, State Forest Training Institute, Hijli 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.

3. The acceptance of the tender rests with the Director, State Forest Training Institute, Hijli, who does not bind herself to accept the lowest tender and reserves to herself the authority to reject any or all the tenders received without assigning any reason thereof.

4. Intending Tenderer at their own cost and risk are encouraged to inspect the site of work and get them thoroughly acquainted with the local condition and all factors which may affect their rates. Prior to the site visit the intending Tenderers must inform the Director, State Forest Training Institute, Hijli about the time and date of the visit.

5. The selected Contractor must arrange to procure all materials required for the proper maintenance work. The Employer will not on any account be responsible for procuring the same.

6. Emergency/Special direction works may be carried out through Range Officer as or when required.

7. Payment will be made as per actual work done in the field on monthly basis. The claim should be accompanied by completion certificate of concerned Range Officer.

8. The detailed estimate will be available at the office of the Director, State Forest Training Institute, Hijli, P.O. – Hijli Co – operative, P.S. – Kharagpur (L), Dist. – Paschim Medinipur, Pin – 721 306, W.B.

9. If required in emergency or in exigency or in case of special direction from competent authority the successful tenderer may take up same type & nature of additional work at same less & same rate & payment will be done accordingly on availability of fund within the completion of the project period based on the actual measurement of additional work.

10. The selected contractor will remain solely responsible for any liability in respect of works and labourers engaged by him for the said purpose. He shall make his own arrangement for temporary acquisition of land for storing his material and for the housing of his staff at his own expenses.

15. VALIDITY OF BIDS:

Bid shall remain valid for a period for 365 Days. Bid validity for a shorter period (than as given date) shall be rejected by Tender Accepting Authority as non-responsive. If any Tenderer withdraws his offer before Tender Closing 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 may be taken against him.

16. VERIFICATION OF CREDENTIALS/ONSITE PROJECTS:

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

17. CANCELLATION OF TENDER:

The Director, State Forest Training Institute, Hijli reserves the right to cancel this N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

18. SECURITY DEPOSIT:

The 10 % Security Deposit shall be deducted from each RA Bill/Final Bill of Successful Tenderer as per Finance Department, West Bengal no. 796-F(Y) dated 25.02.2022 and it may be changed as per modification of Govt. order time to time in future.

19. The Security Deposit shall be refunded to the Contractor on expiry of 6 (six) month after issuance of Work Completion Certificate.

20. EXECUTION OF WORK: The Tenderer shall be bound to execute work according to the direction given from time to time by the undersigned authorized officer of this Division and any complaint against the tenderer from the said officer for deviation for his direction will cause violation of the condition of the contract and forfeiture of security money as well as discontinuation/dismissal of agreement and work order.

21. The undersigned or her representatives will inspect the works, take necessary measurement, and perform the required tests as and when required. The tenderers should render the required co-operation in this regard and subject to the maintenance of formalities in this regard.

22. R.A Bill will be allowed subject to the financial power of undersigned.

23. During the inspection by the undersigned or her representative, if the quality of the work / supply is not found up to the standard, the contractor/ supplier is bound to rectify the work or supply up to the satisfaction of the undersigned or his representative. Otherwise, the work order will be cancelled and the security deposit will be forfeited to the Govt. of West Bengal.

24. DEDUCTION OF TAXES ETC:

Income Tax and other taxes shall be deducted from the Contractor's Bill as per rate of Tax in vogue and the existing Govt. rules at the time of paying the Bill.

25. 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 including Sample materials Submission.
- d. General Terms and Conditions.
- e. Instructions to Bidders.
- f. N.I.T.

26. 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.

27. Canvassing in connection with the tender is strictly prohibited in the Tender submitted by the Contractor.

28. The successful Tenderer will have to start the work as per the work order to commence the work.

29. The materials, tools and plants be required for the project will be of best quality. The standard of such tools & plants will be as per the specification of the P.W. Dept/ P.H.E and will have to be as per the full satisfaction of undersigned or her authorized officer. The authority will have the power to reject at any stage, the defective and/or inferior materials and then the replacement shall at once be made at the Contractors own expense.

30. In addition to above, before payment the following documents are required to be produced.

- a) Photocopy of Labour license as per provision of "West Bengal Contract Labour (R&A) Act 1970" for execution of the scheme (original to be shown for verification).
- b) Photocopy of DCR (with RA Bill/Final Bill –in original to be shown for verification) as a documentary evidence for payment of Royalty & CESS in Minor minerals or original Challan(s) carrying order (s) mentioning the name of Agency, Tender Notice No. & date received from Govt. Approved Lessee/ Permit holder.

31. The successful tenderer will not assign any part of the work to any other contractor.

32. The successful tenderer may, however authorize any person to supervise the day to day work, attend the measurement when taken by the undersigned or by his authorized Officer and record his signature on the work measurement note books.

33. Rate offered in the estimate is the final and tenderer will not have any further claim.

34. The Successful Tenderer shall have to comply with the provision of the Minimum Wages Act, 1948 (d) and the subsequent amendments thereof or other laws relating thereto and the rules made and orders issued there under from time to time, failure to do so will be treated as breach of contract and the Director, State Forest Training Institute, Hijli may in his discretion cancel the contract. The contractor shall also be liable for any liability arising on account of any violation by him of the provisions of the Act and rules made there under time to time.

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

36. No tender shall be deemed to be fit for consideration unless the tender documents are 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 by 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.

37. 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.

38. 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.

39. The project cost floated in the tender shall include applicable GST within it and TDS under GST shall be deducted as and when applicable. Income Tax will be deducted from bill amount (excluding GST amount) as applicable.

40. The undersigned reserves the right to place order for work or supply of goods/services up to 50% more or 50% less of the quantity mentioned in the schedule of the tender.

41. Contingency expenditure will be at the discretion of tender inviting authority.

42. Work Order will be issued to the successful tenderer only after placement of fund from appropriate authority.

43. All works are required to be carried out as per plan and specification & estimate of the project subject to the modification by the undersigned at any point of time during execution of the work duly notified to the contractor/ supplier, within the project cost.

44. Works shall be carried out as per detailed estimate.

45. Work should be completed timely as per the scheduled date, except severe natural calamity. Undersigned shall have the discretionary power to impose penalty in such manner as mentioned below.

a) 3% penalty will be imposed on the tender amount in case of delay up to 5 days.

b) 5% penalty will be imposed on the tender amount in case of delay up to 10 days.

c) 10% penalty will be imposed on the tender amount in case of delay up to 30 days

Penalty will be adjusted with R.A Bill/ Bill from the security deposits or otherwise as per suitability and legality.

No further extension time shall be allowed under any circumstances.

No delay on the ground of non-issuance of way bill etc. shall be accepted under any circumstances.

46. All payments will be done as per the receipt of the funds from the Competent Authority.

47. In case of deposition of security deposit notification issued by Audit Branch of Finance Department vide No. 4608-F(Y) Dated. 18.07.2018 should be strictly.

Sd/-
Director,
State Forest Training Institute,
Hijli, Kharagpur

Copy for information and wide circulation through his office notice board to:

1. The Principal Chief Conservator of Forests, Head of Forest Force, West Bengal.
2. The Principal Chief Conservator of Forests, General, West Bengal.
3. The Principal Chief Conservator of Forests, Research, Monitoring & Development, West Bengal.
4. The Chief Conservator of Forests, Management Information System, West Bengal.
5. The Conservator of Forests, Development Circle, West Bengal.
6. The District Magistrate, Paschim Medinipur District.
7. The Superintendent of Police, Paschim Medinipur District.
8. All Divisional Forest Officers, West Bengal.
9. The Assistant Director, State Forest Training Institute, Hijli.
10. The Range Officer & Attached Forest Ranger, State Forest Training Institute, Hijli.
11. Office Notice Board.
12. The Guard File.

Sd/-
Director,
State Forest Training Institute,
Hijli, Kharagpur

1. OPENING & EVALUATION OF TENDER A)

Opening of Technical Proposal

i) Technical proposals will be opened by the Tender Opening Authority or his authorized representative as per the Date & Time schedule mentioned in the N.I.T. electronically from the website stated in Clause 2 of this NIT using their Digital Signature Certificate.

ii) Intending tenderers are encouraged to be present for observing the tendering opening procedure.

iii) Statutory Cover shall be opened first and if found in order, Non-Statutory cover will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.

iv) Decrypted (transformed in to readable formats) documents of the Statutory and Non-Statutory Cover will be downloaded by the Tender Opening Authority.

V) Declaring summary list of technically qualified tenderers :-

a. Pursuant to scrutiny and decision of the Tender Opening Authority, the summary list of technically qualified tenderers and the serial no. of work for which their proposal will be considered will be uploaded in the web portal and also that of the Directorate of Forests, Government of West Bengal as per feasibility. The list would be displayed vide notice board of the Tender Inviting authority, viz. Director, State Forest Training Institute, Hijli.

b. While evaluation, the Tender Opening Authority 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 are not produced within the stipulated time frame, their proposals will be liable for rejection.

c. All prospective tenderers who fulfill the eligibility criteria conditions of this NIT become technically qualified for further process.

B) Opening of Financial Proposal

i. The financial proposal of the technically qualified tenderers will be opened by the Tender Opening Authority or his Authorized representative electronically as per the Date & Time Schedule mentioned in the N.I.T. from the website using their Digital Signature Certificates.

ii) Intending technically qualified tenderers are encouraged to be present during this process.

iii) Decrypted (transformed in to readable formats) B.O.Q. would be downloaded by the Tender Opening Authority.

PENALTY FOR SUPPRESSION / DISTORTION OF FACTS

If any Tenderer fails to produce the original hard copies of the documents (specifically the completion certificates and audited balance sheets), or any other documents on demand of the Tender Opening Authority within specified time frame or if any deviation is detected in the submitted documents or if there is any suppression of facts, the tender will be rejected outright and appropriate legal action may be taken by the Government against such Tenderer.

AWARD OF CONTRACT

a) The Tender Inviting Authority reserves the right to accept or reject any Tender and to cancel the tendering processes and reject all Tenders at any time and prior to the Award of Contract without thereby incurring any

liability to the affected Tenderer or Tenderers or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

b) The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter.

c) The notification of award will constitute the formation of the Contract.

d). The Agreement will incorporate all agreements between the Tender Accepting Authority and the successful Bidder. All the tender documents including NIT & B.O.Q. will be the part of the Contract Document.

Sd/-

Director,
State Forest Training Institute,
Hijli, Kharagpur

Section - B
FORM-I
APPLICATION

To
Director,
State Forest Training Institute, Hijli

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

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

Dear Sir/Madam,

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) Date: _____

Signature of authorized officer of the firm

Title & Capacity of the officer

Name of the Firm with Seal

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 Director, State Forest Training Institute, Hijli 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

Section - B
FORM - III

STRUCTURE AND ORGANISATION

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

A.2. Office Address:

Telephone No.:

Fax No.:

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

**FORM- IV
EXPERIENCE PROFOILE**

LIST OF PROJECTS COMPLETED THAT ARE SIMILAR IN NATURE TO THE WORKS [REFER PARA 3

(a) (i)

(ii) (iii) -ELIGIBILITY CRITERIA]

Name of the Employer	Name, Location and nature of work	Name of authorized supervisor with designation	Contract price in Indian Rupees	Percentage of participation of Company	Original date of starting work	Original date of completion of work	Actual date of starting of work	Actual date of completion of work	Reasons for delay in completion

Note : a) Certificate from the employers to be attached .

b). Non-disclosure of any information in the schedule will result in disqualification of the firm.

Date.....

Signature of authorized officer of the firm

Title and capacity of the officer

Name of the firm with seal

INSTRUCTION TO BIDDERS (ITB)

Section – A

1. GENERAL GUIDANCE FOR e-TENDERING

Instructions / Guidelines for prospective tenderers for electronic submission of the tenders online may be obtained from the site, <http://wbtenders.gov.in> to participate in e-Tendering process.

2. 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 <http://wbtenders.gov.in> ; the contractor is to click on the link for e-Tendering site as given on the web portal.

3. DIGITAL SIGNATURE CERTIFICATE (DSC)

Each contractor is required to obtain a Class-II or III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause 2. DSC is given as a USB e-Token.

4. COLLECTION OF NIT & TENDER DOCUMENTS

The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

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. A prospective Tenderer (including his participation in partnership) shall be allowed to participate in a one or more than one project in this NIT.

6. SUBMISSION OF TENDER

General process of submission: Tenders are to be submitted online through the website stated in Clause 2 in two folders at a time for each work, one in Technical Proposal & the other in 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).

A) TECHNICAL PROPOSAL

The Technical proposal should contain scanned copies of the following Tender Documents in two covers (folders) namely Statutory Cover and Non-Statutory Cover:-

A-1) Statutory Cover containing

- i) Application (ITB, Section B (Form I, Form III, Form IV))

Demand Draft towards cost of tender documents (Tender Fees) & Earnest Money as prescribed in the

N.I.T. against each serial of work in favour of Director, State Forest Training Institute, Hijli at P.O. – Hijli Co – operative, P.S. – Kharagpur (L), Dist. – Paschim Medinipur, Pin – 721 306, W.B.

- ii) NIT (properly downloaded, digitally signed and uploaded) ITB (properly downloaded, digitally signed and uploaded)

- iii) Tender Form (properly download, digitally signed on both the pages and upload the same except quoting rate, quoting rate will only be encrypted in BOQ in Financial Bid). In case any rate is quoted in Tender Form, the tender is liable to be summarily rejected.

- iv) Technical Specifications (properly downloaded, digitally signed and uploaded)
- v) Affidavit (Ref:- format shown in "Affidavit - Y" of ITB, Section -B).

A-2) Non-Statutory Cover containing:

I) (i) Certificates:

- a) Valid and up to date Professional Tax (P T) deposit receipt challan.
- b) GST registration Certificate.
- c) Income Tax Return Acknowledgement Receipt.
- d) Income Tax PAN Card.
- e) Voter I Card
- f) Valid & upto date E.S.I. PF & GST Registration Certificate.
- g) Credential Certificates.

(ii) Proprietorship Firm - Trade Licence

(iii) Partnership Firm - Registered Deed of partnership Firm, Registered Power of Attorney, Trade Licence.

(iv) Private Limited Company - Registration Certificate under Company Act, Memorandum of Association (MOA) & Articles of Association (AOA), Registered Power of Attorney, Trade Licence.

(v) Registered Unemployed Engineers' Co-operative Societies / Labour Co.- Op. Societies are required to furnish the following valid and up to date 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 of the present Board of Directors of the Co-operative Society.
- e. 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.

vi) Credential for satisfactorily completion as a prime agency during the last 3 (three) years prior to the date of issue of this Tender Notice will be as stated below:

(a) Please see Point No. 3(a) of Tender Notice.

(b) 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. In the case of works undertaken for P.W.D./ C.P.W.D./ M.E.S./ Railways, a Completion Certificate from the concerned Executive Engineer will be treated as valid credential.

[Non-statutory documents]

(c) 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 by the tenderer. Completion Certificate from the concerned Executive Engineer only will be treated as valid credential. & Experience Profile (ITB, Section – B, Form - V)

Note:- Failure of submission of any of the above mentioned documents will render the tender liable to be summarily rejected for both Statutory & Non Statutory Cover.

The above stated statutory/non-statutory/technical documents should be uploaded 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.