GOVERNMENT OF WEST BENGAL
Directorate of Forest
**Office of the Divisional Forest Officer,**
**Working Plans(South) I Division, Midnapore**
Ph : (03222) 275363, Fax : (03222) 275363, E-mail : dfowps1-wb@gov.in / dfowps1@gmail.com

**Memo No: 556/10-1** **Date: 29.7.2022**

**NOTICE INVITING e-TENDER No. – WBFOR/WPS-I/FOREST STOCK MAPPING/ NIT07(e)/2022-2023 by the Divisional Forest Officer, Working Plans(South)-I Division, Midnapore, of Field Survey for Preparation of Stock Map in connection with Vol. III of Working Plan for Jhargram Forest Division.**

# NOTICE INVITING e-TENDER

E-Tenders being invited by the **Divisional Forest Officer, Working Plans (South)-I Division, Midnapore**, under Working Plan and GIS Circle, Directorate of Forests, West Bengal from the experienced and resourceful contractors having credential of similar types of works for **"Field Survey For Preparation of Stock Map on 1399 (Approx.) Mouza Maps in connection with preparation of Vol. III of Working Plan for Jhargram Forest Division".** The details of works, locations, specifications etc. are mentioned in the Schedule – I, which is the part of the terms and conditions enclosed herewith and as per the time schedule given in Table – I through **e-tendering** (Submission of Bid **ONLINE**).

## TABLE – I

**Schedule of Dates for e-Tendering**

| Sl no | Activity | Date & Time |
|---|---|---|
| 1. | *Date & time of uploading N.I.T and other documents* | *01.09.2022 at 12:00 P.M.* |
| 2. | *Document Download start date & time* | *01.09.2022 at 5:00 P.M.* |
| 3. | *Bid submission start date & time* | *01.09.2022 at 5:00 P.M.* |
| 4. | *Bid submission end date & time* | *26.09.2022 at 5:00 P.M.* |
| 5. | *Technical Bid opening date & time* | *28.09.2022 at 12:00 P.M.* |
| 6. | *Financial Bid opening date & time* | *To be Notify Later.* |
| 7. | *Uploading of Financial Bid evaluation sheet* | *To be Notify Later.* |
| 8. | *Publishing the Name of bidder who will get the contract* | *After technical & financial bid evaluation and approval by the Competent Authority* |
| 9. | *Issuance of Work order/* Letter of Intent/ Award Of Contract | *Work order will be issued after signing of agreement, deposit of security and on availability of fund.* |
| 10. | *Website from where the tender can be seen* | *1) Website of Directorate of Forests,*<br>*2) e-procurement portal, Government of West Bengal*<br>*3) District Portal, Paschim Medinipur District.* |

Approved.

Conservator of Forests
Working Plan & G.I.S. Circle
West Bengal

## SCHEDULE – I

1. Cost of Tender Papers : Nil
2. Amount of Tender Money (Earnest Money) : 2% on estimated cost
3. Amount of Security Deposit : 10% of accepted Tender Value

| Cluster | Details of work including Specifications | Location /Delivery point. | Nos. of pillars | Estimated Cost | Expected date of completion of the work |
|---|---|---|---|---|---|
| 1 | Field Survey for preparation of Stock Map on 1399 (Approx.) Mouza Map in Connection with preparation of Vol. III of Working Plan | **Jhargram Forest Division** areas under Jhargram District | 1399 nos. (Approx) Mouza Maps @ Rs. 636.3781/- per plot | Rs. 8,90,293/- (Approx) inclusive all taxes | 60 days from the date of issuance of work order |

Divisional Forest Officer
Working Plans (South) -I Division
Midnapore

## TERMS & CONDITIONS

1. In the event of e-filling, intending bidder may download the tender documents from the website **https://wbtenders.gov.in directly** with the help of Digital Signature Certificate. Earnest Money may be remitted online as per guidelines of Finance Deptt. Memo no No. 3975-F(Y) Dated 28th July, 2016 in favour of the Divisional Forest Officer, Working Plan (South) Division-I, Midnapore and also to be documented through e-filling. The Print out of online payment of EMD should be submitted by **Registered Post/Speed Post/Courier** only the Office of the Divisional Forest Officer, Working Plan (S)-1 Division, Midnapore, Government of West Bengal under sealed cover on as per Sequence of Tender. **No person of Agency /others will be allowed to handover the EMD receipt to the Office or drop in tender box by hand. In that case that particular EMD will be treated as cancelled.**

2. The Tender should be submitted in two bids process 'Technical bid' and 'Financial bid' and should be submitted in two separate folders.

3. Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website https://wbtenders.gov.in

4. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated here in Tender Notice. Tender document also available on the website of Directorate of Forests, **http://www.westbengalforest.gov.in**

5. The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the **'Tender Committee'** formed bythe Divisional Forest Officer, Working Plan (South) Division-I, Midnapore. The decision of the 'Tender Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

6. For any Query contact **Address:**
   **O/O the Divisional Forest Officer,** Working Plan (South-I) Division, Working Plan and GIS Circle, Directorate of Forests, Midnapore, West Bengal

7. **Eligibility Criteria for participation in the tender.**
   Bonafide Govt. contractors having valid GST registration, Income Tax, PAN, Professional Tax Registration, Service Tax Registration Number, ESI Registration Number and license issued by the labour Commissioner, Govt. of West Bengal under the Contract Labour (R& A) Act, 1970 and having experience of completion of similar type of work during the last 3 financial years for a single contract not less than 50% of the estimated amount for each project put to tender are eligible to participate. **The Contractor having Registered Surveyor are eligible for any survey and enumeration related works provided they have sufficient skilled man power and at least having any credential of Working Plan related works like survey, enumeration, mapping etc. except the construction related works.**

8.
   a) Bidder will have to submit attested copies of related registration certificates along with a recent passport size photograph of the authorized representative of the Bidder/Vendor, duly attested.
   b) The Bidder should not have been blacklisted in any Government/ Government undertaking/Public sector companies. A self-declaration letter by the Bidder/Vendor, on the Company's letter head should be submitted along with Technical Bid.

c) Income Tax Acknowledgement Receipt for the last Assessment year, GST, Trade License, PT etc.,is to be accompanied with Documents.

d) Registered Labor Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Minutes of last A.G.M, valid certificate from A.R.C.S. along with other relevant supporting papers.

e) A prospective bidder shall be allowed to participate in a particular job, in the capacity as an individual or as a firm or company or consortium with proper documents. If found to have applied severally in a single job, all his applications will be rejected for that job, without assigning any reason thereof.

**9.** The technical bid folder should contain the tender documents signed on all pages as a proof of acceptance of terms and conditions of the tender by the tenderer along with the following documents as scanned document:

a. General information about the organization in Form – IA.
b. Summary of similar works implemented in Form – IB.
c. Details of similar works implemented in the last 5 years in Form – IC.
d. Copy of acknowledgement of Income Tax Return submitted regarding Income Tax paid for the last financial year
e. Copy of GST Registration Certificate
f. Copy of Professional Tax Registration Certificate
g. Copy of Licenses / Registration as applicable
h. Additional information, if any ( optional)

III. The technical bid must not contain any pricing information
IV. The address and contact No. of the bidder should be clearly written.

**10.** Running payment for work may be made to the executing agency as per availability of funds. The executing agency may get a running payment if the gross amount of each running bill is 50% or more of the tendered amount.

**11.** Security Deposit: The security deposit @ 10% of the offered rate as mentioned in the Schedule-I to this tender should be deposited through **GRiPS Portal under H/S "8443-00-109-003-07-Security Money"** in favour of "Divisional Forest Officer, Working Plans (South) – I Division" payable at **Midnapore Treasury** within 7 (seven) days of intimation of acceptance of Tender and should sign an agreement. After signing the agreement the work order will be issued.

**12.** The Security deposit will be release to the successful contractor after 6 (six) months from the last date of Payment of bill for the work, provided no irregularities are noticed during this period. In case of any irregularities are seen, the security deposit will be forfeited and in addition any legal action as deemed fit may be initiated.

**13.** All materials required for the proposed work/supply shall be of specified grade and approved brand inconformity with relevant code of practice (latest revision) and manufactured accordingly and shall be procured and supplied by the agency at their own cost including all taxes. **Authenticated test certificate are to be submitted before start of work if asked.** If required by the Engineer-in-Charge (if necessary) engaged,

further testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost.

**14.** Labour Welfare CESS if applicable @ 1% (*one percent*) of cost of tender will be deducted from every Bill of the executing agency and all the codes and regulations as per Labour Law/Act shall be followed strictly.

**15.** Bid shall remain valid for a period not less than **730 days** (2 yrs.) from the last date of submission of Financial Bid in case of working plan related survey enumeration works. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reasons there of.

**16. Standard of ethics**

The Divisional Forest Officer, Working Plan (South-I) Division, Midnapore (Purchaser) requires that consultants, Bidder/Vendor and contractors, observe the highest standard of ethics during the procurement and execution of such contracts. The provisions of various Procurement Rules of Government of West Bengal and the subsequent government orders made in relation to procurement shall be the guiding principles to be followed. Accordingly:-

a. Will recognize a Contractor/firm/organization as ineligible to be awarded a contract funded with GOWB/GOI funds if it is found that the representative/authorized personnel has engaged in corrupt or fraudulent practices in competing for the contract in question.

b. Will recognize a contractor/firm/organization as ineligible for a period determined by GOWB/GOI, to be awarded a contract funded with GOWB/GOI funds if it is found at any time that the representative/authorized personnel has engaged in corrupt or fraudulent practices in competing for, or in executing, another contract funded with GOWB/GOI funds.

c. Will not accept the bid from Black listed persons/firms by any government agencies/bodies.

**17. Conflict of interest**

a. Each of affiliates of the firm hired to provide services for this assignment, shall be disqualified from supplying/ providing the Project goods, works or any other service related to this assignment.

b. Contractor/Agency/Firms/organizations (including their personnel) that have a business or family relationship with such member(s) of GOWB/GOI who are directly or indirectly involved in any part of (i) the selection process for such contract, or (ii) supervision of such contract may not be awarded a contract unless it is established to the complete satisfaction of GOWB/GOI for the reason to be recorded in writing, that such relationship would not affect the aspects of fairness and transparency in the selection process and monitoring of firms/organizations work.

c. This EOI/Tender does not entail any commitment on the part of GOWB/GOI or Divisional Forest Officer, Working Plan (South-I) Division, Midnapore, West Bengal, either financial or otherwise. The Divisional Forest Officer, Working Plan (South-I) Division, Midnapore, West Bengal reserves the right to accept or reject any or all EOI/Tender without incurring any obligation to inform the affected applicant/s of the grounds. Similarly, "we are not bound to accept any, or the lowest tender".

**18. Recovery of Sums Due:** Whenever any claim for payment of, whether liquidated or not, money arises out of or under this contract against the Contractor, the Purchaser shall be entitled to recover such sum by appropriating, in part or whole the security deposited by the Contractor, if a security is taken against the contract. In the event of the security being insufficient or if no security has been taken from the Contractor,

then the balance or the total sum recoverable, as the case may be, shall be deducted from any sum then due or which at any time thereafter may become due to the Contractor under this or any other contract with the Purchaser, should this sum be not sufficient to cover the full amount recoverable, the Contractor shall pay to the Purchaser on demand the remaining balance due. Similarly, if the Purchaser has or makes any claim, whether liquidated or not against the Contractor under any other contract with the Purchaser the payment of all money payable under the contract to the Contractor including the security deposit shall be with-held till such claims of the Purchaser are finally adjudicated upon and paid by theContractor.

19. **Indemnity:** The Contractor shall warrant and be deemed to have warranted that all stores supplied against this contract are free and clean of infringement of any Patent, copyright or trademark and shall at all times indemnify the Purchaser against all claims which may be made in respect of the stores for infringement of any right protected by patent. Registration of design or Trade mark and shall bear all risk of accidents or damage which may cause a failure of the supply from whatever cause arising and the entire responsibility for the sufficiency of all the means used by him for the fulfillment of the contract.

20. **Arbitration:** In the event of any question, dispute or difference arising under these conditions contained in the order or in connection with this Contract, (except as to any matters, the decision of which is specifically provided for in these conditions) the same shall be referred to the tender inviting authority. It will not be a point of objection that the arbitrator is a Government servant, which he had to deal with matter to which the contract relates or that in the course of his duties as a Government servant he has expressed views on all or any of the matters in dispute or difference. The award of the arbitrator shall be final and binding on the parties of this contract.

**<u>It is a term of this contract:-</u>**

i. If the arbitrator be the Head of the Purchaser'sOffice.

ii. In the event of his being transferred of vacating his office by resignation or otherwise, it shall be lawful for his successor-in-office either to proceed with the reference himself, or to appoint another person as arbitrator.

iii. In the even to this being unwilling or unable to act for any reason, it shall be lawful for the Head of Purchaser's Office to appoint another person as arbitrator, or If the arbitrator be a person appointed by the Head of the Purchaser's Office:

In the event of his dying, neglecting to act, or resigning or being unable to act, for any reason, it shall be lawful the Head of the Purchaser's Office either proceed with reference himself or to appoint another person as arbitrator in place of the outgoing arbitrator.

Subject to as aforesaid, the arbitration Act, 1940 and the rules there under and any statutory modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause. The Arbitrator shall have the power to extend with the consent of the Purchaser and the Contractor the time for making and Publishing the award. The venue of arbitration shall be the place as the Purchaser in his absolute discretion may determine. Work under the contract shall, if reasonably, possible, continue during Arbitration Proceedings.

**21. Warranty andReplacement:**

a) The supplier shall warrant that the goods supplied/ constructions made under this contract are made new, unused, unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect arising from design, materials or workmanship (except when the design and/or material is required by the purchaser's Specifications) or from anyact or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in India and West Bengal. The warranty should be comprehensive on site, repair/replacement basis.

b) During the warranty period, the materials/supply/work should be repaired / replaced within three days of reporting of the defect.

c) The contractor/vendor shall be fully responsible for the manufacturer's warranty for all supply from design, material, manufacturing, workmanship, or any act or omission of the manufacturer / vendor or any defect that may develop under normal use of supplied material during the warranty period.

**22. Delivery Terms:**

a. Construction work should be completed and handed over within maximum **60 days** from the date of issue of work order or as mentioned in work order and later will prevail if there is any conflict between the work order and delivery terms mentioned here.

b. Safety of the material during transportation shall be the responsibility of the contractor.

**23. Force Majeure:**

Should a part or whole of systems covered by this order be delayed in delivery due to reasons of Force Majeure which shall include lock-outs, strikes, riots, civil commotions, fire accidents, acts of God and war stoppage of deliveries by Government; delivery period referred in their order shall be extended by a period(s) not in excess of duration of such force majeure. Each party undertakes to advice the other as soon as it becomes aware of the circumstances of such force majeure, so that actions under the provisions of this order can be mutually reviewed and agreed upon between the tenderer and West Bengal Forest Department. If the force majeure condition extends over a period of two months both the parties of the order shall mutually discuss and arrive at an agreement for continuation or termination of the contract.

**24. No Mobilization /Secured advance will be allowed.**

**25.** The Prospective Bidder shall have to execute the work in such a manner so that steady progress of the work is maintained during execution of work and a period of 6 (six) months from the date of successful completion of the work/supply to the entire satisfaction of the undersigned while releasing security deposit. If any defect / damage are found during the period as mentioned above, the organization/ agency/ contractor shall make the same good at his own cost true to the specification at par with instant project work. On failure to do so, penal action against the contractor will be imposed by the Department as deemed fit. The contractor may quote his rate considering the above aspect. Refund of Security Deposit will only be made after successful maintaining of appropriate service level of the work as mentioned above for at least 6(six) months from the date of completion of the work.

**26.** The Bidder, at his own responsibility and risk is advised to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Financial Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site & expenditure, if any, shall be at his own expense.

**27.** The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. Divisional Forest Officer, Working Plan (South) Division-I, Midnapore, reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at any stage of Bidding.

**28.** Conditional / Incomplete tender will not be accepted under any circumstances.

**29.** The intending tenderer are required to quote the rate *online.*

**30.** Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 d) Indian Forest Act, 1927 & amendments e) Wildlife (Protection) Act 1972 & amendments of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.

**31.** During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.

**32. The undersigned reserves the right to cancel the N.I.T. at any point of tender procedure due to unavoidable circumstances and no claim in this respect will be entertained.**

**33.** If there be any objection regarding prequalifying the Agency that should be lodged online to the Chairman of Tender Committee within 2 (*two*) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Committee.

**34.** Before issuance of the WORK ORDER, the tender inviting authority/ Purchaser will verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favor of the said Tenderer under any circumstances.

**35.** 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. N.I.T.
b. Special Terms & Conditions
c. Technical Bid
d. Financial Bid

**36.** Qualification criteria: The tender inviting and Accepting Authority through a "Tender Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

a. Financial Capacity
b. Technical Capability comprising of personnel & equipment capability
c. Experience / Credential

37. The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in (a), (b) & (c) above and the declaration preferably executed through affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder / tenderer will be rejected at any stage without any prejudice

38. Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly. A Tenderer is required to quote rates in figures as well as in words.

39. The Earnest Money Deposit (E.M.D.) as mentioned in the schedule of Tender should be deposited online.

40. The payment for the works will be made by Divisional Forest Officer, Working Plan (South) Division-I, Midnapore after fulfilling the necessary official formalities and checking by technical experts.

41. The project work as mentioned in the schedule will have to be undertaken immediately on receipt of work order and the work must be completed and handed over within **maximum 60 days**from the date of issue of work order or as mentioned in work order and later will prevail if there is any conflict between the work order and delivery terms mentioned here..

42. No extension of time will be allowed under any circumstances.

43. Materials will have to be procured by the agency by themselves following the standard & specifications subject to the approval of the undersigned or his authorized Officers. In case of supply of any material by the department, the cost of such material will be recovered from the bill of the Contractor.

44. The tenderers are required to inspect the sites and specifications of the works before submission of the tender and future ignorance of any such item will not be entertained.

45. 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 and duly notified to the agency.

46. The undersigned reserves the right to increase or decrease the volume of any item of work to the extent of 10% of financial value and add new item of work up to 10% separately or withdraw any item(s) at his discretion at any point of time during execution of the works.

47. Royalty for any material, if obtained from Forest Department, will have to be paid by the Bidder/ vendor/ contractor. Even if the material is procured from other Govt. Deptt's resources, the receipt for payment of such material must be shown and photocopies to be attached with the bill. Extra payment for such payment of Royalty etc. will not be entertained by the undersigned.

48. All tools & plants required for execution of the works should be procured by the agency at his own cost. The standard of such tools & plants will be as per the specification &shall have to arrange land for erection of Plant & Machineries, storing of materials, labor shed, laboratory for the testing purpose etc. at their own cost and responsibility. **No damage is to be claimed for any loss due to wildlife or others.**

49. The Security Deposit will be released to the contractor after 6(six) months from the last date of completion of work, if no defect/delayed in service is noticed within this period. In case of any defect, the Security Deposit will be forfeited, in addition to any legal action as deemed fit & required.

**50.** The undersigned reserves the right to cancel the agreement at any point of time of execution of the work within the schedule of time of completion of the tendered work if works are not satisfactory or delayed or violate any term & condition as per agreement by contractor.

**51.** The contractor is liable to pay the skilled, unskilled and other labour wages as per existing rules.

**52.** Deduction of GST, Income Tax etc. if applicable shall be made as per rule in vogue.

**53.** The successful tenderers will not assign the work or part of the work to any other contractor.

**54.** The successful tenderers may, however authorize any person to supervise the day to day work, submit the requisition of materials, attend the measurement when taken by the authorized officer and record his signature on the work measurement note books. The authority there to duly approved and accepted by the undersigned will be operative /acceptable.

**55.** In case of any dispute the decision of the tender committee will be final and binding.

**56.** The tender notice along-with all terms & conditions mentioned above will form the part of the agreement to be executed by the tenderer.

**57.** Rate offered in the estimate is the final and tenderers will not have any further claim for any revision, based on field reality.

**58.** The undersigned has the authority to reject any or all Tenders received without assigning any reason thereof.

**59.** The fund against contingency will be at the disposal of the Divisional Forest Officer, Working Plan (South) –I Division, Midnapore and tenderer will not be having any claim for that.

**60.** Location of the works will be finalized by the by the undersigned.

**61.** For any typographical mistake in case of Unit, Rate, Quantity, Amount, any type of nomenclature in items of works / item itself including description etc. whatsoever as stated in documents, that can't be claimed during agreement and decision of the Tender Committee will be final in such cases.

**62. Work order will be issued subject to approval by competent authority and availability of fund from higher Authority**. Part work order may be issued if full sanction or allotment is not received at this end. The undersigned will not be responsible for any loss sustained by the tenderer in event of non-receipt of Govt. sanction.

**63. Additional Performance Security has to be deposited when the bid rate is 80% or less of the Estimate put to tender and no increase in scope of work of projects during execution phase vide G.O. No. 4608-F(Y),dated 18th July,2018** to ensure the quality and proper execution of the work in public interest, @ 10% of the tendered amount shall be obtained from the successful bidder.

**I.** Additional Performance Security shall be submitted in the form of **Bank Guarantee** from any Scheduled Bank before issuance of the Work order. If the bidder fails to submit the **Additional** Performance Security within **seven working days** from the date of issuance of Letter of Acceptance, his Earnest Money will be forfeited and other necessary actions as per NIT like blacklisting of the contractor, etc. may be taken. The Bank Guarantee shall have to be valid up to end of the Contract Period and shall be renewed accordingly, if required.

**II.** The Bank Guarantee shall be returned immediately on successful completion of the Contract. If the bidder fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during the pendency of the contract period after serving proper notice to the contractor. Necessary provisions regarding deduction of security deposit from the progressive bills of the contractor as per relevant clauses of the contract shall in no way be altered / affected by provision of this Additional Performance Security

The terms and conditions of this "Tender Notice inviting tender" is part and parcel of the contract.

Approved the Terms & Conditions
in Serial No. 01 to....63.....

Conservator of Forests
Working Plan & G.I.S.
West Bengal

Divisional Forest Officer,
Working Plans (South) -I Division
Midnapore.

**Memo No. 556 / 10-1, E Tender** **Dated: 29.07.22, Midnapore**

Copy forwarded for information to:-

1. The Principal Chief Conservator of Forests and Head of Forest Force, Government of West Bengal through mail only as soft copy in PDF format.
2. The Chief Conservator of Forests Head Quarters.
3. The Chief Conservator of Forests, MIS, through mail only as soft copy in PDF format with a request of uploading in the website of Forest Directorate.
4. The Conservator of Forests, Working Plan and GIS Circle, West Bengal.
5. The Sabhadhipati, Paschim Medinipur Zilla Parishad.
6. The Chairman, Midnapore Municipality.
7. The District Magistrate, Midnapore.
8. The Superintendent of Police, Paschim Medinipur.
9. The District Information & Cultural Officer, Paschim Medinipur.
10. The Divisional Forest Officer, Midnapore ( with a request to publish the document in Website) and The Divisional Forest Officer Rupnarayan, Kharagpur, Jhargram & Silviculture (South) Division.
11. The Range Officer, A.F.R., Data Base Range and Range I, II, III, IV of Working Plans (South)-I Division

Divisional Forest Officer,
Working Plan (South)-I Division
Midnapore

## SECTION – A

## INSTRUCTION TO BIDDERS

**General guidance for e-Tendering:**
Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

**i. Registration of Contractor:**

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

**ii. Digital Signature certificate (DSC):**

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) or other certified agencies of Government of India on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

**iii.** The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. Using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

**iv. Participation in more than one work:**

A prospective bidder shall be allowed to participate in one or more job either in the capacity of individual or as a partner of a firm.

**v.** Submission of Tenders: Tenders are to be submitted through online to the website stated in Clause A.1. In two folders at a time for each work, one in **Technical Proposal** & the other is **Financial Proposal** before the prescribed date &time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

***vi. Earnest Money Deposit (EMD):***

Traditional procedure of depositing EMD through off-line instruments like Bank Draft, Pay order, Bankers Cheque etc., has been completely dispensed with for all e-tenders/e-procurements of the State Government, w.e.f 1st September, 2016. Intending bidders desiring to make payment of earnest money (EMD) on-line, should beforehand read the instructions carefully, particularly in the challan generated in the system of e-tender/e-procurement, if opted for EMD payment through RTGS/NEFT

**A. Login by bidder:**

**a.** A bidder desirous of taking part in a e-tender invited by a State Government shall login to the e-Procurement portal of the Government of West Bengal using his/her login ID and password by using valid DSC.

**b.** He/she will select the e-tender to bid and initiate payment of pre-defined EMD for that e-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 off-line payment through bank accounts in any Bank approved by RBI in India.

**B. EMD payment procedure**

**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/she will select the Bank through which he/she wants to do the EMD on-line 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** maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD against unique codes for identification of the tendering authority.

**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 prefilled 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/her own Bank account.

**iii.** Once payment is made, the bank would provide an "**UTR remittance number**" for successful transaction with which the bidder will come back to the e-Procurement portal after expiry of 2 to 3 bank working days to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue with his/her bidding process.

**iv.** If verification is successful, the fund get credited to the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD.

**v.** Hereafter, the bidder will go to e-Procurement portal for final e-submission of his/her bid within pre-assigned last date of submission of e-tender.

**vi.** If the payment verification is unsuccessful, the amount will be returned automatically by the system to the bidder's account.

**Note: EMD payment made through RTGS/NEFT would require additional 2 to 3 bank working days after date of transaction in the bank before the procedure is completed for enabling the bidder to continue with the bidding process in the on-line e-tender final bid submission. Thus, the bidder is to take precaution in case of RTGS/NEFT transfers so that the entire process of submission of e-tender is completed within last date of online submission of his/her tender. However, Net-banking transaction through ICICI bank payment Gateway would be on real time basis.**

**C. Refund/Settlement Process for EMD:**

**i.** After opening of his/her 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 bid 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 EMD on-line 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. 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/her bank account from which he/she had 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), the same is processed electronically in the e-Procurement portal for transfer to Government Receipt under Public Accounts through GRIPS where under **the security deposit will also be collected** in connection with the work.

**vi.** All refunds will be made mandatorily to the Bank account from which the payment of EMD and Tender Fees (if any) were initiated.

**vii.** If the e-tender is cancelled, then the EMD would be reverted to the original bidders account automatically after such cancellation order is affected online by the Tender Inviting Authority.

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1. Amount of Tender Money (Earnest Money) : 2% on estimated cost
2. Amount of Security Deposit : 10% of accepted Tender Value

## ESTIMATE FOR FIELD SURVEY FOR PREPERATION OF STOCK MAP ON 1399 (Approximate)nos. MOUZA MAPS IN CONNECTION WITH PREPERATION OF VOL. III OF WORKING PLAN FOR JHARGRAM FOREST DIVISION

| Sl. No. | Particulars of Work | Unit | Rate | Physical | Amount (Rs.) per Mouza sheet |
|---|---|---|---|---|---|
| 1 | Hiring charge of vehicle for Camping arrangement and for execution and Supervision of works and staff mobilization. | km. | 13 | 16788 | 218244.00 |
| 2 | Engagement of Surveyor or technical person/skilled worker for identification of different mouzas, plots etc. | No. | 415 | 450 | 186750.00 |
| 4 | Watch and ward duty at temporary Camp office day & night including sweeping, protection and supplying drinking water etc. | No. | 271 | 1100 | 298100.00 |
| 6 | Procurement of mouza map, photocopy, scanning etc. and submission of map indication forest type, density with index in hardcopy as well in soft copy. | Mouza sheet | 60 | 1399 | 83940.00 |
| | **Sub Total** | | | | **787034.00** |
| | add GST @12% | | | | 94444.08 |
| | **Total** | | | | **881478.08** |
| | add 1% labour Cess | | | | 8814.78 |
| | **Grand Total :** | | | | **890292.86** |
| **(Rupees Eight lakhs Ninety thousand Two hundred & Ninety-three only)** | | | or say | | **890293.00** |

Divisional Forest Officer,
Working Plans (South) -I Division
Midnapore.

Conservator of Forests
Working Plan & G.I.S. Circle
West Bengal

## Technical Proposal:

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

**Technical File (Statutory Cover) containing**

i. The 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. **Earnest Money Deposit (EMD) A scanned copy of Challan / Receipt obtained after deposition of Earnest Money Deposit (EMD) / cost of tender documents (if any) shall have to be uploaded (to be submitted in "DRAFTS" Folder)**

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).**

vii. Drawing if any to **("DRAWING" Folder).**

**Note:** a) 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

b) Addenda/Corrigenda if published, bidders 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.

**My Document (Non-Statutory Cover)**

| Sl. No. | CATEGORY NAME | DOCUMENT NAME | |
|---|---|---|---|
| A | CERTIFICATES | 1 | P.Tax deposit receipt Challan |
| | | 2 | GST Registration Certificate |
| | | 3 | I.T.R. Acknowledgement Receipt |
| | | 4 | I.T. PAN Card |
| | | 5 | Voter ID Card and Aadhaar Card |
| B | COMPANY DETAILS | 1 | Proprietorship Firm - Trade License. |
| | | 2 | Partnership Firm - Registered Partnership Deed, Registered Power Attorney, Trade license. |
| | | 3 | Pvt. Ltd. Company – Registration Certificate under Company's Act, MOA & AOA, Registered Power of Attorney, Trade license. |
| C. | CREDENTIAL | 1 | Experience Profile – List of completed Projects of similar nature (as mentioned in NIT Section – B, Form – V). |
| | | 2 | Completion Certificate from the concerned purchaser with completion certificate. |
| D | FINANCIAL INFORMATION | 1 | Authenticated copy |
| | | 2 | Only Payment Certificate of work issued by the Concerned AUTHORITY and not the TDS certificate |
| E | STRUCTURE & ORGANISATION | 1 | Details of Structure and Organization (NIT- Section - B, Form - III) |
| | AFFIDAVIT | 2 | An affidavit made that no adverse report against the bidder **(NIT Terms & Conditions Sl. No. 39)** |

**THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED 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.

1. Tender Committee (TC). Tender Committee approved as per Order of the DFO, WP(S) Division -II will evaluate the credential of the tenderers.
2. Opening of tender: Will be made as per sequence.
3. Opening of Technical Proposal: Technical proposals will be opened by the Divisional Forest Officer, DFO, WP(S) -I Division from the website using their Digital Signature Certificate (DSC) at DFO Office Midnapore.
4. Intending tenderers may remain present if they so desire.
5. Cover (folder) for Statutory Documents will be opened first and 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.
6. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the "Tender Evaluation Committee".
7. Summary list of technically qualified tenderers will be uploaded online.
8. Pursuant to scrutiny & decision of the "Tender Committee" the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
9. During evaluation the committee may summon of the tenderers & seek clarification /information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

## 2. Financial Proposal

**Section- A.**

1. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate Presenting Above /below / At per in percentage) online through computer in the space marked for quoting rate in the BOQ.
2. Only downloaded copies of the above documents are to be uploaded virus scanned &Digitally Signed by the contractor. Financial capacity of a bidder will be judged on the basis of information furnished in **Section - B.**

**1. Penalty for suppression / distortion of facts:** If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and 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, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

**2. Rejection of Bid:** Tendering Authority reserves the right to accept or reject any Bid and to cancel the Bidding Processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for such action of Tendering Authority.

**3. Award of Contract:** The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance. The notification of award will constitute the formation of the Contract. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website stated in N.I.T. along with requisite Security Deposit through Treasury Challan / Demand Draft / Pay Order issued from any authorized banks & banks included in Finance Dept Memo no 6426-F(Y) Kolkata 25/7/12 in favour of the Divisional Forest Officer, Working Plans (South) Division –I, Midnapore for the concerned work within time limit to be set in the letter of acceptance.

Divisional Forest Officer,
Working Plans (South) -I Division
Midnapore

## Annexure

**Documents to be Submitted & Format to be Used**

**a. Formats To Be Used As per Annexure**

Applicants are required to submit the completed document in the following formats and forms attached to this invitation:

| | | |
|---|---|---|
| I. | Letter of Application | |
| II. | Particulars of the Applicant | Form **I, IA, IB** |
| III. | Financial Information | Form **II** |
| IV. | Experience record | Form **III** |
| V. | Current Contract Commitments | Form **IV** |

**b. Additional Information**

Along with the items listed above, the applicant should also enclose copies of the following:

i. Income Tax Returns for the last three Financial Years.
ii. Firm's/Organization's audited balance sheets for the last three years ending March 2020 or 2021 (Due to Covid Pandemic).
iii. Power of Attorney / Authority Letter of the persons signing the document.
iv. Proof of experience in the form of work orders or completion certificates.
v. Organisation Chart of the Firm/Organization.
vi. Net worth and turnover certificate issued by CA.

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## FORMAT OF LETTER OF EXPRESSION OF INTEREST

[Letterhead paper of the Applicant, including full postal address, telephone no., and fax no.]

**Date: .....** **Bid Reference…**

To,

**The Divisional Forest Officer**
**Working Plan (South) Division-I**
**Midnapore**

We/ the undersigned, declare that:

Being duly authorized to represent and act on behalf of ..... (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the information provided in the Tender Notice/Notice Inviting Expression of Interest, the undersigned hereby expresses its interest in and applies to be prequalified and short-listed by yourselves as a submitter of proposal for **Field Survey For Preparation of Stock Map on 1399 (Approx.) Mouza Maps in connection with preparation of Vol. III of Working Plan for Jhargram Forest Division.**

a. We have examined and have no reservations to the Bidding Documents, including addenda issued in accordance with Instructions to Bidder/Vendor;
b. We offer to design, execute and complete in conformity with the Bidding Documents.
c. Attached to this Expression of Interest are copies of original document defining the Applicant's legal status;
d. As security for due performance of the under takings and obligations of our bid, we submit here with a Bid security (EMD), in the amount specified in Bidding document, which is valid (at least) 180 days beyond validity of Bid itself. (..... Amount Rs. ...../- Dated..... online).
e. The Divisional Forest Officer, Working Plan (South) Division-I, Midnapore, West Bengal and his authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this Expression of Interest, and to seek clarification from our bankers and clients regarding any financial and technical aspects.

f. This Tender/Expression of Interest is made with the full understanding that:
   (a) All information submitted in this Tender/Expression of Interest for qualification and selection for short-listing will be subject to verification at the time of submitting proposal by short-listed applicants;
   (b) The Divisional Forest Officer, Working Plan (South) Division-I, Midnapore, Working Plan and GIS Circle, West Bengal reserves the right to reject or accept any application, cancel the qualification and selection for short listing process at any stage, and reject all applications;
   (c) The Divisional Forest Officer, Working Plan (South) Division-I, Midnapore, Working Plan and GIS Circle, West Bengal shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.

The undersigned declares that the statements made and the information provided in this Tender/Expression of Interest are complete, true, and correct in every detail. It is understood that any false information at any stage of the execution of works would make the Tender/Expression of interest null and void and would also call for appropriate legal action as deemed fit.

Name of authorized person
Signature of authorized person
(Lead Partner in case of Consortium)

**FORM I: Particulars of the Applicant**

All individual firms or organizations applying for pre-qualification and selection for short listing are requested to complete the information in this form.

1. Title of Project:
2. State details of Firm / Organization (Partnership details):

State the following:

3. Name of Company or Firm or Organization:
4. Legal status (e.g. incorporated private company, unincorporated business, partnership etc.):
5. Country of incorporation:
6. Registered address:
7. Year of Incorporation:
8. Year of commencement of business:
9. Principal place of business:
10. Brief description of the Company including details of its main lines of business
11. Name, designation, address and phone numbers of authorized signatory if any
    a. Name:
    b. Designation:
    c. Company:
    d. Address:
    e. Phone No.:
    f. Fax No. :
    g. E-mail address:
12. For the Applicant, (in case of a partnership, for each Member), state the following information:
    a. Has the Applicant or any member of the partnership been blacklisted by any Government department/Public Sector Undertaking in the last five years?
    **Yes/No**
    b. Has the Applicant or any of the Members, in case of a partnership, suffered bankruptcy/insolvency in the last five years?
    **Yes/No**

Note: If answer to any of the questions at (a) to (b) is yes, the Applicant is not eligible for this assignment.

Date:
Place:

Authorized signatory
(Signature & Stamp)

## FORM 1A: Partnership Summary

***Names of all partners***

1. Lead partner

2. Partner

3. Partner

Provide Details for Each of the Partners

| | | |
|---|---|---|
| ***1*** | Name: | Signature |
| | Position / Role | Date: |
| | Representative of: (Organization's Name and address) | |

| | | |
|---|---|---|
| ***2*** | Name: | Signature |
| | Position / Role | Date: |
| | Representative of: (Organization's Name and address) | |

| | | |
|---|---|---|
| ***3*** | Name: | Signature |
| | Position / Role | Date: |
| | Representative of: (Organization's Name and address) | |

Authorized Signatory
(Signature & Stamp)

## FORM IB: Partnership Agreement

To,

**The Divisional Forest Officer**
**Working Plan (South)– I Division**
**Midnapore**

The undersigned of this declaration of co-operation are authorized to act with regard to the Tender/Expression of Interest in the proposal for the services for providing materials activities as proposed to be implemented for **Field Survey For Preparation of Stock Map on 1399 (Approx.) Mouza Maps in connection with preparation of Vol. III of Working Plan for Jhargram Forest Division.**

They hereby declare:

a. That they will legalize an Agreement in case that a Contract indicated in the Notice Inviting Tender/Expression of Interest for the proposal for the services for providing materials and related services for **Field Survey For Preparation of Stock Map on 1399 (Approx.) Mouza Maps in connection with preparation of Vol. III of Working Plan for Jhargram Forest Division.**
b. That they have nominated _____ [name of the lead partner] as the Sponsor Firm of the partners for the purpose of this Expression of Interest;
c. That they authorized Mr./Ms. _____ [name of the person who is authorized to act as the Representative on behalf of the Firm] to act as the Representative in the name and on behalf of their group for the purpose of this Tender/Expression of Interest.
d. That all partners shall be liable jointly and severally for the execution of the Contract;

Authorized Signatory
(Signature & Stamp)

## FORM 2: Financial Information

| **Name of Applicant or Partner** | | | |
|---|---|---|---|
| Financial Information in Indian Rupees (INR) | Previous three Financial Years (FY). | | |
| | 2018-19 | 2019-20 | 2020-21 |
| Total Assets | | | |
| Current Assets | | | |
| Total liabilities | | | |
| Current liabilities | | | |
| Profits before taxes | | | |
| Profits after taxes | | | |

1. Applicants should provide financial information to demonstrate that they access to adequate financial resources to meet the cash flow requirements of the proposed works and other existing commitments. Copies of the audited balance sheets should be attached for last 3years (upto FY 2020-21).
2. The Turnover shall be certified by a Chartered Accountant. The interested Bidder/Vendor shall furnish copy of income tax returns.
3. In case duly certified audited annual financial statements containing the requisite details are provided, a separate certification by statutory auditors would not be necessary.

Date:
Place:

Authorized Signatory
(Signature & Stamp)

## FORM 3: Experience Record

(List only those works that are similar to the proposed works for which the qualification is sought)

| **Name of Applicant** | | | | |
|---|---|---|---|---|
| **SL.NO** | **Name of Project** | **Client / Location Details** | **Month & Year of Completion** | **Value in Rs.** |
| | | | | |
| | | | | |
| | | | | |

1. In the above table, list only those works which have similar nature and complexity to the nature of work under this contract.
2. Provide copies of Work Orders and/or Completion Certificates for each project. Work orders/testimonials will be verified if required.

Date:
Place:

Authorized Signatory
(Signature & Stamp)

## FORM 4– Current Contract Commitments

(List only those works that are similar to the proposed works for which the qualification is sought)

**Name of Applicant**

| Name of Contract | Name of Client | Value of Contract | Stipulated date of Completion | Value of outstanding Work (Rs.Lakhs) | Estimated completion Date |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

1. Details of all works which are at various stages of execution, including works for which work orders have been received but work is yet to start, or works approaching completion but for which full completion certificates are yet to be issued, are to be provided.
2. Details as available at the time of preparation of this documents have to be provided.

Date:
Place:

Authorized Signatory
(Signature & Stamp)

## FORM- 5- Particulars of Key Personnel

| Sr. No. | Designation of Key Person | Name | Educational Qualification | Length of Professional Experience | Present Employment | | Number of Eligible Assignments |
|---|---|---|---|---|---|---|---|
| | | | | | Name of the firm | Employed since | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |

In-house core competent skilled manpower is essential to contract execution. For specific areas of expertise essential to contract execution, the Applicants should provide the name of at least one employee in any one of the specified areas of expertise. He/she shall meet the qualification requirements for his/her designated area of expertise that are stipulated in the Notice inviting Tender/ Expression of Interest.

Date:
Place:

Authorized Signatory
(Signature & Stamp)

## AFFIDAVIT – Format

**(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, Working Plan (South) Division-I, Midnapore, 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 Signatory:_____

Title & Capacity of the Signatory:_____

Name of the Firm with Seal:_____

Divisional Forest Officer,
Working Plan (South) Division-I
Midnapore