GOVERNMENT OF WEST BENGAL
DIRECTORATE OF FORESTS
OFFICE OF THE DIRECTOR, STATE FOREST TRAINING INSTITUTE,
HIJLI, KHARAGPUR – 721 306
DIST. PASCHIM MEDINIPUR, WEST BENGAL, PHONE – 03222-220077
E-MAIL – dirsftihijli@gmail.com/dirsfti.frd-wb@bangla.gov.in

Memo. No. 483 /2-6 **Dated, Hijli, the 08.08.2022**

NOTICE INVITING e-TENDER

Notice Inviting e-Tender No. WBFOR/DIR-SFTI HIJLI /e-NIT 32/SPAP of 2022-23

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, 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	Renovation of site Office/Barrack at SFTI, Hijli	**Rs. 7,25,870/-**	**Rs. 14,517/-** (Rupees fourteen thousand five hundred & seventeen) only. Only Draft acceptable	**Rs. 1,000/-** (Rupees one thousand) only.	SFTI, Hijli	**30 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.

ESTIMATE FOR RENOVATION OF SITE OFFICE / BARRACK AT S.F.T.I. HIJLI .

[The Rate Based On P.W.D. Schedule Effect from 1st November , 2017]

Sl. No	Description of item	M.F.	No.	L (m.)	B (m.)	D (m.)	Quantity	Unit	Rate (Rs.)	Amount (Rs.)
1	**{P.W.D./Page No. 11 / Item No. 8}** Taking out carefully G.C.I. or C.I. or asbestos sheets (including ridges etc.) from roof or wall after unscrewing bolts, nuts, screws etc.and stacking the material at site as directed.									
			1	10.4	4.000		41.600	sqm		
							41.600	sqm	41.00	1705.60
2	**{ P.W.D. / Page No. 1 / Item No. 2(a)}** Earth work in excavation of foundation trenches or drains, in all sorts of soil etc. (a) Depth of excavation not exceeding 1,500 mm.									
	For Column footing		12	1.350	1.350	1.200	26.244	cum.		
	Tie Beam		3	9.350	0.400	0.225	2.525			
			4	1.500	0.400	0.225	0.540			
	Entrance Step		1	2.150	0.825	0.225	0.399			
							29.708	cum.	119.27	3543.22
3	**{ P.W.D. / Page No. 1 / Item No. 3(a)}** Earth work in filling in foundation trenches or plinth with good earth etc. (a)Earth obtained from excavation of foundation. 1/5 th of the excavated earth.		1/5 x 29.708 = 5.942 cu.m.				5.942	cu.m.	77.54	460.71
4	**{ P.W.D./Page No. 2/ Item No. 4(B)}** Filling in foundation or plinth by Fine sand in layers not exceeding 150 mm as directed and consolidating the same by thorough saturation with water, ramming complete including the cost of supply of sand. (payment to be made on measurement of finished quantity)									
	For Column footing		12	1.350	1.350	0.075	1.640			
	Plinth Filling		1	9.350	1.750	0.425	6.954			

							8.594	cum.	599.61	5153.24
5	**{ P.W.D. / Page No. 47 / Item No. 3 }** Supplying and laying Polythene Sheet (150gm / sq.m.) over damp proof course or below flooring or roof terracing or in foundation or in foundation trenches.									
	Column footing		12	1.350	1.350		21.870	sqm.		
	Tie Beam		3	9.350	0.400		11.220			
			4	1.500	0.400		2.400			
	Entrance step		1	2.150	0.825		1.774			
							37.264	sqm.	24.00	894.33
6	**{ P.W.D./Page No. 34/ Item No. 22(A)(a)}** Cement Concrete with graded stone ballast 40 mm size (Excluding shuttering) etc. (A) Pakur variety (a) 1:3:6 proportion									
	Column Footing		12	1.350	1.350	0.075	1.640	cum		
	Tie Beam Bottom		3	9.350	0.400	0.075	0.842			
			4	1.500	0.400	0.075	0.180			
	Under Floor		1	9.350	1.750	0.075	1.227			
	Entrance Step		1	2.150	0.825	0.075	0.133			
							4.022	cum	5207.00	20942.39
7	**{ P. W. D./ Page No. 26 / Item No. 10(i)}** Ordinary Cement Concrete (mix 1:1.5:3) with graded stone chips (20 mm. Noninal size) excluding shuttering and reinforcement, if any, in ground floor as per relevent IS codes. i) Pakur Variety									
	Column footing		12	1.200	1.200	0.200	3.456	cum.		
			12x1/2(1.20x1.20+0.50x0.50)x0.250				2.535			
			1	4.270	0.600	0.075	0.192			
	Column		4	0.250	0.250	4.250	1.063			
			4	0.250	0.250	4.700	1.175			
			4	0.250	0.250	4.025	1.006			
	Tie Beam		3	9.350	0.250	0.300	2.104			
			4	1.500	0.250	0.300	0.450			
	Lintel		1	9.350	0.250	0.150	0.351			

	Room Beam		2	1.750	0.250	0.150	0.131			
			4	6.250	0.250	0.200	1.250			
			3	9.300	0.250	0.200	1.395			
	Roof Slab		1	10.650	4.500	0.100	4.793			
			1	10.650	2.300	0.100	2.450			
							22.350	cum.	5948.22	132939.89
8	**{ P.W.D./Page No. 42/ Item No. 36(a)}** Hire and labour charges for shuttering with centreing etc. (a) 25 mm to 30 mm shuttering without staging in foundation									
	Column		4x4	0.250		4.250	17.000	sqm.		
			4x4	0.250		4.700	18.800			
			4x4	0.250		4.025	16.100			
	Tie Beam		3x2	9.350	0.300		16.830			
			4x2	1.500	0.300		3.600			
	Lintel soffits		2	1.500	0.250		0.750			
			1	3.150	0.250		0.788			
			1	3.150	0.250		0.788			
			1	3.300	0.250		0.825			
	Lintel sides		1x2	9.350		0.150	2.805			
			2x2	1.750		0.150	1.050			
	Roof Beam		4x2	6.250		0.200	10.000			
			3x2	9.350		0.200	11.220			
	Roof Slab		1	10.400	4.250		44.200			
			1	10.400	2.300		23.920			
			1x2(10.650+6.800)x0.100				3.490			
							172.165	sqm.	321.00	55264.97
9	**{ P.W.D. / Page No. 15 / Item No. 40(a)(II)}** Reinforcement for reinforced concrete work in all sorts of structures etc.									
	II. JSW/JSPL/SHYAM/ SRMB/BMASL/ELECROSTEEL/SSL									
	.@ 1.00 % of volume of reinforced concrete									
	22.350 x 1.25 x 7850 kg = 2193.093 kg						2.193	M.T.	60003.00	131586.58
10	**{ P.W.D./Page No. 16/ Item No. 16 }** 125 mm. thick brick work with 1st class bricks in cement mortar (1:4) in ground floor									
	Verandah		1	9.350		1.325	12.389	sqm		
			2	1.500		1.325	3.975			
			5	3.500		0.450	7.875			

			1	9.350		0.450	4.208			
							28.446	sqm	705.00	20054.61
11	**{ P.W.D./Page No. 189 / Item No. 1(i)(c)}**									
	Plaster (to wall, floor, ceiling etc.) with sand and cement mortar including rounding off or chamfering corners as directed and raking out joints including throating, nosing etc.									
	(c) 10 mm thick plaster									
	Ceiling Plaster		2	3.212	3.500		22.484	sqm.		
			1	1.800	3.500		6.300			
			1	1.500	3.500		5.250			
			1	10.100	1.875		18.938			
							52.972	sqm.	123.00	6515.49
	(i) With 1:6 cement mortar (c) 15 mm thick plaster									
	Inside Wall		2x2(3.212+3.500)x0.750				20.136	sqm		
			1x2(1.800+3.500)x0.750				7.950			
			1x2(1.500+3.500)x0.750				7.500			
			1x2(10.10+1.875)x2.925				70.053			
							105.639	sqm	136.00	14366.90
	(i) With 1:6 cement mortar (b) 20 mm thick plaster									
	Outside Wall		1x2(10.350+4.050)x1.000				28.800	sqm		
			1x2	2.000		3.625	14.500			
			1x1	10.350		3.625	37.519			
	Roof Top		1	10.650	6.800		72.420			
							153.239	sqm	155.00	23752.01
12	**{ P.W.D./Page No. 48 / Item No. 6(ii)}**									
	Artificial stone in floor, dado, staircase etc with cement concrete (1:2:4) with stone chips, laid in panels as directed with topping made with ordinary or white cement (as necessary) and marble dust in proportion (1:2) including smooth finishing and rounding off corners including raking out joints etc.									
	Room		2	3.212	3.500		22.484	sqm		
	Kitchen		1	1.800	3.500		6.300			
	Toilet		1	1.500	3.500		5.250			
	Verandah		1	10.100	1.875		18.938			
	Step		1x3	2.000	0.250		1.500			
							54.472	sqm	330.00	17975.60

13	**{ P.W.D./Page No. 192 / Item No. 15}**									
	Neat cement punning about 1.5 mm thick in wall etc.									
	Plinth		1x2	2.000		0.600	2.400	sqm.		
			1x1	10.350		0.600	6.210			
	Toilet		1x2(1.500+3.500)x2.000				20.000			
	Skirting		2x2(3.212+3.500)x0.200				5.369			
			1x2(1.800+3.500)x0.200				2.120			
			1x2(10.100+1.875)x0.200				4.790			
							40.889	sqm.	34.00	1390.23
14	**{ P.W.D. / Page No. 14 / Item No. 1}**									
	Single brick flat soling of picked jhama bricks including ramming and dressing bed to proper level and filling joints with powdered earth or local sand.									
	Under Floor		1	9.350	1.750		16.363	sqm	344.00	5628.70
15	**{ P.W.D./Page No. 15/ Item No. 8(a)}**									
	Brick work with 1st class bricks in cement mortar (1: 6)									
	(a) In foundation and plinth									
			1	9.350	0.250	0.450	1.052	cum.		
			4	1.500	0.250	0.450	0.675			
	Step		1	2.000	0.750	0.450	0.675			
							2.402	cum.	5140.00	12345.64
16	**{ P.W.D./Page No. 105 / Item No. 16 }**									
	M.S. gate of Jail type as per approved design made of strong M.S. frame work, intermediate stiffeners and round / square bars or angles. M.S. sheet (not less than 14 gauge) gussets, cleats etc. including necessary riveting, bolting, welding, locking and hanging arrangements, fitting and fixing complete as per direction of the Engineer-in - charge.									
	D1		3	0.900		2.100	5.670	sqm		
	D2		1	0.750		2.100	1.575			
	W		2	1.200		1.200	2.880			
	W1		1	1.000		1.200	1.200			
	V		1	0.600		0.450	0.270			
							11.595	sqm		

			11.595 sqm x @ 35 kg / sqm = 405.80 Kg				4.058	Qntl	10090.00	40947.74
17	**{P.W.D./Page No.104 / Item No. 13(a)(ii)}** M.S. or W.I. ornamental grill of approved design etc. (ii) Grill weighing above 16 kg/sq.m. and above.									
			1	1.200		2.100	2.520	sqm		
			2	3.212		1.200	7.709			
			2	1.500		1.200	3.600			
			1	2.100		1.200	2.520			
							16.349	sqm		
			16.349 sqm x @ 18 kg / sq.m. = 294.30 kg.				2.943	Qntl.	9696.00	28533.23
18	**{P.W.D./Page No. 194 / Item No. 1© }** White washing including cleaning and smoothening surface thoroughly. (c) Three coats (on new works only). Quantity same as 10 mm thick Plaster						52.972	sqm	20.01	1059.97
19	**{P.W.D./Page No. 194 / Item No. 3(i)(b) }** Colour washing with "ELLA" with a coat of white wash priming including cleaning and smoothening surface thoroughly : (b) Two coats									
			2x2(3.212+3.500)x3.025				81.215	sqm		
			1x2(1.800+3.500)x3.025				32.065			
			1x2(1.500+3.500)x1.025				10.250			
			1x2(10.100+1.875)x3.025				72.448			
							195.978	sqm	21.53	4219.41
20	**{P.W.D./Page No. 196 / Item No. 8(a)}** Applying exterior grade Acrylic primer of approved quality and brand on plastered or concrete surface old or new surface etc. (a) One Coat									
			1x2(10.350+6.000)x3.025				98.917	sqm		
			1	10.650		6.800	72.420			
							171.337	sqm	31.40	5379.98

21	**{P.W.D./Page No. 197/ Item No. 17(b)}** Protective & Decorative Acrylic Exterior Emulsion Paint of approved quality etc. (b) Premium 100% Acrylic Emulsion Quantity same as Applying exterior grade Acrylic primer						171.337	sqm	84.00	14392.31
22	**{P.W.D./Page No. 200 / Item No. 1(a)}** (a) Priming one coat on steel or other metal surface with synthetic oil bound primer of approved quality including smoothening surfaces by sand papering etc.									
	D1	2.20	3	0.900		2.100	12.474	sqm		
	D2	2.20	1	0.750		2.100	3.465			
	W	2.20	2	1.200		1.200	6.336			
	W1	2.20	1	1.000		1.200	2.640			
	V	2.20	1	0.600		0.450	0.594			
	Grill	1.00	1	1.200		2.100	2.520			
		1.00	2	3.212		1.200	7.709			
		1.00	1	2.100		1.200	2.520			
		1.00	1	1.500		1.200	1.800			
							40.058	sqm	29.00	1161.68
23	**{P.W.D./Page No. 200 / Item No. 2(A)(iv)}** Painting with best quality synthetic enamel paint of approved make and brand etc. (b) On Steel or other metal Surface. (iv) Two Coats (With any shade except white) Same as Steel Priming						40.058	sqm.	79.00	3164.57
24	**2/P-79 (S&P)** Supplying, fitting and fixing Orissa pattern water closet in white glazed vitreous chinaware of approved make in position complete excluding 'P' or 'S' trap (excluding cost of concrete for fixing). (i) 580 mm X 440 mm						1	Each	1613.00	1613.00
25	**1/P-36 (S&P)**									

	Supplying, fitting and fixing 10 litre P.V.C. low-down cistern conforming to I.S. specification with P.V.C. fittings complete,C.I. brackets including two coats of painting to bracket etc.						1	Each	1015.00	1015.00
26	**1/P-41 (S&P)**									
	Wash basin vitreous china of approved make (without fittings) supplied,fitted and fixed in position on 75mm X 75 mm X 75 mm wood blocks and C.I. brackets including two coats of painting of C.I. brackets.									
	(ii) 550 mm X 400 mm size						1	Each	1383.00	1383.00
27	**6/P-42 (S&P)**									
	Supplying, fitting and fixing stainless steel sink complete with waste fittings and two coats of painting of C.I. brackets.									
	(i) 530 mm X 430 mm x 180 mm						1	Each	3285.00	3285.00
28	**7/P-6 (S&P)**									
	Supplying, fitting and fixing bib cock or stop cock.									
	(a) (i) Chromium plated Bib Cock short body (Equivalent to Code No. 511 & Model - Tropical / Sumthing Special of ESSCO or similar brand).						3	Each	539.00	1617.00
29	**19 /P-45 (S&P)**									
	Supplying, fitting and fixing pillar cock of approved make.									
	a) (i) CP Pillar Cock - 15 mm. (Equivalent to Code No. 507 & Model - Tropical / Sumthing Special of ESSCO or similar brand).						1	Each	555.00	555.00
30	**7/P-6 (S&P)**									
	Supplying, fitting and fixing bib cock or stop cock.									
	(d) (i) Chromium plated angular Stop Cock with wall flange (Equivalent to Code No. 5053 & Model - Florentine of Jaquar or similar brand).						2	Each	815.00	1630.00
31	**22 /P-82 (S&P)**									
	Supplying, fitting and fixing towel rail with two brackets.									
	(a) C.P. over brass (i) 25 mm dia. and 450 mm long						1	Each	384.00	384.00

32	**9 /P-43 (S&P)** Supplying,fitting and fixing approved brand P.V.C. CONNECTOR white flexible, with both ends coupling with heavy brass C.P. nut, 15 mm dia. (ii) 450 mm long						3	Each	82.00	246.00
33	**10 /P-43 (S&P)** Supplying,fitting and fixing approved brand 32 mm dia. P.V.C. waste pipe, with PVC coupling at one end fitted with necessary clamps. (ii) 750 mm long						2	Each	59.00	118.00
34	**2 /P-87 (S&P)** Constructing Inspection pit to a depth of 1.5 metre (inside), 250 mm thick 1st class brick work (1:4) in all sides over a layer of jhama brick soling and 150 mm thick cement concrete with stone chips (1:3:6) including necessary earth work, fitting and fixing approved type S.W. master trap, constructing masonry invert with cement concrete (1:1.5:3) with stone chips, plastering inside and outside A) With Pakur variety. (SAIL/TATA/RINL)						1	Each	11584.00	11584.00
35	**2 /P-87 (S&P)** Construction of septic tank of different capacities as per approved drawing with 1st class brick work in cement mortar (1:4) including two 560 mm dia. R.C.C. manhole cover(heavy type)of approved make supplied, fitted and fixed in the 100mm thick R.C.C (1:1.5:3) top slab with necessary fittings, 20mm thick cement plaster (4 : 1) with neat cement finish to the internal surfaces and 15 mm thick cement (i) For 10 users A) With Pakur variety. (SAIL/TATA/RINL)						1	Each	35354.00	35354.00
36	**4 /P-89 (S&P)**									

	Construction of circular soak well 2.5 metre deep in all types of sandy soils with dry brick work upto 1.6 metre from the bottom having 150 mm intermediate cement brick work (1:4) band all round and cement brick work (1:4) upto 0.90 metre from top with 20mm thick cement plastering (1:4) to inside face upto the depth of cement brick work etc.									
	(SAIL/TATA/RINL)						1	Each	16184.00	16184.00
37	**6 /P-37 (S&P)**									
	Supplying P.V.C. water storage tank of approved quality with closed top with lid (Black) - Multilayer									
	(b) 1000 litre capacity						1	Each	5128.00	5128.00
38	**19 (II) /P-13 (S&P)**									
	Supplying, fitting and fixing PVC pipes for underground work of approved make of Schedule 80 (medium duty) conforming to ASTMD - 1785 and threaded to match with GI Pipes as per IS : 1239 (Part - I). with all necessary accessories, specials viz. socket, bend, tee, union, cross, elbo, nipple, longscrew, reducing socket, reducing tee, short piece etc.									
	PVC Pipes									
	15 mm						4.00	R.M.	117.00	468.00
	20 mm						3.00	R.M.	143.00	429.00
	25 mm						15.00	R.M.	191.00	2865.00
39	**23/P-68 (S&P)**									
	Supply of UPVC pipes (B Type) & fittings conforming to IS-13592-1992									
	(A)(i) Single socketed 3 m. length									
	(b) 110 mm		1	8.000			8.00	R.M.	292.00	2336.00
	(B) Fittings									
	(x)Bend 87.5 °									
	(b) 110 mm						2	Each	120.00	240.00
	(xvi) Pipe Clip									
	(b) 110 mm						4	Each	21.00	84.00
	(iii) Door Tee									
	(b) 110 mm						1	Each	195.00	195.00
	xv) Vent Cowl									

	(b) 110 mm						1	Each	33.00	33.00
40	**5/P-4 (S&P)** Supplying, fitting and fixing gunmetal wheel valve of approved brand and make tested to 21 kg per sq. cm. (for water lines only). (vii) 25 mm dia						2	Each	778.00	1556.00
									TOTAL (Rs.)	**641680.98**
									Add @ 12 % for GST (Rs.)	**77001.72**
									TOTAL (Rs.)	**718682.69**
									Add @ 1% for Cess (Rs.)	**7186.83**
									GRAND TOTAL (Rs.)	**725869.52**
									SAY (Rs.)	**725870.00**
(Rupees Seven Lakh Twenty Five Thousand Eight Hundred Seventy Only)										

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

2.1General 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.

2.2Technical 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 similar nature of completed work of the minimum value of **40% of the estimated amount** put to tender during 5(five) years prior to the date of issue of the tender notice;

or,

ii) Intending tenderers should produce credentials of 2(two) similar nature of completed work, each of minimum value of **30% of the estimated amount** put to tender during 5(five) years prior to the date of issue of the tender notice;

or

iii) Intending tenderers should produce credentials of 1(one) single running work of similar nature which has been completed to the extent of **80% or more** and value of which is not less than the desired value at (i) above; In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the Competent authority, or equivalent competent authority will be eligible for the tender. In the required certificate, it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.

For 2nd Call of NIT :

i) Intending tenderer should produce credentials of similar nature of completed work of the minimum value of **30% of the estimated amount** put to tender during 5(five) years prior to the date of issue of the tender notice;

or,

ii) Intending tenderers should produce credentials of 2(two) similar nature of completed work, each of minimum value of **25% of the estimated amount** put to tender during 5(five) years prior to the
date of issue of the tender notice;

or

iii) Intending tenderers should produce credentials of 1(one) single running work of similar nature which has been completed to the extent of **75% or more** and value of which is not less than the desired value at (i) above; In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the Competent authority, or equivalent competent authority will be eligible for the tender. In the required certificate, it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.

For 3rd Call of NIT :

i) Intending tenderer should produce credentials having experience of completion of similar type of work during the last 5 financial years for a single contract of not less than 80% of the estimated amount put to tender or two numbers of works of 50% 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 similar nature which has been completed to the extent of **80% or more** and value of which is not less than the desired value at (i) above ; In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the Competent authority, or equivalent competent authority will be eligible for the tender. In the required certificate, it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the 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	P/L & Balance sheet 2019-20 P/L & Balance sheet 2020-21 P/L & Balance sheet 2021-22	1. 2.	Profit and Loss A/c and Balance Sheet last 3 (three) financial Year

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)	**24.08.2022 at 11.00 am**
2	Documents download/sale start date (Online)	**24.08.2022**
3	Bid submission start date (On line)	**24.08.2022**
4	Bid Submission closing (On line)	**31.08.2022 upto 3.00 pm.**
5	Bid opening date for Technical Proposals (Online)	**02.09.2022 3.00 pm**
6	Date of uploading list for Technically Qualified Bidder(online)	**02.09.2022**
7	Date of uploading the final list of Technically Qualified Bidder(online) after disposal of appeals, if any.	**02.09.2022**
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	Renovation of site Office/Barrack at SFTI, Hijli	**Rs. 7,25,870/-**

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

a) The Earnest Money Deposit (EMD) and cost of Tender Fees should be deposited in the Form of Demand Draft by the Tenderer himself and the same must be submit in original to the Office of the undersigned and photocopy of the same draft should be uploaded in the online.

b) There is no exemption of any kind for any of the eligible contractors towards cost of tender document fee or EMD.

c) **Refund of EMD:** The EMD will be released through draft from the Office of the undersigned after technical evaluation.

d) Intending Tenderers should download the Tender Documents from the website http:/wbtenders.gov.in directly with the help of Digital Signature Certificate.

e) Both Technical Bid and Financial Bid should be submitted duly digitally signed by the Tenderer through the website http:/wbtenders.gov.in as per the 'Date & Time Schedule' stated in Sl. No.03 of this N.I.T. (Details of which has been narrated in 'Instruction to Bidders').

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 his 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 or concerned Range Officer 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 will 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 should be deducted from each RA Bill/ Final Bill by Successful Tenderer.

19. **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.

20. The undersigned or his 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.
21. R.A Bill will be allowed subject to the power of undersigned.

22. During the inspection by the undersigned or his 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*

23. DEDUCTION OF TAXES ETC:

Deduction of Income Tax & other taxes from the Contractor's Bill will be made as per existing Govt. rules.

24. REMOVAL OF DISCREPANCY:

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

a. Form of Agreement.
b. Tender Form.
c. Technical Specifications including Sample materials Submission.
d. General Terms and Conditions.
e. Instructions to Bidders.
f. N.I.T.
25. MOBILISATION ADVANCE/ COST OVER RUN: No Mobilization Advance and Secured Advance will be allowed. Time / cost overrun and consequent cost of escalation for any materials, labour, P.O.L. etc. will not be allowed.
26. Canvassing in connection with the tender is strictly prohibited in the Tender submitted by the Contractor.

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

28. The materials, tool 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.
29. Bricks works, cement concrete works & plastering works and similar works which require should be done for the period as prescribed in the P.W.D. Schedule of Rates.
30. In addition to above, before payment the following documents are required to be produced.

a) Xerox copy 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) Xerox copy 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. Bricks works, cement concrete works & plastering works and similar works which require should be done for the period as prescribed in the P.W.D. Schedule of Rates.

35. 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 contactor 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.

36. 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.

37. 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.

38. 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.

39. 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.

40. 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.

41. Contingency expenditure will be at the discretion of tendering authority.

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

43. 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.

44. 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.

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

46. Works shall be carried out as per detailed estimate attached and the educational excursion shall be done as per the tentative tour schedule attached.

47. Work order/payment shall be made on pro-rata basis depending on the number of candidates join in the course.

48. 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 15 days.

b) 5% penalty will be imposed on the tender amount in case of delay up to 16-30 days.

c) 10% penalty will be imposed on the tender amount in case of delay up to 1-2 months. 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.

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

50. Payment will be done after receiving of fund from Competent Authority.

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

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

Memo. No. 483 /2-6 **Dated, Hijli, the 08.08.2022**

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.

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 t**o** 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) **<u>Statutory Cover</u>** <u>containing</u>

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) **<u>Non-Statutory Cover</u>** 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.