Government of West Bengal
Directorate of Forests
Office of the Deputy Conservator of Forests
Publicity, West Bengal
AranyaBhawan, 3rd Floor, Block-LA, 10A, Sector-III, Kolkata-700106

MemoNo.: 620 **/28-62/Pub-2022** **Dated,Kolkata, 14/10/2022**

Notice Inviting e-Tender: - e-Tender NIT No: NIT No.07/Diary Cum Planner /DCF/Pub-2022 (2nd Call)

In pursuance to the G.O No-5400-F(Y) dt 25/6/12 and its subsequent amendment No-2254-F dt 24/4/14, Deputy Conservator of Forests, Publicity, West Bengal, on behalf of Governor of West Bengal, invites sealed tenders from Publisher/ Bonafied Co. / Contractor / Manufacturer/ firms etc. for **Printing and Supply of "Diary Cum Planner"**,as per the schedule mentioned below:- [Collection (downloading) and Submission (uploading) of Tender can be made online through the website https://wbtenders.gov.in only].

Tender No.	Name of the Work	Estimated Amount (Rs)	Location of Work	Earnest Money @2% of estimated value (Rs)	Price of Technical & Financial Bid documents (Rs.)	Period of Completion (Months)
NIT No.07/Diary Cum Planner/DCF/Pub-2022	**Printing and Supply of "Diary Cum Planner"** **Quantity-1000**	Rs. 200000 /- (Rupees Two Lakh) only	**In o/o the DCF/Publicity,** Aranya Bhawan, 3rd Floor, Block-LA, 10A, Sector-III, Kolkata-700106	Rs.4000/- (Four Thousand) only**	1000/- (One Thousand only) *	1 (One) Month from the date of Award of Contract

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: Earnest Money deposit (EMD) for 1st Call was released and for 2nd Call the bidder has to deposit the Cost of Tender document/Tender fees and earnest money deposit (EMD) afresh.

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

1. General Guidance for e-Tendering

Instructions / Guidelines for tenderers for electronic submission of the tenders online have been shown in Website **www.wbtenders.gov.in**

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.

Digital Signature Certificate (DSC)

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders

Collection of Tender Documents

The contractor can search and download NIT and tender documents electronically from computer once he logs onto the website **www.wbtenders.gov.in** using the Digital Signature Certificate. This is the only mode of collection of tender documents

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 single work or more than one or as many project works as mentioned in the List of Work(s) of this NIT.

2. Submission of Tenders

2.1 General process of submission

Tenders are to be submitted online through the website in two folders, at a time for each work, one is **Technical Proposal** and the other is **Financial Proposal**, before the prescribed date and time mentioned in the list attached. Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. Tenderers should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

2.2 Technical Proposal

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

A. Technical File (Statutory Cover) containing

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

ii. Section B (Form I, Form III, Form IV and AFFIDAVIT – Y) **(to be submitted in "EMD AND TECHNICALDOCUMENTS" 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 bythe 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-02/14dated 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 ofminimum 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 whichhas 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 minimumvalue 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 of similar nature of completed work of the minimumvalue of **20% 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 1(one) single running work of similar nature which has been completed to the extent of **70% or more** and value of which is not less than the desired value at (i) above; In case of running works , only those tenderers who will submit the certificate of satisfactory running work from the Competent authority, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the 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, ESI, PF 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 furnishthe 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 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.

My Document (Non-Statutory Cover)

Sl. No.	Category Name	Sub-CategoryDescription		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	ESI, PF & GST RegistrationCertificate			
2.	COMPANY DETAILS	COMPANYDETAILS	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	1	Completion Certificate from the concerned Supervisor which is applicable for eligibility in this bid [According to Cl. 6(i) of NIT]			
4.	**Technical Person**	**Contract/agreement/engagement of technical Person**	**1**	**As Applicable**			
			2	**As Applicable**			

Sl. No.	Category Name	Sub-Category Description		Document Name			
5.	Financial information	P/L & Balance sheet 2019-20 P/L & Balance sheet 2020-21 P/L & Balance sheet 2021-22	1. 2. 3.	Audit Report 2019-20 Audit Report 2020-21 Audit Report 2021-22			

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. Schedule of Dates:

SlNo.	Particulars	Date	Time
1	Date of uploading N.I.T. Documents—Online (Publishing Date)	10.11.2022	11:00 am.
2	Documents download start date (Online)	10.11.2022	11.15 am.
3	Bid submission start date (Online)	10.11.2022	11.15 am.
5	Documents download end date (online)	17.11.2022	05.30 pm.
6	Bid submission closing date (Online)	17.11.2022	05.30 pm.
7	Bid opening date for Technical Proposal (Online)	21.11.22	11.30 am.
8	Financial Bid Opening	To be notified after approval of Technical Bid	

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 Technicalor Financial Proposal or both, if required.

11. Security Deposit:

a) The successful Tenderer to whom a Letter of Acceptance has been issued shall submit within 10(ten) days from the date of Letter of Acceptance, **Security Deposit which is 10% (Ten Percent)** of the contracted value of work shall have to be **through GRIPS Portal of Finance Department, Government of West Bengal, in favour of Deputy Conservator of Forests, Publicity, West Bengal, under Administration, Publicity & Marketing Circle W.B.** Failure in depositing this amount shall render the contact liable to termination without reference to the contractor and in such case. After submission of Security Deposit an agreement as per given format shall have to signed on Stamp Paper (cost of Stamp Paper shall be borne by tenderer) and signed agreement shall have to notarized from Public Notary. After that formal work order will be issued.

b) Security Deposit will be released without any interest on receipt of application addressed to the Deputy Conservator of Forests Publicity, West Bengal, from Contractor after laps of Security Period– i.e. two (02) months after completion of the work.

12. Specification of Product:

Specifications are given in Annexure A. Interested tenderer should go through it carefully and

quote the rate per page basis.

13. Submission of Dummy (Specimen) copy:
All prospective bidders are hereby need to submit a dummy copy (specimen) of the aforesaid publication as supplied from this end as per specification mentioned to the undersigned along with Technical Bid and it will be considered as a part of Technical Bid. After finalization of L1 Bidder and issuance of work order, if the item supplied by him/her differs from the dummy copy (specimen) in quality & specification, the consignment will not be accepted and hence no payment will be made for this.

14. Validity of the tender will be 01 (one) year from the date of submission of the tender or up to the end of financial year, as may be decided by the appropriate authority.

15. The undersigned reserves the right to place work order for supply as per availability of fund and receiving the administrative approval.

16. The undersigned reserves the right to cancel the tender, if necessary, without assigning any reason whatsoever.

17. 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.

18. 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.

19. The tenderer will submit bills in triplicate with a copy of work order, bank details, supply challan etc. duly signed through the Range officer, Attached Forest Range. The Range Officer will forward the same to the undersigned with WMNB reference.

20. The work order will be issued to the successful contractor only after placement of fund by the Government.

21. No extension of time will be allowed for delivery / execution of the work. The Tenderer / contractor shall not be considered in default, if delay in delivery / execution occurs due to causes beyond his / her control, such as acts of God, natural calamities, civil wars, fire, strike, frost, floods, riot and acts of unsurpassed power. In the event of delay due to such causes, the tenderer may apply to the **Deputy Conservator of Forests, Publicity, West Bengal,** for extension of time for that period. The **Deputy Conservator of Forests Publicity, West Bengal,** at his own discretion may extend for a length of time equal to the period of force majeure or such period as he think suitable for that or may be cancelled. Such cancellation would be without any liability whatsoever on the part of the undersigned.

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

23. 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.

24. Statutory Deduction: Income Tax, GST, Labour Welfare Cess, as applicable, shall be deducted from the Gross amount of Bill.

25. The successful terderer will not assign any part of the work to any other contractor.

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

27. The acceptance of the tender will be subject to the receipt of the approval of the higher authorities and availability of fund. The undersigned will not be responsible for any loss sustained by the tenderer in the event of non receipt of Government sanction.

28. The payment of bill for any work will be made according to the availability of fund and approval of higher authorities wherever applicable and no claim to delay in payment will be entertained.

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

30. In case of any dispute in execution of the work or supply, an application may be made to the Deputy Conservator of Forests Publicity, West Bengal and the decision of the undersigned is final and binding.

31. The quality of the supplied material shall be checked by the Sample Checking Committee or the Range officer primarily or by his authorized person. Poor quality of the materials supplied shall not be accepted at any case it shall be the discretionary authority of the undersigned with over writing power as per hierarchy to cancel the supply outright. In that case fresh material is required to be supplied mentioning the quality.

32. Work order shall only be issued when the administration approval and financial sanction from appropriate authority.

33. The Contractor shall comply with all State and Central Laws, Statutory Rules, Regulations, etc., such as The payment of wages Act, The Minimum Wages Act, The workmen's Compensation Act, The Employer's Liability Act, The industrial Disputes Act, The Employees' Provident Fund Act, Employees' State Insurance Scheme, the Contract Labour (Regulations and Abolition Act, 1970) and other Acts, Rules and Regulations for labour as may be enacted by the Government during the tenure of the Contract and having force or jurisdiction at site. The contractor shall give to the local Governing Body, Police and other concerned Authorities all such notice as may be required under law.

34. The contractor shall pay all taxes, fees, license charges, deposits, duties, tolls, royalty, commissions or other charges which may be leviable on account of any of his operations connected with this contract. In case the Tender Inviting Authority make any such payment, it shall be recovered from the contractor bill.

35. During scrutiny, if it comes to the notice of the Tender Inviting Authority that the credential or any other paper found incorrect / manufactured / fabricated / fake, such Tenderer bids shall be rejected without any prejudice bids, bidder would not be allowed to participate in the tender.

36. Deputy Conservator of Forests, Publicity, Government of West Bengal, reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

37. The contractor's any of the documents on verification if found incorrect / manufactured / fabricated / fake or false in that case awarded contract work liable to be terminated with imposition of penalties or penalized as deemed fit. The balance work shall be awarded on risk and cost basis tender.

38. The Deputy Conservator of Forests, Publicity, West Bengal's decision shall be final and binding to follow in case of any discrepancy arises between two similar clauses contained in contract agreement.

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

40. Deduction of STDS, TDS, GST & Other tax etc, if applicable shall be made as per rule in vogue. **The tender value inclusive of all direct & indirect taxes.**

41. Except where otherwise provided in the contract, all questions, disputes relating to the meaning of specifications, designs and instructions herein before mentioned and as to quality of materials supplied, or as to any other question, claim, rights, matter, or things whatsoever, in any way arising out of or relating to the contract, specifications, orders, or these conditions or otherwise concerning the works or the execution or failure or execute the same, whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the Chief Conservator of Forests, Headquarter, Directorate of Forests, Govt. of West Bengal. Should the Chief Conservator of Forests, Headquarter, W.B. be for any reason unwilling or unable to act as such arbitrator, such questions, and disputes shall be referred to an Arbitrator to be appointed by the Principal Chief Conservator of Forests & Head of Forest Force, West Bengal. The award of the such appointed arbitrator shall be the final, conclusive and binding on both the parties to this contract and no suit shall lie in the Civil Court in respect of the award of the Arbitrator.

42. All these terms and conditions along with such other terms and condition as the undersigned deems fit shall from a part of the agreement which is required to be made by the successful bidder with the undersigned.

(Aruanagsu Panda,WBFS)
Deputy Conservator of Forests
Publicity, West Bengal

MemoNo.: 620(8)**/28-62/Pub-2022** **Dated,Kolkata, 14/10/2022**

Copy forwarded for wide circulation & information to:-

1. The Principal Chief Conservator of Forests(HOFF), West Bengal
2. The Chief Conservator of Forests, Head Quarter, West Bengal.
3. The Conservator of Forests, Administration, Publicity & Marketing Circle W.B.
4. The Conservator of Forests, South, West Bengal.
5. The Deputy Conservator of Forests, MIS, for uploading the Tender through Deptt. Website.
6. The Budget & Accounts Section.
7. AFR, Publicity Division for display in Notice Board and circulation in local office
8. Division Office Notice Board

(Aruanagsu Panda,WBFS)
Deputy Conservator of Forests
Publicity, West Bengal

ANNEXURE A:

Specification of Diary Cum Planner-2023

All the Diary Cum Planner-2023 will be of:

Sl. No.	Item of Work	Specification
1	Name of the work	Printing & Supply of Diary Cum Planner-2023
2	Size of	21.5 cm X 14 cm
3	Number of Page inside	100 (Approx)
4	Paper	80 GSM Map Litho for inside page
5	Colour Photo	Approx 25
6	Colour Photo in Approx	100 GSM Art Paper
7	Cover	Cover Hard Bound imported acrylic quoted polypropylene with corner clips
8	Cover Logo	Cover containing Logo embossed with print
9	No. of Copy	1000
10	Delivery Address	Aranya Bhawan, Block : LA-10A, Salt Lake City, Sector - III, Kolkata- 700106

*****The Bidder should refer the specimen copy which is kept with the Office of the undersigned.**

Interested bidders are requested to quote their rate ''per page basis'' only and inclusive of all taxes etc. Rate also includes loading, unloading, carriage upto the delivery site. Order for supply will depend on availability of fund and approval of higher authority, it may be more or less 1000 copies .

(Arunangsu Panda,WBFS)
Deputy Conservator of Forests
Publicity, West Bengal

Additional Terms & Conditions.

1. Notwithstanding anything contained in the form in which the contract is executed the following shall constitute terms and conditions of contract and shall be binding on the contractor.

2. The acceptance of the tender including the right to distribute the work between two or amongst more than two tenderers will rest with the competent authority without assigning reason thereof. The accepting authority reserves right to reject any o r all tenders without assigning any reason thereof.

3. The Tenderer shall have to comply with the provisions of (a)Contract labour(Regulation &abolition)Rules, 1970(b)Minimum Wages Act 1948 or the modification there of or any other laws relating the rates as will be in force from time to time.

4. **Deputy Conservator of Forests, Publicity, West Bengal** or his authorised representative shall not entertain any claim whatsoever from the contractor for payment of compensation account o f idle labour on any ground including non-possession of land.

5. The Tender Inviting Authority or the Society shall not be held liable for any compensation due to machines be coming idle of rany circumstances including untimely rains, other natural calamities, strike etc.

6. No Price preference will be applicable to W.B.Govt. Undertaking, as per Finance Deptt. G.O. No. 8648-F(Y), dated 12th October 2012.

7. Imposition of any duty/tax rules etc whatsoever of its nature(after work order/Commencement and completion of the work)is to be borne by the tenderer.

8. **No mobilization/ secured advance bill will be allowed**.

9. GST, Cess, Income Tax, Ferry Charges and other Taxes if any are to be paid by the contractor. No extra payment will be made for these. The rats of supply and finished work items are inclusive of these.

10. All working tools and plants will have to be arranged by the contractor at his own cost.

11. The contractor should visit the points of delivery, and satisfy himself of the design and specifications of the Root Trainers and the condition and nature o f works and ascertain difficulties that might be encountered in executing the work, carrying materials to the site of work, availability of drinking water and other human requirements and security etc. The Officer-in Charge may order the contractor to suspend any work that may be subjected to damage by climate conditions. No claim will be entertained on this account.

12. The contractor will have to accept the work program and priority of work fixed by the Officer-in-Charge so that most vulnerable reach and/or vulnerable items be completed before the date needed by him depending upon the field requirement.

13. In case any clarification is required, the interpretation of the Officer-in-Charge will be final.

14. The final acceptance of the tender will be subject to the receipt of approval of higher authorities.

15. Final payment will be made after completion of all works in the field & checking by authorised officer. The authorised officer may check the quality of the root trainers supplied at any point of time before submitting the report of completion.

16. Cost of Carriage of materials from go-down to work site should also be included in the rates. No extra payment will be made on this account. Rate should include delivery should be on site of the finished product

17. The undersigned reserves the right to cancel the agreement at any point of time during the execution of the work if it not done as per the specifications or any terms & conditions are violated by the Contractor.

18. The Security Deposit will be released to the Contractor after two (02) months from the date of final payment of the bill if no irregularity is noticed within this period. In case of any irregularity, the Security Deposit will be forfeited in addition to any legal action as deem fit & required.

19. The successful renderer will not assign any or part of the work(s) to any other contractor/agency.

20. **The intending tenderer (bidder) shall satisfy themselves that the products are in conformity with the design and specification and field ready to pass the physical examination with respect to finishing and quality.**

21. **The Deputy Conservator of Forests Publicity, West Bengal,** Division or his authorised representative will be the Officer-in-Charge in respect to the contract and all correspondences concerning rates, claims, change in specification and/or designation similar important matters will be valid only if made by the Officer-in-Charge. If any correspondence of above tender is made with Officers other than the Officer-in-charge for speedy execution of works, the same will not be valid unless copies are sent to the Officer-in-Charge and approved by him. The instruction given by the Head Divisional Management Unit who has been authorized to carry out the work on behalf of the Officer-in-Charge and his authorised representative shall also be valid regarding specification, supervision, approval of materials and workmanship. In case of dispute, the decision of Officer-in-Charge shall be final and binding.

22. The intending tenderers are to quote rate in terms of rate.

23. The acceptance of the tender including the right to distribute the work between two or amongst more than two tenderers will rest with the competent authority without assigning reason thereof. The accepting authority reserves right to reject any or all tenders without assigning any reason thereof.

(Arunangsu Panda,WBFS)
Deputy Conservator of Forests
Publicity, West Bengal

ANNEXURE-II
PRAYER FOR PARTICIPATION IN THE TENDER

Name :

Address :

Tender Notice No.

Financial Credential (as mentioned in the tender notice)

Bank details (Current A/c No., IFSC code &MICR code) (optional)

Declaration : I / we do hereby declared the statement made by me is true the best of my knowledge in belief. If allow I/We shall abide by all the terms and conditions mentioned in the tender notice and the direction of the authority. I /We read the tender document carefully and understood it in letter inspirit.

Signature with date ……

TECHNICAL BID FORMAT

Form IA-General Information about the Organization

Sl No	Particulars	Details to be furnished

Details of the Bidder (Organization)

1	Name	
2	Address	
3	Telephone/Mobile No.	
4	Email	
5	Fax	
6	Website	

Details of Authorized Person

7	Name	
8	Address	
9	Telephone/Mobile No.	
10	Email	

Information about the Organization

11	Status of Organization (Proprietorship/Partnership/Public Ltd/Pvt. Ltd/ Co-operative Society etc.)	
12	Details of Registration of Organization	Date: Ref:
13	Number of Professionals in position in the organization	
14	Locations and address of offices	
15	Service Tax Registration Number	
16	GST Registration Number(Enclosed latest GST Return)	
17	Professional Tax Registration Number	
18	Income Tax PAN Number	
19	Details of any other Licenses/Registration (Copy to be enclosed)	

Signature of the Tenderer with date

(Annexure-III)

Form I-B "Summary of Credential " (Year wise)

Sl No	Name of the Customer	Project Name	Brief narration of the type of work implemented	Start Date	End Date	Contact Value (only net checked amount issued by authority	Financial year of the completion of the work	Supporting documents against the completion report (Yes/No)	Whether Successfully completed	Address &Phone no. of the work completion issuing authority.

Signature of the Tenderer with date

(Annexure-IV)

FINANCIAL BID FORMAT

Form II-A

Name Of Work Tender	**Amount Put to Tender (Inclusive all taxes)**	**Rate Quoted by the Bidder at per page**	**Tendered amount both in Figure & Words (per page)**
(1)	(2)	(3)	(4)
Printing and Supply of diary Cum Planner Quantity- 1000 piece	Rs. 200000 /- (Rupees Two Lakh) only **(Rs. 2.00 /- per page)**		

Declaring that the item against which there are fixed Govt. rate such as minimum wage rate etc. shall be obeyed in letter in spirit & rate is inclusive of all taxes.

Signature of the Tenderer with Seal & date

(Annexure-V)

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 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 norabandoned anyoftheir contracts.

(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 Deputy Conservator of Forests Publicity, West Bengal herein referred to as the e-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:_____