GOVERNMENT OF WEST BENGAL
Directorate of Forests
Office of the Divisional Forest Officer,
KANSABATI NORTH DIVISION.
Raghbpur More, P.O &Dist- Purulia, Pin- 723101
Tel & Fax No. (03252)-222231 & 227468,
e-mail : dfoknd@gmail.com

No. 490 / 2-45, **dated, Purulia, the** 16 / 02 / **2022**

TENDER NOTICE NO. WBFOR/DFOKND/95 to 96/NL/P/12/SAL & ASSOCIATES/2021-22 OF KANGSABATI NORTH DIVISION

Traditionally Kangsabati North Division is one of the pioneer Divisions in raising sal plantation advance works in North West Bengal. With the introduction of New Financial Management System, it has become mandatory to carry out the majority of development works either through tender or through quotations. Thus, 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, the Divisional Forest Officer Kangsabati North Division, Raghabpur More, Purulia, on behalf of Governor of West Bengal, invites **tender** from bonafide, resourceful suppliers/contractors for carrying out the following works at various Ranges of Kangsabati North Division as per following location details &estimates in the tables below,

LOCATION DETAILS

Tender Notice No.	Item of Works	Mouza-Beat-Range	Nos. Of seedling	Rate	Estimated Amount (Rs.)	Earnest Money Deposit (2%)	Security Deposit (10%)	Time available
WBFOR/DFOKND/95/NL/P/ 12/Sal & Associates/2021-22	Supply of seedlings (Sal & Associates)	Mouza-Dubcharka Beat-Purulia II Range-Purulia Para	8000 seedlings	40.00	320000.00	6400.00	32000.00	As per instruction
WBFOR/DFOKND/96/NL/P/ 12/Sal & Associates/2021-22	Supply of seedlings (Sal & Associates)	Mouza-Damodarpur Beat-Puncha Range-Puncha	8000 seedlings	40.00	320000.00	6400.00	32000.00	As per instruction

Model Estimate for Supply of Seedlings for Sal Plantation Creation Works over 01 ha.

Sl. No.	Particulars	Quantity	Rate (In Rs.)	Amount
Material :				
1	Cost of plant 1600 nos. seedling per ha.	1600	40.00	64000.00
	Total Seedling Cost for 01 ha. :			**64000.00**

ANALYSIS OF THE ESTIMATES

1. One type of model estimates are given above. The estimates is inclusive of GST, all statutory taxes and deductions and contingency on which successful bidders shall not have any claim unless specifically provided to the bidders by appropriate authority. Every item in the estimates has a definite weight age in the total amount. The offered rate shall be calibrated accordingly.
2. The per Ha allocation shown in the model estimates are indicative in nature. In case of actual allocation is more than the model estimates, admissible rate and accepted offered rate will be calibrated accordingly. Similar procedure will be followed in case of reduced actual allocation.
3. As, each of the activity requires specialized skill and experience JFMC members who are conversant with carrying out such types of activities, they will be given prefererance while deploying labour for such types of jobs. While, payment is required to made by the contractor concerned, decision taken by the concerned Range Officer on technical ground shall be final and binding with respect to carrying any particular activities mentioned in the model estimates.

4. The estimate is indicative in nature. Thus, it might be so that some of the items mentioned in the estimates do not require to be implemented in the field and some of the items needs to implemented more than once, repeated or enhananced as per field requirements along with change of locations in some cases also. Thus the Intending bidders need to quote rate accordingly and will have to follow the instructions of Forest Officials only whowill

have the liberty to change the inner items mentioned in the estimates, without changing the rate or the amount of that particular item. Intending bidder/s is expected to have that flexibility.

5. Payment shall be made to the successful bidders only for those items which he/she has carried out at field on pro rata basis as per the rate offered by the L1 & as per the instructions of the concerned Range Officers or his authorised persons or his superior authority. Each item of the estimates has a definite time line, beyond which the item is very difficult to be implemented in the field. Thus, any item, which is not possible to be implemented in the field within due time, can only be implemented after having due permission in this regard from the appropriate authority. Successful bidders are required to prepare bill for making payment accordingly.

6. Intending bidder/s are required to mention the location in which he/she is willing to participate. Rate in BOQ is required to be quoted accordingly. If no of locations are not mentioned, the tender may liable to be cancelled. Based on the accepted rate over total estimated cost, item wise rate shall be calculated. Bills shall be processed accordingly.
7. Rate Quoted below 15% shall be subject to rate analysis which shall require to be provided based on technical grounds to be ascertained by the Tender Committee constituted for the purpose. Rate analysis which is not technically viable, shall not be accepted at this end and the candidature of the contractor concerned shall liable to be cancelled at once.
8. From the above analysis, it follows logically that R.A bills shall be admissible in this regard.

SCHEDULE OF DATES

TYPE	DATE
Date of Publishing tender documents	**18/02/2022**
Tender paper Sale start date	**21/02/2022**
Tender paper Sale End date	**02/03/2022**
Last date for submission of EMD in original	**03/03/2022 at 3:00 PM**
Last date for submission of tender document	**03/03/2022 at 3:00 PM**
Date of opening of technical bid	**03/03/2022 at 04:00 PM**
Date of opening financial bid	**After evaluation of technical bid**
Viewing & procurement of Tender Notice	**Website of Directorate of Forests, Govt. of West Bengal, Website of Purulia District**

GENERAL TERMS AND CONDITIONS

1. In some case, the location may also vary/changed depending on the field situation. Payment shall be made on pro rata basis based on the lowest rate offered by the successful bidder/s.

2. Pattern of Tender- Invitation of tenders is indicative in nature. It is being floated in anticipation of administrative approval and subsequent financial sanction. In case of non availability of such approval the tender shall be cancelled outright without assigning any further causes. Cost of the tender papers, if any, is non refundable in nature. No prayer, in case of such cancellation, shall be entertained under any circumstances. In case of the requisite approval from appropriate authorities also, work order to the successful bidders shall only be issued when fund will be placed and which it shall be free from any other encumbrances.

3. **Procurement of tender paper-** The tender paper shall have to be procured from the Office of the undersigned on any working days from 21/02/2022 to 02/03/2022 within office working hours on payment of 1000/- through GRIPS portal under Head of Service : for each tender to the AFR, Kangsabati North Division.
4. Tender should be submitted by name in favour of **Smt. Uma Rani N, IFS, Divisional Forest Officer, Kangsabati North Division** and not by official designation only. The tender shall be made in two bid system viz- technical bid and financial bid. Following folders are required to be uploaded with a single folder superscripting technical bid
    a. Company information folder- related all information including audit report etc
    b. Financial Credential folder- All experiences related to similar nature of job. Only work completion reports with an abstract mentioned in the annexure-II
    c. Folder related to company hierarchy and technical person

The technical bids must not contain any pricing information under any circumstances. In such case the tender shall be liable to be cancelled.

5. **Submission of Tender- In general, the tenders are allowed to participate in any/all locations as per choice. However, the intending contractor/s must be financially sound to participate in those locations apart from having requisite technical knowledge. The technical bids thus submitted by the intending bidders shall be scrutinized by the tender committee constituted for the purpose, based on 2 grounds- a. The experience of the intending bidders & b.**

6. **Technical Bid**- Technical Bid Should be submitted in separate folder other than financial bid. Clearly super scribing the tender no and specific cluster in which the intending bidders are willing to participate. Work of similar nature implemented in a particular financial year (not more than three years old) shall only be considered to be eligible for technical bid. Other documents such as VAT/GST, as applicable, P TAX, License/Registration as applicable, additional information if any, shall also be submitted in the folder. The other credential like company details, machinery, technical persons, other technical knowhow, as applicable, shall be required to be submitted. The Technical bid must not contain any pricing information. The address and Contact No. of the bidder should be clearly written on the envelope.

7. **Financial Bid**-Financial Bid will not be opened unless the information and documents provided in the Technical Bid are as per the eligibility criteria and as per satisfaction of the undersigned.

   ii) The financial bid should also be submitted in a separate cover super-scribed as **Financial Bid**& "Tender Notice No. and cluster no. The bid should mention in both number & words. and words "should be written in bold letters.
   iii) Address and contact No. of the Bidder should clearly written on the cover.
   iv) Financial Bid format is given in Form IIA.
   v) The Bank details of the tenderers must be mentioned in the Form IIA for making payments on line. This is obligatory.
   vi) Financial bid must be inclusive of all taxes.
   vii) Amount quoted more than the estimated cost will not be accepted in general, subject to the discretionary power of the undersigned based on the recommendation of the tender committee constituted for the purpose.

8. **Eligibility Criteria**- It consists of two parts- A. Experience of implementing similar nature of job & B. The requisite assessment of financial potential of the bidders.

   A. Experience of implementing similar nature of job – The intending bidders must be having experience in implementing the same nature of jobs ie, the intending bidders must have experience of creating plantation works/Nursery works / Nursery related construction works. Intending bidders are required to submit a write up not more than 500 words describing the procedure of creating plantation. The same should be supplemented by the certificate issued by any Divisional Forest Officer or any higher offers of Forest Directorate in this regards.

   B. The requisite assessment of financial potential of the bidders-The intending bidders must be having at least 70% of the estimated cost as financial credentials for a single contract, to be calculated for particular financial year which one is maximum (Not more than 3 years' old). Requisite documents such as PAN, GST, License etc as applicable as per existing rules, must be submitted in the technical bids.

   C. Possession of Hand Tractor/ Grass Cutter/Mixer Grinders/JCBs and such other implements shall be given due weight age. After assessment of the eligibility criteria a weight age will be provided against each technical bid in 1 to 10 points scale. Those who will score at least 7 points shall only be eligible to qualify the financial bid.

9. **Submission of EMD and Security**- EMD, as mentioned in the schedule, should be submitted in the form of a draft as per the rules. EMD should be in favour of "**Divisional Forest Officer, Kangsabati North Division"** payable at **"Purulia"**. The original EMD should be submitted along with the tender paper. Security should, as mentioned in the schedule, should be submitted before issuance of the works order by the successful bidders in shape of Demand Draft in favour of "**Divisional Forest Officer, Kangsabati North Division"** payable at "**Purulia"**. The mode of security deposit shall finally be decided by the undersigned. The Security Deposit will be released to the successful contractor/ supplier after 6(six) months from successful implementation of the entire scheme as per estimate with such alteration and modification as may be necessary for implementing the work at field, provided no irregularities are noticed during this period. In case of any irregularities, the security deposit will be forfeited and in addition any legal action as deemed fit may be initiated. Security deposit shall not be adjusted with the EMD. The EMD of the unsuccessful bidders shall be released with 14days of completion of basic tender formalities except of L1 &L2 which will be released before issuance of work order.

10. Additional Security Deposit : Additional Performance Security @10% of the tendered amount shall be obtain from the successful bidder if the accepted bid value is 80% or less of the Estimate put to tender to ensure the quality and proper execution of the work in public interest. (Govt. of West Bengal, Finance Department Audit Branch's Memorandum No.4608-F(Y), dtd. l8th Ju1y.2018.
11. **Time to Complete the works**-An indicative time schedule is mentioned along with the estimates. However, this will be subject to issuance of work order to the successful tenderer/s. Delay in completion of each item of works as mentioned in the estimate and as directed by the concerned Range Officer or his authorized person or any superior officer in the rank above Range officer, might attract the penalty to the contractors subject to the discretionary authority of the undersigned depending on the field situation and other requisite factors required to be considered in this regard.
12. **Dispute Resolution: -** Dispute, if any, shall required to be communicated to the undersigned in writing by the aggrieved person/s**.** In case of any dispute, the decision taken by the undersigned shall be final. Appeal, if any, may be preferred within 15 days from the date of awarding decision by the undersigned, to the Chief Conservator of Forests, Western Circle, West Bengal whose decision regarding the matter shall be final and binding**.**

OTHER TERMS AND CONDITIONS

13. **An affidavit of 1 st class magistrate/Notary, duly signed by the intending bidders, declaring the following points shall be required to be submitted by the intending bidders along with the technical bid. If the affidavit is not submitted along with the technical bids, the tender submitted by the intending bidders shall be liable to be cancelled. However it shall be mandatory for the successful bidders to submit an affidavit of 1st class magistrate before signing of agreement and within 7 days from the date of issuance of offer/direction letter of submission of security deposit**
    a. **I have read and understood the meaning of the clauses mentioned in the tender notice no- in letter and spirit**
    b. **The documents submitted and information provided by me are true to the best of my knowledge and beliefs.**
    c. **I shall abide by all the terms and conditions mentioned in the tender notice and such other terms and conditions issued by the tender inviting authority/ other appropriate authority time to time for smooth implementation of the works.**
    d. **In case of any dispute, I vouch that, the decision taken by Divisional Forest Officer, Kangsabati North Division shall be final and on appeal, the decision taken by the Chief Conservator of Forests, South-West Circle, shall be final & binding upon me.**

14. Validity of the tender will be 6 (six) months 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 order for work for supply up to 20% more or 20% less of the quantity mentioned in the schedule of the tender.

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

17. The undersigned is not bound to accept the lowest rate quoted by the tenderer and he is not bound to assign any reason, whatsoever, for such non-acceptance.

18. The undersigned reserves the right to accept the tender only after verifying / testing the sample up to the satisfaction.

19. 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.
20. It shall be the discretionary power of the undersigned for accepting any prayer for part payment or not. In general no part payment prayer shall be entertained.

21. 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.

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

23. 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 Divisional Forest Officer, Kangsabati North Division for extension of time for that period. The Division Forest Officer, Kangsabati North Division 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.

24. Materials will have to be procured by the tenderers by themselves following the standard and specification of PWD/PHE Schedules of the district, or as per the specification as decided by the Range Officer concerned or his higher officer, subject to the approval of the undersigned or his Sub-ordinate officers. In case of any material supplied by the department, the cost of such material will be recovered from the contractor.

25. 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.

26. 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.

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

28. All tools & plants required for execution of the works should be procured by the contractor at his own cost. The standard of such tools & plants will b e as per the specification of the P.W. Dept/ P.H.E.

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

30. <u>In addition to above, before payment the following documents are required to be produced, if applicable,</u>

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

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

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

34. The 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.

35. 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.

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

37. In case of any dispute in execution of the work or supply, an application may be made to the Divisional Forest Officer, Kangsabati North Division and the decision of the undersigned is final and binding.

.The cost Tender paper / Form will be sold as per Govt. of WBs notification no. 452-A/PW/O/10C-35/10, Dt-26/07/2011.

38. Requisite license must be obtained for Labour Department after issuance of work order. No payment shall be made without production of the license.

39. **Forest Department, or Kangsabati North Division, or any staffs of the Division, shall in no way be held responsible under any circumstances for any accident or death of the labourer/ driver etc, engaged by the contractor, happened in the field during the time of implementation of the works.**

40. **Range officer or his authorized person/s shall have the discretionary power to deploy suitable labouers, preferably from among the FPCs concerned.**

41. **In case of implementation of the works at field the decision of the Range Officer or his authorized persons or any of his superior officers shall be final and binding on the successful bidders implementing the works at field.**
42. **Payment shall only be made to the contarctors after the Range Officer concerned, certifies so ensuring the quality of the work and implementation of the works as per estimates and plan subject to overriding power of the undersigned in this regard.**
43. **The mode of payment for successful completion of the works should be made by NEFT/RTGS/Cheque based on actual bills submitted and actual works implemented in the field.**
44. **Please follow annexure carefully during submission of tender**

DIVISIONAL FOREST OFFICER
KANGSABATI NORTH DIVISION
PURULIA

ANNEXURE-I- PRAYER FOR PARTICIPATION IN THE TENDER

Name :

Address :

Tender Notice No.

Cluster No.

Financial Credential for similar nature of job (as mentioned in the tender notice)

Bank details (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 ……..

ANNEXURE-I- PRAYER FOR PARTICIPATION IN THE TENDER

Name :

Address :

Tender Notice No.

Cluster No.

Financial Credential for similar nature of job (as mentioned in the tender notice)

Bank details (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	VAT Registration Number(Enclosed latest VAT 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-II)

Form I-B "Summary of Similar Projects Implemented " (Yearwise)

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-III)

FINANCIAL BID FORMAT

Form II-A

Sl No	Cluster No	Estimated Cost Inclusive all taxes as per model estimates (Rs)	Rate Offered by the bidders		
			Fixed Price (1) (Rs)	Applicable Taxes(2) (Rs.)	Total(1)+(2) (Rs.)

Declaring that the item against which there are fixed Govt. rate such as minimum wage rate etc. shall be obyed in letter in spirit

Signature of the Tenderer with date

...o. 1490/ 2-45, dated, Purulia, the 16 / 02 / 2022

Copy forwarded for wide circulation & information to :-

01. The Sabhadhipati, Purulia Zilla Parishad.
02. The Principal Chief Conservator of Forests (HoFF), west Bengal.
03. The Addl PCCF & Chief Conservator of Forests, South West Circle., West Bengal.
04. The District Magistrate, Purulia District.
05. The superintendent of Police, Purulia.
06. The Sub-Divisional Officer, Sadar, Purulia.
07. The Treasury Officer, Purulia Treasury.
08. The District Informatics Officer, NIC, Purulia. He is requested to upload the tender notice on the district portal.
09. All Divisional Forest Officer, South West Circle, West Bengal.
10. The Block Development Officer, _____ Block.
11. The Assist. Divisional Forest Officer, Kangsabati North Division, Purulia.
12. The Head Clerk, Kangsabati North Division, Purulia.
13. The Budget, Accounts & revenue Section.
14. AFR, Kangsabati North Divison, Purulia.
15. All Range Officers (Territorial), Kangsabati North Division, Purulia.
16. Notice Board, Kangsabati North Division, Purulia.
17. _____, FPC.

DIVISIONAL FOREST OFFICER
KANGSABATI NORTH DIVISION
PURULIA