



**GOVERNMENT OF WEST BENGAL,  
DIRECTORATE OF FORESTS,  
OFFICE OF THE DIVISIONAL FOREST OFFICER,  
KANGSABATI NORTH DIVISION**  
**Raghabpur More, P.O. & Dist. – Purulia, Pin - 723101  
(Ph. No.- 03252-222231 , Fax No. - 03252-227468 &  
E-Mail: dfoknd@gmail.com)**

Memo No. : 1405/1-31,

Dated. 11/06/2024.

**NOTICE INVITING e-TENDER**

Tender reference No. - WBFBCCCR/DFOKND/NIT-21/2023-24 (2<sup>nd</sup> Call) for Production of Quality Planting Material (QPM) Creation at Keshargarh Central Nursery, Hura FMU under Head, Kangsabati North DMU, Purulia.

**DECLARATION OF INTENT:**

The Head, Kangsabati North DMU, Purulia, West Bengal 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, (downloading) and submission (uploading) of E-tender can be made online through the website <https://wbtenders.gov.in> only, having sufficient credential and financial capability for extension of works of similar nature. Terms and Conditions of this Tender Notices are duly followed the Memorandum of Finance Deptt. Vide No.5696F(Y), dtd. 01/10/2019.

**Schedule of works with location details, estimated value, rates and EMD**

NIT No.	Work & Location	No. of Seedlings	Rate Per Seedling Inclusive All Tax (Rs.)	Tender Fee from L1 Bidder	Tender Amount (Rs.)	EMD @ 2% (Rs.)
WBFBCCCR/DFOKND/NIT-21/2023-24 (2 <sup>nd</sup> Call)	Production of Quality Planting Material (QPM) Creation at Keshargarh Central Nursery, Hura FMU under Head, Kangsabati North DMU, Purulia.	70,400	7.50	1000.00	5,28,000.00	10560.00

**Schedule of Dates& Times**

1	Date of uploading of NIT & other documents (online)- Publishing date	=	25.06.2024 upto 05:00 p.m.
2	Documents download / Sell start date (online)	=	25.06.2024 from 06:00 p.m.
3	Bid submission start date(online)	=	25.06.2024 from 06:00 p.m.

4	Bid submission closing date (online)	=	05.07.2024 upto 5:00 p.m.
5	Last date of submission of original copies for the cost of Tender documents and earnest money deposit (offline)	=	05.07.2024 upto 5:00 p.m.
6	Bid opening date for technical proposals (online)	=	08.07.2024 at 11:00 a.m.
7	Date of opening of Financial proposal (online)	=	The date & time of financial Bid opening will be announced after Technical Bid Evaluation.

### Terms & Conditions

#### Analysis of the Estimates & Pre-Requisite Special Conditions

1. Model estimates for advance works for Production of Quality Planting Material (QPM) Creation at Keshargarh Central Nursery, Hura FMU, under Kangsabati North DMU, Purulia have been provide above. The estimated cost is inclusive of all materials to be supplied & labours to be engaged for the purpose.
2. The estimate is indicative in nature. Thus, it might be so that mentioned in the estimate do not require to be implemented in the field and some of the items need to be implemented more than once, repeated or enhanced as per field requirements especially for thus, the intending bidders need to quote the rates accordingly and will have to follow the instructions of Forest Officials only who will 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 (are) expected to have that flexibility.
3. The labour rates etc. given in the estimates are as per existing Government Rules which may be revised as per orders in vogue.
4. Payment shall be made to the successful bidders only the 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 undersigned or his authorized representatives. 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 regards from the appropriate authority. Successful bidder is required to prepare bill for making payment accordingly.
5. Since the items are very much technical and needs to be implemented properly as per correct silvicultural technique, understanding of all the items is a prerequisite for the Bidders. In case of any confusion in later part regarding implementation of any item the decision of the undersigned or his authorized representative shall be final & binding.
6. **Rate quoted below 10%** 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. As this model estimate is made as per Forest Schedule the Rate analysis for **any quote less than 10% should be certified by a Forest Officer not below the Rank of a Forest Ranger**. 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. **No rates quoted above the estimated rate will be entertained.**
7. From the above analysis, it follows logically that R.A. bills, shall be admissible in this regard provide the concerned ROs complication certificate.

8. Issuance of work order to the L1 bidders is subject to administrative approval and availability of fund. Similarly, payments of bills are also subject to availability of funds, the undersigned will not be liable in any such case of not-payment or delayed payment or cancellation of the tender or any other circumstances.
9. No price preference, will be applicable to W.B. Govt. Undertaken, as per Finance Deptt. G.O. No. 8648-F(Y), dated 12<sup>th</sup> October, 2012.
10. 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.
11. **No mobilization / secured advance bill will be allowed.**
12. GST, Cess, Toll Tax, Income Tax, Ferry Charges and other Local Taxes if any are to be paid by the contractor. No extra payment will be made for these. The rates of supply and finished work items are inclusive of these.
13. All working tools and plants will have to be arranged by the contractor at his own cost.
14. 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.
15. The plant inputs like chemical fertilizers, organic manures, insecticides, hormones etc. of proper brand approved by the undersigned only, should be applied as per amount prescribed in the Model Estimate.
16. Experience in Forestry Work is desirable.

## **INSTRUCTION TO BIDDERS (ITB)**

### **SECTION-A**

#### **1. General Guidance for e-tendering :**

Intending tenderers desirous of participating in the e-tender are to log on to the website.  
<https://wbtenders.gov.in>

#### **2. Registration of Contractors :**

Tenderers willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt. of India (viz. nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT) DSC is given as a USB e-Token. After obtaining the Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates system available in the website.

#### **3. Eligibility for participation :**

Bonafide Contractors/Agencies, including Consortiums and Partnership firms are eligible to participate.

#### **5. Collection of Tender Documents :**

Tenders are to be submitted online and intending tenderers have to download the tender documents from the website given in clause 1 above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below.

#### **6. Submission of Tenders**

##### **6.1 General process of submission**

Tenders are to be submitted online through the website stated in Clause 2. All the documents uploaded by the tender inviting Authority from an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents in Portable document Format (PDF) to the portal in the designated locations of Technical Bid. He needs to fill up the rates of items/percentage in the BOQ, download for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents upload should be virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

## **6.2 Technical Proposal**

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

### **A. Technical File (Statutory Cover) containing**

1. Application for Tender – (Vide Form – 1) (to be submitted in “Forms” folder)
2. Tender Form No. A – Form A published with the NIT to be downloaded and then uploaded and digitally signed. (to be submitted in “Forms” folder)
3. Notice inviting Tender (NIT) – The NIT as published is to be downloaded and signed in every page and then uploaded and digitally signed (to be submitted in “NIT” folder)
4. Earnest Money Deposit (EMD) –The 2% Earnest Money of the tender amount should be NEFT/RTGS through ICICI Bank payment gateway in favour of the Divisional Forest Officer, Kangsabati North Division, payable at Purulia (to be submitted in “EMD” folder)  
The Earnest Money will not be exempted in any ground.
5. Average annual turnover from contracting business – Scanned copy of Summary statement of average annual turnover from contracting business for a period of last three years, i.e; 2020-21 ,2021-22& 2022-23 or during the period since formation of the Firm, if it was set up in less than such 3-year period. (Vide Form-2) (to be submitted in “Forms” folder)  
(Scanned copy of power of attorney by the competent authority is to be submitted, if the power is delegated for signing the bid to persons other than the applicant).
6. Declaration of not having common interest in the same serial – (Vide Form-3). (to be submitted in “Forms folder”)
7. Drawings if any. (to be submitted in “Drawings folder”)
8. Addenda / Corrigenda, if Published- Contractors are to keep track of all the Addendum / Corrigendum issued with a particular e-Tender and uploaded all the above, digitally signed, along with the NIT. Tenders submitted without the Addendum / Corrigendum will be treated as invalid and liable to be rejected.

**Note : Tenders will be summarily rejected if any item in the statutory cover is missing.**

#### **My documents (Non Statutory Cover)**

Sl. No.	Category Name	Sub-Category Description	Document Name	(For details see cl. 6 A-2 of Section – A of ITB & relevant clauses of NIT)			
A.	CERTIFICATES	CERTIFICATES	1	P.Tax. deposit receipt & Paid Challan			
			2	GST Registration Certificate with updated return copy			
			3	I.T.R. Acknowledgement Receipt of last 3 years			
			4	PAN Card			
			5	Trade License			
			6	Aadhaar Card			
			7	Voter ID Card			
			8	ESI & EPF Registration Certificate			
B.	COMPANY DETAILS	COMPANY DETAILS	1	Proprietorship Firm – Trade License			
			2	Partnership Firm – Registered Partnership Deed, Registered Power Attorney, Trade License.			
			3	Pvt. Ltd. Company – Registration Certificate under company's Act, MOA & AOA. Registered Power of Attorney, Trade License			
			4	Registered (Un-employed Engineers and Labour Co-operative Societies Limited.			
C.	CREDENTIAL	CREDENTIAL	1	Experience Profile – Nursery & Forestry Plantation works			
				As per PWD order no. 04/A-PW/O/10C-02/14, dtd.18/03/15			
			2	Completion Certificate, Payment Certificate, Work order & Estimate from the concerned authority (Mandatory) which are applicable for eligibility in this bid.			
			3	Annual Turnover of last 5 years.			
		1.PLANT & MACHINERIES	1	Authenticated copy of invoice, challan and way bill (Machinery)			
D.	EQUIPMENTS <b>(OPTIONAL)</b>	2. LABORATORY <b>(OPTIONAL)</b>	2	Authenticated copy of invoice, challan and way bill (Laboratory)			
			1	Authenticated copy			
E.	FINANCIAL <b>(INFO)</b>	PAYMENT CERTIFICATE STRUCTURE &	2	Only Payment Certificate of work issued by the Concerned Supervisor and not the TDS certificate			
			1	Details of Structure and Organization			
F.	DECLARATION	ORGANISATION					
		AFFIDAVIT	2	Non –Judicial Affidavit(Annexure-1)			

#### **6.3. Financial Proposal**

The financial proposal should contain the following document in one cover (folder)

- i) Bill of Quantities (BOQ) : The Tenderer is to quote the amount in rupees (above or below) online through computer in the space marked for quoting rate in the BOQ. (Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor)

#### **7. Submission Earnest Money Deposit:**

- i. **Mode of Payment:** The 2% Earnest Money of the tender amount should be NEFT/RTGS through ICICI Bank payment gateway in favour of the Divisional Forest Officer, Kangsabati North Division, payable at Purulia.

ii. **Place of submission:** The original copies should be submitted in a sealed envelope in the **office of the Divisional Forest Officer, Kangsabati North Division P.O. & Dist. Purulia, Pin. 723101.**

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 & C. Duration of completion of the job of similar nature.

i) 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 creation / maintenance of plantation works. Intending bidders are required to submit a write up **not more than 1500 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.

ii) The requisite assessment of financial potential of the bidders-The intending bidders must be having **at least 80% of the estimated cost as financial credentials for a single contract, 100% FOR 2 CONTRACT (50% EACH) OR 120% FOR 3 CONTRACTS (40% EACH), NOT MORE THAN 3 YEARS OLD**, to be calculated for **particular financial year which one is maximum (Not more than 3 years' old)**. Requisite documents such as **IT Return, PAN, VAT, GST , Other Statutory License etc as applicable as per existing rules**, must be submitted in the technical bids.

iii) The duration of implementation of job is also very important. Intending bidders who took longer time than the time schedule mentioned in the work order in case of similar nature of jobs, might not be considered at all, subject to the discretionary power of the undersigned.

After assessment of the eligibility criteria a weightage 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.

iv)**Time to Complete the works-** 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.

9. **Submission of EMD and Security-** - EMDs are required to be submitted as per guidelines mentioned in the G.O No-3975-F(Y) dt 29/07/16 and subsequent G.O No-2365-F(Y) dt 12/04/18 through ICICI Bank payment gateway either by using internet banking or by NEFT/RTGS. The procedure is mentioned below-

- i Payment by NET BANKING ( Any linked bank) through ICICI Bank payment Gateway
  - ✓ On selection of net banking as payment mode, the bidder will be directed to ICICI Bank payment gateway web page along with a string containing unique ID) where he will select the bank through which he wants to do the transaction
  - ✓ Bidders will make the payment after entering his unique ID and password of the bank to process the transaction.

- ✓ Bidder will receive a confirmation message regarding success/failure of the transaction
- ✓ If the transaction is successful, the amount paid by the bidder will be credited in the respective pooling account of State Government/PSU/Autonomous body/Local body/PRIs etc maintained with the Focal Point Branch of ICICI at R.N Mukherjee Road, Kolkata for collection of EMD/Tender Fee
- ✓ If transaction is a failure, then bidder will go back to step one and try again.
  - ii Payment through NEFT/RTGS
- ✓ On selection of RTGS/NEFT as payment mode, the e- procurement Portal will show a pre-filled challan having the details to process RTGS/NEFT transaction
- ✓ The bidder will print the challan and use pre filled information to make RTGS/NEFT payment using his bank account
- ✓ Once the payment is made, the bidder will come back to e- Procurement portal after expiry of reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- ✓ If verification is successful, the fund will get credited to the respective pooling account of State Government/PSU/Autonomous body/Local body/PRIs etc maintained with the Focal Point Branch of ICICI at R.N Mukherjee Road, Kolkata for collection of EMD/Tender Fee
- ✓ In case of unsuccessful process the amount will be refunded to bidder's account

Security shall be given by Accepted L1 Only. The Security shall require to be given in TR-7/GRIPS Challan as the case may be. Security may also be adjusted through **RA Bills** also; subject to the discretionary power of the undersigned and rules/G.Os regarding the matter in vogue. Security may also be adjusted with **EMD** and **RA bills** also, subject to subject to the discretionary power of the undersigned and rules/G.Os regarding the matter in vogue. The Head of account for depositing the EMD with Operator's Code is **8443-00-109-003-07** (EMD) (Operator's Code-**122**) and that of Security deposit with Operator's Code is **8443-00-109-003-07** (Security Deposit) (Operator's Code-**122**). The adjustment through refund shall be made through the head of Account **00-8443-00-109-003-0-23-00** after maintaining due formalities in this regard.

10. Special additional Security-As per G.O No- 4608-F(Y) dt 18/7/18 , a special additional security is required to be submitted by the successful bidder to the tune of 10% of the estimates tender amount in the form of a bank guarantee in case of accepted bid is 80% or less of the estimated tendered amount. The same will be released on successful implementation of the work at the time of release of security. It shall be the discretionary power of Head, Kangsabati North DMU to direct the successful bidder/s to submit the entire less amount as security deposit in the form of bank Draft , if the quoted rate in below 25% of the estimated cost and the successful bidders shall be bound to pay the security failing which the EMD of the bidders shall be forfeited and L2 shall be given the opportunity to carry out the work at L1's rate on submission of the security. The mode of payment of such security which shall be final and binding, shall be decided by the Head, Kangsabati North DMU, Purulia.

11. **Contingency and Less Amount-** The successful bidders shall have no claim over contingency. Similarly, if the rate offered by the successful bidder/s is less than the estimated amount put to NIT, shall also not have any claim over it. It shall be dealt with as

existing financial rules and government order or as per direction of the authority having the financial power to sanction the difference amount.

12. **Mode of payment-** On completion of entire work,( Specific Human-Elephant Driving for a particular day RA Bills may be raised by the contractor against that particular driving. On certifying the due diligence by concerned Range Officer and after duly checked by ADFO, Kangsabati North Division the bill for pending payments shall be processed. **All kinds of statutory deductions for the time being in vogue shall be made from the Final Bill/RA Bills as the case may be.** In no case, payment more than the accepted offered rate shall be paid to the contractor concerned. However, if any additional works is implemented by the contractor concerned, after taking due approval in this regard from appropriate authority, the same can be paid to the contractor concerned based on the **estimated cost and based on the accepted offered rate on pro rata basis.** Such consideration shall be the discretionary power of the undersigned. In case of some items that do not require to be implemented in the field, no payments shall be made against those items. Final Bill/RA Bills shall require to be prepared accordingly. **Bills shall be paid as soon as possible, preferably with 30 days from the completion of all procedures in this regard. However, the concerned contractor shall have to pay to the deployed Hulla Team immediately after the work is over, after consulting with the concerned Range Officer**

13. **Dispute Resolution** -The Decision of the Tender Inviting Authority shall be final in case of any dispute. Aggrieved person/s may prefer an appeal to the concerned Chief Conservator of Forests, South West Circle, West Bengal with 30 days from the date of awarding any decision by the Tender Inviting authority in writing. The decision of the Chief Conservator of Forests, South West Circle, shall be final and binding.

14. **Additional Condition-** The intending bidders and the successful bidders shall have to abide by all the terms and conditions of **5696 –F(Y) dt 01/10/2019. In case of any conflict of terms and conditions mentioned in the NIT and the G.O , the terms and conditions mentioned in the G.O shall prevail and decision, if any, shall be taken based on 5696 –F(Y) dt 01/10/2019**

## **9. Important Conditions:**

### **9.1 Completion Certificate**

Completion Certificates for fully (100%) completed works during the current year and last three financial years will only be accepted. Certificate issued for partly completed works will not be considered.

### **9.2 Penalty for suppression / distortion of the facts**

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Accepting Authority (TAA) within a specified time frame or if any deviation is detected 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 of the West Bengal Forest & Biodiversity Conservation for Climate Change Response for a period of 3(Three) years, in addition, his Earnest Money Deposit will stand forfeited to the Society. Besides, the West Bengal Forest & Biodiversity Conservation for Climate Change Response may take appropriate legal action against such defaulting tenderer.

### **9.3 Taxes & duties to be borne by the Contractor**

Income Tax, GST , Royalty, Construction Workers' Welfare Cess and similar other statutory levy / cess will have to be borne by the contractor and the rate should be quoted inclusive of all these charges.

### **9.4 Conditional and incomplete tender**

Conditional and incomplete tenders are liable to summary rejection.

## **10. Opening and evaluation of tender**

### **10.1 Opening of Technical Proposal**

- i. Technical proposals will be opened by a committee comprising of ADFO, AFR, Head Clerk and Accountant of Kangsabati North DMU electronically from the website stated in Clause 2.
- ii. Cover (folder) for Statutory Documents (vide Clause 6.2 A) would be opened first and if found in order, Cover (Folder) for Non-statutory Documents (Vide Clause 6.2 B) will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
- iii. Decrypted (transformed into readable formats) documents of the Non-statutory Cover will be downloaded, by the Tender Accepting Authority.
- iv. The tenderers for which the Technical proposals are found to be in order shall only qualify for opening of financial bid.

[**Note :** Failure of submission of any one of the above mentioned documents against paragraphs A, B, and C above will render the tender liable to summary rejection.]

### **10.3 Provision for appeal and its disposal**

- i. Intending tenderer not satisfied with the decision of the Tender Accepting Authority (TAA) may prefer an appeal to the Chief Conservator of Forests, South West Circle, West Bengal in writing (through facsimile / e-mail or speed post) within two working days after the date of uploading of the summary list of the successful tenderers. Copy of such appeal should also be sent to the Tender Inviting Authority.
- ii. The Appellate Authority will dispose of such appeals by hearing the aggrieved tenderers as well as consulting with the Tender Accepting Authority within a reasonable time and the tenderer will be communicated accordingly.

### **10.4 Opening and evaluation of Financial Proposal**

- i. Financial proposals of the tenderers declared technically eligible by the Tender Accepting Committee will be opened electronically from the web portal stated in Clause 2 on the prescribed date.
- ii. The encrypted copies will be decrypted and the rates will be read out to the contractors present at that time.
- iii. After evaluation of Financial Proposal, by the Committee referred in Point 10.1.i the final summary result will be uploaded in the website, which inter-alia will contain, name of contractors and the rates quoted by them against each work.

iv. The Tender Accepting Authority, if required, may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.

**11. Bid Validity :** The Bid will be valid for 360 days from the date of opening of the financial bid.

## **12. Acceptance of Tender**

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind themselves to do so and 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 at the lowest tender rate, in case lowest tenderer is not in a position to supply the whole quantity.

### **12.1 Execution of Formal tender after acceptance of tender**

The tenderer whose tender is approved for acceptance, shall within 7 days of the receipt of "Work Order" (W.O.), will have to execute 'Formal Agreement' with the Tender accepting authority in quadruplicate copies.

### **12.2 Security Deposit:-**

The successful tenderer must be submitted Security Deposit @ 10% on the Project Cost in the form of TR-7 with noting operator ID-47 to Purulia Treasury of the accepted tender value within 7 days of receipt of the Work Order. The Security Deposit money not to be adjusted with the Earnest Money Deposit in any ground. Security Deposit will be released as per PWD Notification no 5951-PW/L&W/2m-175/2017, dt. 02-11-2017 read with notification no. 5784/PW/L&A/2m-175/2017, dt. 12-09-2017 from the date of completion of the work on due satisfaction of the Concerned Authority.

**12.3 Additional Performance Security** when the bid rate is 80% or less of the Estimate put to tender and no increase in scope of work of projects during execution phase and accordingly final Security Deposit will be 20% in this situation vide Memo No. 4608-F(Y), Dated 18.07.2018.

Issued by Finance Department, Government of West Bengal.

### **13. Return of Earnest Money of the unsuccessful tenderer(s):-**

The Earnest Money of unsuccessful bidder automatically refund from the portal within 24 (Twenty Four) hours from opening of the financial bid.

### **14. Payment**

The payment of bill for any work will be made subjected to the availability of fund and approval of higher authorities where ever applicable and no claim to delay in payment will be entertained at any cost.

### **15. Penalty for suppression / distortion of facts**

If any tenderer fails to produce the original hard copies of the documents (if necessary, especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Inviting Authority (TIA) within a specified time frame or if any deviation is detected 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 of the Head, Kangsabati North for a period of 3 (Three) years. In addition, his Earnest Money Deposit will stand

forfeited to the undersigned. Besides, the undersigned may take appropriate legal action against such defaulting tenderer.

**16. Liquidated Damage:**

If the work is not completed in schedule time i.e.30 days, the liquidated damage will be computed @ 2% per month of the tendered value as per Finance Department G.O. No. 5696-F(Y), Dated-01.10.2019.

**17. Force Majeure :**

The Tenderer / contractor shall not be considered if default, if delay in delivery occurs due to causes beyond his control, such as facts of God, natural calamities, civil wars, fire, strike, frost, floods, riot and acts of unsurpassed power.

**18. Other details if any, to be notified in due course.**

(Anjan Guha WBFS)  
Head  
Kangsabati North DMU  
Purulia

**Annexure-I**  
**(See clause-9e of NIT-36)**  
**II AFFIDAVIT II**  
**(To be contained in Envelope-A)**  
**(On Non Judicial Stamp of Rs. 100)**

I/We.....  
....who is/are ..... (status in the firm/company) and competent for submission of the affidavit on behalf of M/S.....(contractor) do solemnly affirm an oath and state that:

I/We am/are fully satisfied for the correctness of the certificates /records submitted in support of the following information in bid documents which are being submitted in response to notice inviting e-tender No. .....for ..... (name of work) dated ..... issued by the ..... (name of the department).

I/we are fully responsible for the correctness of following self certified information /documents and certificates:

1. That the self certified information given in the bid document is fully true and authentic.
2. That:
  - a. Term deposit receipt deposited as earnest money for cost of bid document and other relevant documents provided by the Bank are authentic.
  - b. Information regarding financial qualification and annual turn-over is correct.
  - c. Information regarding various Technical qualifications and credential is correct.
3. No close relative of the undersigned and our firm/company is working in the department.

Or

Following close relatives are working in the department:

Name..... Post..... Present  
Posting.....

**Signature with seal of the Deponent (Bidder)**

I/we,.....above deponent do hereby certify that the facts mentioned in above paras 1 to 3 are correct to the best of my knowledge and belief.  
Verified today ..... (dated)  
at .....(place).

**Signature with seal of the Deponent (Bidder)**

*Note: Affidavit duly notarized in original shall reach at least one Calendar day before opening of the bid.*

## **ANNEXURE-II- 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-III)**  
**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-IV)

**FINANCIAL BID FORMAT**

Form II-A

Fixed Price (1)	Applicable Taxes (Rs.) (2)	Total(1)+(2) (Rs.) (3)

NOT TO BE DISCLOSED DURING THE SUBMISSION OF TECHNICAL BID IN ANY WAY WHICH MIGHT LEAD TO FORFEITURE OF EMD, SUBJECT TO DISCRETIONARY POWER OF THE UNDERSIGNED

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

Signature of the Tenderer with date

No. 1405 / 1-31

Dated, Purulia the 11/106 / 2024

Copy forwarded for wide circulation & information to:-

1. The Principal Chief Conservator of Forests(HOFF), West Bengal
2. The Chief Conservator of Forest, South-West Circle, West Bengal
3. The Chief Project Director, Kolkata, West Bengal
4. The Sabhadhipati, Purulia Zilla Parishad.
5. The District Magistrate, Purulia.
6. The Superintendent of Police, Purulia.
7. The Karmadakshya, Ban-O-Bhumi sanskar Sthayee Samity, Purulia Zilla Parishad.
8. The Head, Purulia DMU / Kangsabati (South) DMU / Extension Forestry DMU, Purulia.
9. The Sub-Divisional Officer, Sadar, Purulia.
10. The Block Development Officer, \_\_\_\_\_ Block.
11. The Assist. Divisional Forest Officer, Kangsabati (North) DMU.
12. All Head, FMU, Kangsabati (North) DMU.
13. Notice Board, Kangsabati (North) DMU.

  
Head  
**Kangsabati North DMU**  
Purulia