



Govt. of West Bengal  
Directorate of Forests  
Office of the Ex-officio Director, Surulia Mini Zoo &  
Divisional Forest Officer, Kangsabati North Division  
Raghabpur More, P.O. & Dist. - Purulia, Pin - 723101  
(Ph. No.- 03252-222231 , Fax No. - 03252-227468 &  
E-Mail: [dfokn-wb@nic.in](mailto:dfokn-wb@nic.in))

Memo No: 1470 /2-67

Date: 18 / 06 /2024

**E-TENDER NO: NIT-42/WBZA/DFOKND/2024-25**

The Ex-Officio Director, Surulia Mini Zoo & Divisional Forest Officer, Kangsabati North Division, West Bengal, invites e-tender for the following work from the eligible Suppliers / Agencies as detailed in the table below. [Collection (downloading) and Submission (uploading) of Tender can be made online through the website <https://wbtenders.gov.in> only].

**1. List of Work:**

Sl No	Name of work	Location Details	Estimated Amount Put to tender (Rs.)	Amount of Earnest Money to be deposited (Rs.)	Cost of tender documents (TenderFees, in Rs.)
1.	Repair, Maintenance & Installation of CCTV & Other System at Surulia Mini Zoo.	Surulia Mini Zoo, Purulia	Rs. 119860/- (Rupees One Lakh nineteen thousand eight hundred sixty only)	*Rs. 2397/- (Rupees Two thousand three hundred ninety seven) only	Rs. 1000/- (One thousand)

**\*/\*\* Cost of tender documents & Earnest Money should be deposited through Demand Draft in favour of The WBZA, EX-OFFICIO DIRECTOR OF PURULIA ANIMAL RESCUE CENTRE, payable at Purulia. The Demand Draft with original receipt shall be submitted in the office of the Ex-Officio Director, Surulia Mini Zoo & Divisional Forest Officer, Kangsabati North Division as per Section 2: Schedule of Dates .**

**2. Schedule of Dates:**

Sl. No.	Particulars	Date & Time
1	Date of uploading N.I.T. Documents–Online ( Publishing Date)	25/06/2024 (4.00 p.m.)
2	Documents download start date ( Online)	25/06/2024 (4.00 p.m.)
3	Documents download end date (Online)	09/07/2024 (04.00 p.m.)
4	Bid submission start date (Online)	25/06/2024 (4.00 p.m.)
5	Bid submission closing date ( Online)	09/07/2024 (04.00 p.m.)
6	Closing Date of submission of original challans received after deposition of Earnest Money Deposit & Cost of Tender Documents (Offline)	09/07/2024 (05.00 p.m.)
7	Bid opening date for Technical Proposal ( Online)	11/07/2024 (05.00 p.m.)
8	Date of uploading technically qualified bidders (Online)	To be notified in due course
9	Date of opening Financial Bids ( Online)	To be notified during uploading of Technical Evaluation Sheet of bidders
10	Date of uploading of list of bidders along with final rate, after negotiation with all tenderers if necessary (Offline)	To be notified in due course.

Last date & time of submission of bids online is **09/07/2024 at 04.00 p.m.**

Demand Draft and Original copies of receipt of deposition of Cost of Tender Documents & EMD to be submitted physically To the Zoo Supervisor, Surulia Mini Zoo in Office of the Ex Officio Director, Surulia Mini Zoo & Divisional Forest Officer, Kangsabati North Division **09/07/2024 at 04.00 p.m.**

Note:

1. In case of any unscheduled holiday or natural calamity on the aforesaid dates, the next working day will be treated as scheduled / prescribed date for the same purpose.
2. The Tender Inviting Authority may change the venue of opening the Technical or Financial Bids in case of exigent circumstances like breakdown of communications link or conditions of force majeure.
3. The Tender Inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.

## **GENERAL TERMS & CONDITIONS OF CONTRACT**

### **1. Interpretations:**

In constructing these conditions, the specifications the schedule of quantities, tender and Agreement, the following words shall have the meaning herein assigned to them except where the subject of context otherwise requires:

I) The term EMPLOYER/AUTHORITY shall mean **Ex-Officio Director, Surulia Mini Zoo & Divisional Forest Officer, Kangsabati North Division, Purulia-723101** and include its successor and assigns or the Officers authorized to deal with any matters which those presents are concerned on its behalf.

II) The term REPRESENTATIVE shall mean Authorized Official of the **Ex Officio Director, Surulia Mini Zoo & Divisional Forest Officer, Kangsabati North Division, W.B.**

III) SUPPLIER shall mean the firm or company whose tender has been accepted by the employer and includes his (their) heirs, legal representative assigns and successors.

IV) This CONTRACT shall mean Articles of Agreement, these conditions, the schedule of quantities, the general instructions to the Contractor, the specifications, and correspondences by which the contract is added, amended, valued of modified in any way by mutual consent.

V) ACT OF INSOLVENCY shall mean any act of insolvency as desired by the Presidency Towns Insolvency Act or the Provincial Insolvency Act or any amending statutes.

VI ) THE WORKS shall mean the work or works to be executed or done under this contract.

VII) The SCHEDULE OF QUANTITIES, BILL OF QUANTITIES shall mean the Schedule or Quantities as specified and forming part of contract.

VIII) NOTICE IN WRITING or WRITTEN NOTICE shall mean a notice in writing typed or printed characters sent (unless delivered personally) or otherwise proved to have been received by Registered Post to the last known private or business address as registered office of the addressee and shall be deemed to have been received when in the ordinary course of post it would have been delivered. If the employer feels that the contractor (who has signed the agreement) should himself come & personally meet to the employer for necessary discussion in connection with the work; he must contact personally. In case the contractor (not his authorized person) does not meet personally and intentionally avoids or do not reply the letter, the matter will fall under the breach of the contract. The work progress should be in the proportionate of the time frame set forth for the completion of the works.

IX) The term APPROVED DIRECTED or SELECTED means the approval direction or selection of the Employer and where ever the words ALLOW, INCLUDE, and PROVIDE occurs the cost of the items is as the risk of the supplier. COMPLETION shall mean that the TOTAL supply as per order on the basis of accepted rate has been totally completed

### **2. General Guidance for e-Tendering**

Instructions / Guidelines for tenderers for electronic submission of the tenders online have been shown in Website <https://wbtenders.gov.in>

#### **Registration of Contractors**

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

#### **Collection of Tender Documents**

The contractor/agency can search and download NIT and tender documents electronically from computer once he logs on to the website mentioned in Clause 1.1 using the Digital Signature Certificate. This is the only mode of collection of

**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. If found to have applied severally in a single job, all his applications will be rejected for that job. A prospective Tenderer (including his participation in partnership) shall be allowed to participate in a single work as mentioned in the List of Work(s) of this NIT.

**3. Eligibility Criteria for participation in tender:**

(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 either of the following:

- (i) At least one job of similar nature with an estimated cost of each of the works equal to at least 80% of the estimated cost put to this notice in any one year ; or
- (ii) At least two job of similar nature with an estimated cost of each of the works equal to at least 50% of the estimated cost put to this notice in any one year ; or
- (iii) At least three job of similar nature with an estimated cost of each of the works equal to at least 33% of the estimated cost put to this notice in any one year,

(b) Provided that such similar supplies 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) For the purpose of this project 'similar works' would mean supply of various materials in any Govt. /Undertaking / reputed MNCs etc.

(d) All categories of prospective Tenderers shall have to submit valid and up to date Professional Tax Receipt Paid Challan, Professional Tax Payment Certificate, Professional Tax Certificate, GST Registration Certificate, Latest GST Return Copy, Income Tax Return Acknowledgement Receipt Latest 03 Years, PAN Card issued by Income Tax Department, Bank Solvency Certificate, Voter ID Card and valid Trade Licence, Affidavit - Y in respect of the prospective Tenderer. [Non-statutory Documents]

(e) 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]

(f) 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 debaring 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]

(g) 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]

(h) Registered Co- operative Societies are required to furnish the following documents : - [Non-statutory Documents]

- i. Current "No Objection Certificate" from the Assistant Registrar of Co-operative Societies.
- ii. Supporting documents showing area of operation.
- iii. Bye-laws duly approved by the Assistant Registrar of Co-operative Societies.
- iv. Name with address and signature (in original) of the present Board of Directors of the Co-operative Society.
- v. 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.

(i) The prospective Tenderers 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.

(j) Joint Ventures will not be allowed.

(k) 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.

(l) A prospective Tenderer (including his participation in partnership) shall be allowed to participate in **only one work** as mentioned above in the List of Work(s) conforming to and limited to this N.I.T.

(m) No conditional / Incomplete Tender will be accepted under any circumstances.

#### 4. Submission of Tenders:

##### General process of submission:

Tenders are to be submitted online through the website stated in Clause 2 of “GENERAL TERMS & CONDITIONS OF CONTRACT” 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.

##### Technical Proposal

The Technical Proposal should contain scanned copies, samples of the food material being bid for in prescribed quantities and/or a declaration in standardized formats of the following in two covers (folders).

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

i. NOTICE INVITING TENDER (NIT) (to be submitted in “NIT” Folder)

ii. Section B (Form I, Form II Form III Form IV and AFFIDAVIT - Y)(to be submitted in “FORMS” Folder.)

iii. Earnest Money Deposit (EMD) and the cost of Tender Documents (Tender Fees) is to be remitted by the Tenderer as mentioned in column no. 5 and 6 of the table for List of Works through Demand Draft drawn in favour of

**Ex-Officio Director, Surulia Mini Zoo & Divisional Forest Officer, Kangsabati North Division, Purulia, W.B. A scanned copy of the Demand Draft submitted and Receipt obtained after deposition of Earnest Money Deposit (EMD) / cost of tender documents (if any) shall have to be uploaded (to be submitted in “DRAFTS” Folder)**

iv. Instructions to Bidders. (to be submitted in “ITB” Folder)

v. General Terms & Conditions Of Contract. (to be submitted in “ GT AND CC” Folder)

vi. Technical Specification. (to be submitted in “ TS ” Folder)

vii. Drawing if Any to (“DRAWING” Folder)

ix. Scanned copy of receipt obtained on submission of sample materials at the office of **Ex Officio Director, Surulia Mini Zoo & Divisional Forest Officer, Kangsabati North Division, Purulia.**

**Note:** a) Technical Bid & Financial bid both will be submitted concurrently duly digitally signed in the Website: <https://wbtenders.gov.in>

Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender Schedule

b) Addenda/Corrigenda if published, bidders are to keep track of all the Addendum/Corrigendum issued with a particular tender and upload all the above digitally signed along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as informal and liable to be rejected.

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

Sl. No.	CATEGORY NAME	DOCUMENT NAME
A	CERTIFICATES	1 P.T. deposit receipt Challan, P.Tax Payment Certificate, P.Tax Certificate
		2 GST Registration Certificate & Up to date return Copy
		3 I.T.R. Acknowledgement Receipt Latest 03 Years
		4 I.T. PAN Card
		5 Voter ID Card
B	COMPANY DETAILS	1 Proprietorship Firm - Trade Licence.
		2 Partnership Firm - Registered Partnership Deed, Registered Power Attorney, Trade licence.
		3 Pvt. Ltd. Company - Registration Certificate under Company's Act, MOA & AOA, Registered Power of Attorney, Trade licence.
C.	CREDENTIAL	1 Experience Profile - List of completed Projects of similar nature (as mentioned in NIT Section - B, Form - V).
		2 Completion Certificate from the concerned purchaser with completion certificate.
D	FINANCIAL INFORMATION	1 Authenticated copy
		2 Only Payment Certificate of work issued by the Concerned AUTHORITY and not the TDS certificate
E	STRUCTURE & ORGANISATION	1 Details of Structure and Organisation (NIT- Section - B, Form - III)
	AFFIDAVIT	2 An affidavit made that no adverse report against the bidder (NIT Section - B, Affidavit - Y)

### Financial Proposal

The financial proposal should contain the Bill of Quantities (B.O.Q.) in one cover (folder). The contractor is to quote the rate in the space marked for quoting rate in the B.O.Q.

Only downloaded copy of the B.O.Q. are to be uploaded quoting the rate, virus scanned & digitally signed by the contractor.

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

a) Earnest Money Deposit (EMD) and the cost of Tender Documents (Tender Fees) is to be remitted by the Tenderer as mentioned in column no. 5 and 6 of the table for List of Works through Demand Draft, in favour of "WBZA, EX-OFFICIO DIRECTOR OF PURULIA ANIMAL RESCUE CENTRE", payable in Purulia, W.B.

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

c) Refund of EMD: The EMD of the unsuccessful bidders deposited in favour of "WBZA, EX-OFFICIO DIRECTOR OF PURULIA ANIMAL RESCUE CENTRE" will be refunded without any interest on receipt of application addressed to the Ex Officio Director, Surulia Mini Zoo & Divisional Forest Officer, Kangsabati North Division, Purulia from Tenderers as per relevant Govt. Rules. The refund will be made within 60 days from the receipt of application without any interest.

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

e) The original instrument (Demand Draft) towards the cost of Tender Documents (Tender Fees) and Earnest Money Deposit (EMD) and original receipt should be submitted physically by the Tenderer in the office of the Ex Officio Director, Surulia Mini Zoo & Divisional Forest Officer, Kangsabati North Division, Raghobpur More, Purulia-723101 as per the 'Date & Time Schedule' stated in Sl. No.03. of this N.I.T.

f) In case of partnership firm(s), the pledged instrument(s) must reflect the name(s) of the firm as well as the name(s) and address (es) of the partner / partner who is/are authorized to pledge the same as per valid partnership deed(s).

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

#### 6. Opening of Tender:

(a) The Technical Bid shall be publicly opened by the authority receiving tender or by his authorized representative, as per the Date & time Schedule mentioned in NIT in the office of the Divisional Forest Officer, Kangsabati North Division & Ex-Officio Director of Surulia Mini Zoo, Purulia.

(b) All tenderers are to note that the quality of samples submitted by them shall be stringently evaluated and their bids shall be liable to rejection in case of non-submission of sample and/or poor and dissatisfactory quality of the samples.

(c) Prospective Tenderers or their authorized representatives may be present during the opening process.

(d) Financial Bids of only those tenderers who would qualify in the Technical Bid evaluation will be opened.

(e) The Ex-Officio Director, Surulia Mini Zoo & Divisional Forest Officer, Kangsabati North Division or his authorized representative opening the Financial Proposal may call for Open Bid/Seal Bid after opening of the said tender to obtain the suitable rate further, if required. If any of the Tenderers or their representatives fails to attend during this process no subsequent objection would be entertained under any circumstances at any later date or time.

(f) The intending Tenderers shall clearly understand that whatever may be the outcome of the present Invitation of Tender, no cost of Tendering shall be reimbursable by the Government. The Ex Officio Director, Surulia Mini Zoo & Divisional Forest Officer, Kangsabati North Division, W.B. reserves the right to reject any tender or all Tenders without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Tenderer at any stage of Tendering.

(g) The acceptance of the tender rests with the Ex Officio Director, Surulia Mini Zoo & Divisional Forest Officer, Kangsabati North Division, W.B. who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all the tenders received without assigning any reason thereof.

(h) Intending Tenderers at their own cost and risk are encouraged to contact with tender inviting authority or his authorised representative and get themselves thoroughly acquainted with the specification of Items/ food materials to be supplied as this factor may affect their rates. Contact nos. of Ex Officio Director, Surulia Mini Zoo & Divisional Forest Officer, Kangsabati North Division, W.B. (033-2641-1772) or email ([dfoknd@gmail.com](mailto:dfoknd@gmail.com)) about the time and date of the visit.

#### 7. Uploading of summary list of technically qualified tenderers (1st round)

Pursuant to scrutiny and decision of the Tender Evaluation Committee (TEC), 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.

During 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.

## **8. Opening and Evaluation of Financial Proposal**

Financial proposals of the tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal stated on the prescribed date.

The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.

After evaluation of Financial Proposal, competent Authority, may upload the final summary result containing inter-alia, name of contractors and the rates quoted by them against each work provided Tender evaluation committee is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate.

## **9. Procedures to be followed when one / two technically qualified tenderers participated in any tender:**

Financial bid of technically qualified single / two tenderers may not be opened immediately 2nd call may be invited immediately after technical evaluation and uploading the list of the technically qualified bidders(s) of the 1st call. If such bidder(s) technically qualified in the 1st call intend(s) to change their rates quoted in the 1st call, they are to purchase tender paper afresh. In case of non purchase, the rates quoted in the 1st call would remain valid. After selection of technically qualified tenderers for 2nd call (in case new tenderer other than the existing tenderer of the 1st call), financial bid of both 1st and 2nd call would be opened. Financial evaluation would be made in a combined way considering both 1st and 2nd call. However, in case tenderer(s) of 1st call submit(s) fresh tender in 2nd call, rates of 2nd call should be considered in the process of evaluation.

## **10. Acceptance of Tender (Technically eligible/qualified)**

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself 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 accepted rate after formal consultation with L1 (accepted rate) bidder and taking consent of L1 bidder for smooth & quick completion of the work.

## **11. Agreement:**

The successful Tenderer shall have to enter into an agreement with the Employer. Stamp duty and all other costs connected with execution of such agreement shall be borne by the successful Tenderers.

## **12. Validity of Bids:**

Bid shall remain valid for a period not less than **One year** after the dead line date for Financial Bid/Sealed Bid Submission. Bid validity for a shorter period shall be rejected by Tender Accepting Authority as non-responsive.

If any Tenderer withdraws his offer before Bid validity period without giving any satisfactory explanation for such withdrawals, he may be disqualified for submitted tender to this Office and Directorate of Forests, Government of West Bengal for a minimum period of 1 (one) year and legal action will be taken against him.

## **13. Verification of Credentials:**

Before issuance of the work order, the Tender Accepting Authority may verify the credential and other documents of the lowest Tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest Tenderer is either manufactured or false in that case, work order will not be issued in favour of the Tenderer under any circumstances and legal action will be taken against him.

## **14. Cancellation of Tender:**

The **Ex Officio Director, Surulia Mini Zoo & Divisional Forest Officer, Kangsabati North Division, W.B.** reserves the right to cancel this N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

## **15. Security Deposit:**

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, deposit the Security Money through Demand Draft in favour of **"WBZA, EX-OFFICIO DIRECTOR OF PURULIA ANIMAL RESCUE CENTRE ."**

The EMD deposited earlier and the current deposit shall together constitute 10% (Ten percent) of the accepted value of tender and shall thus be converted as the Security Deposit of the contracted value of work. Failure to deposit the Security Deposit within the specified time will constitute a breach of the contract rendering the contract liable to termination with forfeiture of Earnest money deposited with the tender without any reference to the Tenderer. The entire security deposit (including earnest money furnished with the tender, amount deposited at the time of execution agreement shall be held till the entire work is completed all respects with the full satisfaction of the Employer. Employer shall not pay interest on the Earnest Money and Security Deposit. Security Deposit will be released only after 30 days of completion of whole supply order.

## **16. Payment:**

Payment shall be made to the Contractor by the Employer on the bills certified by the Representative of the Employer. **Payment will be made through Account Payee Cheque by the Ex Officio Director, Surulia Mini Zoo & Divisional Forest Officer, Kangsabati North Division. All statutory deductions like, I.Tax, , GST or any other cess that can be imposed by the Government will be deducted the from the submitted bill (s) etc.**

## **17. Escalation of Prices:**

The rates quoted by the Contractor shall be firm throughout the tenure of the contract (including extension of time, if any granted) and will not be subject to any fluctuation due to increase in cost of materials, labour, sales tax, Octroi etc.

## **18. Technical Specification and Quality of Works:**

Unless otherwise stipulated all the works are to be done as per the Technical Specifications of the tender document.

**19. Deduction of Taxes and Duties:**

Deduction of Income Tax (TDS)/ GST from the Contractor's Bill will be made as per Govt. rules.

**20. Removal of Discrepancy:**

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

- a. Form of Agreement
- b. Tender Form
- c. Technical Specifications
- d. General Terms and Conditions
- e. Instructions to Bidders
- f. N.I.T.

**21. Mobilisation Advance/ Cost Over-run:**

No Mobilisation Advance and Secured Advance will be allowed. Time / cost overrun and consequent cost of escalation for any materials, labour, P.O.L. etc. will not be allowed.

**22.** Canvassing in connection with the tender is strictly prohibited in the Tender submitted by the Contractor.

**23.** No tender shall be deemed to be fit for consideration unless the tender documents are fully and completely filled in. All information that may be asked from the Tenderer must be unequivocally furnished. The eligibility of a Tenderer will be ascertained on the basis of the documents submitted by a Tenderer in support of eligibility criteria. If any document submitted by a Tenderer is found to be incomplete/incorrect/ manufactured / fabricated or false, his Tender will be out rightly rejected at any stage and legal action will be taken against him.

**24.** A Tenderer is to quote in figures as well as in words, his rates in the following forms as applicable in his cases against the items of works put to tender of the tender form ( BOQ ).

The rate shall be clearly and legibly written and the whole writing must be by the hand of the person signing the tender and the same pen and ink. Erasing and over writing SHALL NOT BE ALLOWED. Correction in the rate should be avoided but if this becomes unavoidable, the entire rate and not a portion only shall be scored out and signed (not simply initialled) by the Tenderer in token of such cancellation. A fresh rate in one of the specific form and in the specified manner shall then be correctly written.

**25.** In the event of a tender being submitted by a firm, it must be signed by a member or members of the firm having legal authority to do so and if called for, legal documentations in support thereon must be produced for inspection and in the case of a firm carried out by one member family it must disclose that the firm is duly registered under the Indian Partnership Act.

**26.** The Tenderer must sign at the bottom of each page of the tender documents as a proof of acceptance of terms and conditions of the Tender. Overwriting shall not be allowed. All corrections, alternations etc. must be duly signed.

**27.** It must be clearly understood that the quantities of the items indicated in the schedule are Probable & approximate only and may be appreciably increased or decreased during actual execution. The bidder shall remain effected by alteration.

**28. Penalty for suppression / distortion of facts**

If any tender 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 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 for a 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the West Bengal Zoo Authority may take appropriate legal action against such defaulting tenderer.

**29.** Payment will be done in favour of the L1 bidder (in normal case) subject to availability of fund and receipt of requisite approval from the competent Authority.

**30. Work Order:**

Work Order will be issued after getting administrative approval and financial sanction from the higher authorities.

**RATES ARE TO BE FIRM FOR THE PERIOD OF THE PROJECT. NO RATE WILL BE CHANGED DURING THE ENTIRE PERIOD OF WORK.**



Divisional Forest officer  
Kangsabati North Division  
&  
Ex-Officio Director  
Surulia Mini Zoo, Purulia

**Copy forwarded for kind information to:**

1. The Sabhadipati, Purulia Zilla Parishad.
2. The Principal Chief Conservator of Forests (HoFF), West Bengal.
3. The Addl PCCF & Chief Conservator of Forests, South West Circle, West Bengal.
4. The Member Secretary, West Bengal Zoo Authority, Kolkata
5. The District Magistrate, Purulia District.
6. The Superintendent of Police, Purulia.
7. The Sub-Divisional Officer, Sadar, Purulia.
8. The Treasury Officer, Purulia Treasury.
9. The District Informatics Officer, NIC, Purulia. He is requested to upload the tender notice on the district portal.
10. The Divisional Forest Officer's, South west Circle, West Bengal.
11. The Block Development Officer, \_\_\_\_\_ Block.
12. The Asstt. Divisional Forest Officer, Kangsabati North Division.
13. The Head Clerk, Kangsabati North Division.
14. The Budget, Accounts & revenue Section.
15. AFR, Kangsabati North Division.
16. All Range Officers, Kangsabati North Division.
17. The Zoo Supervisor, Surulia Mini Zoo, Purulia.
18. Notice Board, Kangsabati North Division.
19. \_\_\_\_\_, FPC.

**Sd/-**  
Divisional Forest officer  
Kangsabati North Division  
&  
Ex-Officio Director  
Surulia Mini Zoo, Purulia



**Section - B**  
**FORM-I**  
**APPLICATION**

To,  
**Ex-Officio Director,**  
**Surulia Mini Zoo &**  
Divisional Forest Officer, Kangsabati North  
Raghabpur More, Purulia-723101

Subject: (Name of the Work with Tender reference no.) \_\_\_\_\_

Reference :(N.I.T. No.) \_\_\_\_\_

Dear Sir,

Having examined the Statutory, Non-statutory and NIT documents; I/We hereby submit all the necessary information and relevant documents for evaluation.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for application and for completion of the contract documents is attached herewith.

I/We are interested in bidding for the work mentioned above

I/We understand that

- (a) Tender Inviting Authority and Accepting Authority can amend the scope and value of the contract bid under this project
- (b) Tender Inviting Authority and Accepting Authority reserve the right to reject any tender without assigning any reason.

The application is made by me/us on behalf of \_\_\_\_\_ in the capacity of \_\_\_\_\_ duly authorized to submit the tender.

Enclosure:

- (1) Technical Proposal (Envelop-1/Folder)
- (2) Financial Proposal (Envelop-2/Folder)

Date: \_\_\_\_\_

Signature of authorized officer of the firm: \_\_\_\_\_

Title & Capacity of the officer: \_\_\_\_\_

Name of the Firm with Seal: \_\_\_\_\_

**Section - B**

**AFFIDAVIT - Y**

**(To be furnished in Non-judicial stamp paper of appropriate value duly notarized)**

(I) I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted, proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the undersigned.

(II) The undersigned also hereby certifies that neither our firm M/S \_\_\_\_\_ nor any of constituent partners had been debarred to participate in tender by the Directorate of Forests /Government of West Bengal or any of the Statutory Bodies or Government Organizations in favour of whom credentials are preferred by the undersigned towards eligibility criteria claim; during the last 5 (five) years prior to the date of this N.I.T.

(III) The undersigned would authorize and request any Bank, person, Firm, or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Ex Officio Director, Surulia Mini Zoo & Divisional Forest Officer, Kangsabati North Division, W.B., Herein referred to as the Tender Inviting & Accepting Authority, to verify this statement.

(IV) The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Tender Inviting & Accepting Authority.

(V) Certified that I have applied in the tender in the capacity of individual/as partner of a firm & I have not applied severally for the same job.

Date: \_\_\_\_\_

Signature of authorized officer of the firm: \_\_\_\_\_

Title & Capacity of the officer: \_\_\_\_\_

Name of the Firm with Seal: \_\_\_\_\_

**Section-B**  
**FORM II**  
**(TO BE FILLED UP BY TENDERER)**

To,  
Ex-Officio Director,  
Surulia Mini Zoo &  
Divisional Forest Officer, Kangsabati  
North Division  
Raghabpur More, Purulia-723101

Dear Sir/ Madam,

Ref:- Work of .....; Tender Reference No. ....

1.- I/We refer to the tender notice issued by you for **Repair, Maintenance & Installation of CCTV & Other System at SURULIA MINI ZOO, Purulia** under the control of the **Ex Officio Director, Surulia Mini Zoo & Divisional Forest Officer, Kangsabati North Division**, in connection with the above.

1. I/ We do hereby offer to perform, provide execute, complete and maintain the works in conformity with the drawings, conditions of contract, specifications, Schedule of Quantities for the sum of Rs.....( quoted in Financial BOQ ).

2. I/ We have satisfied myself/ ourselves as to the site conditions, examined the drawings and all aspects of tender conditions, subject above, I/ We hereby agree, should this tender be accepted in whole or in part , to:

(a ) Abide by and fulfil all the terms and provisions of the said conditions annexed hereto;

b) Complete the works within ..... days.

3. I/ We have deposited the earnest money of Rs..... ( Rupees.. .....thousand ) only which, I/ We note that deposited EMD, will not bear any interest and is liable for forfeiture.

Or

(i) If our offer is withdrawn within the validity period of acceptance.

(ii) If the contract is not executed within 15 days from the date of receipt of the letter of acceptance.

Or

(iii) If the work is not commenced within 10 days after issue of work order/ handing over of the site which ever is later.

4. I/ We understand that you are not bound to accept the lowest or any tender you receive.

Yours faithfully,

Signature.....

Designation : .....

Address : .....

Name of Partners of our Firm: .....

**Section - B**  
**FORM - III**  
**STURCTURE AND ORGANISATION**

Name of the applicant (Tenderer):

Office Address:

Telephone No.:

Fax No.:

Name and address of Bankers:

Attach an organization chart showing the structure of the company with names of key personnel and technical staff with Bio-data

Date: \_\_\_\_\_

Signature of authorized officer of the firm: \_\_\_\_\_

Title & Capacity of the officer: \_\_\_\_\_

Name of the Firm with Seal: \_\_\_\_\_

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Note: Application covers Proprietary Firm, Partnership, Pvt. Ltd. Company or Corporation

**Section-B**  
**FORM- IV**  
**EXPERIENCE PROFILE**

LIST OF PROJECTS COMPLETED THAT ARE SIMILAR IN NATURE TO THE WORKS [ REFER PARA 6 (a) (i) (ii) (iii) - ELIGIBILITY CRITERIA ]

Name of the Employer	Name, Location and nature of work	Name of authorized supervisor with designation	Contract price in Indian Rupees	Percentage of participation of Company	Original date of starting work	Original date of completion of work	Actual date of starting of work	Actual date of completion of work	Reasons for delay in completion

Note : a) Certificate from the employers to be attached . b). Non-disclosure of any information in the schedule will result in disqualification of the firm.

Date.....

Signature of authorized officer of the firm : .....

Title and capacity of the officer : .....

Name of the firm with seal : .....