



Government of West Bengal
Directorate of Forests
Office of the Divisional Forest Officer
Monitoring (South) Division

P-16, INDIA EXCHANGE PLACE, EXTENSION, 3RD FLOOR, K.I.T. BUILDING

Kolkata-700 073

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Notice Inviting e-Tender No. 04/2-3/ SP-2020 3rd Year/2023-24 for "Survey & Monitoring of 3rd year 2020 plantation raised under State Plan under the jurisdiction of the undersigned over 5609.65 ha."

The Divisional Forest Officer, Monitoring (South) Division on behalf of the Governor, West Bengal invites tenders for the following work(s) from the eligible Contractors as detailed in the table below. [Collection (downloading) and Submission (uploading) of Tender can be made online through the website <https://wbtenders.gov.in> only].

Specification of work and Schedule of Dates-

1.	Nature of Job	=	Survey & Monitoring of 3rd year 2020 plantation raised under State Plan under the jurisdiction of the undersigned over 5609.65 ha.
2.	Detailed Estimate	=	As stated in Annexure-III.
3.	Location	=	Different district of South Bengal under the jurisdiction of the undersigned
4.	Estimated value	=	Rs. 25,19,995.00 (Rupees Twenty-five lakh nineteen thousand nine hundred ninety-five) only.
5.	Earnest Money	=	Rs. 50,400.00 (Rupees Fifty thousand four hundred only).
6.	Date of uploading N.I.T. Documents—Online (Publishing Date)	=	01.11.2023
7.	Documents download start date (Online)	=	01.11.2023
8.	Documents download end date (Online)	=	17.11.2023 up to 12:00 PM
9.	Bid submission start date (Online)	=	01.11.2023
10.	Bid submission closing date (Online)	=	17.11.2023 up to 12:00 PM
11.	Bid opening date for Technical Proposal (Online)	=	21.11.2023 at 12:00 PM
12.	Date of uploading technically qualified bidders (Online)	=	21.11.2023 at 02:00 PM
13.	Date of opening Financial Bids (Online)	=	22.11.2023
14.	Contractor(s) eligible to submit tender	=	Intending tenderers having valid credential attached to monitoring or related forestry works for equal or more than 3 years

Divisional Forest Officer,
Monitoring (South) Division

Revised & Rescheduled Estimate of survey & Monitoring of Plantation raised under State plan (3rd Year) for the year 2020 under Monitoring (South) Division as per the CF/Monitoring Circle/WB's office letter No. 285/MC/28-14, dated 29.09.2023

Project : : State Plan & Annual Plan

Division : : Monitoring (South) Division

Forest Range : : Various Ranges under the Division

Head of Service : : 23-2406-01-102-SP-028-50-00V

Particulars of Works : : Survey & Monitoring of 3rd Year (2020) Plantation (One Ha.)

Labour Rate - Unskilled Labour : :

Semi-skilled labour : :

Estimated Amount for Monitoring & Evaluation per Ha. : :

449.23

Sampling intensity : : 7.5 % of total area

Labour Rate -taken vide GO no. 26/Stat/1/RW/8/2022/LCS/JLC, dated 28.07.2023 &

28/Stat/2RW/9/2022/LCS/JLC, dated 28.07.2023

For 20 Ha. patch on average.

Sl. No.	Particulars of Work	Rate in Rs.	Unit and no.	Amount in Rs.
1	Cost of transportation of monitoring team from HQ to plantation site as if when required for record checking and varification of 1st year plantation of 2022-23 SP covering over 20 no. Forest Divisions,6 Circles including 15 districts of West Bengal in different locations @ Rs. 13 per km (including fuel etc.) vide GO no 3564-WT/3M-81/98 dated 24.11.2008			
2	Cost of carrying survey materials, files, forms etc. manually up to non-motorable plots and engaging labours for helping in checking area of plantation created and counting for enumeration (6 plots X 2500 sq. m) including demarcation of sample plots by making earthen mound in four corner with pegging painted with color for easy indentificaion. (6 plots X 4 nos. pegs)			
3	Laying out sample plots (size 50 m X 50 m) and taking measurement i.e. no. of plants present in a sample plot, height of plants, collar girth, BHG etc. of seedlings and enumeration of old natural / planted trees within the sample plot. (6 polts X 2500 sq. m)			
4	Supply of 2 no's semi-skilled labour @ Rs. 378/- (Zone B,as per Labour commissioner, Govt. of WB circular number 28/Stat/2RW/9/2022/LCS/JLC, dated 28.07.2023) for checking GPS surveyed map to maintain database as per plantation journal	LS	20	7550
5	Supply of stationary as per field requirement like paper tracing paper, photocopy etc. and bamboo peg, rope, color, brush etc. (including GST) for Monitoring ,data preserving,record preparation etc purposes			
a	Paper for data submitting to DFO office			
b	Tracing paper for grid preparation			
c	Photocopy for duplicate record keeping			
d	Bamboo pegs for monitoring plot identification			
e	Rope for plot deleniation			
f	Paint for plot demarcation			
g	Painting Brush			
h	File for data preserving			
i	Cartridge for refilling printers			
	Total			

Sl. No.	Particulars of Work	Rate in Rs.	Unit and no.	Amount in Rs.
6	Cost of arrangement of meeting regarding work progress,data process and final data submission regarding State Plan 2022 Monitoring draft report	Kept out of tender purview		
7	Cost of engaging skilled person for data entry ,report preparation etc upto publishing Draft Monitoring Report of South West Bengal for State plan 2022 , 1st year Plantation Monitoring			
8	Total (point no. 1+2+3+4+5) (Excluding point no. 6 & 7)			
9	Add: Contractors profit			
	Total Cost for 20 ha.			7550.00
10	GST as applicable as per WB Finance Dept. memo no. 4691-F(Y), dated 22.11.2022 over all monitoring works (18%)			1359.00
11	Add: Labour Cess @1% (7800.00 X 1/100)			75.50
Grand total cost for 20 ha.				8984.50
Total cost for 1 ha.				449.23
Total cost for 5609.65 ha.		No.	5609.65	2519995.00
Or say (Rs. Twenty-five lakh nineteen thousand nine hundred ninety-five only)				

* Cost of transportation of higher officials field visit for inspection and checking of monitoring works has kept out of tender purview

Counter Signature

**Conservator of Forests,
Monitoring Circle, WB**

**Divisional Forest Officer
Monitoring (South) Division**

Note:

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

Terms & Conditions

ANALYSIS OF THE ESTIMATES & PRE-REQUISITE SPECIAL CONDITIONS

1. Model estimates for Survey & Monitoring of 1st year 2022/ 3rd year 2020 plantation raised under State Plan in South Bengal under Monitoring (South) Division have been provided above. The successful L1 bidder Supply the vehicles required for field monitoring as per the requisition of concerned Monitoring Range Officer (Ref. estimate Sl. No.1). Also, supply the unskilled and semiskilled manpower as per the requisition of concerned Monitoring Range Officer (Ref. estimate Sl. No.2, 3 & 4). Supply of materials required for field monitoring and divisional data compilation as specified in Sl. No. 5 of the attached estimate. GST will be as applicable as per Govt. norms. After completion of work the L1 bidder has to place the bill as per issued work order and always bill has to be submit **per ha.** work completion basis. Successful bidder/s should carry out the works either by deploying machine or by deploying labours from local JFMCs & MGNREGA Job card holder only by paying minimum wage for the time in vogue. As, each of the activity requires specialized skill and experience, JFMC members who are conversant in carrying out such types of activities should be given preference while deploying labour for such types of jobs. While payment is required to be 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.
2. 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 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 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 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 regard from the appropriate authority. Successful bidders are required to prepare bill for making payment accordingly. Running bill payment may also be allowed subject to recommendation of the concerned field Officers; Range Officers.
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 by 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 non-payment or delayed payment or cancellation of the tender or any other circumstances.
9. The undersigned will always reserve the rights to cancel tender/ contract at any moment; even after issuance of work order, without assigning any reason whatsoever.
10. Experience in monitoring or related forestry works for equal or more than 3 years is desirable.

(Sandeep Kumar Berwal, IFS)
Divisional Forests Officer,
Monitoring (South) Division

INSTRUCTION TO BIDDERS (ITB)

Section – A

1. General Guidance for e-Tendering:

1.1 Instructions / Guidelines for e-Tenderers for electronic submission of the e-Tenders online have been shown in Web site

<https://wbtenders.gov.in>

1.2 Registration of Contractors

Any contractor willing to take part in the process of e-Tendering will have to be enrolled and registered with the Government e- Procurement System.

1.3 Digital Signature Certificate (DSC)

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

1.4 Collection of e-Tender Documents

The contractor can search and download NIT and e-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 e-Tender documents.

1.5 Participation in more than one work

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm or registered company. If found to have applied severally in a single job, all his applications will be rejected for that job.

2. Submission of e-Tenders:

2.1 General process of submission:

Tenders are to be submitted online through the website stated in **Clause 1.1** in two folders, at a time for each work, one is Technical Proposal and the other is Financial Proposal, before the prescribed date and time mentioned in the list attached. Using the Digital Signature Certificate (DSC), the documents are to be uploaded, virus scanned and digitally signed. Tenderers should specially take note of all the addendum/corrigendum related to the e-Tender and upload the latest documents as part of the e-Tender.

2.2 Technical Proposal:

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

A. Technical File (Statutory Cover) containing:

- i. NOTICE INVITING E-TENDER (NIT) (to be submitted in “NIT” Folder).**
- ii. Section B (Form I, Form II, Form III and AFFIDAVIT – Y) (to be submitted in “FORMS” Folder).**
- iii. Earnest Money Deposit (EMD) by the Tenderer as mentioned in the NIT document in favour of “The Divisional Forest Officer, Monitoring (South) Division, W.B.”.**

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)

A. **Addenda/Corrigenda, if published:** Contractors are to keep track of all the Addendum/Corrigendum issued with a particular e-Tender and upload 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.

B. **My Document (Non-Statutory Cover)**

Sl. No.	Category Name	Sub-Category Description	Document Name
			(For details see Clause 3 of ITB & relevant clauses of NIT)
A.	CERTIFICATE S	CERTIFICATES	<ol style="list-style-type: none"> 1 P.T. deposit receipt Challan 2 GST Registration Certificate 3 I.T.R. Acknowledgement Receipt 4 I.T. PAN Card 5 Voter ID Card 6 ESI & EPF Registration Certificate
B.	COMPANY DETAILS	COMPANYDETAILS	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1 Intending tenderers having valid credential attached to monitoring or related forestry works for equal or more than 3 years 2 Annual Turn Over of last 5 years. 3 Completion Certificate from the concerned (Mandatory)
D.	EQUIPMENTS	PLANT&MACHINE RIES (OPTIONAL) LABORATORY (OPTIONAL)	<ol style="list-style-type: none"> 1 Authenticated copy of invoice, challan, and waybill (Machinery) 2 Authenticated copy of invoice, challan, and waybill (Laboratory)
E.	FINANCIAL (INFO)	TURN OVER PAYMENT CERTIFICATE	<ol style="list-style-type: none"> 1 Authenticated copy of the Income Tax RETURNS 2 Only Payment Certificate of work issued by the Concerned Supervisor and not the TDS certificate
F.	DECLARATION	STRUCTURE & ORGANISATION AFFIDAVIT TECHNICAL STAFF	<ol style="list-style-type: none"> 1 Details of Structure and Organization ITB Section B FormIII. 2 An affidavit made that no adverse report against the bidder 3 An affidavit mentioning the name of the technical staff as described in Clause 3(k).

2.3. Financial Proposal

- i) The financial proposal should contain the Bill of Quantities (B.O.Q.) in one cover (folder). The contractor is to quote the rate in the space marked for quoting rate in the B.O.Q.
- ii) Only downloaded copy of the B.O.Q. are to be uploaded quoting the rate, virus scanned & digitally signed by the contractor.

3. Eligibility Criteria for participation in e-Tender:

- (a) The intending bidders should have proper license for engaging labourers on contract.
- (b) All categories of prospective Tenderers shall have to submit valid and up to date Professional Tax receipt challan, GST registration certificate, Income Tax return Acknowledgement receipt, PAN card issued by Income Tax Department, Voter ID card, ESI & EPF Registration Certificates and Trade license in respect of the prospective Tenderer. In addition to the above, any contractor who has executed any type of e-Tender works in Directorate of Forests, Govt. Of West Bengal, should submit previous credentials for his past performance, completion certificate from respective employer, the completion certificate and credentials should be signed by the officer not below the rank of Deputy Conservator of Forest, any other certificate signed by other officials will not be entertained (Non-Statutory Documents).
- (c) 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 e-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 e-Tender. The Power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908. (Non-statutory Documents).
- (d) Neither prospective Tenderer nor any of the constituent partners had been debarred to participate in any e-Tender by Forest Dept., 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 debarment will be considered as disqualification towards eligibility. (A declaration in this respect must be furnished by the prospective bidders as per prescribed format). [Non- statutory Documents]
- (e) 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]
- (f) Registered Un-employed Engineers' Co-operative Societies / Labour 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.
- (g) 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.
- (h) 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.
- (i) No conditional / Incomplete e-Tender will be accepted under any circumstances.
- (j) The Financial Eligibility:
 - a. The bidder should have a minimum average annual turnover of least 100% of estimated project cost of the e-Tender in the last three 3 preceding years (the turnover of the lead member will be considered in case of joint venture).
 - b. Intending tenderers having valid credential attached to monitoring or related forestry works for equal or more than 3 years.

c. The bidders should also have made profits after taxes for each of these last five (5) financial years.

(k) Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and [Employees State Insurance Act, 1948](#) shall be mandatory and strictly adhered to as per Government of West Bengal Labour Department No. 1137-IR/IR/MISC-11/11, Dated: 14.11.2011.

(l) Any Tenderer who has a bad reputation for his /her workmanship and/or history of non-completion of any project under this Division within the schedule time frame may be debarred from participating in the e-Tender.

4. Opening of Technical Proposal

- i. Technical proposals will be opened by the authorized representatives electronically from the website stated in Clause 2.1, using their Digital Signature Certificate.
- ii. Intending Tenderers may remain present, at the time of opening of e-Tender, if they so desire.
- iii. Cover (Folder) for Statutory Documents should be opened first, if found in order, Cover (Folder) for Non- statutory Documents will be opened. If there is any deficiency in the Documents, the e-Tender will summarily be rejected.
- iv. Decrypted (transformed into readable formats) documents of the Non statutory Cover will be downloaded, and handed over to the e-Tender Evaluation Committee (constituted for evaluation of e-Tenders).

5. Uploading of summary list of technically qualified Tenderers (1st round)

Pursuant to scrutiny and decision of the e-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 webportals.

While evaluation, the Committee may summon the Tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated time frame, their proposals will be liable for rejection.

6. Final publication of summary list of technically qualified Tenderers Date of opening of financial bid will to be intimated in the final summary list.

7. Opening and Evaluation of Financial Proposal

Financial proposals of the Tenderers declared technically eligible by the e-Tender Evaluation Committee will be opened electronically from the web portal stated on the prescribed date, normally after 2(two) working days of date of publication of final summary list of the e-Tenderers.

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

8. Procedures to be followed when one / two technically qualified Tenderers participated in any e-Tender: Financial bid of technically qualified single / two Tenderers may not be opened. Re-Tender may be invited immediately in the process of evaluation as per norms of e-Tender as per G.O. No. 925/F(Y) dated 14/02/2017.

9. Acceptance of e-Tender (Technically eligible/qualified)

Lowest valid rate should normally be accepted. However, the e-Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the e-Tenders, for valid reasons and also reserves the right to distribute the work amongst more than one e-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.

10. Penalty for suppression / distortion of facts

If any e-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 E-Tender Evaluation Committee 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 e-Tenderer will be suspended from participating in the e-Tenders on e-E-Tender platform for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the **WBFOREST DEPARTMENT** may take appropriate legal action against such defaulting e-Tenderer.

11. Earnest Money Deposit (EMD):

- a) Mode of EMD Payment: Payment by NET BANKING (any listed bank) through ICICI bank payment gateway:
 - On selection of net banking as the payment mode, the bidder will be directed to ICICI bank payment gateway web page (along with a string containing a unique ID) where he will select the bank through which he wants to do the transaction.
 - Bidder 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 or failure of the transaction.
 - If the transaction is successful, the amount paid by the bidder will get credited in the respective polling account the State Government / PSU/ autonomous body / local body / PRIs etc. maintained with the focal point branch of ICICI bank at R.N. Mukherjee Road, Kolkata for collection of EMD or Tender fees.
 - If the transaction is failure, the bidder shall again try for payment by going back to the first step.

12. Opening of e-Tender:

- a) The Technical Bid shall be publicly opened a) by the authority receiving e-Tender or by his Authorized representative, as per the Date & time Schedule mentioned in NIT.
- b) Prospective Tenderers or their authorized representatives may be present during the opening process.
- c) Financial Bids of only those Tenderers who would qualify in the Technical Bid evaluation will be opened.
- d) The intending Tenderers shall clearly understand that whatever may be the outcome of the present Invitation of e-Tender, no cost of e-Tendering shall be reimbursable by the Government. The **Divisional Forest Officer, Monitoring (South) Division**, W.B. reserves the right to reject any e-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.
- e) The acceptance of the Tender rests with the **Divisional Forest Officer, Monitoring (South) 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.
- f) Intending Tenderers are encouraged to inspect the site of work and get them thoroughly acquainted with the local condition and all factors which may affect their rates. Prior to the site visit the intending Tenderers must inform **the Divisional Forest Officer, Monitoring (South) Division**, W.B. about the time and date of the visit.

13. The selected Contractor must arrange to procure all materials required for the proper completion of the work (as per the Technical Specifications of the e-Tender document). The Employer will not on any account be responsible for procuring the same.

14. The selected contractor shall apply to the **Divisional Forest Officer, Monitoring (South) Division**, WB. for taking up of any work at any monitoring work at territorial/Wildlife/Silvi's division. for seeking permission for utilization of land at the proximity of the site for arranging required plant & machineries, store of materials etc. at his own cost and responsibility. All such temporary shed etc. shall have to be dismantled and all debris etc. cleared from site post completion of the work or as directed by the **Divisional Forest Officer, Monitoring (South) Division**, W.B. Once an order to the effect is issued from the **Divisional Forest Officer, Monitoring (South) Division**, W.B. in this regard, it shall be brought to effect by the contractor without contest.

15. Validity of Bids:

- a) Bid shall remain valid for the entire F.Y. 2023-24. Bid validity for a shorter period shall be rejected by e-Tender Accepting Authority as non-responsive.
- b) If any Tenderer withdraws his offer before Bid validity period without giving any satisfactory explanation for such withdrawals, he may be barred from submission of any further e-Tender to this Office and to the Directorate of Forests, Government of West Bengal for a minimum period of 1 (one) year.

16. Verification of credentials/onsite projects:

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

17. Cancellation of e-Tender:

The Divisional Forest Officer, Monitoring (South) 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.

18. Security Deposit:

- a) The successful Tenderer to whom a Letter of Acceptance has been issued shall submit within 10(ten) days from the date of Letter of Acceptance, **Performance Security Deposit (subject to any revision by the Govt. of West Bengal) which is 3% (Three Percent)** of the contracted value of work as per the G.O. NO. 201 – F (Y), dt. 18/01/2021; this shall have to be deposited in the Form TR-7 with noting Operator ID- 47 to the Kolkata PAO-1 Treasury. In case of written request from the L1 bidder justified with sufficient reason, provision may be made for deduction of security deposit from Progressive/R.A. Bills. The S.D. money shall be **refunded back after 6 (six) months** from the date of completion of the work upon application made to the undersigned by the tenderer.
- b) If the accepted bid value is 80% or less of the Estimate put to tender the Additional Performance Security @ 10% of the tendered amount as the G.O. NO. 4608 – F(Y), dt. 18/07.2018 which shall have to be submitted by the successful bidder in the form of Bank Guarantee from any Scheduled Bank before issuance of the Work Order. If the bidder fails to submit the Additional Performance Security within seven (7) working days from the date of issuance of Letter of Acceptance, his Earnest Money will be forfeited and other necessary actions like black listing of the contractor, etc, maybe taken. The Bank Guarantee shall have to be valid up to end of the Contract Period and shall be renewed accordingly, if required.
- c) The Bank Guarantee shall be returned after successful completion of the Contract and payment of bills. If the bidder fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during the pendency of the contract period

19. Technical Specification and Quality of Works:

All works are to be carried out as per plan, specification and estimate of works subject to modification made in writing by the undersigned or his authorized officer.

20. Deduction of Taxes etc:

Deduction of Income Tax, GST, and any other extant taxes as applicable from the Contractor's Bill will be made as per Govt. rules in vogue.

21. Maintenance Period:

The Contractor will be liable to maintain the supply work at the appropriate service level to the satisfaction of **The Divisional Forest Officer, Monitoring (South) Division**, W.B. at his own cost for a period of Security Period/Maintenance period, which is 6(six) months from the date of completion of the work in all respect. If any defect/damage is found during the period as mentioned above, the Agency shall make the same good at his own cost. Failure / miscalculation/ wrong data interpretation to do so, penal action against the Agency will be imposed by the Government as deem fit. The Agency will have to quote his rate considering the above aspect. Also, the Prospective Tenderers shall have to execute the works in such a manner so that appropriate service level of the work is kept during progress of work and the period of maintenance.

22. 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. e-Tender Form
- c. Technical Specifications
- d. General Terms and Conditions
- e. Relevant PWD(W.B.) Schedule of Rates
- f. Instructions to Bidders
- g. N.I.T.

23. Mobilization 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 unless approved otherwise.

24. Canvassing in connection with the e-Tender is strictly prohibited.

25. Site of work and necessary drawings/maps may be handed over to the successful Tenderer along with the work order or in a phase wise manner as deemed fit by **The Divisional Forest Officer, Monitoring (South) Division, W.B.** No claim in this regard will be entertained.

26. The successful Tenderer will have to start the work as per the work order. He must complete different stages of work as per time frame specified in the NIT/work order. However, **the Divisional Forest Officer, Monitoring (South) Division, W.B.** may subsequently alter time frame as deems fit.

27. The Successful Tenderer will be required to obtain valid registration certificate & labour license from respective offices mandatory where work by them is proposed to be carried out under the Contract Labour (Regulation & Abolition) Act, 1970 and the same should be submitted to **the Divisional Forest Officer, Monitoring (South) Division, W.B.**

28. The successful Tenderer shall have to comply with the provision of (a) the Contract Labour (Regulation & Abolition) Act, 1970 and (b) the Minimum Wages Act, 1948 and the Notifications thereof or other laws relating thereto, and the rules made and orders issued there under from time to time. Failure to do so will be treated as breach of contract and **the Divisional Forest Officer, Monitoring (South) Division, W.B.** may in his discretion cancel the contract. The contractor shall also be liable for any liability arising on account of any violation by him of the provisions of the Act and Rules made there under time to time.

29. The contractor shall not be entitled for any compensation for any loss suffered by him due to delay arising out for modification of the work, due to non-delivery of the possession of site and / or modification of work.

30. Prevailing safety norms must be followed by the successful Tenderer during execution of the work so that LTI (Loss of time due to injury) is zero.

31. Guiding schedule of works should be followed as per existing norms, patterns, lying in the working division.

32. The contractor shall abide by all acts and rules, especially but not limited to the field of Forests, Wildlife and Biodiversity. Violation of any of these will be treated stringently as per law and offenders will also be prosecuted.

33. A Tenderer is to quote in figures as well as in words, his rates in the following forms in his cases against the estimated value put to e-Tender.

34. In the event of a e-Tender being submitted by a firm, it must be signed by a member or members of the firm having legal authority to do so and if called for, legal documentations in support thereon must be produced for inspection and in the case of a firm carried out by one member or a joint family it must disclose that the firm is duly

registered under the Indian Partnership Act.

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

36. It must be clearly understood that the quantities of the various items indicated in the schedule or probable items are approximate only and may be increased or decreased during actual execution. The contractor shall remain effected by alteration.

37. The estimated cost is inclusive of all statutory taxes & Cess as applicable. The detail brake up GST and Cess as applicable should be provided in the R.A Bill/ Final Bill as per prevalent order of the Finance Department Govt. of WestBengal in this respect.

38. Work order will be issued in favour of the L1 bidder (in normal case) subject to availability of fund and receipt of requisite approval from the competent authority.

39. No child labour should be engaged.

40. Rates are firm for the period of the project. In case any abnormal deviation is observed during the course the e-tender accepting authority may refer to the appropriate higher authority of the directorate of Forests, Govt. of West Bengal in deciding on the rate revisions (if needed).

41. Work will be commenced strictly following the approved estimate attached herewith.

(Sandeep Kumar Berwal, IFS)
Divisional Forests Officer,
Monitoring (South) Division

Section – B
FORM-I APPLICATION

To,
The Divisional Forest Officer,
Monitoring (South) Division

Subject: Name of the Work with e-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) e-Tender Inviting Authority and Accepting Authority can amend the scope and value of the contract bid under this project
- (b) e-Tender Inviting Authority and Accepting Authority reserve the right to reject any e-Tender without assigning any reason.

The application is made by me/us on behalf of _____ in the capacity of _____
_____ duly authorized to submit the e-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

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

To
The Divisional Forest Officer,
Monitoring (South) Division

Dear Sir/ Madam,

Ref:- Work for
e-Tender Reference No.

1. I/We refer to the e-Tender notice issued by you for the work of Survey & Monitoring of 1st year 2022 plantation raised under State Plan under the jurisdiction of the undersigned over 3944.7 ha. (approx.) excluding CSB plantation and over 150 ha. (approx.) of CSB plantation and Survey & Monitoring of 3rd year 2020 plantation raised under State Plan under the jurisdiction of the undersigned over 5609.65 ha. of Work in _____
_____division vide e-Tender reference no. _____ mentioned above.
2. 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)..... only at the respective quoted ITEM WISE rates mentioned in the Schedule of Quantities.
3. I/ We have satisfied myself/ ourselves as to the site conditions, examined the drawings and all aspects of e-Tender conditions, subject above, I/ We hereby agree, should this e-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.
4. I/ We have deposited the earnest money of Rs. _____ only which, I/ We note that deposited EMD, will not bear any interest and is liable for forfeiture-
 - (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 whichever is later.
5. I/ We understand that you are not bound to accept the lowest or any e-Tender you receive.

Yours faithfully,

Signature.....
Designation :
Address :

Name of Partners of our Firm:

- 1) _____.
- 2) _____.

Section – B

FORM – III STRUCTURE AND ORGANISATION

A.1. Name of the applicant (Tenderer):

A.2. Office Address:

Telephone No.:

Fax No.:

e-mail :

A.3. Name and address of Bankers:

A.4. Attach an organization chart showing the structure of the company with names of key personnel and technical staff with Bio-data

Date: _____

Signature of authorized officer of the firm: _____

Title & Capacity of the officer: _____

Name of the Firm with Seal: _____

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

Section – B FORM – IV
Certificate Regarding Summary Statement of Yearly Turnover from Contractual Business

This is to certify that the following statement is the summary of the audited Balance Sheet arrived from contractual business in favour of.....
..... for the three consecutive years or

For such period since inception of the Firm, if it was setup in less than such three year's period.

Sl. No	Financial		Remarks
	Year	Turnover rounded up to Rs in lakh (two digit after decimal)	
1.	2020-2021		
2.	2021-2022		
3.	2022-2023		
Total			

Average Turnover: In Rs

Note:

1. Average Annual turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
2. Average Annual turnover for 3 years is to be obtained by dividing the total turnover by 3. If the Firm was setup in less than 3 year's period, consider the total turnover for the period from in caption year to the year and divide by the no. of years.
3. In case, the firm was set up in less than 3 year's period, mention the year of inception in the 'Remarks' column.

Signature of the Bidder 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 e-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 3 (three) 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 Deputy Conservator of Forests, W.B. herein referred to as the e-Tender Inviting & Accepting Authority, to verify this statement.
- (IV) The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the e-Tender Inviting & Accepting Authority.
- (V) Certified that I have applied in the e-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: _____