



Government of West Bengal  
Directorate of Forests

Office of the Divisional Forest Officer, Birbhum Division

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No 1433 /2-

Dated, Suri, the 06.11.2023

**Notice Inviting e-Tender No. 45(e)/BIR/SDP/2023-24 to 53(e)/BIR/SDP/2023-24**

**Office of the Divisional Forest Officer, Birbhum Division**

Invites e-Tender for the supply detailed in the table below.

(Submission of Bid through **online**)

**e-TENDER FOR REPAIRING AND MAINTENANCE OF QUARTERS AT DIFFERENT RANGES UNDER BIRBHUM DIVISION, WEST BENGAL.**

The Divisional Forest Officer, Birbhum Division, West Bengal, on behalf of the Governor, West Bengal invites **e-tenders** for Selection of bona fide persons/agencies/companies, including consortium and partnership firms to undertake of **REPAIRING AND MAINTENANCE OF QUARTERS AT DIFFERENT RANGES UNDER BIRBHUM DIVISION, WEST BENGAL** 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].

**List of Work(s):**

SL No.	e-Tender Notice No.	Work Description	Estimated Amount Put to tender (Rs.)	Cost of Tender Paper	Amount of Earnest Money to be deposited (Rs.)	Period of Completion of the work
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	45(e)/BIR/SDP/2023-24	Repairing & Maintenance of Group 'A' Quarter at AFR Range under Birbhum Division	Rs. 1,98,853.00	0/-	Rs. 3,977/-	As per Terms and condition and Work Order
2	46(e)/BIR/SDP/2023-24	Repair & Maintenance of Group 'B' Quarter at Md. Bazar Range under Birbhum Division	Rs. 1,50,000.00	0/-	Rs. 3,000/-	As per Terms and condition and Work Order
3	47(e)/BIR/SDP/2023-24	Repair & Maintenance of Group 'C' Quarter at Rajnagar Range under Birbhum Division	Rs. 1,21,400.00	0/	Rs. 2,428/-	As per Terms and condition and Work Order
4	48(e)/BIR/SDP/2023-24	Repair & Maintenance of Group 'C' Quarter at Bolpur Range under Birbhum Division	Rs. 1,21,400.00	0/	Rs. 2,428/-	As per Terms and condition and Work Order
5	49(e)/BIR/SDP/2023-24	Repair & Maintenance of Group 'C' Quarter at Suri Range under Birbhum Division	Rs. 1,21,400.00	0/	Rs. 2,428/-	As per Terms and condition and Work Order
6	50(e)/BIR/SDP/2023-24	Repair & Maintenance of Range Office at Rajnagar Range under Birbhum Division	Rs. 1,50,000.00	0/	Rs. 3,000/-	As per Terms and condition and Work Order
7	51(e)/BIR/SDP/2023-24	Repair & Maintenance of Range Office at Dubrajpur Range under Birbhum Division	Rs. 1,50,000.00	0/	Rs. 3,000/-	As per Terms and condition and Work Order
8	52(e)/BIR/SDP/2023-24	Repair & Maintenance of Barrack at AFR Range under Birbhum Division	Rs. 1,46,342.00	0/	Rs. 2,927/-	As per Terms and condition and Work Order
9	53(e)/BIR/SDP/2023-24	Repair & Maintenance of Group 'B' Quarter at Rajnagar Range under Birbhum Division	Rs. 1,50,000.00	0/	Rs. 3,000.00	As per Terms and condition and Work Order.

**\*\*There is no exemption of any kind for any of the eligible contractors towards cost of EMD.**

**A. Schedule of Dates:**

Sl. No.	Activity	Date & Time
1.	<i>Date of uploading of N.I.T. &amp; other Documents (online) (Publishing Date)</i>	<i>23.11.2023</i>
2.	<i>Documents download/Sale start date (online)</i>	<i>23.11.2023</i>
3.	<i>Documents download end date (Online)</i>	<i>01.12.2023 upto 05:00 PM</i>
4.	<i>Bid submission start date (online)</i>	<i>23.11.2023</i>
5.	<i>Bid submission closing (online)</i>	<i>01.12.2023 upto 05:00 PM</i>
6.	<i>Last date of submission of Earnest Money Deposit (EMD) in online</i>	<i>01.12.2023 upto 05:00 PM</i>
7.	<i>Bid opening date for technical proposals (online)</i>	<i>04.12.2023</i>
8.	<i>Date of uploading &amp; Display of Technical Bid Evaluation sheet</i>	<i>To be notified in due course.</i>
9.	<i>Date of opening Financial Bids ( Online)</i>	<i>To be notified in due course.</i>
10.	<i>Date of uploading &amp; Display of Financial Bid evaluation sheet along with final rate, after negotiation with all tenderers if necessary</i>	<i>To be notified in due course.</i>

**Last date & time of submission of bids online is : 01.12.2023 upto 05:00 PM**

**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.

  
**Divisional Forest Officer**  
**Birbhum Division.**



**TENDER FOR REPAIR & MAINTENANCE OF QUARTER**  
**BIRBHUM FOREST DIVISION, WEST BENGAL.**

**INSTRUCTION TO BIDDERS (ITB)**

**Section – A**

**1. General Guidance for e-Tendering**

**1.1 Instructions / Guidelines** for tenderers for electronic submission of the 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 tenders.

**1.4 Collection of Tender Documents**

The contractor 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 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 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 tender and upload the latest documents as part of the tender.

**2.2 Technical Proposal**

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

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

- i. NOTICE INVITING TENDER (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)** is to be submitted by the Tenderer as mentioned in the NIT document in favour of “Divisional Forest Officer, Birbhum Division”.
- 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)**

**Note:** a) The relevant documents should be submitted online to the office of the Divisional Forest Officer, Birbhum Division as per the 'Date & Time Schedule' stated in N.I.T. Technical Bid & Financial bid both will be submitted concurrently duly digitally signed in the Website <https://wbtenders.gov.in> Financial bid may download from website & submission of Financial Bid as per Tender Schedule.

**viii. Addenda/Corrigenda, if published: Contractors** are to keep track of all the Addendum/Corrigendum issued with a particular tender and upload all the above, digitally signed, along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as 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.	CERTIFICATES	CERTIFICATES	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
B.	COMPANY DETAILS	COMPANY DETAILS	1	Proprietorship Firm - Trade Licence.
			2	Partnership Firm - Registered Partnership Deed, Registered Power Attorney, Trade licence.
			3	Pvt. Ltd. Company - Registration Certificate Company's Act, MOA & AOA, Registered of Attorney, Trade licence.
			4	Registered Un-employed Engineers and Labour Co-operative Societies Limited.
C.	CREDENTIAL	CREDENTIAL	1	Experience Profile- List of completed Projects of similar nature.
			2	Completion Certificate from the concerned.
D.	EQUIPMENTS	PLANT&MACHINERIES (OPTIONAL)	1	Authenticated copy of invoice, challan and way bill (Machinery)
		LABORATORY (OPTIONAL)	2	Authenticated copy of invoice, challan and way bill (Laboratory)
E.	FINANCIAL (INFO)	TURN OVER	1	Authenticated copy of the Income Tax Returns.
		PAYMENT CERTIFICATE	2	Only Payment Certificate of work issued by the Concerned Supervisor and not the TDS certificate
F.	DECLARATION	STRUCTURE & ORGANISATION	1	Details of Structure and Organisation ITB Section B Form III.
		AFFIDAVIT	2	An affidavit made that no adverse report against the bidder
		TECHNICAL STAFF	3	An affidavit mentioning the name of the technical staff as described in Clause 3(I).

#### 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 tender:

(a) The intending bidders should have proper licence 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 and Trade licence in respect of the prospective tenderer. In addition to the above, Bonafide Govt.contractor having valid Income Tax, PAN, Professional Tax Registration, Service Tax Registration Number, ESI Registration Number and license issued by the Labour Commissioner, Govt. of West Bengal under the Contract Labour (R & A) Act, 1970



(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 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).

(d) Neither prospective Tenderer nor any of the constituent partners had been debarred to participate in any 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 debarring will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format). [Non-statutory Documents]

(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 Tender will be accepted under any circumstances.

(j). The Financial Eligibility: The average annual turnover of the tenderer should be 100% of the value of the work, as evidenced from previous year's income the returns.

(k) The Tenderer should have at-least one staff on the roll with a degree in respective field or a person having experience of at-least 5 years in such activities.

(l) The bidder should have successfully completed at least one similar type of work during last three financial years for a single contract of value not less than 80% or two contracts of value not less than 50% each of the estimated project cost, for each project. In case any bidder wants to apply more than one project, then the requisite amount will increase proportionately.

#### **4. Opening of Technical Proposal**

Technical proposals will be opened by the authorized representatives electronically from the website stated in Clause 2.1, using their Digital Signature Certificate.

Intending tenderers may remain present, at the time of opening of tender, if they so desire.

Cover (Folder) for Statutory Documents should be opened first, if found in order, Cover (Folder) for Non-statutory Documents will be opened. If there is any deficiency in the Documents, the tender will summarily be rejected.

Decrypted (transformed into readable formats) documents of the Non statutory Cover will be downloaded, and handed over to the Tender Evaluation Committee (constituted for evaluation of tenders).

#### **5. Uploading of summary list of technically qualified 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.

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 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 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 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 tender:

Financial bid of technically qualified single / two tenderers may not be opened immediately.

Second 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 upload tenders afresh. In case of no new upload, 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.

## 9. 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.

## 10. 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 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 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 tenderer.

## 11. Brief details on the nature of work:

a)	Name of the project	:	REPAIR & MAINTENANCE OF QUARTER
b)	Project ID	:	State Plan
c)	Job ID	:	
d)	Nature of Work	:	REPAIR & MAINTENANCE OF QUARTER
e)	Contractors eligible to submit the tender	:	As stated in item 3 (a) to 3 (f) of this ITB.

## 12. Earnest Money Deposit (EMD):

- There is no exemption of any kind for any of the eligible contractors towards cost of EMD.
- Intending Tenderers should download the Tender Documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
- 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 / partners who is/are authorized to pledge the same as per valid partnership deed(s).
- Both Technical Bid and Financial Bid should be submitted duly digitally signed by the Tenderer through the website <https://wbtenders.gov.in> as per the 'Date & Time Schedule' stated in the N.I.T.

## 13. Bid Security

Online receipt and refund of Bid Security of e- procurement through State government e- procurement Portal



the following procedure to be adopted for deposit of Bid Security (EMD) related to e-procurement of State Govt. Departments. This clause is also applicable for all categories of applicants.

**A. Login by bidder**

- a) A bidder desirous of taking part in a tender invited by a State Government Office shall login to the e-procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using login ID and password.
- b) He will select the tender to bid and initiate payment of pre-defined BID SECURITY for that tender by the selecting from either of the following payments mode.
  - i) Net Banking ( any of the banks listed in the ICICI bank Payment gateway) in case of payment through ICICI Bank Payment Gateway.
  - ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

**B. Payment of Procedure :-**

- i) Payment by Net Banking (any listed bank) through ICICI Bank payment Gateway.
  - a) On selection of Net Banking as the payment mode, the bidder will be directed to ICICI Bank payment Gateway webpage (along with a string containing a Unique ID) where he will select the bank through which he wants to do the transaction.
  - b) Bidder will make the payment after entering his Unique ID and Password of the bank process the transaction.
  - c) Bidder will receive a confirmation message regarding success / failure of the transaction.
  - d) If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government maintained with the Focal Point Branch of ICICI bank at R.N. Mukherjee Road, Kolkata for collection of BID SECURITY.
  - e) If the truncation is failure, the bidder will again try for payment by going back to the first step.

**ii) Payment Through RTGS/NEFT**

- a) On Selection of RTGS/NEFT as the payment mode, the e- procurement portal will show a pre-filled Challan having the details to process RTGS/ NEFT transaction.
- b) The bidder will print the challan and use the pre-filled information to make RTGS/ NEFT payment using his Bank account.
- c) Once payment is made the bidder will come back to the e- procurement portal after expiry of a reasonable time to enable the NEFT/ RTGS process to complete, in order to verify the payment made and continue the bidding process.
- d) If verification is successful, the fund will get credited to the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI bank at R.N. Mukherjee Road, at Kolkata, for collection of BID SECURITY.
- e) Hereafter, the bidder will go to e- procurement portal for submission of his bid.
- f) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account

**C) Refund/ Settlement Process:-**

- i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e- procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful of unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e- procurement portal through bed services.
- ii) On receipt of the information from the e- procurement portal, the Bank will refund through an automated process the BID SECURITY of the bidders disqualified at the technical evaluation to the respective bidders bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e- procurement portal by the tender inviting authority.
- iii) Once the financial bid evaluation is electronically processed in the e- procurement portal BID SECURITY of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidder's bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e- procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successfully.
- iv) If the L1 bidder accepts the LOI and the same processed electronically in the e- Procurement portal BID SECURITY of the L2 bidder will be refunded through an automated process to his bank account from which he



made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) of the L1 bidder is uploaded to the e- procurement portal by the tender inviting authority.

#### **14. 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.
- (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 Tender, no cost of Tendering shall be reimbursable by the Government. The Divisional Forest Officer Birbhum Division 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.
- (e) The acceptance of the tender rests with the Divisional Forest Officer Birbhum Division 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 themselves 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 Birbhum Division about the time and date of the visit.

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

16. The selected contractor shall apply to the Divisional Forest Officer, Birbhum Division for seeking permission for utilization of land at the close proximity of the site for arranging required 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, Birbhum Division. Once an order to the effect is issued from the Deputy Conservator of Forests / Divisional Forest Officer, Birbhum Division in this regard, it shall be brought to effect by the contractor without contest.

#### **17. Validity of Bids:**

Bid shall remain valid for a period not less than 365 (Three hundred sixty five) Days 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.

#### **18. Verification of credentials/onsite projects:**

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.

#### **19. Cancellation of Tender :**

The Divisional Forest Officer, Birbhum Division reserves the right to cancel this N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

#### **20. 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, the successful Bidder shall deliver to the Employer a Security Deposit in the form of TR 7 Challan amounting to 10% of the accepted bid value. In case accepted bid value is 80% or less of the estimate put to tender successful bidder have to perform an Additional Performance Security of 10% accepted bid value in the form of Bank Guarantee. Failure in depositing this amount and / or non-submission within the specified time shall render the contract liable to termination without reference to the contractor and in such case; the deposited earnest money shall stand forfeited to the Government. The original instrument (TR-7 Challan) towards the cost of security deposit under Head of Service 8443-00-109-003-07 Security deposit (Operator ID 65) should be submitted physically by the tenderer to the office of the Divisional Forest Officer, Birbhum Division.



**21. 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. The project should be executed as per current procedure and practice of Directorate of Forests, Govt. of West Bengal for Construction works.

**22. Deduction of Taxes Etc:**

Deduction of Income Tax from the Contractor's Bill will be made as per Govt. rules. Labour Welfare Cess @ 1 % (one percent) of the cost of works will be deducted from every Bill of the selected agency. GST, Royalty & all other statutory levy/ Cess will have to be borne by the contractor as per Govt. Rules and the rate in the B.O.Q. is inclusive of all the taxes & cess stated above.

**23. Maintenance Period:**

The Contractor will be liable to maintain the work at the appropriate service level to the satisfaction of the Divisional Forest Officer, Birbhum Division at his own cost for a period of Security Period/Maintenance period, as stipulated in the BOQ. If any defect/damage is found during the period as mentioned above, the Agency shall make the same good at his own cost. Failure 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 work in such a manner so that appropriate service level of the work is kept during progress of work and the period of maintenance.

**24. Agreement :**

An agreement shall require to be signed by the successfully contractor/s with the undersigned before issuance work order from this end and after submission of requisite security deposit. All the terms and conditions mentioned in the tender shall be deemed to be considered as a part of the agreement. However, this will be in addition to such other terms and conditions as may be decided by the undersigned or his superior officer or instructions provided time to time at field by the Range Officer or his authorized person or by the undersigned or his authorized person/s.

**25. 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. Relevant PWD(W.B.) Schedule of Rates
- f. Instructions to Bidders
- g. N.I.T.

**26. 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.

27. Canvassing in connection with the tender is strictly prohibited.

28. Site of supply and necessary drawings 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, Birbhum Division. No claim in this regard will be entertained.

29. The successful Tenderer will have to start the supply as per the work order. He has to complete different stages of work as per time frame specified in the work order. However, the Divisional Forest Officer may subsequently alter time frame.

30. 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 plan.

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

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

33. The contractor shall abide by all acts and rules, especially but not limited to the field of forests, wildlife and biodiversity.



34. 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 tender.

35. 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 or a joint family it must disclose that the firm is duly registered under the Indian Partnership Act.

36. 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.

37. 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.

38. The Work Order will be issued on receipt of the Administrative Approval and Financial Sanction from the Competent Authority along with Deposition of Security money and Signing of Agreement of L1 bidder,.

39. The decision of the undersigned, in regard to, quantity and quality of the supplied materials or material is being used for constructional work is final and binding.

40. The materials may have to be supplied even also after expiry of the terms on same rate if urgently required.

41. If the successful Tenderers supply materials in irregular way and below standard quality and do not abide by the Contract, in that case, their tender may be treated as cancelled. And in that case their Earnest Money & Security deposit will be forfeited to the State and a new tender will be called for purchase the same. The materials/Foods are to be supplied before it get exhausted.

Site of work and necessary drawings 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, Birbhum Division No claim in this regard will be entertained.

The successful Tenderer will have to start the work as per the work order. He has to complete different stages of work as per time frame specified in the work order. However, the DCF/ Divisional Forest Officer may subsequently alter time frame.

The Successful Tenderer will be required to obtain valid registration certificate & labour licence from respective offices where construction work by them are proposed to be carried out under the Contract Labour (Regulation & Abolition) Act, 1970 and the same should be submitted to the Divisional Forest Officer, Birbhum Division.

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, Birbhum Division 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.

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 plan & estimate.

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

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

Agreement : An agreement shall require to be signed by the successfully contractor/s with the undersigned before issuance work order from this end and after submission of requisite security deposit. All the terms and conditions mentioned in the tender shall be deemed to be considered as a part of the agreement. However, this will be in addition to such other terms and conditions as may be decided by the undersigned or his superior officer or instructions provided time to time at field by the Range Officer or his authorized person or by the undersigned or his authorized person/s.

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 plan & estimate.



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

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

The contractor shall abide by all acts and rules, especially but not limited to the field of forests, wildlife and biodiversity.

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 tender.

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 or a joint family it must disclose that the firm is duly registered under the Indian Partnership Act.

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.

  
Divisional Forest Officer  
Birbhum Division

No 1433 (18)/2 -

Dated, Suri, the 06/11 /2023

**Copy forwarded for information :-**

1. The Chief Conservator of Forests, South-East Circle, West Bengal along with two copies of the Tender Notice with the request to return one copy duly approved.
2. The Chief Conservator of Forest, MIS & e-governance, West Bengal to upload in the website [www.westbengalforest.gov.in](http://www.westbengalforest.gov.in)
3. The Sabhadhipati, Birbhum Zilla Parishad.
4. The District Magistrate, Birbhum.
5. The Superintendent of Police, Birbhum.
6. The Karmadakshya, Ban-O-Bhumisanskar SthayeeSamity, Birbhum Zilla Parishad.
7. The Treasury Officer, Birbhum Treasury-I
8. The Divisional Forest Officer, Burdwan, Nadia-Murshidabad & Durgapur Division.
9. The Assist. Divisional Forest Officer, Birbhum Division.
10. All Range Officers (Territorial), Birbhum Division.
11. Notice Board, Birbhum Division.

  
Divisional Forest Officer  
Birbhum Division



**Section – B**  
**FORM-I**  
**(TO BE FILLED UP BY TENDERER)**  
**APPLICATION**

To,  
Divisional Forest Officer  
Birbhum Division

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)
- (2) Financial Proposal (Envelop-2)

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)**

**General Information about the Organization**

S.L. No.	Particulars	Details to be furnished	
<b>Details of the Bidder(Organization)</b>			
1.	Name		
2.	Address		
3.	Telephone	Fax	
4.	E-mail	Website	
<b>Details of Authorized person</b>			
5.	Name		
6.	Address		
7.	Telephone	E-mail	
<b>Information about the Organization</b>			
8.	Status of Organization (Public Ltd./Pvt.Ltd/ Institution/University etc.)		
9.	Details of Registration of Organization	Date	
		Ref	
10.	Locations and addresses of offices (in India and overseas)		
11.	Enclose latest GST Return (Y/N)		

**Signature of the Bidder with seal**



**Section – B**  
**FORM – III**  
**(TO BE FILLED UP BY TENDERER)**

**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 set in less than such three year's period.

S.I. No.	Financial		Remarks
	Year	Turnover rounded up to Rs in lakh (two digit after decimal)	
1.	2020-21		
2.	2021-22		
3.	2022-23		
	Total		

Average Annual 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 3years is to be obtained by dividing the total turnover by 3. If the Firm was set up in less than 3 year's period, consider the total turnover for the period from inception year to the year 2022-23 and divide by the no of years.
3. In case, the firm was set up in less than 3year's period, mention the year of inception in the ' Remarks' column.

**Signature of the Bidder with seal**

\_\_\_\_\_



**Section-B**  
**Form – IV**  
**(TO BE FILLED UP BY TENDERER)**  
**AFFIDAVIT**

**(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 Divisional Forest Officer, Birbhum Division 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 - V**  
**(TO BE FILLED UP BY TENDERER)**

To,  
Divisional Forest Officer  
Birbhum Division

Dear Sir/ Madam,

Ref: - Tender NIT No. \_\_\_\_\_

1. I/We refer to the tender notice issued by you for the work of \_\_\_\_\_ *Birbhum Division vide 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 Tender Paper) \_\_\_\_\_ 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 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.
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 7 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 tender you receive.

Yours faithfully,

Signature: .....

Designation: .....

Address : .....

Name of Partners of our Firm:

1) \_\_\_\_\_

2) \_\_\_\_\_