



**Government of West Bengal
Directorate of Forests
Office of the Divisional Forest Officer
Howrah Division, West Bengal**

e-Tender for Selection of bonafide persons / agencies / companies, including consortium and partnership firms to undertake various works under Divisional Forest Officer, Howrah Division.

e-NIT No: 08/SP of 2023-24

**Divisional Forest Officer
Howrah Division, West Bengal**

Memo No.: 4439 /SP/23

Dated.: 26 / 12 / 2023

e-TENDER NOTICE

**Notice Inviting e-Tender No.: 08/SP of 2023-24
REPAIRING OF IRON CAGES INCLUDING PAINTING & CARRIAGE
OF THE RANGE OFFICES UNDER HOWRAH DIVISION FOR RESCUE OF WILD ANIMALS**

The Divisional Forest Officer, Howrah Division, invites e-tenders for the following work from the eligible Contractors as detailed in the table below.

Name of the Work	Estimated Amount (Rs)	Earnest Money @2% of estimated value (Rs)	Period of Completion (Days/Months)
Repairing of Iron Cages - 30 Nos. including painting and carriage of the Range Office of Howrah Division for rescue of Wild Animals	3,00,000	6,000	30 (thirty) days from the date of Award of Contract

Sl.No.	Particulars	Date & Time
1	Date of uploading N.I.T. Documents—Online (Publishing Date)	27/12/2023
2	Documents download start date (Online)	27/12/2023 (10.00 AM)
3	Documents download end date (Online)	02/01/2024 (3.00 PM)
4	Bid submission start date (Online)	27/12/2023 (10.00 AM)
5	Bid submission closing date (Online)	02/01/2024 (up to 3.00 PM)
6	Last Date of submission of Earnest Money Deposit & Cost of Tender Documents (Offline)	02/01/2024 (up to 3.00 PM)
7	Bid opening date for Technical Proposal (Online)	04/01/2024 (3.00 PM)
8	Date of uploading technically qualified bidders (Online)	To be notified in due course
9	Date of opening Financial Bids (Online)	To be notified in due course

Detail of e-TENDER Notice, Terms and Conditions, BOQ, etc will be available from website <http://wbtenders.gov.in>

1. In the event of e-filling, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary Earnest Money may be remitted through **GRIP Portal of Finance Department (H/A- 8443-00-103-001-0-07), Government of West Bengal** in favor of **Divisional Forest Officer, Howrah Division, P & G Circle, W.B** and scanned copy shall be uploaded during online submission of tenders. (to be submitted in “DRAFTS” Folder)
2. Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>
3. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per prescribed Time Schedule.
4. The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the ‘Tender Committee’ formed by the **Divisional Forest Officer, Howrah Division, Dalmia Park, Stadium Complex, Howrah - 711101.**
5. Original Challan / Pledged Instruments should be submitted to the **Divisional Forest Officer, Howrah Division, Dalmia Park, Stadium Complex, Howrah - 711101** in sealed envelope. Last Date of submission of original Earnest Money (Offline) is **04/01/2024 up to 3.00 PM**
5. Eligibility criteria for participation in the tender.
 - 5.1 For first call of NIT:
 - i. Intending tenderers should produce credentials of a similar nature of work of the minimum value of 40% of the estimated amount put to tender during 5(five) years prior to the date of issue of this tender notice; or,

- ii. Intending tenderers should produce credentials of 2(two) similar nature of work, each of the minimum value of 30% of the estimated amount put to tender during 5(five) years prior to the date of issue of this tender notice; or,
- iii. Intending tenderers should produce credentials of one single running work of similar nature of work which has been completed to the extent of 80% or more and value of which is not less than the desired value at (i) above;
- iv. In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e. the tenderer.

For 2nd call of NIT:

- i. Intending tenderers should produce credentials of a similar nature of work of the minimum value of 30% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice; or,
- ii. Intending tenderers should produce credentials of 2(two) similar nature of work, each of the minimum value of 25% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice; or,
- iii. Intending tenderers should produce credentials of one single running work of similar nature of work which has been completed to the extent of 75% or more and value of which is not less than the desired value at (i) above;
- iv. In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e. the tenderer.

For 3rd call of NIT:

- i. Intending tenderers should produce credentials of a similar nature of work of the minimum value of 20% of the estimated amount put to tender during 5(five) years prior to the date of issue of this tender notice; or,
 - ii. Intending tenderers should produce credentials of one single running work of similar nature of work which has been completed to the extent of 70% or more and value of which is not less than the desired value at (i) above;
 - iii. In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e. the tenderer.
- 5.2** Bonafied, resourceful contactor / agencies having experience of similar nature or civil construction work should have satisfactorily completed at least 1 similar work or civil construction work within a period of 12 months for a magnitude of 50% of the amount put to the tender under the state Government or its undertaking or the Central Government or its undertaking or any Statutory Body during the last 3 (Three) years from the date of issue of the Notice And verifiable letters/ documents supporting it should be submitted along with Technical Bid. There is no need of EPF and ESI code number.
The Tenderer should have annual turnover more than 20% of the Estimated amount in each year during last 3 (Three) financial years or total more than 60% during last 3(three) financial years plus current financial year and supported with Audited Sheet /Audited Income tax documents/ return to be submitted along with Technical Bid.
- 5.3 Document:** Income Tax Acknowledgement Receipt for the latest Assessment year, P.T. Deposit Challan for the year 2016-17/2017-18 , PAN Card, VAT / GST Registration Certificate/Copy of Latest VAT/GST return, Service tax registration/return of ST-2/Copy of Latest ST-3 (if any), are to be accompanied with the Technical Bid Documents.
- [Non-statutory documents]**
- 5.4 Affidavit (Y):** The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded, debarred or blacklisted during the last 3 (*three*) years by any Government or PSU. Such abandonment or rescission will be considered as disqualification towards eligibility. A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive and be submitted along with technical bid.
- 5.5** Registered Labour Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Minutes of last A.G.M (preferably), valid certificate from A.R.C.S. along with other relevant supporting papers and be submitted along with technical bid.

5.6 Earnest Money:

The amount of Earnest Money @ 2% (*two percent*) of the Estimated Amount put to tender in the shape of Bank Draft of any authorized banks & banks included in Finance Dept Memo no 6426-F(Y) Kolkata 25/7/12, Memo no 7791 F(Y) dt 9/11/2015 & other orders thereof drawn in favour of **Divisional Forest Officer, Howrah Division payable at Howrah.**

Scanned copy shall be submitted along with Technical Bid and hard copy be submitted separately in the above office address within closing date.

6. Bid shall remain valid for a period of 90 days from the first date of closing. If the bidder withdraws the bid during the validity period of bid, the Earnest Money as deposited will be forfeited forthwith without assigning any reason thereof.

6.1 Incomplete Tender in any form shall liable to be rejected out rightly and no correspondence in this regard will be entertained.

6.2 Conditional Tenders will also be rejected out rightly.

INSTRUCTION TO BIDDERS
General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

i) Registration of Contractor:

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in> The contractor is to click on the link for e-Tendering site as given on the web portal.

ii) Digital Signature certificate (DSC):

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) or other certified agencies of Government of India on payment of requisite amount. Details are available on the Web Site. DSC is given as a USB e-Token.

iii) The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website by using the Digital Signature Certificate (DSC). This is the only mode of collection of Tender Documents.

iv) 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.

v) Submission of Tenders: Tenders are to be submitted through online to the website in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders)

(a). Statutory Cover Containing the following documents:

1. NIT
2. Scan copy of EMD
3. AFFIDAVIT - "Y"

(b). Non-statutory Cover containing the following documents: As listed in eligibility criteria given in NIT Para 5.1 to 5.5.

N.B.: Failure of submission of any of the above mentioned documents as stated will render the tenderer liable to be rejected for both statutory & non statutory cover.

THE ABOVE STATED NON-STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder. Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

1. Tender Evaluation Committee (TEC) 1. Tender Committee constituted for the purpose will function as Chairman of Committee for selection of technically qualified contractors.

2. Opening of tender: Will be made as per sequence.

3. Opening of Technical Proposal: Technical proposals will be opened by the Tender Inviting Authority or his/her authorized representative as per the Date & Time schedule mentioned in the N.I.T. electronically from the website stated in Clause 2 of this NIT using their Digital Signature Certificate.
4. Intending tenderers may remain present if they so desire.
5. Cover (folder) for Statutory Documents Will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.
6. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the "Tender Committee".
7. Summary list of technically qualified tenderers will be uploaded online.
8. Pursuant to scrutiny & decision of the "Tender Committee" the summary list of eligible tenderers & the serial number of work for which their proposal considered will be uploaded in the web portals
9. During evaluation the committee may summon of the tenderers & seek clarification /information or additional documents or **Original hard copy** of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

AFFIDAVIT - "Y"

(To be furnished in Non Judicial Stamp paper of appropriate value duly notarized)

- 1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. I have all machineries as per NIT & all will be at site during entire period of work. 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 under-signed.
- 2) The under-signed also hereby certifies that neither our Farm M/S..... nor any of constituent partner had been debarred to participate in tender by the any Government Department during the last 3 (three) years prior to the date of this N.I.T. I/We have presently..... nos of works in my hand & I would finish the work in time.
- 3) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
- 4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- 5) Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm/authorized representative of company or society and I will not handover the job to any other person except my employee to supervise.

Signed by an authorised officer of the Farm.

Title of the officer

Name of the Farm with Seal

Date:

PART - A GENERAL CONDITIONS

- 1.0 Registered Labour Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Minutes of last A.G.M (preferably), valid certificate from A.R.C.S. along with other relevant supporting papers.
- 2.0 The bidder participated in more than one tender, and appearing as the lowest (L1) bidder in all tenders or in some of the tenders, the technical committee shall decide the number of tenders to be accepted for award of tenders works based on the bidder financial status capacity as submitted in the technical bids arriving closer to the equivalent of the total requirements of eligibility against each tender. The bidder shall accept the decision taken by the tender committee. The bidder shall not have any right to choose the tenders to be awarded.
- 3.0 **Design may change (even during execution) based upon decision of authority and Contractors will follow the revised drawings and construct work as per accepted rates.**
- 4.0 **Running payment** for work may be made to the contractor as per availability of fund. The contractor may get a running payment if the gross amount of each running bill is 25% & more of the agreement amount.
- 5.0 **Security Deposit:**
 - (a) The successful Tenderer to whom a Letter of Acceptance has been issued shall submit within 07 (seven) days from the date of Letter of Acceptance, Security Money @ 10% of offered rate (quoted value) through GRIP

portal of the Finance Department of Govt. of West Bengal in favour of “**The Divisional Forest Officer, Howrah Division**”. Failure in depositing this amount and / or in 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. After submission of Security Deposit an agreement as per given format shall have to signed on Stamp Paper (cost of Stamp Paper shall be borne by tenderer) and signed agreement shall have to notarized from Public Notary. After that formal work order will be issued. Security Deposit will be released at least after 12 (twelve) months from the date of completion after completion of work without any interest.

- (b) In terms of Finance Deptt.,- Audit Branch, Govt. of West Bengal Memo No. 4608-F(Y), Dtd. 18/07/2018, Additional Performance Security when the bid rate is 80% or less of the estimate put to tender and no increased in scope of work or projects during execution phase and accordingly final Security Deposit will be 20% in this situation.

6.0 There shall be no provision of Arbitration. Hence Clause 25 of 2911(ii) stands omitted vide notification no 558/SPW dt. 13.12.2011 of Pr. Secretary, PW & PW (Roads) Deptt. In any dispute, which is even not solved after appealing to Member Secretary, WBZA dispute redressed committee vide GO no 8182-F(Y) Kolkata 26/9/2012 is to be followed.

7.0 No Mobilization /Secured advance will be allowed.

8.0 **Refund of Security Deposit** will only be released after successful maintaining of appropriate service level of the supply work at least from 12 (twelve) months from the date of completion of the work to the entire satisfaction of the authority is mandatory.

9.0 If any defect / damage are found during the period as mentioned above, the contractor shall make the same good at his own cost true to the specification at par instant work. On failure to do so, penal action against the contractor will be imposed by the Department as deemed fit.

10.0 This office will not be liable for any local problems/hindrance and bidders are requested to follow necessary steps as per Laws & procedure thereof.

11. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department.

12. The intending tenderer are required to quote the rate *online*.

13. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 (d) Indian Forest Act, 1927 & amendments (e) Wildlife (Protection) Act 1972 & amendments of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.

14 During scrutiny, if it comes to the notice of the Tender Inviting Authority that the credential or any other paper found incorrect / manufactured / fabricated / fake, such Tenderer bids shall be rejected without any prejudice bids, bidder would not be allowed to participate in the tender.

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

16 The contractor's any of the documents on verification if found incorrect / manufactured / fabricated / fake or false in that case awarded contract work liable to be terminated with imposition of penalties or penalized as deemed fit. The balance work shall be awarded on risk and cost basis tender.

17 The decisions of the Divisional Forest Officer, Howrah Division shall be final and binding to follow in case of any discrepancy arises between two similar clauses contained in contract agreement.

18 No extension of time will be allowed under any circumstances. (Except flood, earthquake, unforeseen reasons or any circumstances beyond control) Penalty of 1% for delay of 30 days, 2% for 45 days. Thereafter if work progress not improved, the work shall be terminated with forfeiture of Security Deposit and Balance bill payments if so due and balance work shall be completed at risk and cost basis contract.

19 Materials will have to be procured by the contractors by themselves following the standard & specifications of PWD/PHE Schedules of the district, subject to the approval of the undersigned or his authorized Officers. In case of supply of any material by the department, the cost of such material will be recovered from the bill of the Contractor.

20 The tenderers are required to inspect the sites, site plans and specifications of the supply works before submission of the tender and future ignorance of any such item will not be entertained.

21 Deduction of STDS, TDS, Service Tax & Other tax etc, if applicable shall be made as per rule in vogue. **The tender value inclusive of all direct & indirect taxes** (VAT, Service Tax, Labour Welfare Cess, GST etc)

22 The successful tenderer will not assign the work or part of the work to any other contractor as sub contract work.

In case of any dispute the decision of the Divisional Forest Officer, Howrah Division will be final and binding for completion of work. However if contractor is not satisfied, he is liberty and free to represent to the higher Authority without suffering the progress.

23 The tender notice along-with all terms & conditions, tender Schedule as hoisted on website for tender notice work will form the part of the agreement to be executed.

24 The Tender inviting authority reserves the right if practicable to split the work amongst the lowest bidders appearing with same rate or to award the work any one of two whose Credentials are superior over other. It is therefore requested to submit the list of works completed and list of works in progress along with work wise details for last three years period including last three financial years turnover along with Audited sheets.

25 Any part while signing agreement realized as typographical mistake in case of Unit, Rate, Quantity, Amount, any type of nomenclature in items of works / item itself including description etc. shall not be altered and whatsoever as stated in documents shall be included in the agreement. The operation of such item is reasonable and practicable shall be decided by the Authority whether to execute for repair work or to drop and call for as additional new item rates as per contained in terms and conditions of tender.

26 **Work order will be issued subject to approval of fund from higher Authority.**

PART - B GENERAL INSTRUCTIONS TO TENDERERS

1. **INCOME TAX CERTIFICATES:** A Certificate of Income tax clearance from the appropriate authority in the forms prescribed there for duly indicating annual turnover. These certificates shall be valid for one year from the date of issue or for the period prescribed therein for all tenders submitted during the period. Copy of last assessment order duly certified as true copy by the chartered accountant shall also be submitted.

2.0 Information on type of holding details of the Tenderer's organization shall be submitted as follows:

2.1 **IN CASE OF FIRMS WITH SOLE OWNERSHIP:** Full name, experience and address of the proprietor and nature of business.

2.2 **IN CASE OF PARTNERSHIP FIRMS:** The names of all the partners with addresses and their experience. A copy of the partnership deed/ instrument of Partnership duly certified by a Notary Public shall be enclosed.

2.2.1 The value of work shall be taken in the same proportion of share of partnership deed.

2.2.2 If the partnership deed do not speak of percentage share of each partner, it shall not be considered as Credential for qualifying Eligibility criteria.

2.3 **IN CASE OF COMPANIES:** Date and place of registration including date of commencement certificate in case of public companies and the nature of business carried out by the Company. Certified copies of memorandum and Articles of Association are also to be furnished. Also indicate names, addresses and experience of the Directors.

3. **RETURN OF SECURITY DEPOSIT:** If the contractor fully performs and completes the work in all respects to the entire satisfaction of authority and presents an absolute "**No Demand Certificate**" in the prescribed form and returns properties belonging to authority taken, borrowed or hired by him for carrying out the said works and shall be released only after the Guarantee Period of 12 months is completed satisfactorily.

4. **No interest** shall be payable by the authority on Earnest Money Deposit, Security Deposit or on any moneys due to the contractor.

All the supply works shall be carried out under the direction and to the satisfaction of the authority.

All payment shall be made in the name of contractor by Account's Payee Cheque.

Sd/-
(Shri D. K. Mandal, WBFS)
Divisional Forest Officer,
Howrah Division

GENERAL SUMMARY

Repairing of Iron Cages - 30 Nos. including painting
and carriage of the Range Offices of Howrah Division
to be used for rescue of wild animals

Sl. No.	Description of works	Amount. (Rs.)
1.	Repairing of Iron Cages - 30 Nos. including painting and carriage of the Range Office of Howrah Division to be used for rescue of wild animals	3,00,000

Time of Completion _____ days / months

I/We offer to execute the work: _____ (Tenderer should quote rate in the BoQ of Financial Bid but not here).

- a) At par with Rs. _____ (Rate to be quoted in Financial Bid) as per priced schedule of quantities.
- b) _____ % _____ (in words) above the priced schedule of quantities.
- c) _____ % _____ (in words) below the priced schedule of quantities.

Total :Rs. _____ (Rate quoted as in Financial BOQ)

(Signature of Tenderer
with official seal)

(Signature of Tender
inviting Authority)

(Signature of Tender
accepting Authority)

Signature of Witness: _____

Name of Witness: _____

Address: _____

Copy forwarded for information to:

1. The Principal Chief Conservator of Forests, & Head of Forest Force, West Bengal.
2. The Addl. Principal Chief Conservator of Forests & Chief Conservator of Forests, Cons. & Extn, West Bengal.
3. The Conservator of Forests, P & G Circle, West Bengal.
4. The Asstt. Divisional Forest Officer, Howrah Division
5. The Office File

Sd/-
(Shri D. K. Mandal, WBFS)
Divisional Forest Officer,
Howrah Division