



Government of West Bengal
Directorate of Forests

Office of the Principal Chief Conservator of Forests, Head of Forest Force
Aranya Bhawan, Block: LA-10A, Salt Lake City, Sector – III, Kolkata:: 700 106
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Visit us at: www.westbengalforest.gov.in



No. 2191/HRD/2E-1(673)(PT. IV)/19-20

Dt. 06/06/19

NOTICE INVITING QUOTATIONS

The Office of the PCCF & HoFF, Directorate of Forests, Government of West Bengal intends to engage firms conducting the training programmes on Personality Development for the officers and staff of the Directorate of Forests, Government of West Bengal during 2019-20. The training programmes will be conducted at our place in Kolkata and in other places of West Bengal. The training firm would have conducted training programmes for the Government Sector or private sector in the past, The trainings will be conducted in English, Hindi & Bengali. The training programmes may be for one day or for two days. In case of Kolkata or in other places in West Bengal, accommodation would be provided at nominal cost in the Forest Rest Houses. Local transport will be provided when the training programmes are conducted outside Kolkata. Airfare upto two people will be provided from Kolkata to North Bengal and back, when the programmes are organized in North Bengal.

- i) Intending training firms may download the required documents from the website www.westbengalforest.gov.in. The quotation should contain the 'technical proposal' and 'financial quote' respectively
- ii) The technical proposal should contain the photocopy of the following :
 1. Firm Registration Certificate
 2. PAN Card
 3. Trade Licence of the firm
 4. GST Registration Certificate
 5. Experience Profile in Form 2
 6. General information of the firm in Form 3
- iii) The financial quote should be given in the given space in Form 4 alongwith break up for various components, if any,
- iv) The successful training firm will have to conduct about eight to ten programmes for officers and staff in Kolkata and other places in the State of West Bengal during the financial year 2019-20. The bid which includes technical proposal and financial quote, should reach this office by hand or by registered post/speed post in a sealed cover addressed to Smt Niranjita Mitra, WBFS, Deputy Conservator of Forests, Administration, Aranya Bhawan, LA-10A, Sector : III, Salt Lake City, Kolkata : 700 106 by 24th June, 2019, 4.00 P.M.

v) The evaluation of the bids will be done by a committee based on the principle of Least Cost Selection (LCS) of the technically qualified bidders. The details of the process is described below.

vi) The evaluation of the proposal shall be carried out in two stages. In the first stage, the evaluation of the technical proposal will be taken up. The proposals which are received unsigned, or are incomplete will be summarily rejected.

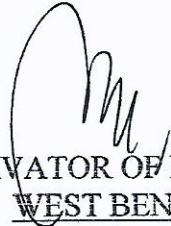
In the second stage, evaluation of the financial proposal of the technically qualified bidders will be taken up.

vii) The L1 bidder will be selected for the assignment. The firm which is ranked second(L2) will be kept in the panel and may be assigned training programme as and when necessary on mutual agreement at the L1 rate.

viii) The payment to the successful bidders will be made against each training programme and the payment will be made on receipt of the invoice after the training programme is over.

ix) The authority holds the right to terminate the service of the bidder if it finds that the work is unsatisfactory any stage during the financial year by giving a notice of 15 (fifteen days).

x) All Quotations submitted to the Deputy Conservator of Forests, Administration, shall be opened on 26th June, 2019 at 3.00 P.M. in the Chamber of DCF/Administration in presence of all bidders.


DY. CONSERVATOR OF FORESTS (ADMN.)
WEST BENGAL

FORM I

APPLICATION FOR QUOTATION

To
The Deputy Conservator of Forests, Administration
Directorate of Forests
Aranya Bhavan, Block LA-10A, Salt Lake City
Sector : III, Kolkata : 700106

Project Name : Engagement of Training Firms for 2019-20

Dear Sir,

Having examined the Notice Inviting Quotation, I/We hereby like to state that I/We wilfully accept all your conditions and offer to conduct training programme on personality development..

Dated this.....day of.....2019

Full name of applicant.....

Signature.....

In the capacity of.....

Duly authorised to sign bids for &
on behalf of (Name of Firm)
(in block capitals or typed).....

Office Address :

Telephone No.(s) (Office).....

Mobile No.....

Fax No.....

e-mail ID.....

Dt.....

Signature of the Authorised Signatory
On behalf of the bidder

FORM II

Experience File

Name of the Company/ Organization where Training Programmes were conducted	Address of the Company/Organization audited	No. of Training Programmes	Whether completed (Yes/No)

[Note : Attach copies of Work Orders and completion reports against completed works]

Date :

.....
Signature of the Authorised Signatory
On behalf of the bidder

FORM III

General Information about the Firm

1. Name of the Firm	
2. FRN No.	
3. Head Office Address Landline.....Mobile..... e-mail.....	
4. Branch/s Address in West Bengal Phone No.....Mobile..... e-mail.....	
5. Partner in Charge i. Name ii. Address iii. Mobile iv. E-mail	
6. PAN No.	
7. GST Registration No.	
8. Trade Licence No.	

I.....authorised partner/proprietor of the firm certify that the above information is true and genuine. If appointed as internal auditor, my firm will abide by the rules of the company in respect of maintaining secrecy of data/information.

Date	Name of Partner/Proprietor.....
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Place	Membership No.....
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FORM IV

Tender Inviting Authority - Deputy Conservator of Forests, Administration

Nature of Work - To conduct Training Programmes during 2019-20

Reference No.

Sl.No.	Description of Work	Financial Quote inclusive of all taxes	
		In Figures (against each Training Programme)	In Words (for total figure only)
1.	To conduct Training Programmes in Kolkata for one day	a. Training Charges : b. Other Charges* : Total :	
2.	To conduct Training Programmes in Kolkata for two days	a. Training Charges : b. Other Charges : Total :	
3.	To conduct Training Programmes outside Kolkata for one day in South Bengal	a. Training Charges : b. Other Charges : Total :	
4.	To conduct Training Programmes outside Kolkata for two days in South Bengal	a. Training Charges : b. Other Charges : Total :	
5.	To conduct Training Programmes outside Kolkata for one day in North Bengal	a. Training Charges : b. Other Charges : Total :	
6.	To conduct Training Programmes outside Kolkata for two days in North Bengal	c. Training Charges : d. Other Charges : Total :	

- In case of other charges, the details to be given

Signature of the Authorised
Signatory on behalf of the bidder