

Directorate of Forests
Office of the Principal Chief Conservator of Forests & Head of Forest Force, West Bengal
Aranya Bhawan, LA-10A Block, Sector-III, Salt Lake City,
Kolkata-700098

No. 01-TENDER/P&S (P)/2018

Dt. 08.05.2018

CIRCULAR.

Whereas a format of Certificate for Tender Approval was prepared and sent to all Divisional Forest Officers, Conservator of Forests and Chief Conservator of Forests for sending the same for approval for tender values above Rupees Ten lakh.

Whereas the Finance Dept., vide Memo No.3975-F(Y); dt.28/07/2016, stipulated that all the EMD/Tender Fees be deposited under e-Procurement Portal through the linked Payment Gateway.

Whereas recently the Finance Dept., vide Memo No.2365-F(Y); dt.12/04/2018, has declared that any entity under the State Government including Autonomous Bodies/Local Bodies/Parastatals does not follow the prescribed procedure for online receipt and refund of EMD/Tender Fees, such tender shall not be treated as valid.

Therefore, all the Divisional Forest Officers, Conservator of Forests and Chief Conservator of Forests are directed to follow the orders of the Finance Dept. in letter & spirit and in future this office shall not approve any Tender which do not receive EMD/Tender Fees through Govt. e-Procurement Portal and through the linked Payment Gateway.

A revised format for Tender Approval is attached for all to follow strictly.


Principal Chief Conservator of Forests (HoFF)
West Bengal

No. 1020 /P&S (P)/3D-263/Pt.-II

Dt. 08/05/2018

Copy forwarded for information and necessary action to:-

1. The Chief Conservator of Forests, Circle.
2. The Conservator of Forests, Circle.
3. The Divisional Forest Officer, Division.
4. The Chief Conservator of Forests, MIS for uploading the Circular on Forest Dept.'s Portal.


Principal Chief Conservator of Forests (HoFF)
West Bengal

FOREST DIRECTORATE, WEST BENGAL

CERTIFICATE FOR TENDER CONTRACT FOR APPROVAL BY PCCF & HIGHER AUTHORITIES

Division: Forest Division
Circle:

Circle:

Name of the Project:

E-Tender:

Tender Value: Rs.

Tender ID:

This is to certify that this tender procedure/contract conforms to the following: -

- i. The specification in terms of work, quality, type and quantity of service and goods tendered, has been clearly spelt out in the BoQ, keeping in view, the specific needs of the present project. Care has been to avoid purchasing quantities in excess of requirement ;
- ii. The work for which tender has been floated has not been split-up to avoid the necessity for obtaining the sanction of higher authority required with reference to total amount of the order ;
- iii. The tender/Contract document has been prepared in conforming with Rule-47 of the West Bengal Financial Rule & other Financial Rules and Guidelines issued by Finance Department from time to time ;
- iv. Due procedure is followed in judging the technical & financial qualifications of the tenderers,
- v. No specific additional Terms & Conditions were added, which may indirectly favour any specific Tender/ Tenderers.
- vi. The undersigned has satisfied itself that he recommended Tender offer is reasonable and in conformity with existing norms;
- vii. The details of the tender are provided bellow and signed & countersigned by appropriate authority;

Sl. No.	Item	Details		
1	If e-tender floated on unit value, then total unit & financial value to be furnished	i) Total Physical units		
		ii) Total Financial as per NIT		
2	Details of publication of the Tender/ e-tender	Name of the Newspaper	Language	Date of Publication
3	Publication Date in e- tender portal			
4	Date of publication in Dept. & District/Division's websites. If any.			
5	Last date of submission of Tech. Bid			
6	Date of opening the Technical Bid			
7	Date of opening of the Financial Bid			
8	Names and Designations of the Tender committee	Name	Designation	

9	Eligibility Criteria- Tech. & Financial- i) Credentials (should be mentioned in %, years and other specifications) (e.g. 40% last financial years etc. and specified to any Deptt. or class if any)	
	ii)	
	iii)	
	iv)	
10	i) Nos. of Bidders responded	
	ii) Nos. of technically qualified bidders	
	iii) Reason of disqualification against each bidder	
11	Quotation of L1 Being recommended-On Par/Above/Below by 1%	
12	Whether EMD and Tender fees have been deposited on the Govt.'s e-Procurement Portal (https://ybtenders.gov.in) through linked Payment Gateway	

Separate format to be filled up project wise in case of 2nd and 3rd call of same NIT.

Now, We request for approval of L1

Date:

Divisional Forest Officer
Division

Signature:
Name & Designation:

Date:

Counter Signature of Circle-in-Charge

Signature:
Name & Designation:

Government of West Bengal
Finance Department
Audit Branch

No. 2365 - F(Y)

Dated 12th April, 2018


MEMORANDUM

Sub: Online Tender Fees/EMD in e-Tender Portal

Online receipt and refund of EMD and Tender Fees, as applicable, on the State Government's e-Procurement Portal (<https://wbenders.gov.in>) through the linked Payment Gateway has been made mandatory vide FD's Memo No. 3975-F(Y) dated 28.07.2016.

2. It has come to the notice of the State Government that some of the State PSUs/Autonomous Bodies/Local Bodies/Parastatals under the administrative control of the State Government are not observing the procedure for online receipt and refund of EMD/Tender Fees as prescribed in the Memo. ibid. This is not in line with the e-Procurement Policy of the State Government.

3. Therefore, it is clarified that in case [any entity under the State Government including Autonomous Bodies/Local Bodies/Parastatals does not follow the prescribed procedure for online receipt and refund of EMD/Tender fees, such tender shall not be treated as valid.]


(H.K. Dwivedi)
Additional Chief Secretary
to the Government of West Bengal