



सत्यमेव जयते

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF FORESTS
OFFICE OF THE CONSERVATOR OF FORESTS
WILD LIFE (NORTH) CIRCLE, WEST BENGAL

S.J.D.A. COMPLEX, JALPAIGURI, P.O. DANGUAJHAR, DIST. JALPAIGURI, PIN - 735121
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Memo. No. : 1444/2B-41/WL

Dated : 08-09-17

To

The Divisional Forest Officers,
Darjeeling Wildlife Division,
Gorumara Wildlife Division &
Jaldapara Wildlife Division.

Sub. : Agreement / Contract / Tender for approval of floating of Tenders-Reg.

**Ref. : Principal Chief Conservator of Forests, Head of Forest Force, West Bengal's
office letter no. 5420/P&S(P)/3D-702/2017, dt. 16.08.2017 .**

With reference to the above mentioned subject and reference, please find enclosed herewith the photocopy of letter received from the Principal Chief Conservator of Forests, Head of Forest Force, West Bengal which is self-explanatory.

In this regard, you are requested to please submit the same in prescribed proforma to this office in future.

This is for your information and taking necessary action.

Conservator of Forests
Wild Life (North) Circle, W.B.

Memo. No. : 1444/2B-41/WL

Dated : 08-09-17

Copy forwarded for kind information to :

1. The Principal Chief Conservator of Forests, Head of Forest Force, West Bengal.
2. The Chief Conservator of Forests, Wildlife North, West Bengal.

Conservator of Forests
Wild Life (North) Circle, W.B.

DLF/Fim
29/8/17

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CONSERVATOR OF FORESTS
WILD LIFE IN CIRCLE, W.B.
REG. NO. 3424
CASE NO. 2B-41
DATE 30/8/17

0/2

Government of West Bengal
Directorate of Forests
Office of the Principal Chief Conservator of Forests & Head of Forest Force,
West Bengal
Aranya Bhawan, Block LA-10A, Sect. III,
Salt Lake, Kolkata-700 098.

No. 5620/P&S(P)/3D-702/2017

Dated : 16.08.2017

wfildlfr
north
To: 1. All Chief Conservator of Forests,
2. All Conservator of Forests
3. All Divisional Forest Officers

Sub :: Agreement/ Contract/Tender for approval of floating of Tenders-Reg.

With reference to the subject mentioned above, this is to inform you that this office is receiving proposals for approval of floating of Tenders (approval of Contract, approval of Agreement) in connection with different works which are being implemented by your Circle/Division, which is beyond the financial power as delegated to you.

Henceforth, all the proposals for such approvals that is beyond your financial power should accompany the certificate and check list being forwarded to you, for approval of the same by this office.

Enclos : As stated.


Principal Chief Conservator of Forests,
(Head of Forest Force), West Bengal.

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FOREST DIRECTORATE, WEST BENGAL

CERTIFICATE FOR TENDER CONTRACT FOR APPROVAL BY PCCF AND HIGHER AUTHORITIES

E. Tender:

Division:

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

- i) The specifications in terms of work, quality, type etc., as also quantity of goods to be procured, has been clearly spelt out in the BoQ, keeping in view, the specific needs of the present project. Care has been taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs;
- 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 conformity with Rule-47 of the West Bengal Financial Rules;
- iv) The Tender Conditions/Contract conforms to the Financial Rules and various guidelines issued by Finance Department from time to time;
- v) Due procedure is followed in judging the technical and financial qualifications of the tenderers,
- vi) That no specific additional Terms & Conditions were added, which may indirectly favour any specific Tenderer/Tenderers.
- vii) The undersigned has satisfied itself that the recommended Tender offer is reasonable and in conformity with existing norms;
- viii) The details of the tender are provided in the annexure A signed and countersigned by appropriate authority;
- ix) The undersigned has satisfied itself that the recommended 'Tender Offer' is reasonable and in conformity with existing norms;

Date:

Signature:

Name & Designation:

Counter Signature of Circle-in-charge

Date:

Signature:

Name & Designation

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Annexa - A

Check List for seeking approval of tender/e-tender
(to be filled up project wise for first call of NIT)

e-Tender Notice No ::

Division ::

Circle ::

Sl No.	Details	Name of Project	Value (in Rs).	
1.	Name of Work and Value	i)		
2.	If tender/e-tender floated on unit value, then total units shall be mentioned in the NIT and total physical and financial values to be furnished.	i) Total Physical Units		
		ii) Total Financial as per NIT		
3.	Details of publication of the Tender/e-tender.	<i>Name of the Newspaper</i>	<i>Language</i>	<i>Date of Publication</i>
		i)	Bengali	
		ii)	English	
		iii)	Hindi	
		iv)	Nepali (in Hills)	
4.	Date of publication in e-tender portal			
5.	Date of publication in the departmental website, district/division's websites, if any.	www.westbengalforest.nic.in		
6.	Last date of submission of the e-tender (Technical Bid)			
7.	Date of opening of the Technical Bid			
8.	Date of opening of the Financial Bid			
9.	Names and Designations of the Tender committee	<i>Name</i>	<i>Designation</i>	
		i).		
		ii).		
		iii).		

e-Tender Notice No ::

10.	Eligibility Criteria (Technical as per NIT)	
	i) Credentials (should be mentioned in %, years and other specifications) (e.g. 40%, last financial year or last 2 financial years, 3 financial years etc and specified to any deptt. or class if any)	
	ii)	
	iii)	
11.	i) Nos of Bidders responded.	
	ii) Nos of technically qualified bidders	
	iii) Reason of disqualification against each bidder.	Bidder a. Bidder b. Bidder c.
12.	Whether and by what % the L1 bidder is	
	i) % below ,the amount put to tender	
	ii) at par, the amount put to tender	
13.	iii) % above ,the amount put to tender	
	Specific recommendation of the DCF/DFO/DFD in 14 (i) or (ii).	Signature : Date : Seal :
14.	Specific recommendation of the Circle in Charge in 14 (i) or (ii) :	Signature : Date : Seal :

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