



Government of West Bengal  
Directorate of Forests

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No 9556 /P&S (P)/ 30-702 /2023-24

Date: 29.01.2024

To: All CCFs/CFs/Joint Directors/Field Directors, West Bengal

Sub: Required documents regarding approval of individual tender

Sir/Madam,


This is to inform you that the following documents are required by the Departmental Tender Committee to be submitted regarding approval of L1 bids of tenders.

List of documents-

- 1) Certificate of Tender Contract for approval by PCCF and Higher Authority (If the number of financial bidder is three or more than three, separate certificate need to be submitted for individual calls. Format enclosed )
- 2) Annexure-I: "Checklist for accepting tender with less than three bidders on second or subsequent calls" needs to be submitted for all individual calls. (Format enclosed)
- 3) Administrative Approval and Financial Sanction or Government Order of the proposed Work
- 4) Vetted estimate of the proposed work
- 5) Signed copy of Notice Inviting Tender
- 6) Vetted Bill of Quantities, wherever applicable
- 7) Technical Bid Evaluation and Comparative Statement
- 8) Financial Bid Evaluation Summary
- 9) Page of Comparative Statement from E-procurement System of Government of West Bengal
- 10) B.O.Q Summary details
- 11) Photocopy of Newspaper Cuttings of the advertisement(date of publication and name of paper should be clearly visible)
- 12) All documents submitted by the L1 bidder at the time of bid submission (list of documents enclosed)

Henceforth, you are requested to submit all the above-mentioned documents regarding approval of tenders through e-office.

Encl: As stated above

  
Deputy Conservator of Forests, Finance  
West Bengal

No 9557 /P&S (P)/ 30-702 /2023-24

Date: 29.01.24

Copy forwarded for information to All DFOs/DFDs, West Bengal.

  
Deputy Conservator of Forests, Finance  
West Bengal

FOREST DIRECTORATE, WEST BENGAL

CERTIFICATE FOR TENDER CONTRACT FOR APPROVAL BY PCCF & HIGHER AUTHORITIES

Division:  
Circle

Forest Division

Circle:

Name of the Project:

Tender Value: Rs.

E-Tender:

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 ( <a href="https://vbtenders.gov.in">https://vbtenders.gov.in</a> ) through linked Payment Gateway	

Separate format to be filled up project wise in case of 2<sup>nd</sup> and 3<sup>rd</sup> 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:

**Annexure-I: Checklist for Accepting tenders with less than 3 bids on 2<sup>nd</sup> or subsequent calls**  
**FD Memo No. 2320-F(Y) dated 7<sup>th</sup> June, 2022.**

Estimated amount	
Amount put to tender	
<b>In case of First Call</b>	
Eligibility Criteria (Technical) <i>(For procurement of services under QCBS/CQCCBS methods the details of marks, weightage, etc. are to be mentioned)</i>	
Eligibility Criteria (Financial) <i>(For procurement of services under QCBS/CQCCBS methods the details of marks, weightage, etc. are to be mentioned)</i>	
<b>Details of Publications of NIT</b> Date of NIT: Minimum Period for submission of tender as per Rules: Minimum Period for submission actually allowed: No. of Newspapers where publication is to be made as per Rules: Names of Newspapers in which publicity was actually made: Whether e-Tender: Whether Earnest Money has been received online through e-Procurement Portal (wbtenders.gov.in): If Extension of dates have been done, whether: 1. The period of extension is reasonable as per rules. 2. Corrigendum Notice has been published in at least one newspaper.	7/14/21  1 or 2 or 3   Yes/No Yes/No  Yes/No Yes/No
<b>No. of Bidders:</b> 1. Total no. of Bidders who responded: 2. No. of technically qualified Bidders: <i>(For procurement of services under QCBS / CQCCBS methods the details of scores are to be mentioned)</i>	
<b>In case of 2<sup>nd</sup> / Subsequent Call</b>	
<b>Whether Technical Criteria were reviewed before inviting 2<sup>nd</sup> / Subsequent Call to ensure that the eligibility criteria were not restrictive:</b> 1. If yes, whether revised or not: 2. If no, why not revised:	
Revised Eligibility Criteria (Technical) <i>(For procurement of services under QCBS/CQCCBS methods the details of marks, weightage, etc. are to be mentioned)</i>	
Revised Eligibility Criteria (Financial) <i>(For procurement of services under QCBS/CQCCBS methods the details of marks, weightage, etc. are to be mentioned)</i>	

<b><u>Details of Publications of NIT</u></b>	
Date of NIT:	
Minimum Period for submission of tender <sup>is PM*</sup> Rules:	7/14/21/(Any other).....
Minimum Period for submission actually allowed:	
No. of Newspapers where publication is to be made as per Rules:	1/2/3
Names of Newspapers in which publicity was actually made:	
Whether e-Tender:	Yes/No
Whether Earnest Money has been received online through e-Procurement Portal (wbtenders.gov.in):	Yes/No
If Extension of dates have been done, whether:	
1. The period of extension is reasonable as per rules.	Yes/No
2. Corrigendum Notice has been published in at least one newspaper.	Yes /No
<b><u>No. of Bidders:</u></b>	
1. Total no. of Bidders who responded:	
2. No. of technically qualified Bidders:	
<i>(For procurement of services under QCBS/QCCBS methods the details of marks, weightage, etc. are to be mentioned)</i>	
<b><u>Details of Financial Bids of <u>only the technically qualified bidders</u></u></b>	
In case of lowest financial bid based tender, whether and by what % the Li Bid is:	
1. Below/At par with/Beyond the amount put to tender:	
2. Below/At par with/Beyond prevalent market rates (for procurement of goods and services):	
<b>Specific comments of TIA:</b>	
1. Reasons justifying and recommending acceptance of Li bid:	
2. Whether the quoted rate is reasonable:	
<b>Specific recommendation of the Departmental Tender Committee:</b>	
1. Views on the submission of TIA:	
2. Whether the quoted rate is reasonable:	
<b>Specific recommendation of the FA regarding acceptance/re-tender:</b>	
Acceptance of the Head of the Administrative Department / Order for Re-tender:	

B. My Document (Non-Statutory Cover)

Sl. No.	Category Name	Sub-Category Description	Document Name
A.	CERTIFICATES	CERTIFICATES	(For details see Clause 3 of ITB & relevant clauses of NIT)
			1 Up to date Professional Tax deposit receipt challan
			2 Updated GST Registration Certificate.
			3 I.T.R. Acknowledgement Receipt (last 3 years)
			4 I.T. PAN Card, ESI & EPF Registration Certificate (If EPF and ESI is not required by law, declaration is to be submitted on letter head of The Company/ Firm properly stamped and signed)
			5 Voter ID Card / Aadhar Card
			6 Enlistment Certificate/ Trade License for similar nature of work
			7 ESI and EPF up to date payment certificate
			8 All up-to-date documents regarding taxes and charges as applicable
			10 Electrical Contractor License
B.	COMPANY DETAILS	COMPANY DETAILS	1 Proprietorship Firm - Trade Licence.
			2 Partnership Firm - Registered Partnership Deed, Registered Power of Attorney, Trade licence.
			3 Pvt. Ltd. Company - Registration Certificate under Company's Act, MOA & AOA, Registered Power of Attorney, Trade licence.
			4 Registered Un-employed Engineers and Labour Co-operative Societies Limited.
C.	CREDENTIAL	CREDENTIAL	1 <i>Similar nature of work as per Notification no. 04-APW/O/10C-02/14 dated 18.03.2015 of Public Works Department, Accounts Branch, Government of West Bengal.</i>
D.	EQUIPMENTS	PLANTS & MACHINERIES	1 Authenticated copy of invoice, challan and way bill (Machinery/Tools/Equipment)
E.	FINANCIAL (INFO)	Turnover	1 Last Three years Audited Balance Sheet
		PAYMENT CERTIFICATE	2 Only Payment Certificate of work issued by the Concerned authority and not the TDS certificate
Inclusive of all other Govt. Rules for attending tender.			
F.	Declaration	TECHNICAL STAFF	1 An affidavit mentioning the name of the technical staff.