Notice Inviting e-Tender No. **WBFOR/01/NIT/24PGSN/2020-21 (2nd Call)**

Notice Inviting e-Tender No. **WBFOR/01/NIT/24PGSN/2020-21 (2nd Call)** of the Divisional Forest Officer 24 – Parganas (North) Division invites e-tender for the work detailed in the table below.

(Submission of Bid through online)

List of Schemes:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of the work (1)</th>
<th>Quote on rate (Rs.) (2)</th>
<th>Earnest Money (Rs.) (3)</th>
<th>Price of Technical &amp; Financial Bid document s and other annexure s (Rs.) (4)</th>
<th>Period of Complet ion (5)</th>
<th>Name of the Concerned Officer (6)</th>
<th>Place of Supply (7)</th>
<th>Estimated Cost (Yearly) (8)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Supply of deer feed for 2020-21 at Bibhutibhusan Wildlife Sanctuary, Parmadan under Bongaon SF Range of 24 Parganas (North) Division</td>
<td>Rate to be quoted per items</td>
<td>Rs. 20,000.00 (Rupees Twenty thousand only) (through e-procurement Portal)</td>
<td>Rs. 1,000.00 (Rupees One thousand)</td>
<td>Upto March-2021</td>
<td>Divisional Forest Officer, 24 – Parganas (North) Division</td>
<td>Bibhutibhusan Wildlife Sanctuary, Parmadan under Bongaon SF Range of 24 Parganas (North) Division</td>
<td>Rs. 10,00,000.00 (Rupees Ten lakhs) only (approx)</td>
</tr>
</tbody>
</table>

Supplied materials should be fresh, Clean & of best quality.

In the event of e-filling, intending bidder may download the tender documents from the website [https://wbtenders.gov.in](https://wbtenders.gov.in) directly with the help of Digital Signature Certificate. Necessary cost of tender documents (tender fees) and Earnest Money of amount of Rs.20,000.00 (Rupees Twenty thousand) only. **EMD should be deposited in e-procurement Portal with the payment gateway of ICICI Bank in favour of Divisional Forest Officer, 24Parganas (North) Division.** The e-Challan against Earnest Money Deposit (EMD), a copy of uploaded relevant documents (except BOQ) & sample of material (Name of Firm should be embossing/written in air tight container) as mentioned in annexure- A in specified quantity should be submitted physically in the Office of Divisional Forest Officer, 24 – Parganas (North) Division under sealed cover on 31.08.2020 within 5.00 PM.

1) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website [https://wbtenders.gov.in](https://wbtenders.gov.in) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be opened as per Time Schedule stated in Sl. No. 3.

2) The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the ‘Tender Evaluation Committee’ formed by the Higher authority. The decision of the ‘Tender Evaluation Committee’ will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website. Technical bid will accompany the above documents, mentioned in column – 7 Photocopy of e-Challan towards cost of tender documents, Photocopy of e-Challan towards Earnest Money (EMD) and Terms & conditions (Annexure – B)
Joint Ventures will not be allowed.
A prospective bidder shall be allowed to participate in the instant job either in the capacity of individual or as a partner of a firm.
Running payment for supply may be made to the executing agency.
No mobilization advance and secured advance will be allowed.

Bid shall remain valid for a period not less than 120 (one hundred twenty) days from the last date of submission of Financial Bid / Sealed Bid if the bidder withdrawn the bid during the validity period of bid the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

3) **Date and Time Schedule**

<table>
<thead>
<tr>
<th>Sl no</th>
<th>Particulars</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>Date of uploading of N.I.T. &amp; other Documents (online) (Publishing Date)</td>
<td>18.08.2020 at 10 am</td>
</tr>
<tr>
<td>b)</td>
<td>Documents download / sell/submission start date (online)</td>
<td>18.08.2020 at 10 am</td>
</tr>
<tr>
<td>c)</td>
<td>Bid submission closing (online)</td>
<td>31.08.2020 at 5 pm</td>
</tr>
<tr>
<td>d)</td>
<td>Last date of submission of original copies for the cost of Tender Documents and Earnest Money (EMD) offline and hard copy of tender documents along with sample</td>
<td>31.08.2020 at 5 pm</td>
</tr>
<tr>
<td>e)</td>
<td>Bid opening date for Technical Proposals (online)</td>
<td>03.09.2020 at 11 am</td>
</tr>
<tr>
<td>f)</td>
<td>Date for opening of Financial Proposal (online)</td>
<td>To be informed later</td>
</tr>
<tr>
<td>h)</td>
<td>Name &amp; Address of the Tender Accepting Authority.</td>
<td>DIVISIONAL FOREST OFFICER, 24 – PARGANAS (NORTH) DIVISION COURT COMPLEX (NEAR BARASAT TITUMIR BUS TERMINUS), BARASAT, NORTH 24 PARGANAS DISTRICT KOLKATA – 700124.</td>
</tr>
</tbody>
</table>

**Note:**

a). In case of any unscheduled holiday or on days of Bandh or natural calamity on the aforesaid dates, the next working day will be treated as scheduled / prescribed date for the same purpose.

b). The Tender Inviting Authority may change the venue of opening the Technical or Financial Bids in case of exigent circumstances like breakdown of communications link or conditions of force majeure.

c). The Tender Inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.

4) **Description of supply**

a) List of food items in Annexure A

5) **Cost of Tender : 1000.00 (Rupees One thousand) only through GRIPS.**

**Earnest Money :** Earnest Money of amount of Rs.20,000.00 (Rupees Twenty thousand) only should be deposited in e-procurement Portal with the payment gateway of ICICI Bank in favour of Divisional Forest Officer, 24Parganas (North) Division. The e-Challan against Earnest Money Deposit (EMD), a copy of uploaded relevant documents (except BOQ) & sample of article (Name of Firm should be embossing/written) in sealed airtight container as mentioned in annexure- A in specified quantity should be submitted physically in the Office of Divisional Forest Officer, 24 – Parganas (North) Division under sealed cover on 31.08.2020 within 5.00 PM.

6) **Security Deposit:**
The successful Tenderer to whom a Letter of Acceptance has been issued shall submit within 02(two) days from the date of Letter of Acceptance, the successful Bidder shall deliver to the Employer a Security Deposit in the through GRIPS Portal amounting to 10% of the accepted bid value. In case accepted bid value is 80% or less of the estimate put to tender successful bidder have to perform an Additional Performance Security of 10% accepted bid value in the form of Bank Guarantee. Failure in depositing this amount and / or non-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 after completion of entire supply without any interest.
7) The Bidder, at his own responsibility and risk is encouraged to visit and examine the place and materials to be supplied and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the place shall be at his own expense.

8) 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 authority. The tender accepting authority of Divisional Forest Officer, 24 – Parganas (North) Division reserve the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.

9) Conditional / Incomplete tender will not be accepted under any circumstances.

10) The intending tenderers are required to quote the rate online.

11) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.

12) The Divisional Forest Officer, 24 – Parganas (North) Division reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

13) If there be any objection regarding prequalifying the Agency that should be lodged on line to the Chairman of Tender Evaluation Committee within 2 (two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.

14) Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances without any reference to the lowest tenderer.

15) If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence:
   i) N.I.T.
   ii) Terms & Conditions
   iii) Technical Bid
   iv) Financial Bid

16) Qualification criteria:
   The tender inviting and Accepting Authority through a “Tender Evaluation Committee” will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:
   (a) All categories of prospective Tenderers shall have to submit valid and up to date Professional Tax receipt challan, GST registration certificate, Income Tax return Acknowledgement receipt, PAN card issued by Income Tax Department, Aadhar card and Trade licence in respect of the prospective tenderer.
   (b) Prospective tenderers who have executed supplying works in any Government Department, ZillaParishad, Government undertaking / Statutory Bodies constituted under the statute of the Government/ reputed MNCs, Completion Certificate indicating Estimated Amount, Value of work-done, date of completion of the work and detail communicational address along with contact number of the Client should be submitted. [Non-statutory Documents].
   All categories of intending Tenderers shall have satisfactorily completed as a prime agency during the last 3 (three) years prior to the date of issue of this Tender Notice either of the following:
   (i) At least one job (supply work) of an estimated cost equal to or more than the estimated cost put to this notice; or
   (ii) At least two job (supply work) of an estimated cost of each of the works equal to at least 50% of the estimated cost put to this notice in any one year; or
   (iii) At least three job (supply work) of an estimated cost of each of the works equal to at least 33% of the estimated cost put to this notice in any one year,
(c) Where an individual person holds a Certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while submitting any tender for and on behalf of such company or firm, invariably submit a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to submit such tender. The Power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908. (Non-statutory Documents).

(d) Neither prospective Tenderer nor any of the constituent partners had been debarred to participate in any Tender by Forest Dept., P.W.D., P.W.(R)D & P.W.(C.B.)D, Housing Department, W.B. or C.P.W.D. or M.E.S or Railways or any Govt. Deptt. or reputed MNC etc; during the last 5 (five) years prior to the date of this NIT. Such debarring will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format). [Non-statutory Documents]

(e) The partnership firm shall furnish the Registered Partnership Deed and the Company shall furnish the Memorandum of Association (MOA) and Article of Association (AOA.) [Non-statutory Documents]

(f) Registered Un-employed Engineers’ Co-operative Societies / Labour Co-operative Societies are required to furnish the following documents : - [Non-statutory Documents]
   i) Current "No Objection Certificate" from the Assistant Registrar of Co-operative Societies.
   ii) Supporting documents showing area of operation.
   iii) Bye-laws duly approved by the Assistant Registrar of Co-operative Societies.
   iv) Name with address and signature (in original) of the present Board of Directors of the Co-operative Society
   v) Copies of Minutes of last Annual General Meeting and Audit Report of the Co-operative Society with the evidence of submission of the same to the concerned Authorities, duly attested.

(g) The prospective Tenderers or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility.

(h) A prospective Tenderer shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If the prospective Tenderer is found to have applied severally in a single job, all his applications will be rejected for that job.

(i) No conditional / Incomplete Tender will be accepted under any circumstances.

(j) The Financial Eligibility: The turnover of the tenderer should be 50% of the value of the work, as evidenced from previous year’s income the returns.

17) Escalation of Price on any ground and consequent cost over run shall not be entertained under any circumstances. Rates should be quoted accordingly.

18) No price preference and other concession will be allowed.

Sd/- Niranjita Mitra
Divisional Forest Officer
24 – Parganas (North) Division
SECTION - A
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 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) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. 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 mentioned in Clause A.1. using the Digital Signature Certificate. 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. If found to have applied severally in a single job all his applications will be rejected for that job.

v. Submission of Tenders:
Tenders are to be submitted through online to the website stated in Clause A.1. 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. Technical File (Statutory Cover) containing
   i. NOTICE INVITING TENDER (NIT) (to be submitted in “NIT” Folder).
   ii. Earnest Money Deposit (EMD) is to be submitted by the Tenderer as mentioned in the NIT document in favour of “Divisional Forest Officer, 24 Parganas (North) Division”.
   iii. Instructions to Bidders. (to be submitted in “NIT” Folder)
   iv. General Terms & Conditions of Contract. (to be submitted in “NIT” Folder)
   v. Technical Specification. (FORM-I, FORM-II, FORM-III, FORM –IV, AFFIDAVIT, to be submitted in “FORMS ” Folder)

Note: a) The relevant documents should be submitted online to the office of the Divisional Forest Officer, 24 Parganas (North) Division as per the 'Date & Time Schedule' stated in N.I.T. Technical Bid & Financial bid both will be submitted concurrently duly digitally signed in the Website https://wbtenders.gov.in Financial bid may download from website & submission of Financial Bid as per Tender Schedule.

vi. Addenda/Corrigenda, if published: Contractors are to keep track of all the Addendum/Corrigendum issued with a particular tender and upload all the above, digitally signed, along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as invalid and liable to be rejected.
### A. CERTIFICATES

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Category Name</th>
<th>Sub-Category Description</th>
<th>Document Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>P.T. deposit receipt Challan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>GST Registration Certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Current I.T.Return</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>I.T. PAN Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>AADHAR CARD</td>
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<td></td>
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</table>

### B. COMPANY DETAILS

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Category Name</th>
<th>Sub-Category Description</th>
<th>Document Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Proprietorship Firm - Trade Licence.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Partnership Firm - Registered Partnership Deed, Registered Power Attorney, Trade licence.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Registered Un-employed Engineers and Labour Cooperative Societies Limited.</td>
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</tbody>
</table>

### C. CREDENTIAL

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Category Name</th>
<th>Sub-Category Description</th>
<th>Document Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Experience Profile- List of completed Projects of supplying good or similar nature.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Completion Certificate from the concerned.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### D. EQUIPMENTS

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Category Name</th>
<th>Sub-Category Description</th>
<th>Document Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Authenticated copy of invoice, challan and way bill (Machinery)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Authenticated copy of invoice, challan and way bill (Laboratory)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### E. FINANCIAL (INFO)

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Category Name</th>
<th>Sub-Category Description</th>
<th>Document Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Authenticated copy of the Income Tax Returns.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### F. DECLARATION

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Category Name</th>
<th>Sub-Category Description</th>
<th>Document Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Section-B:- FORM-I, FORM-II, FORM-III, FORM-IV, Affidavit-Y</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**N.B.:** Failure of submission of any of the above mentioned documents as stated in Sl. No. A. and Sl. No. B will render the tenderer liable to be rejected for both statutory & non statutory cover.

**Tender Evaluation Committee (TEC)**

Evaluation Committee constituted by the Competent Authority of the Joint Director, Sunderban Biosphere Reserve, West Bengal will function as Head of Evaluation committee for selection of technically qualified contractors.

**Opening & evaluation of tender:**
Earnest Money Deposit exemption is not allowed.

**Opening of Technical Proposal:**
Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).
Intending tenderers may remain present if they so desire.
Cover (folder) for Statutory Documents (Ref. Sl. No. A.v.(a).) will be opened first and if found in order, cover (folder) for Non-Statutory Documents (Ref. Sl. No. A.v.(b).) will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.

During the Technical Evaluation sample submitted by the tenderer would be evaluated. If sample of material is found not upto the mark then your bid may be rejected without assigning any reason.

Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

Summary list of technically qualified tenderers will be uploaded online. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

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.

Financial Proposal:
The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ.

Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

Financial capacity of a bidder will be judged on the basis of information furnished in Section - B.

Penalty for suppression / distortion of facts:
If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant Act.

Rejection of Bid:
Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

Settlement of Dispute, Arbitration:
Except where otherwise provided in the Contract, all questions and disputes relating to the meaning of the specifications, designs, and instruction herein before mentioned and as to the quality of supply material or as to any other question, claim, rights, matter, or things whatsoever, in any way arising out of or relating to the contract, design, specifications, instructions, orders or these conditions or otherwise concerning the works or the execution or failure or execute the same, whether arising during the process of supply of feed material or after completion of supply or abandonment thereof shall be referred to the sole arbitration of the Joint Director, Sundarban Biosphere Reserve, West Bengal, Directorate of Forests, Govt. of West Bengal. If the Joint Director, Sundarban Biosphere Reserve, West Bengal, be for any reason unwilling or unable to act as such arbitrator, such questions and disputes shall be referred to an arbitrator to be appointed by the DIRECTORATE OF FORESTS, GOVT OF WEST BENGAL. The award of the arbitrator shall be final, conclusive and binding both parties to this contract and no suit shall lie in Civil Court in respect of the award by the Arbitrator.

AWARD OF CONTRACT
a) The Tender Inviting Authority reserves the right to accept or reject any Tender and to cancel the Tendering processes and reject all Tenders at any time and prior to the Award of Contract without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

b) The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter.

c) The notification of award will constitute the formation of the Contract.
The Agreement will incorporate all agreements between the Tender Accepting Authority and the successful Bidder. All tender documents including NIT & B.O.Q. will be the part of the Contract Document.

Section – B
FORM-I
APPLICATION

To,
The Divisional Forest Officer
24 Parganas (North) Division
Barasat

Subject: (Name of the Work with Tender reference no.)_______________________________________

Reference : (N.I.T. No.)_______________________________________

Dear Sir,

Having examined the Statutory, Non-statutory and NIT documents; I/We hereby submit all the necessary information and relevant documents for evaluation.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for application and for completion of the contract documents is attached herewith.

I/We are interested in bidding for the work mentioned above

I/We understand that

(a) Tender Inviting Authority and Accepting Authority can amend the scope and value of the contract bid under this project
(b) Tender Inviting Authority and Accepting Authority reserve the right to reject any tender without assigning any reason.

The application is made by me/us on behalf of ___________________ in the capacity of ___________________ duly authorized to submit the tender.

Enclosure:
(1) Technical Proposal (Envelop-1/Folder)
(2) Financial Proposal (Envelop-2/Folder)

Date:_____________________

Signature of authorized officer of the firm:______________________________

Title & Capacity of the officer:________________________________________

Name of the Firm with Seal:__________________________________________

Section – B
AFFIDAVIT – Y

(To be furnished in Non-judicial stamp paper of appropriate value duly notarized)

(I) I, the undersigned do certify that all the statements made in the attached documents are true and correct. 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 undersigned.

(II) The undersigned also hereby certifies that neither our firm M/S________________________ nor any of constituent partners had been debarred to participate in tender by the Directorate of Forests /Government of West Bengal or any of the Statutory Bodies or Government Organizations in favour of whom credentials are preferred by the undersigned towards eligibility claim; during the last 5 (five) years prior to the date of this N.I.T.

(III) The undersigned would authorize and request any Bank, person, Firm, or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Deputy Conservator of Forests, Administration, W.B. Herein referred to as the Tender Inviting & Accepting Authority, to verify this statement.

(IV) The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Tender Inviting & Accepting Authority.

(V) Certified that I have applied in the tender in the capacity of individual/as partner of a firm & I have not applied severally for the same job.

Date:_____________________

Signature of authorized officer of the firm:______________________________
Title & Capacity of the officer: ______________________________________
Name of the Firm with Seal: ______________________________________

Section-B
FORM II
(TO BE FILLED UP BY TENDERER)

To,
The Divisional Forest Officer
24 Parganas (North) Division
Barasat

Dear Sir/Madam,

Ref:- Work of …………………………………………………………………….. ; Tender Reference No. __________________________

1.- I/We refer to the tender notice issued by you for the works Procurement of Deer Feed at BBWLS, Parmadan in connection with the above.

1. I/We do hereby offer to perform, provide execute, complete and maintain the works in conformity with the drawings, conditions of contract, specifications, Schedule of Quantities for the sum of Rs………...( quoted in Financial BOQ ) only at the respective quoted ITEM WISE rates mentioned in the Schedule of Quantities.

2. I/We have satisfied myself/ourselves as to the site conditions, examined the drawings and all aspects of tender conditions, subject above, I/We hereby agree, should this tender be accepted in whole or in part, to:
   (a) Abide by and fulfill all the terms and provisions of the said conditions annexed hereto;
   (b) Complete the works within……………..days.

3. I/We have deposited the earnest money of Rs………………..( Rupees………………thousand ) only which, I/We note that deposited EMD, will not bear any interest and is liable for forfeiture.
   Or
   (i) If our offer is withdrawn within the validity period of acceptance.
   (ii) If the contract is not executed within 15 days from the date of receipt of the letter of acceptance.
   Or
   (iii) If the work is not commenced within 10 days after issue of work order/handing over of the site which ever is later.

4. I/We understand that you are not bound to accept the lowest or any tender you receive.

Yours faithfully,

Signature........................................................
Designation : ....................................................
Address : ....................................................

Name of Partners of our Firm: ……………………………………..

Section – B
FORM – III
STURCTURE AND ORGANISATION

A.1. Name of the applicant (Tenderer):

A.2. Office Address:

Telephone No.: 
Fax No.:

A.3. Name and address of Bankers:

A.4. Attach an organization chart showing the structure of the company with names of key personnel and technical staff with Bio-data

Date:____________________

Signature of authorized officer of the firm: ____________________________
### EXPERIENCE PROFILE

#### LIST OF PROJECTS COMPLETED IN SUPPLY WORKS

[ELIGIBILITY CRITERIA]

<table>
<thead>
<tr>
<th>Name of the Employer</th>
<th>Name, Location and nature of work</th>
<th>Name of authorized supervisor with designation</th>
<th>Contract price in Indian Rupees</th>
<th>Percentage of participation of Company</th>
<th>Original date of starting work</th>
<th>Original date of completion of work</th>
<th>Actual date of starting of work</th>
<th>Actual date of completion of work</th>
<th>Reasons for delay in completion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** a) Certificate from the employers to be attached. b) Non-disclosure of any information in the schedule will result in disqualification of the firm.

**Date:______________________**

**Signature of authorized officer of the firm: ________________________________**

**Title and capacity of the officer: ________________________________________**

**Name of the firm with seal: ______________________________________________**

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### Annexure – A

**Specification and Schedule of items Requirement**

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Item of Supply</th>
<th>Location</th>
<th>Requirement per month (Approx) quantity may be increased or decreased according to requirement</th>
<th>Sample to be supplied along with tender document sealed air-tight container</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Gram</td>
<td>Bibhutibhusan Wildlife Sanctuary at Parmadan under Bongaon SF Range of 24 Parganas (North) Division</td>
<td>880 Kg</td>
<td>200 gm</td>
</tr>
<tr>
<td>02.</td>
<td>Cane Molases</td>
<td></td>
<td>100 Kg</td>
<td>200 gm</td>
</tr>
<tr>
<td>03.</td>
<td>Rock salt</td>
<td></td>
<td>33 Kg</td>
<td>100 gm</td>
</tr>
<tr>
<td>04.</td>
<td>Mustered Oil Cake.</td>
<td></td>
<td>100 Kg</td>
<td>100 gm</td>
</tr>
<tr>
<td>05.</td>
<td>Bran Mash</td>
<td></td>
<td>60 Kg</td>
<td>100 gm</td>
</tr>
<tr>
<td>06.</td>
<td>Wheat barn</td>
<td></td>
<td>594 Kg</td>
<td>100 gm</td>
</tr>
</tbody>
</table>

**Note:**

- Materials to be delivered on 1st day of each calendar month i.e. 100% of total quantity for each month.
- Sample of materials (in air-tight container) should be submitted physically in the office of the Divisional Forest Officer, 24 Parganas (North) Division otherwise the agency or contractor should be rejected for non-submission of samples.

**Date:______________________**
required amount may increase or decrease depending on the prescription given by veterinary doctor or any increase or decrease in number of deer due to release or augmentation programme.
Bill will be paid on the basis of actual supply as certified by the concerned Range Officer.

ANNEXURE - B

Terms and Conditions

1) E-Tender should submit on or before the mentioned date published on the tender notice.

2) The cost of Tender document is NIL.

3) The tenderers will have to produce original documents to prove their capabilities and financial resources to do the business and up to date Trade Licence, Current Income Tax Return & P. Tax Challan after opening of Technical Bids to the Tender Committee of the Divisional Forest Officer, 24 – Parganas (North) Division

4) Tender shall be accompanied by a deposit of Rs.20,000.00 as earnest money which be forfeited if the tender is unwilling to execute the e-tender formalities within the stipulated date after his rate is finally accepted by the Divisional Forest Officer, 24 – Parganas (North) Division. The earnest money shall be refunded to the unsuccessful & successful tenderer without any interest after finalization of the said tender.

5) The tender must be written legibly in English and the rates are to be quoted in words as well as in figures. No conditional rate will be considered. Rates will be inclusive of Sales Tax and all other charges including delivery charges at site. Tenders must be irrevocable.

6) Irrevocable Tender be submitted into reapproved system for the ingredients in the accompanying items of the tenders.

7) Tenderer who have previously failed in any such earlier tender will not be eligible to participate in the tender.

8) The tender will be opened by the Divisional Forest Officer, 24 – Parganas (North) Division at the place and time to be notified in the Websites.

9) The final acceptance of the tender is subject to the approval of the Divisional Forest Officer, 24 – Parganas (North) Division

10) The Divisional Forest Officer, 24 – Parganas (North) Division is not bound to accept the lowest or any tender.

11) The successful tenderer shall have to execute an Agreement of contract and deposit a security money 10% of the total value of articles contracted for the due performance of the work within a week from the date of receipt of the letter of acceptance. This security deposit will be refunded in accordance with terms of the contract upon certifying satisfactory completion/performance of the work by the competent authority.

12) The successful tenderer shall have to furnish up to date Trade License & Income Tax Return soon after signing the contract but before any payment is received. In case of failure to do so the payment of the bills will be kept held and if found necessary the contract will be terminated and security money is to be forfeited.

13) The contract shall begin from August, 2020 and continue till the 31st March, 2021 or for such further period as may Joint Director, Sunderban Biosphere Reserve, West Bengal.

14) The contract shall not be assigned or subject to sold even in part.

15) The Divisional Forest Officer, 24 – Parganas (North) Division reserves the right of accepting the tender either wholly or partly or rejecting any tender without assigning any reason.

16) The contractor will be required to supply increased or diminished quantities of all or any of the articles as may be found necessary to such alternations at the contract rate. Fluctuation in rates due to market variation will not be considered as a reason for non-supply.

17) With each consignment of food article the contractor should furnish a challan in duplicate showing the number of bags total weight each kind of food articles supplied and should obtain one copy signed by the concerned Range Officer, Bangaon Ranges.
19) The articles shall be weighed in the presence of staff engaged for the purpose and the contractor shall have a representative present at the time of weighing as no complaint as to short weight can be entertained.

20) Canvassing in any form whether direct or implied will be a disqualification.

21) Monthly bills, in triplicate, with supporting signed challans and orders shall be presented to the office of the Divisional Forest Officer, 24 – Parganas (North) Division within 1st week of the month next after the month of supply and payment will be made after proper checking.

22) Payments will be released subject to allotment released by appropriate authority.

23) Any other conditions appearing in the notice for the tenders will also be binding on the tenderers.

24) Tenders for supply of animal food items, supplier from bonafide contractor should be resident of the state of West Bengal will be considered only.

25) Rejected perishable articles, if any, must be removed within one hour of the written or verbal notice.

26) The quality of the articles will be occasionally examine by the authorized Officer.

27) Sample of materials should be submitted physically along with online submitted tender documents & EMD in the office of the Divisional Forest Officer, 24 Parganas (North) Division at 4.00 PM on the last date of online submission of tender otherwise the agency or contractor should be rejected for non submission of samples.

28) In case of exigencies / unavoidable circumstances the tenure of agreement may be extended upto the maximum period of 3(three) months without any alteration in other terms & conditions and rate with sole discretion of the Director keeping in view that uninterrupted supply of the party.

29) The Tenderer shall be bound to supply the best quality of feed materials according to the direction by the DFO/24PGS(N) DIVN. or the Authorise Officer of 24 Parganas (North) Division. Any complaint about the quality, quantity etc. of the material shall be taken seriously. In such case, the DFO/24PGS(N) DIVN. reserves the right to terminate the agreement and may be issued the supply order the 2nd lowest Bidder.

30) Payment shall be made to the Contractor by the Employer on the bills certified by the Representative of the Employer though ECS mode. All statutory deductions like, I.Tax, , GST or any other cess that can be imposed by the Government will be deducted from the submitted bill (s) etc.

31) The successful Tenderer shall have to enter into an agreement with the Employer. Stamp duty and all other costs connected with execution of such agreement shall be borne by the successful Tenderers.

Sd/- Niranjita Mitra
Divisional Forest Officer
24 – Parganas (North) Division

No 590(10)/23-20 Dated, Barasat, the 13.08.2020

Copy forwarded for information :-
1. The Principal Chief Conservator of Forests & Head of Forest Force, West Bengal
2. The Joint Director, Sundarban Biosphere Reserve, , West Bengal along with two copies of the Tender Notice with the request to return one copy duly approved.
3. The Deputy Conservator of Forest, MIS, West Bengal to upload in the website www.westbengalforest.gov.in
4. The Assist. Divisional Forest Officer, 24 Parganas (North) Division.
5. All Range Officers (Territorial), 24 Parganas (North) Division.

Sd/- Niranjita Mitra
Divisional Forest Officer
24 Parganas (North) Division