No. 3206 / 2 – 3/SP/Tender ; dated, Burdwan, the 06 / 11 / 2019.


(FOR OPEN TENDER WORKS)

Sealed tenders are invited for the following works (A. List of Works) from the reputed, resourceful and bonafied Contractors/Suppliers/Manufacturer working under Government/Semi-Govt. Departments having experience, financial capability and requisite credential in executing similar nature of works.

Detailed Tender Notice, other relevant documents and further particulars may be had from the Office of the Attached Forest Ranger at the Divisional Forest Office, Burdwan Division, Golapbug, Burdwan on payment of Rs. 296/- (Rs. 250/- + 18% GST i.e. Rs. 46/- = Rs. 296/-) Rupees Two hundred ninety six only by cash as per schedule of dates.

Submitting application for Tender Documents as follows (Technical Bid Statutory cover):

a) Application for Tender,
b) General Information about the Organization,
c) Copy of Valid Trade License,
d) If Partnership Firm - Registered Partnership Deed, Registered Power Attorney, Trade License.
e) If Pvt. Ltd. Company - Registration Certificate under company's Act, MOA & AOA, Registered.
f) If Registered Un-employed Engineers and Labour Co-operative Societies Limited –Valid Registration Certificate, By-Law, Audit Report & AGM Regulations.
g) Copy of IT Acknowledgment Receipt for last Assessment Year.
h) Copy of GST Registration Certificate & Returns copies.
i) Copy of Professional Tax Registration.
j) Copy of PAN & Adhaar Card.
k) Credential : i) Experience Profile - List of completed Projects of similar nature of 100% completion of work, ii) Completion Certificate/Payment Certificate from the concerned Supervisor which is applicable for eligibility in this bid.

A. List of Works:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Tender Notice No.</th>
<th>Item of Works</th>
<th>Location of Works / Supply</th>
<th>Estimated Amount</th>
<th>Amount for Earnest Money (2% of Estimated Amount)</th>
<th>Security deposit % of accepted tender Value</th>
<th>Time of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>23/BDN/SP/Supply/2019-20</td>
<td>Supply of Chemical Fertilizer (DAP – 50gm.) in a Zip lock Poly Seal Bag. Specification : Zip lock Poly Seal Bag; Size - 5” x 4” with printing logo – Over 91000 nos. (Approx)</td>
<td>Attached Forest Range at Divisional Forest Office</td>
<td>Rs. 4,55,000/-</td>
<td>Rs. 9,100/-</td>
<td>10%</td>
<td>45days from the date of issuance of work order</td>
</tr>
</tbody>
</table>
B. **Schedule of Dates:**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Activity</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Application for Tender Form with Technical Bid Statutory cover containing the requisite paper &amp; documents</td>
<td>14.11.2019 11.00 AM to 3.00 PM</td>
</tr>
<tr>
<td>2.</td>
<td>Technical Bid Opening, Evaluation &amp; Display (Offline)</td>
<td>15.11.2019 at 5.00 PM</td>
</tr>
<tr>
<td>3.</td>
<td>Sale of Tender Form</td>
<td>18.11.2019 11.00 AM to 3.00 PM</td>
</tr>
<tr>
<td>4.</td>
<td>Financial Bid Submission (Offline)</td>
<td>20.11.2019 upto 3.00 PM</td>
</tr>
<tr>
<td>5.</td>
<td>Financial Bid Opening (Offline)</td>
<td>20.11.2019 at 4.00 PM</td>
</tr>
</tbody>
</table>

C. The applicant for tender papers shall have to produce credentials a minimum 80% of an individual Tender works showing the capacity for executing similar type of works of comparable amount within the specification. The credentials shall normally consist of original work order, satisfactory report for completion or progress of works and or original work order, or original payment certificate etc. No documents more than two years old and no work as sub-tenderer will be accepted.

**Note:**
1. 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.
2. 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.
3. The Tender Inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.

Divisional Forest Officer
Burdwan Division.
APPLICATION FOR TENDER
(To be print on Letter Head)

To
Divisional Forest Office,
Burdwan Division,
P.O. – Rajbati, Golapbug,
Dist. – Purba Bardhaman.

(Strike off which are not applicable)

Dear Sir,

Having examined the NIT documents, I/we hereby like to state that I/we willfully accept all your terms and conditions and offer to execute the works / supply as per NIT number stated above. I/We also agree to remedy the defects after/during execution of the above work / supply in conformity with the conditions of contract.

Dated this _______ day of _______________ 2019.

Full name of applicant: ________________________________

Signature: __________________________________________

In the capacity of: _________________________________

Duly authorized 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: ________________________________
### General Information about the Tenderer

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particulars</th>
<th>Details to be furnished</th>
</tr>
</thead>
</table>

#### Details of the Tenderer (Organization)

1. Name of the Firm / Organization
2. Name of the Owner / Proprietor
3. Address
4. Telephone (Mobile No.) | Fax
5. E-mail

#### Details of Authorized person (if any)

6. Name
7. Address
8. Telephone (Mobile No.) | E-mail

#### Information about the Organization

Ref. No.
Date :
10. Locations and addresses of offices
11. Professional Tax Registration Number (If any)
12. PAN No. of Firm / Organization or Owner / Proprietor
13. GST No. | YES / NO | If YES Number
If YES Number
14. Bank Account Number
15. Type of Account | Savings / Current / CC
16. Bank Branch Name and Address
17. Bank IFSC Code

_________________________  
Signature & Seal of the Tenderer