
NOTICE INVITING e-TENDER

Separate E-Tenders Cluster wise are being invited by the Divisional Forest Officer, Working Plans (South)-II Division, Bankura, under Working Plan and GIS Circle, Directorate of Forests, West Bengal for from the experienced and resourceful contractors having credential of similar types of works for “Laying of sample plots for enumeration of Growing Stock for preparation of Third Working Plan of Purba Bardhaman & Paschim Bardhaman Districts”. The details of works, locations, specifications etc. are mentioned in the Schedule – I, which is the part of the terms and conditions enclosed herewith and as per the time schedule given in Table – I through e-tendering (Submission of Bid ONLINE)

TABLE – I

Schedule of Dates for e-Tendering

<table>
<thead>
<tr>
<th>Sl no</th>
<th>Activity</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Date &amp; time of uploading N.I.T and other documents</td>
<td>18.09.2019 at 10:00 A.M.</td>
</tr>
<tr>
<td>2</td>
<td>Document Download start date &amp; time</td>
<td>18.09.2019 at 10:00 A.M</td>
</tr>
<tr>
<td>3</td>
<td>Bid submission start date &amp; time</td>
<td>18.09.2019 at 10:00 A.M</td>
</tr>
<tr>
<td>4</td>
<td>Bid submission end date &amp; time</td>
<td>01.10.2019 at 05:00 P.M.</td>
</tr>
<tr>
<td>5</td>
<td>Technical Bid opening date &amp; time</td>
<td>16.10.2019 at 12:00 Noon</td>
</tr>
<tr>
<td>6</td>
<td>Financial Bid opening date &amp; time</td>
<td>To be Notify Later.</td>
</tr>
<tr>
<td>7</td>
<td>Uploading of Financial Bid evaluation sheet</td>
<td>To be Notify Later.</td>
</tr>
<tr>
<td>8</td>
<td>Publishing the Name of bidder who will get the contract</td>
<td>After technical &amp; financial bid evaluation and approval by the Competent Authority</td>
</tr>
<tr>
<td>9</td>
<td>Issuance of Work order/ Letter of Intent/ Award Of Contract</td>
<td>Work order will be issued after signing of agreement, deposit of security and on availability of fund.</td>
</tr>
<tr>
<td>10</td>
<td>Website from where the tender can be seen</td>
<td>1) Website of Directorate of Forests, 2) e-procurement portal, Government of West Bengal District Portal, Bankura District, Bankura.</td>
</tr>
</tbody>
</table>
SCHEDULE – I

1. Cost of Tender Papers : Nil
2. Amount of Tender Money (Earnest Money) : 2% on estimated cost
3. Amount of Security Deposit : 10% of accepted Tender Value

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Details of work including Specifications</th>
<th>Location /Delivery point.</th>
<th>Nos. of pillars</th>
<th>Estimated Cost</th>
<th>Expected date of completion of the work</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cost of doing the enumeration works in Durgapur Division under Paschim Burdwan District during 2019-20 by making sample plots boundary for proper alignment of equipments such as chain &amp; ranging rod, cutting trench (size 31.62 X 31.62 mt) of alignment, taking BHG of tree spp., counting Herbs, Shrubs &amp; Climbers, taking sample of soil in every sub plot including taking GPS reading of each sample plot (Plot configuration of main plot and attached sub plots).</td>
<td>Division – Durgapur Division areas under Paschim Burdwan District.</td>
<td>992 Nos. (Approx) plot @ Rs.1720/- per plot to be enumerated.</td>
<td>17,06,240.00 (Approx) inclusive all taxes</td>
<td>90 days from the date of issuance of work order</td>
</tr>
<tr>
<td>2</td>
<td>Cost of doing the enumeration works in Burdwan Division under Purba Burdwan District &amp; Arambagh Range of Howrah Division during 2019-20 by making sample plots boundary for proper alignment of equipments such as chain &amp; ranging rod, cutting trench (size 31.62 X 31.62 mt) of alignment, taking BHG of tree spp., counting Herbs, Shrubs &amp; Climbers, taking sample of soil in every sub plot including taking GPS reading of each sample plot (Plot configuration of main plot and attached sub plots).</td>
<td>Division – Burdwan Division areas under Purba Burdwan District.</td>
<td>1192 Nos. (Approx) plot @ Rs.1720/- per plot to be enumerated.</td>
<td>2050240.00 (Approx) inclusive all taxes</td>
<td>90 days from the date of issuance of work order</td>
</tr>
</tbody>
</table>

Divisional Forest Officer,
Working Plans (South) -II Division
Bankura.
GUIDELINE FOR LAYING OF SAMPLE PLOTS FOR ENUMERATION OF GROWING STOCK FOR PREPARATION OF THIRD WORKING PLAN UNDER PURBA AND PASCHIM BURDWAN DISTRICTS DURING 2019-20

1. The work is basically a work of survey and enumeration and tenderer must have experience to execute such work like engagement of surveyor who is well versed with survey by plane table and by GPS.

2. The area of work will include different plots of Purba Bardhaman, Paschim Bardhaman, Arambag Range of Howrah Division.

3. The total No. of Plots are approximately 2184 Nos. in two clusters but it is an approximate No. and may increase or decrease to the limit of not more than 10%

4. In the works for laying of sample plots for enumeration of growing stock for preparation of third working plan under the said Districts, the contractor must have necessary machine and equipments which will be used.

5. The team should consist of a registered surveyor and his assistant and mazdoors well equipped with plane table and GPS E Trex machine who can carry out survey and take record of all necessary items as prescribed in National Working Plan Code 2014 and as guided by Forest Survey of India and the DFO Working Plan, South II

6. All GPS survey maps / plots etc. ingpx file will be the property of Directorate of Forest, Govt of West Bengal and these are to be handed over to the DFO, Working Plan South Division II and a soft copy to CF Working Plan and GIS for further use in GIS lab.

7. The work will be conducted by Divisional Forest Officer, Working Plan South Division II as per guideline of National Working Plan Code 2014 which is available in public domain.

8. The team of workers needs to be well versed with laying of plot as instructed by the DFO, Working Plan South II.

TERMS & CONDITIONS

1. In the event of e-filling, intending bidders may download the tender documents from the website https://wbtenders.gov.in directly with the help of Digital Signature Certificate. Earnest Money may be remitted online as per guidelines of Finance Dept Memo no No. 3975-F(Y) Dated, 28th July, 2016 in favour of the Divisional Forest Officer, Working Plans (South) -II Division, Bankura and also to be documented through e-filling. The print out of online payment of EMD should be submitted by Registered Post/Speed Post/Courier only to the Office of the Divisional Forest Officer, Working Plans (South) Division-II, Bankura, Government of West Bengal under sealed cover on as per Sequence of Tender. No person of Agency /others will be allowed to handover the EMD receipt to the Office or drop in tender box by hand. In that case that particular EMD will be treated as cancelled.

2. The Tender should be submitted in two bids process ‘Technical bid’ and ‘Financial bid’ and should be submitted in two separate folders.

3. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website https://wbtenders.gov.in

4. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated here in Tender Notice. Tender document also available on the website of Directorate of Forests, http://www.westbengalforest.gov.in/

5. The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL BID of the tenderer is found qualified by the ‘Tender Committee’ formed by the Divisional Forest Officer, Working Plans (South) -II Division, Bankura. The decision of the ‘Tender Committee’ will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

6. For any Query contact Address:

O/O the Divisional Forest Officer, Working Plans (South) -II Division, Bankura, Directorate of Forests, West Bengal
7. **Eligibility Criteria for participation in the tender.**

Bonafide Govt. contractors having valid GST registration, Income Tax, PAN, Professional Tax Registration, Service Tax Registration Number, ESI Registration Number and license issued by the labour Commissioner, Govt. of West Bengal under the Contract Labour (R & A) Act, 1970 and having experience of completion of similar type of work during the last 3 financial years for a **single contract** not less than 80%, **50% for 2 Contracts & 40% for 3 Contracts** of the estimated amount for each project put to tender are eligible to participate.

8. **a)** Bidder will have to submit attested copies of related registration certificates along with a recent passport size photograph of the authorized representative of the Bidder/Vendor, duly attested.

**b)** The Bidder should not have been blacklisted in any Government/ Government undertaking/Public sector companies. A self-declaration letter by the Bidder/Vendor, on the Company’s letter head should be submitted along with Technical Bid.

**c)** Income Tax Acknowledgement Receipt for the last Assessment year, GST, Trade License, PT etc., is to be accompanied with Documents.

**d)** Registered Labor Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Minutes of last A.G.M, valid certificate from A.R.C.S. along with other relevant supporting papers.

**e)** A prospective bidder shall be allowed to participate in a particular job, in the capacity as an individual or as a firm or company or consortium with proper documents. If found to have applied severally in a single job, all his applications will be rejected for that job, without assigning any reason thereof.

9. **The technical bid folder should contain the tender documents signed on all pages as a proof of acceptance of terms and conditions of the tender by the tenderer along with the following documents as scanned document:**

a. General information about the organization in Form – I.

b. Summary of similar works implemented in Form – II.

c. Details of similar works (Credential) implemented in the last 3 years in Form – III.

d. Copy of acknowledgement of Income Tax Return submitted regarding Income Tax paid for the last financial year

e. Copy of GST Registration Certificate

f. Copy of Professional Tax Registration Certificate

g. Copy of Licenses / Registration as applicable

h. Additional information, if any (optional)

**III. The technical bid must not contain any pricing information**

**IV. The address and contact No. of the bidder should be clearly written.**

10. **Running payment for work may be made to the executing agency as per availability of funds. The executing agency may get a running payment if the gross amount of each running bill is 50% or more of the tendered amount.**

11. **GPS/Plane table survey with GPS reading to be undertaken in each Sample Plot. The prescribed guidelines No. 1 to 8 are also a part of terms & conditions.**

12. **The work is basically survey and enumeration and tenderer must have experience to execute such work like engagement of registered surveyor who is well versed with survey by plane table and by GPS. The tenderer will have to submit certificate of experience of such work and no documents more than 3 years old will be accepted.**

13. **The undersigned is not bound to accept the lowest or any rate quoted and may reject any or all tenders without assigning any reason. Such decision cannot be challenged in any occasion.**

14. **Security Deposit: The security deposit as mentioned in the Schedule- I to this tender should be deposited through treasury challan (TR-Form -7 under H/S “8443-00-109-003-07-Security Money”) in favour of “Divisional Forest Officer, Working Plans (South) -II Division” payable at Bankura within 7 (seven) days of intimation of acceptance of Tender and should sign an agreement. After signing the agreement the work order will be issued (Operator Code – 75 / ID Code – 999997).**
15. The Security deposit will be released to the successful contractor after 6 (six) months from the last date of Payment of bill for the work, provided no irregularities are noticed during this period. In case of any irregularities being seen, the security deposit will be forfeited and in addition any legal action as deemed fit may be initiated.

16. All materials required for the proposed work/supply shall be of specified grade and approved brand in conformity with relevant code of practice (latest revision) and manufactured accordingly and shall be procured and supplied by the agency at their own cost including all taxes. **Authenticated test certificate are to be submitted before start of work if asked.** If required by the Engineer-in-Charge (if necessary) engaged, further testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost.

17. Labour Welfare CESS if applicable @ 1% (one percent) of cost of tender will be deducted from every Bill of the executing agency and all the codes and regulations as per Labour Law/Act shall be followed strictly.

18. Bid shall remain valid for a period not less than 180 days from the last date of submission of Financial Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reasons thereof.

19. **Standard of ethics**

   The Divisional Forest Officer, Working Plans (South) - II Division, Bankura (Purchaser) requires that consultants, Bidder/Vendor and contractors, observe the highest standard of ethics during the procurement and execution of such contracts. The provisions of various Procurement Rules of Government of West Bengal and the subsequent government orders made in relation to procurement shall be the guiding principles to be followed. Accordingly:-

   a. Will recognize a Contractor/firm/organization as ineligible to be awarded a contract funded with GOWB/GOI funds if it is found that the representative/authorized personnel has engaged in corrupt or fraudulent practices in competing for the contract in question.

   b. Will recognize a contractor/firm/organization as ineligible for a period determined by GOWB/GOI, to be awarded a contract funded with GOWB/GOI funds if it is found at any time that the representative/authorized personnel has engaged in corrupt or fraudulent practices in competing for, or in executing, another contract funded with GOWB/GOI funds.

   c. Will not accept the bid from Black listed persons/firms by any government agencies/bodies.

20. **Conflict of interest**

   a. Each of affiliates of the firm hired to provide services for this assignment, shall be disqualified from supplying/providing the Project goods, works or any other service related to this assignment.

   b. Contractor/Agency/Firms/organizations (including their personnel) that have a business or family relationship with such member(s) of GOWB/GOI who are directly or indirectly involved in any part of; (i) the selection process for such contract, or (ii) supervision of such contract; may not be awarded a contract unless it is established to the complete satisfaction of GOWB/GOI for the reason to be recorded in writing, that such relationship would not affect the aspects of fairness and transparency in the selection process and monitoring of firms/organizations work.

   c. This EOI/Tender does not entail any commitment on the part of GOWB/GOI or Divisional Forest Officer, Working Plans (South) - II Division, Bankura, West Bengal, either financial or otherwise. The Divisional Forest Officer, Working Plans (South) - II Division, Bankura, West Bengal reserves the right to accept or reject any or all EOI/Tender without incurring any obligation to inform the affected applicant/s of the grounds. Similarly, “we are not bound to accept any, or the lowest tender”.
21. **Recovery of Sums Due**: Whenever any claim for payment of, whether liquidated or not, money arises out of or under this contract against the Contractor, the Purchaser shall be entitled to recover such sum by appropriating, in part or whole the security deposited by the Contractor, if a security is taken against the contract. In the event of the security being insufficient or if no security has been taken from the Contractor, then the balance or the total sum recoverable, as the case may be, shall be deducted from any sum then due or which at any time thereafter may become due to the Contractor under this or any other contract with the Purchaser, should this sum be not sufficient to cover the full amount recoverable, the Contractor shall pay to the Purchaser on demand the remaining balance due. Similarly, if the Purchaser has or makes any claim, whether liquidated or not against the Contractor under any other contract with the Purchaser the payment of all money payable under the contract to the Contractor including the security deposit shall be with-held till such claims of the Purchaser are finally adjudicated upon and paid by the Contractor.

22. **Indemnity**: The Contractor shall warrant and be deemed to have warranted that all stores supplied against this contract are free and clean of infringement of any Patent, copyright or trademark and shall at all times indemnify the Purchaser against all claims which may be made in respect of the stores for infringement of any right protected by patent. Registration of design or Trade mark and shall bear all risk of accidents or damage which may cause a failure of the supply from whatever cause arising and the entire responsibility for the sufficiency of all the means used by him for the fulfillment of the contract.

23. **Arbitration**: In the event of any question, dispute or difference arising under these conditions contained in the order or in connection with this Contract, (except as to any matters, the decision of which is specifically provided for in these conditions) the same shall be referred to the tender inviting authority. It will not be a point of objection that the arbitrator is a Government servant, which he had to deal with matter to which the contract relates or that in the course of his duties as a Government servant he has expressed views on all or any of the matters in dispute or difference. The award of the arbitrator shall be final and binding on the parties of this contract.

   It is a term of this contract:-

   i. If the arbitrator be the Head of the Purchaser’s Office.
   ii. In the event of his being transferred of vacating his office by resignation or otherwise, it shall be lawful for his successor-in-office either to proceed with the reference himself, or to appoint another person as arbitrator.
   iii. In the event of his being unwilling or unable to act for any reason, it shall be lawful for the Head of Purchaser’s Office to appoint another person as arbitrator, or If the arbitrator be a person appointed by the Head of the Purchaser’s Office:

      In the event of his dying, neglecting to act, or resigning or being unable to act, for any reason, it shall be lawful the Head of the Purchaser’s Office either proceed with reference himself or to appoint another person as arbitrator in place of the outgoing arbitrator.

Subject to as aforesaid, the arbitration Act, 1940 and the rules there under and any statutory modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause. The Arbitrator shall have the power to extend with the consent of the Purchaser and the Contractor the time for making and Publishing the award. The venue of arbitration shall be the place as the Purchaser in his absolute discretion may determine. Work under the contract shall, if reasonably, possible, continue during Arbitration Proceedings.
24. Warranty and Replacement:
a) The supplier shall warrant that the goods supplied/ constructions made under this contract are made new, unused, unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect arising from design, materials or workmanship (except when the design and/or material is required by the purchaser's Specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in India and West Bengal. The warranty should be comprehensive on site, repair/replacement basis.
b) During the warranty period, the materials/supply/work should be repaired / replaced within three days of reporting of the defect.
c) The contractor/vendor shall be fully responsible for the manufacturer’s warranty for all supply from design, material, manufacturing, workmanship, or any act or omission of the manufacturer / vendor or any defect that may develop under normal use of supplied material during the warranty period.

25. Delivery Terms:
a. The assigned work should be completed and handed over within maximum 90 days from the date of issue of work order.
b. Safety of the material during transportation shall be the responsibility of the contractor.

26. Force Majeure:
Should a part or whole of systems covered by this order be delayed in delivery due to reasons of Force Majeure which shall include lock-outs, strikes, riots, civil commotions, fire accidents, acts of God and war stoppage of deliveries by Government; delivery period referred in their order shall be extended by a period(s) not in excess of duration of such force majeure. Each party undertakes to advice the other as soon as it becomes aware of the circumstances of such force majeure, so that actions under the provisions of this order can be mutually reviewed and agreed upon between the tenderer and West Bengal Forest Department. If the force majeure condition extends over a period of two months both the parties of the order shall mutually discuss and arrive at an agreement for continuation or termination of the contract.

27. No Mobilization /Secured advance will be allowed.

28. The Prospective Bidder shall have to execute the work in such a manner so that steady progress of the work is maintained during execution of work and a period of 6 (six) months from the date of successful completion of the work/supply to the entire satisfaction of the undersigned while releasing security deposit. If any defect / damage are found during the period as mentioned above, the organization/ agency/ contractor shall make the same good at his own cost true to the specification at par with instant project work. On failure to do so, penal action against the contractor will be imposed by the Department as deemed fit. The contractor may quote his rate considering the above aspect. Refund of Security Deposit will only be made after successful maintaining of appropriate service level of the work as mentioned above for at least 6(six) months from the date of completion of the work.

29. The Bidder, at his own responsibility and risk is advised to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Financial 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 site & expenditure, if any, shall be at his own expense.
30. 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 Department. **Divisional Forest Officer, Working Plans (South) -II Division, Bankura** reserves 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 any stage of Bidding.

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

32. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 d) Indian Forest Act, 1927 & amendments e) Wildlife (Protection) Act 1972 & amendments of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.

33. 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.

34. The undersigned reserves the right to cancel the N.I.T. at any point of tender procedure due to unavoidable circumstances and no claim in this respect will be entertained.

35. If there be any objection regarding prequalifying the Agency that should be lodged online to the Chairman of Tender 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 Committee.

36. Before issuance of the WORK ORDER, the tender inviting authority/ Purchaser will 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 favor of the said Tenderer under any circumstances.

37. 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:
   a. N.I.T.
   b. Special Terms & Conditions
   c. Technical Bid
   d. Financial Bid

38. Qualification criteria: The tender inviting and Accepting Authority through a “Tender Committee” will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:
   a. Financial Capacity
   b. Technical Capability comprising of personnel & equipment capability
   c. Experience / Credential

39. An affidavit of 1st Class Magistrate/Notary, duly signed by the intending bidders, declaring the following points shall be required to be submitted by the intending bidders along with the technical bid. If the affidavit is not submitted along with the technical bids, the tender submitted by intending bidders shall be liable to be cancelled. However it shall be mandatory for the successful bidders to submit an affidavit of 1st Class Magistrate before signing of agreement and within 7 days from the date of issuance of offer/direction letter of submission of security deposit, if he/she has not submitted affidavit of 1st Class Magistrate during the time of participation in the NIT.
   a. I have read and understood the meaning of clauses mentioned in the tender notice no. in letter and spirit and I am participating in the NIT accordingly.
b. The documents submitted and information provided by me are true to the best of my knowledge and beliefs.

c. I shall abide by all the terms and conditions mentioned in the tender notice and such other terms and conditions issued by the tender inviting authority/other appropriate authority time to time for smooth implementation of the works.

d. In case of any dispute, I vouch that, the decision taken by Divisional Forest Officer, Working Plans(South)Division-II shall be final and on appeal, the decision taken by the Conservator of Forests, Working Plan & GIS Circle, West Bengal, shall be final and binding upon me.

40. Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly. A Tenderer is required to quote rates in figures as well as in words.

41. The Earnest Money Deposit (E.M.D.) as mentioned in the schedule of Tender should be deposited online.

42. The payment for the works will be made by Divisional Forest Officer, Working Plans (South) -II Division, Bankura after fulfilling the necessary official formalities and checking by technical experts through NEFT/RTGS/CHEQUE etc.

43. The project work as mentioned in the schedule will have to be undertaken immediately on receipt of work order and the work must be completed and handed over within maximum 90 days from the date of issue of work order.

44. Materials will have to be procured by the agency by themselves following the standard & specifications subject to the approval of the undersigned or his authorized Officers. In case of supply of any material by the department, the cost of such material will be recovered from the bill of the Contractor.

45. The tenderers are required to inspect the sites and specifications of the works before submission of the tender and future ignorance of any such item will not be entertained.

The tenderer must engage a technical person with field knowledge of plant identification (Botanist/Student with Botany subject, who will perform the identification works of various plant species in the field, preferably Master Degree in Botany). A copy of Registration Certificate/Mark Sheet of Botany Subject, agreement etc. must be submitted by the Tenderer along the Technical Documents.

46. All works are required to be carried out as per plan and specification & estimate of the project subject to the modification by the undersigned at any point of time during execution of the work and duly notified to the agency.

47. The undersigned reserves the right to increase or decrease the volume of any item of work to the extent of 10% of financial value and add new item of work up to 10% separately or withdraw any item(s) at his discretion at any point of time during execution of the works.

48. Royalty for any material, if obtained from Forest Department, will have to be paid by the Bidder/ vendor/contractor. Even if the material is procured from other Govt. Deptt's resources, the receipt for payment of such material must be shown and photocopies to be attached with the bill. Extra payment for such payment of Royalty etc. will not be entertained by the undersigned.

49. All tools & plants required for execution of the works should be procured by the agency at his own cost. The standard of such tools & plants will be as per the specification & shall have to arrange land for erection of Plant & Machineries, storing of materials, labor shed, laboratory for the testing purpose etc. at their own cost and responsibility. No damage is to be claimed for any loss due to wildlife or others.

50. The Security Deposit will be released to the contractor after 6(six) months from the last date of completion of work, if no defect/delayed in service is noticed within this period. In case of any defect, the Security Deposit will be forfeited, in addition to any legal action as deemed fit & required.
51. The undersigned reserves the right to cancel the agreement at any point of time of execution of the work within the schedule of time of completion of the tendered work if works are not satisfactory or delayed or violate any term & condition as per agreement by contractor.

52. The contractor is liable to pay the skilled, unskilled and other labour wages as per existing rules.

53. Deduction of GST, Income Tax etc. if applicable shall be made as per rule in vogue.

54. The successful tenderers will not assign the work or part of the work to any other contractor.

55. The successful tenderers may, however authorize any person to supervise the day to day work, submit the requisition of materials, attend the measurement when taken by the authorized officer and record his signature on the work measurement note books. The authority there to duly approved and accepted by the undersigned will be operative /acceptable.

56. In case of any dispute the decision of the tender committee/competent authority will be final and binding.

57. The tender notice along-with all terms & conditions mentioned above will form the part of the agreement to be executed by the tenderer.

58. Rate offered in the estimate is the final and tenderers will not have any further claim for any revision, based on field reality.

59. The undersigned has the authority to reject any or all Tenders received without assigning any reason thereof.

60. The fund against contingency will be at the disposal of the Divisional Forest Officer, Working Plan (South) -II Division, Bankura and tenderer will not be having any claim for that.

61. Location of the works will be finalized by the by the undersigned. However in some cases, the location may also vary/changed depending on the field situation. Payment shall be made on pro rata basis based on the rate offered by the successful bidders, in that case.

62. For any typing mistake in case of Unit, Rate, Quantity, Amount, any type of nomenclature in items of works / item itself including description etc. whatsoever as stated in documents, that can't be claimed during agreement and decision of the Tender Committee will be final in such cases.

63. Work order will be issued subject to approval by competent authority and availability of fund from higher Authority. The undersigned will not be responsible for any loss sustained by the tenderer in event of non receipt of Govt. sanction.

64. Rate quoted below 20% shall be subject to rate analysis. Such rate analysis shall required to be submitted through e-mail within 24 Hrs of the opening of financial bid (e-Mail- workingplans@gmail.com), failing which it will be presumed that the bidder are unable to justify the rate technically and such financial bids shall not be accepted from this end and 2nd lowest bidder who had quoted rate not below 20% shall be considered. One can also submit and hard copy of the rate analysis in sealed cover by name of the tender inviting authority.

65. The format of the different Documents/Forms given in the Annexure.

66. The previous performance regarding completion of works should be evaluated by tender-committee or C.A.

67. Additional Performance Security has to be deposited when the bid rate is 80% or less of the Estimate put to tender and no increase in scope of work of projects during execution phase vide G.O. No. 4608-F(Y),dated 18th July,2018 to ensure the quality and proper execution of the work in public interest, @ 10% of the tendered amount shall be obtained from the successful bidder.
I. Additional Performance Security shall be submitted in the form of Bank Guarantee from any Scheduled Bank before issuance of the Work order. If the bidder fails to submit the Additional Performance Security within seven working days from the date of issuance of Letter of Acceptance, his Earnest Money will be forfeited and other necessary actions as per NIT like blacklisting of the contractor, etc. may be taken. The Bank Guarantee shall have to be valid up to end of the Contract Period and shall be renewed accordingly, if required.

II. The Bank Guarantee shall be returned immediately on successful completion of the Contract. If the bidder fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during the pendency of the contract period after serving proper notice to the contractor. Necessary provisions regarding deduction of security deposit from the progressive bills of the contractor as per relevant clauses of the contract shall in no way be altered / affected by provision of this Additional Performance Security.

The terms and conditions of this “Tender Notice inviting tender” is part and parcel of the contract.

Divisional Forest Officer,
Working Plans (South) - II Division
Bankura.

Memo No: 314 / 2 – 42
Date: 13/09/2019.

Copy forwarded for information to:-

1. The Principal Chief Conservator of Forests, Head of Forest Force, West Bengal
2. The Chief Conservator of Forests Head Quarters, West Bengal.
3. The Chief Conservator of Forests, MIS & e-Governance, West Bengal, through mail only as soft copy in pdf format with a request of uploading in the website of Forest Directorate.
5. The Sabhadhipati, Bankura Zilla Parishad.
6. The District Magistrate, Bankura.
7. The Superintendent of Police, Bankura.
8. The Chairman, Bankura Municipality.
9. The District Information & Cultural Officer, Bankura
10. The Divisional Forest Officer, Bankura(North), Bankura(South), Panchet, Purulia, Kangsabati (North) & Kangsabati (South), Burdwan & Durgapur Division.
11. The Divisional Manager, Bankura Forest Corporation Division, Bankura.
12. The Range Officer, Camp-I, II, III, IV, Data Base & Attached Forest Range of Working Plans (South) –II Division, Bankura.
13. Notice Board
14. Guard File

Divisional Forest Officer,
Working Plans (South) - II Division
Bankura.
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 https://wbtenders.gov.in The contractor is to click on the link for e-Tendering site as given on 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) or other certified agencies of Government of India 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 one or more job either in the capacity of individual or as a partner of a firm.

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).

vi. Earnest Money Deposit (EMD):
Traditional procedure of depositing EMD through off-line instruments like Bank Draft, Pay order, Bankers Cheque etc., has been completely dispensed with for all e-tenders/e-procurements of the State Government, w.e.f 1st September, 2016. Intending bidders desiring to make payment of earnest money (EMD) on-line, should beforehand read the instructions carefully, particularly in the challan generated in the system of e-tender/e-procurement, if opted for EMD payment through RTGS/NEFT

A. Login by bidder:
a. A bidder desirous of taking part in a e-tender invited by a State Government shall login to the e-Procurement portal of the Government of West Bengal using his/her login ID and password by using valid DSC.
b. He/she will select the e-tender to bid and initiate payment of pre-defined EMD for that e-tender by selecting from either of the following payments modes:
i. Net-Banking (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway;
ii. RTGS/NEFT in case of off-line payment through bank accounts in any Bank approved by RBI in India.

B. EMD payment procedure

a. Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:
i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he/she will select the Bank through which he/she wants to do the EMD on-line transaction.
ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD against unique codes for identification of the tendering authority.
v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

b. Payment through RTGS/NEFT:
i. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a prefilled challan having the details to process RTGS/NEFT transaction.
ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his/her own Bank account.
iii. Once payment is made, the bank would provide an “UTR remittance number” for successful transaction with which the bidder will come back to the e-Procurement portal after expiry of 2 to 3 bank working days to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue with his/her bidding process.
iv. If verification is successful, the fund get credited to the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD.
v. Hereafter, the bidder will go to e-Procurement portal for final e-submission of his/her bid within pre-assigned last date of submission of e-tender.
vi. If the payment verification is unsuccessful, the amount will be returned automatically by the system to the bidder’s account.

Note: EMD payment made through RTGS/NEFT would require additional 2 to 3 bank working days after date of transaction in the bank before the procedure is completed for enabling the bidder to continue with the bidding process in the on-line e-tender final bid submission. Thus, the bidder is to take precaution in case of RTGS/NEFT transfers so that the entire process of submission of e-tender is completed within last date of online submission of his/her tender. However, Net-banking transaction through ICICI bank payment Gateway would be on real time basis.

C. Refund/Settlement Process for EMD:
i. After opening of his/her bids and technical evaluation of the same by the Tender Inviting Authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bid as successful or unsuccessful which will be made available along with the details of the unsuccessful bidders to ICICI Bank by the e-Procurement portal through web services.
ii. On receipt of the information from the e-Procurement portal, the Bank will refund through an automated process the EMD of the bidders disqualified at the technical evaluation to the respective bidders’ bank accounts from which they made the EMD on-line transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the Tender Inviting Authority.

iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders’ bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful. If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his/her bank account from which he/she had made the payment transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the Tender Inviting Authority.

v. As soon as the L1 bidder is awarded the contract (AOC), the same is processed electronically in the e-Procurement portal for transfer to Government Receipt under Public Accounts through GRIPS where under the security deposit will also be collected in connection with the work.

vi. All refunds will be made mandatorily to the Bank account from which the payment of EMD and Tender Fees (if any) were initiated.

vii. If the e-tender is cancelled, then the EMD would be reverted to the original bidders account automatically after such cancellation order is affected online by the Tender Inviting Authority.
**Technical Specifications (TS): BoQ**

1. **Amount of Tender Money (Earnest Money)**: 2% on estimated cost
2. **Amount of Security Deposit**: 10% of accepted Tender Value

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Particulars</th>
<th>Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Cost of doing the enumeration works in Burdwan District viz. Burdwan Division, Durgapur Division &amp; Arambagh Range of Howrah Division during 2019-20</strong></td>
<td></td>
</tr>
<tr>
<td>1)</td>
<td>Mazdoor engaged for carrying the instruments &amp; accessories from road side to work site, cleaning the sample plots boundary for proper alignment of equipments such as chain &amp; ranging rod, cutting trench (size 31.62 X 31.62 mt) of alignment, taking BHG of tree spp., counting Herbs, Shrubs &amp; Climbers, taking sample of soil in every sub plot including filling of different enumeration forms &amp; back with all instruments &amp; accessories to the Camp office Mazdoor engaged 6 Nos. @ Rs. 234/- in each plot</td>
<td>1404.00</td>
</tr>
<tr>
<td>2)</td>
<td>Supplying &amp; fixing the wooden pegs for each corner of sample plot &amp; colouring of each peg on top portion 12 Nos @ Rs. 5/- per Peg</td>
<td>60.00</td>
</tr>
<tr>
<td>3)</td>
<td>Hiring charges of vehicle etc.  20 Km @ Rs. 11.00/- per Km in each Sample Plot</td>
<td>220.00</td>
</tr>
<tr>
<td>4)</td>
<td>Supplying Paint, Brash &amp; Tarpin Oil, for writing the Plot No. and measuring Tape for taking BHG, Nylon Rope for proper alignment of Sample Plot &amp; Pencil Battery for GPS Machine.................................................................................. L.S.</td>
<td>36.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong></td>
<td><strong>1720.00</strong></td>
</tr>
</tbody>
</table>

![Signature]

Divisional Forest Officer,
Working Plans (South) -II Division Bankura.
Technical Proposal:

The Technical Proposal should contain scanned copies and/or a declaration in standardized formats of the following in two covers (folders).

**Technical File (Statutory Cover) containing**

i. The NOTICE INVITING TENDER (NIT) *(to be submitted in “NIT” Folder).*

ii. Section B (Form I, Form II Form III Form IV and AFFIDAVIT – Y) *(to be submitted in “FORMS” Folder).*

iii. Earnest Money Deposit (EMD) A scanned copy of Challan / Receipt obtained after deposition of Earnest Money Deposit (EMD) / cost of tender documents (if any) shall have to be uploaded *(to be submitted in “DRAFTS” Folder)*

iv. Instructions to Bidders *(to be submitted in “ITB” Folder).*

v. General Terms & Conditions Of Contract *(to be submitted in “GT AND CC” Folder).*

vi. Technical Specification *(to be submitted in “TS” Folder).*

vii. Drawing if any *(to “DRAWING” Folder).*

**Note:** a) Technical Bid & Financial bid both will be submitted concurrently duly digitally signed in the Website: [https://wbtenders.gov.in](https://wbtenders.gov.in). Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender Schedule

b) Addenda/Corrigenda if published, bidders 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 informal and liable to be rejected.

---

**My Document (Non-Statutory Cover)**

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>CATEGORY NAME</th>
<th>DOCUMENT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>CERTIFICATES</td>
<td>1 P.Tax deposit receipt Challan</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 GST Registration Certificate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 I.T.R. Acknowledgement Receipt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 I.T. PAN Card</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5 Voter ID Card and Aadhaar Card</td>
</tr>
<tr>
<td>B</td>
<td>COMPANY DETAILS</td>
<td>1 Proprietorship Firm - Trade License.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 Partnership Firm - Registered Partnership Deed, Registered Power Attorney, Trade license.</td>
</tr>
<tr>
<td>C</td>
<td>CREDENTIAL</td>
<td>1 Experience Profile – List of completed Projects of similar nature (as mentioned in NIT Section – B, Form – V).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 Completion Certificate from the concerned purchaser with completion certificate.</td>
</tr>
<tr>
<td>D</td>
<td>FINANCIAL INFORMATION</td>
<td>1 Authenticated copy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 Only Payment Certificate of work issued by the Concerned AUTHORITY and not the TDS certificate</td>
</tr>
<tr>
<td>E</td>
<td>STRUCTURE &amp; ORGANISATION</td>
<td>1 Details of Structure and Organization (NIT- Section - B, Form - III)</td>
</tr>
<tr>
<td></td>
<td>AFFIDAVIT</td>
<td>2 An affidavit made that no adverse report against the bidder (NIT Terms &amp; Conditions Sl.No. 39)</td>
</tr>
</tbody>
</table>
THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non Statutory Documents” to send the selected documents to Non-Statutory folder. Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

1. Tender Committee (TC). Tender Committee approved as per Order of the DFO, WP(S) Division -II will evaluate the credential of the tenderers.

2. Opening of tender:
Will be made as per sequence.

3. Opening of Technical Proposal:
Technical proposals will be opened by the Divisional Forest Officer, DFO, WP(S) -II Division from the website using their Digital Signature Certificate (DSC) at DFO Office Bankura.

4. Intending tenderers may remain present if they so desire.

5. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.

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

7. Summary list of technically qualified tenderers will be uploaded online.

8. Pursuant to scrutiny & decision of the “Tender 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.

9. 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.

2. Financial Proposal

Section- A.

1. 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 Presenting Above /below / At per in percentage) online through computer in the space marked for quoting rate in the BOQ.

2. 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.

1. 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 IT Act.

2. Rejection of Bid:
Tendering Authority 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 such action of Tendering Authority.

3. Award of Contract
The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance. The notification of award will constitute the formation of the Contract. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website stated in N.I.T. along with requisite Security Deposit through Treasury Challan / Demand Draft / Pay Order issued from any authorized banks & banks included in Finance Dept Memo no 6426-F(Y) Kolkata 25/7/12 in favour of the Divisional Forest Officer, Working Plans (South) Division –II, Bankura for the concerned work within time limit to be set in the letter of acceptance.

Divisional Forest Officer,
Working Plans (South) -II Division
Bankura.
Annexure

Documents to be Submitted & Format to be Used

a. Formats To Be Used As per Annexure
Applicants are required to submit the completed document in the following formats and forms attached to this invitation:

I. Letter of Application
II. Particulars of the Applicant
III. Financial Information
IV. Experience record
V. Current Contract Commitments

b. Additional Information
Along with the items listed above, the applicant should also enclose copies of the following:

i. Income Tax Returns for the last three Financial Years.
ii. Firm’s/Organization’s audited balance sheets for the last three years ending March 2017.
iii. Power of Attorney / Authority Letter of the persons signing the document.
iv. Proof of experience in the form of work orders or completion certificates.
v. Organisation Chart of the Firm/Organization.
vi. Net worth and turnover certificate issued by CA.
FORMAT OF LETTER OF EXPRESSION OF INTEREST

[Letterhead paper of the Applicant, including full postal address, telephone no., and fax no.]

Date: ...................................................... Bid Reference...

To,

The Divisional Forest Officer
Working Plan (South) Division-II
Bankura

We/ the undersigned, declare that:

Being duly authorized to represent and act on behalf of ................. (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the information provided in the Tender Notice/Notice Inviting Expression of Interest, the undersigned hereby expresses its interest in and applies to be prequalified and short-listed by yourselves as a submitter of proposal for laying of sample plots for enumeration of Growing Stock for preparation of Third Working Plan of Purba Bardhaman & Paschim Bardhaman Districts.

a. We have examined and have no reservations to the Bidding Documents, including addenda issued in accordance with Instructions to Bidder/Vendor;

b. We offer to design, execute and complete in conformity with the Bidding Documents.

c. Attached to this Expression of Interest are copies of original document defining the Applicant's legal status;

d. As security for due performance of the under takings and obligations of our bid, we submit here with a Bid security (EMD), in the amount specified in Bidding document, which is valid (at least) 180 days beyond validity of Bid itself. (…………………….. Amount Rs. ……………../- Dated…………………………………… online).

e. The Divisional Forest Officer, Working Plan (South) Division-II, Bankura, West Bengal and his authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this Expression of Interest, and to seek clarification from our bankers and clients regarding any financial and technical aspects.

f. This Tender/Expression of Interest is made with the full understanding that:

(a) All information submitted in this Tender/Expression of Interest for qualification and selection for short-listing will be subject to verification at the time of submitting proposal by short-listed applicants;

(b) The Divisional Forest Officer, Working Plan (South) Division-II, Bankura, Working Plan and GIS Circle, West Bengal reserves the right to reject or accept any application, cancel the qualification and selection for short listing process at any stage, and reject all applications;

(c) The Divisional Forest Officer, Working Plan (South) Division-II, Bankura, Working Plan and GIS Circle, West Bengal shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.

The undersigned declares that the statements made and the information provided in this Tender/Expression of Interest are complete, true, and correct in every detail. It is understood that any false information at any stage of the execution of works would make the Tender/Expression of interest null and void and would also call for appropriate legal action as deemed fit.

Name of authorized person
Signature of authorized person
(Lead Partner in case of Consortium)
ANNEXURES IN TECHNICAL BID

FORM I: Particulars of the Applicant

All individual firms or organizations applying for pre-qualification and selection for short listing are requested to complete the information in this form.

1. Title of Project:
2. State details of Firm / Organization (Partnership details):
   State the following:
3. Name of Company or Firm or Organization:
4. Legal status (e.g. incorporated private company, unincorporated business, partnership etc.):
5. Country of incorporation:
6. Registered address:
7. Year of Incorporation:
8. Year of commencement of business:
9. Principal place of business:
10. Brief description of the Company including details of its main lines of business
11. Name, designation, address and phone numbers of authorized signatory if any
   a. Name:
   b. Designation:
   c. Company:
   d. Address:
   e. Phone No.:
   f. Fax No. :
   g. E-mail address:
12. For the Applicant, (in case of a partnership, for each Member), state the following information:
   a. Has the Applicant or any member of the partnership been blacklisted by any Government department/Public Sector Undertaking in the last five years?  
      Yes/No
   b. Has the Applicant or any of the Members, in case of a partnership, suffered bankruptcy/insolvency in the last five years?  
      Yes/No

Note: If answer to any of the questions at (a) to (b) is yes, the Applicant is not eligible for this assignment.

Date:
Place:

Authorized signatory
(Signature & Stamp)
**FORM IA: Partnership Summary**

*Names of all partners*

1. Lead partner
2. Partner
3. Partner

Provide Details for Each of the Partners

<table>
<thead>
<tr>
<th></th>
<th>Name:</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Position / Role</td>
<td>Date:</td>
</tr>
<tr>
<td></td>
<td>Representative of: (Organization's Name and address)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Name:</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2</strong></td>
<td>Position / Role</td>
<td>Date:</td>
</tr>
<tr>
<td></td>
<td>Representative of: (Organization's Name and address)</td>
<td></td>
</tr>
</tbody>
</table>

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<tr>
<th></th>
<th>Name:</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3</strong></td>
<td>Position / Role</td>
<td>Date:</td>
</tr>
<tr>
<td></td>
<td>Representative of: (Organization's Name and address)</td>
<td></td>
</tr>
</tbody>
</table>

Authorized signatory
(Signature & Stamp)
FORM IB: Partnership Agreement

To,

The Divisional Forest Officer
Working Plan (South) Division -II
Bankura.

The undersigned of this declaration of co-operation are authorized to act with regard to the Tender/Expression of Interest in the proposal for the services for providing materials activities as proposed to be implemented for laying of sample plots for enumeration of Growing Stock for preparation of Third Working Plan of Purba Bardhaman & Paschim Bardhaman Districts.

They hereby declare:

a. That they will legalize an Agreement in case that a Contract indicated in the Notice Inviting Tender/Expression of Interest for the proposal for the services for providing materials and related services for laying of sample plots for enumeration of Growing Stock for preparation of Third Working Plan of Purba Bardhaman & Paschim Bardhaman Districts.

b. That they have nominated ______________________ [name of the lead partner] as the Sponsor Firm of the partners for the purpose of this Expression of Interest;

c. That they authorized Mr./Ms. _________________ [name of the person who is authorized to act as the Representative on behalf of the Firm] to act as the Representative in the name and on behalf of their group for the purpose of this Tender/Expression of Interest.

d. That all partners shall be liable jointly and severally for the execution of the Contract;

Authorized signatory
(Signature & Stamp)
### FORM II: Financial Information

<table>
<thead>
<tr>
<th>Name of Applicant or Partner</th>
<th>Financial Information in Indian Rupees (INR)</th>
<th>Previous three Financial Years (FY).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2016 – 17</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2017-18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2018-19</td>
</tr>
<tr>
<td>Total Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Profits before taxes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Profits after taxes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Applicants should provide financial information to demonstrate that they access to adequate financial resources to meet the cash flow requirements of the proposed works and other existing commitments. Copies of the audited balance sheets should be attached for last 3 years (upto FY 2018-19).

2. The Turnover shall be certified by a Chartered Accountant. The interested Bidder/Vendor shall furnish copy of income tax returns.

3. In case duly certified audited annual financial statements containing the requisite details are provided, a separate certification by statutory auditors would not be necessary.

Date: 
Place: 

Authorized signatory 
(Signature & Stamp)
FORM III: Experience Record
(List only those works that are similar to the proposed works for which the qualification is sought)

<table>
<thead>
<tr>
<th>Name of Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SL.NO</th>
<th>Name of Project</th>
<th>Client / Location Details</th>
<th>Month &amp; Year of Completion</th>
<th>Value in Rs..</th>
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1. In the above table, list only those works which have similar nature and complexity to the nature of work under this contract.

2. Provide copies of Work Orders and/or Completion Certificates for each project. Work orders/testimonials will be verified if required.

Date:
Place:

Authorized signatory
(Signature & Stamp)
FORM IV– Current Contract Commitments
(List only those works that are similar to the proposed works for which the qualification is sought)

Name of Applicant

<table>
<thead>
<tr>
<th>Name of Contract</th>
<th>Name of Client</th>
<th>Value of Contract</th>
<th>Stipulated date of Completion</th>
<th>Value of outstanding Work (Rs.Lakhs)</th>
<th>Estimated completion Date</th>
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1. Details of all works which are at various stages of execution, including works for which work orders have been received but work is yet to start, or works approaching completion but for which full completion certificates are yet to be issued, are to be provided.

2. Details as available at the time of preparation of this documents have to be provided.

Date:
Place:

Authorized signatory
(Signature & Stamp)