**GOVERNMENT OF WEST BENGAL**
**DIRECTORATE OF FORESTS**
**OFFICE OF THE DIVISIONAL FOREST OFFICER**
**KURSEONG SOIL CONSERVATION DIVISION**
J.M.G Road, Naya Bazar, Kurseong-734203, District-Darjeeling
Tele-Fax : 0354-2344427 Email : dfokgnsc@yahoo.in

**Memo. No : 1008/2-41**
**Date : 18.10.2019**

**e-Tender Notice No. WBFOR/KSCD/NIT/25 of 2019-20 (2406-SP)**

The Divisional Forest Officer, Kurseong Soil Conservation Division on behalf of the Governor, Govt. of West Bengal, 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</th>
<th>Estimated Amount (Rs)</th>
<th>Earnest Money (Rs)</th>
<th>Price of Technical &amp; Financial Bid documents and others Annexure (Rs)</th>
<th>Period of Completion</th>
<th>Eligibility of Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Repairing of Govt. Buildings under Upper Teesta Catchment Range.</td>
<td>2,20,560.00</td>
<td>4,411.00</td>
<td>900.00 (Applicable to successful bidder at the time of Formal)</td>
<td>45 days</td>
<td>Bonafide Contractors having Credential of more than 40(Forty) percent of the Estimated amount put to tender for the last 3 years.</td>
</tr>
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</table>

1. In the event of e-Filing intending bidder may download the tender document from the website directly by the help of his Digital Signature Certificate (Details of which has been narrated in "Instruction to Bidders", i.e. Section-A).

2. In case of online submission of EMD (Earnest Money Deposit) along with Original copies of Affidavit in prescribed proforma should be send physically to the office of the Divisional Forest Officer, Kurseong Soil Conservation Division under sealed cover as per time schedule as mentioned in Cl. 13 of this NIT. Documentary evidence regarding exemption of EMD [for registered Labour Co-operatives] has also required to be submitted likewise. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the Website [https://wbtenders.gov.in]. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per the Date/Time Schedule stated in Sl.No.13 of this NIT. The documents submitted by the bidders should be properly indexed & attested with seal.

3. i) The prospective bidders shall have satisfactorily completed **AS A PRIME AGENCY** during the last 3 (three) years prior to the date of issue of this NIT at least one work of similar nature under the authority of State/Central Govt., State/Central Govt. undertaking /Statutory Bodies constituted under the statute of the Central / State Government and having a magnitude more than **40(Forty) percent** of the Estimated amount put to tender of intended job. [Non Statutory Documents]

**N.B.:** Estimated amount, Date of completion of project & detail communicational address of Client must be indicated in the Credential Certificate. Similar nature of work i.e. Construction, Renovation, Maintenance or Repairing of Buildings.

ii) The prospective bidders shall have in their full time engagement experienced technical personnel, the minimum being one Civil Engineering Diploma holder (Authentic documents in respect of qualification and engagement shall be furnished for Technical-Evaluation). [Non Statutory Documents]

iii) Pan Card, Professional Tax receipt Challan for the year 2019-20, GST registration Certificate to be accompanied with the Technical Bid document. Income Tax (Saral) Acknowledgement Receipt for assessment year 2018-19 to be submitted. [Non Statutory Documents]

iv) Neither prospective bidders nor any of constituent partner had been debarred to participate in tender by the Forest Directorate during the last 5 (five) years prior to the date of this NIT. Such debarment will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format vide Cl.No. B.4.2./Affidavit-"Y"/Section-B without which the Technical Bid shall be treated non-responsive).

v) In case of Proprietorship and Partnership Firms and Company the Tax Audited Report in 3CD Form to be furnished along with balance sheet and profit and loss account and all schedules forming the part of Balance Sheet and Profit & Loss Account. Tax Audited report, Balance Sheet and Profit & Loss Account including all schedules forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant. No other name along with applicant name, in such enclosure will be entertained. [Non Statutory Documents]

vi) The prospective bidders should own (Details as mentioned in Sl. No. 22/ NIT) the required plant and machineries of prescribed specifications as shown in format (Section-B, Form-IV). Conclusive proof of ownership (Tax invoice, Way Bill, Delivery Challan, incorporation in the Balance Sheet as fixed asset) for each plant and machineries in working condition shall have to be submitted. If the same is already engaged in the other works, then name of client along with his contact number should be furnished in the declaration by the intended bidder countersigned by the client with tentative date of release of such
Plant and Machineries where the same are presently engaged. In case of Lease of machineries, original document of ownership from whom the lease is taken and authentic document in support of lease is to be submitted. If necessary, authority/ screening committee may inspect Plant and Machineries physically or call for the original documents as proof of Ownership of the same. [Non Statutory Documents]

vii) Registered Unemployed Engineers’ Co-operative Societies/ Unemployed Labour Co.- Op. Societies are required to furnish valid Bye Law, Current Audit Report, Valid Clearance Certificate from A.R.C.S. for the year 2016 along with other relevant supporting papers. [Non Statutory Documents]

vii) Joint Ventures will not be allowed.

ix) A prospective bidder shall be allowed to participate in the particular 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 of his/ their bids will considered as non-responsive for that job, without assigning any reason thereof.

x) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum. [Non Statutory Documents]

4. The prospective bidder, if awarded, shall engage technical staff according to the requirements of works to be executed.

5. The running payment of proposed executed work may be made to the executing agency as per availability of fund and no claim whatsoever in this regard will be entertained. Provisions in Clause(s) 7, 8, & 9 contained in W.B. Form No. 2911 (ii) so far as they relate to quantum and frequencies of payment are to be treated as superseded.

6. Constructional Labour Welfare CESS @ 1 (one) % of value of the works will be deducted from every Bill of the selected agency. Vat, Royalty & all other Statutory levy/ CESS will have to be borne by the contractor & the rates in the schedule of rates are inclusive of all the taxes & CESS stated above.

7. No Adjustment of Price OR Price Escalation of any kind will be allowed.

8. No Mobilisation Advance and Secured Advance will be allowed.

9. Agencies shall have to arrange required land for installation of Plant & Machineries, (specified for each awarded work), storing of materials, labour shed, laboratory etc. at their own cost and responsibility nearest to the work site.

10. Bids shall remain valid for a period not less than 90 days (Ninety Days) from the last date of submission of Financial Bid/ Sealed Bid. If the Bidder withdraws the Bid during the period of Bid validity his Earnest Money Deposit may be forfeited.

11. No Materials will be supplied by the Department.

12. Intending tenders shall not have to pay the cost of tender documents for the purpose of participating in e-tendering vide G.O. no.199-CRC/2M-10/2012 Dt.21/12/2012 of Secretary, Govt. of West Bengal.

13. Date & Time Schedule :-

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Date of Publishing NIT &amp; Tender Documents</td>
<td>21.10.2019 at 05.00 pm</td>
</tr>
<tr>
<td>2. Document Sale/Download Start Date</td>
<td>21.10.2019 at 05.00 pm</td>
</tr>
<tr>
<td>3. Document Sale/Download end Date</td>
<td>05.11.2019 at 11.00 am</td>
</tr>
<tr>
<td>4. Bid Submission/Upload Start Date</td>
<td>21.10.2019 at 05.00 pm</td>
</tr>
<tr>
<td>5. Bid Submission End Date</td>
<td>05.11.2019 at 11.00 am</td>
</tr>
<tr>
<td>6. Last date of submission of original copies of Earnest Money Deposit along with Original copies of affidavit in prescribed proforma</td>
<td>05.11.2019 before 11.00 am</td>
</tr>
<tr>
<td>7. Date of opening of Technical Proposals</td>
<td>07.11.2019 after 11.00 am</td>
</tr>
</tbody>
</table>

14. There shall be no provision of Arbitration. Hence Cl. 25 of 2911 (ii) is omitted vide notification no 558/SPW dt. 13.12.11 of Secretary, to the Govt. of West Bengal.

15. Clause 17 of conditions of contract of 2911(ii) should be read as Notification No.177-CRC/2M-57/2008 dt.12/07/2012.

16. Earnest Money: The amount of Earnest Money is 2% (Two percent) of the Estimated amount put to tender in the shape of Bank Draft / Banker’s Cheque on any branch of any nationalised bank (Preferably State Bank of India) drawn in favour of the Divisional Forest Officer, Kurseong Soil Conservation Division as mentioned in SI.05/ of list of schemes above. Authentic evidence regarding exemption of EMD [for registered Labour Co-operatives] required to be documented through e-Filling. Original copy has to be produced for verification.
17. The Bidder, at the Bidder’s own responsibility and risk is encouraged to visit and examine the site of works and its surroundings 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, the cost of visiting the site shall be at the Bidder’s own expense.

18. The intending Bidders shall clearly understand that whatever may be the out come of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The Divisional Forest Officer, Kurseong Soil Conservation Division, Forest Directorate reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at that stage of Bidding.

19. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned against Sl.No.3 and Section-A, i.e., ‘Instructions to Bidders’ before bidding.

20. In case of Ascertaining Authority at any stage of tender process or execution of work necessary registered irrevocable power of attorney is to be produced.

21. **No Conditional/ Incomplete** Bid/ Tender will be accepted under any circumstances.

22. All intending bidders are requested to remain present in the chamber of the Divisional Forest Officer, Kurseong Soil Conservation Division, Forest Directorate during opening of the Tender, to witness the tender opening procedure.

23. Work Order will be issued to the successful bidder only after approval of financial bid from concerned Higher Authority and on receipt of fund from the Government.

24. If more than one bidder quotes same rate which are found lowest at the time of opening, such similar multiple rates will be entertained/ accepted by the tender accepting authority considering eligibility on the basis of all relevant documents and credentials of one lowest and eligible bidder only.

25. The Divisional Forest Officer, Kurseong Soil Conservation Division, Forest Directorate reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

26. During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that bid will be considered as non-responsive and out rightly rejected with forfeiture of Earnest Money and action will be taken as per IT Rule in force.

27. In case if there be any objection regarding prequalification/ list of “Technically Qualified Bidders”, that objection should be lodged to the Tender inviting authority, i.e. Divisional Forest Officer, Kurseong Soil Conservation Division within 2 days from the date of initial publication of list of Technically Qualified Bidders and beyond that time schedule no objection will be entertained by the Authority.

28. Before issuance of the work order, the tender accepting authority may verify the credential & other documents of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is either manufactured or false, in that case the work order will not be issued in favour of the bidder under any circumstances.

29. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence:-
   (a) Printed Tender Form, i.e. W.B.F. 2911(ii).
   (b) Special terms and conditions.
   (c) Technical bid.
   (d) Financial bid.
   (e) Notice Inviting Tender.
   All works covered in the clause appearing hereinafter shall be deemed to form a part of the appropriate item or items of works appearing in the work schedule whether specifically mentioned in any clause or not and the rates quoted shall include all such works unless it is otherwise mentioned that extra payment will be made for particular works.

30. **The Earnest Money may be forfeited** –
   a) If the Bidder withdraws the Bid during the period of Bid validity.
   b) In case of a successful Bidder, if the Bidder fails within the specified time limit to Sign the agreement.
   c) During scrutiny, if it comes to notice to the tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated.
Qualification Criteria
The Tender Inviting & Accepting Authority will determine the eligibility of each bidder, the bidders shall have to meet all the minimum criteria regarding:

a. Experience
b. Technical Capability comprising of personnel & equipment capability
c. Financial Capacity

The eligibility of a bidder will be ascertained on the basis of the attested documents digitally signed in support of the minimum criteria as mentioned in 30. (a), (b), (c) above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder will be out rightly rejected at any stage without any prejudice and action will be taken as per stipulations of IT Rule in force.

Sd/-
(T.T.Bhutia, IFS)
Divisional Forest Officer
Kurseong Soil Conservation Division

Memo. No : 1008/2-41 Date : 18.10.2019

Copy forwarded for information and wide circulation through notice board to:
1. The Principal Chief Conservator of Forests (HoFF), West Bengal.
2. The Principal Chief Conservator of Forests (General), West Bengal.
3. The Principal Chief Conservator of Forests, Research, Monitoring & Dev, West Bengal.
4. The Additional Principal Chief Conservator of Forests, North Bengal.
5. The Chief Conservator of Forests, Finance, Aranya Bhawan, Salt Lake, Kolkata.
6. The Chief Conservator of Forests, Soil Conservation, West Bengal.
7. The Chief Conservator of Forests, Hill Circle, West Bengal.
8. The General Manager (North), WBFDC Ltd.
9. The Conservator of Forests, Soil Conservation (North) Circle, West Bengal
10. The Sub Divisional Magistrate, Kurseong.
11. The Treasury Officer, Kurseong.
12. The Divisional Forest Officer, Darjeeling Wild Life Division.
13. The Divisional Forest Officer, Darjeeling Division.
14. The Divisional Forest Officer, Kurseong Division.
15. The Director, West Bengal Forest School.
16. All Range Officers, Kurseong Soil Conservation Division.
17. Notice Board of this Office.
18. Guard File.

Sd/-
(T.T.Bhutia, IFS)
Divisional Forest Officer
Kurseong Soil Conservation Division