Memo No. : 3695 / 3D-3(E)/2019 Dated.: 24 / 12 /2019

NIT No. 06/3D-3(E) of 2019-20

In pursuance to the G.O No-5400-F(Y) dt 25/6/12 and its subsequent amendment No-2254-F dt 24/4/14, Divisional Forest Officer, Howrah Division, on behalf of Governor of West Bengal, invites sealed tenders from Bonafied Co. / Contractor / Manufacturer / Farms etc. for “supply of Jute Bag for Sabujshree Programme” at Howrah Division as per the schedule mentioned below:-

Schedule of Works:-

<table>
<thead>
<tr>
<th>Name of work</th>
<th>Tender Fees And EMD Payable to</th>
<th>Estimated Amount Put to tender (Rs.)</th>
<th>Earnest Money @2% of estimated value (Rs.)</th>
<th>Cost of tender documents (Tender Fees, in Rs.)</th>
<th>Period of Completion of the work</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPPLY OF JUTE BAGS WITH PRINTED LOGO FOR SABUJSREE PROGRAMME</td>
<td>Divisional Forest Officer, Howrah Division</td>
<td>*Rs.4,84,000/- (Rupees four lakh eighty four thousand) only</td>
<td>**Rs. 9680/- (Rupees nine thousand six hundred eighty) only</td>
<td>Rs. 750/- (Rupees seven hundred fifty) only</td>
<td>7 (seven) Days</td>
</tr>
</tbody>
</table>

*/** Earnest Money and Cost of tender documents should be deposited through GRIPS Portal of Finance Department, Govt. of West Bengal in favour of Divisional Forest Officer, Howrah Division, P & G Circle, W.B. and copy of challan (original) to be submitted in office as per date.

Table-I

Schedule of dates

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Date for Issue of Tender Form</td>
<td>27/12/2019 from 11.00 AM.</td>
</tr>
<tr>
<td>2</td>
<td>Last Date of purchase of Tender form</td>
<td>06/01/2020 up to 04.00 PM.</td>
</tr>
<tr>
<td>3</td>
<td>Date for submission of Tender paper along with sample-2 (two) pcs as per specification.</td>
<td>08/01/2020 up to 02.00 PM</td>
</tr>
<tr>
<td>4</td>
<td>Date of Opening of Technical Bid</td>
<td>10/01/2020 (2:00 PM.)</td>
</tr>
<tr>
<td>6</td>
<td>Date of opening of Financial Bid</td>
<td>10/01/2020 (4:00 PM)</td>
</tr>
</tbody>
</table>

TABLE -II

1 Office from where the Tender Paper / Form can be purchased. | Office of the Divisional Forest Officer Howrah Division Dalmia Park, Stadium Complex, Howrah-711101

SCHEDULE -I

Cost of Tender paper - Rs. 750/- (Seven hundred fifty) only.
Amount of Earnest Money - Rs. 9680/- (Nine thousand six hundred eighty) only.
Amount of Security Deposit - 10% (Ten Percent) of the contracted value of work.
*Additional Performance Security - 20% (twenty Percent) of the contracted value of work.
(* In terms of Finance Deptt.,- Audit Branch, Govt. of West Bengal Memo No. 4608-F(Y), Dtd. 18/07/2018)
GENERAL TERMS AND CONDITIONS

1. **Design:** The work is to be carried out in accordance with specification and design related to this contract and specification, the priced scheduled of probable items with approximate quantities and directions or instructions which may be issued by the Employer or his representative from time to time during the execution of the contract.

2. **Procurement of Tender Paper:** The intending bidders must apply for the tender paper to the office in plain paper or in their own letter head along with self attested Xerox copy of address proof, PAN, GST Registration. The cost of tender paper shall be Rs 750.00. Tenderers should specially take note of all the addendum/corrigendum related to the Tender.

3. **Submission of Tender Paper:** The tender shall be required to be submitted in sealed cover, by name, and not by official designation, in favour of Smt. Bidisha Basak, WBFS, Divisional Forest Officer, Howrah Division, super scribing the Tender Notice Number. The sealed envelope should consist of another two sealed envelops viz-

   A. Technical Bids and Other Document and
   B. Financial Bid

   **A. The Technical Bid** should consist of following document-Paper related to company/bidder’s Details such as :
   
   Copy of Last Income tax Submission Certificate, Copy of Last VAT submission certificate, Copy of PAN, GST Registration, Receipt of Purchase of Tender Paper, Receipt of submission of EMD deposit (Original), Details of Financial Credentials, Affidavit (Y): The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded, debarred or blacklisted during the last 3 (three) years by any Government or PSU. Such abandonment or rescission will be considered as disqualification towards eligibility. A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive and be submitted along with technical bid.

   Work credential as per schedule to any Government Department, Zilla Parishad, Government undertaking / Statutory Bodies constituted under the statute of the Government during within last three financial years including current financial years should also be submitted. The work credential should be of similar nature in as per the tender notice implemented in a particular financial year.

   **A. The Financial Bid** should be submitted in prescribed format attached with the tender paper. The financial bid should be inclusive of all taxes. The tender paper should be submitted in the tender box specifically earmarked for the purpose. Tender paper submitted otherwise shall not be accepted under any circumstances. Further, no extension of time of submission of tender paper shall be entertained under any circumstances and the tender box shall be sealed after laps of due time and shall be opened on due time in presence of the bidders as they remain present.

4. **Earnest Money Deposit (EMD):**

   **Mode of Payment:** (a) Earnest Money (@ 2%) and Cost of tender documents should be deposited through GRIPS Portal of Finance Department, Govt. of West Bengal in favour of Divisional Forest Officer, Howrah Division, P & G Circle, W.B. (A/c Head: 8443-00-103-001-23-00) and copy of challan ( original ) to be submitted in office as per date. Payment in any other form of Cheque, NSC, KVP etc will not be accepted and the same must be enclosed with the Tender Form in Original & without it, Tender Form will not be accepted by the undersigned.

   **A. Refund of EMD:** The EMD of the unsuccessful Tenderers deposited in favour of “Divisional Forest Officer, Howrah Division” will be refunded without any interest on receipt of application addressed to the Divisional Forest Officer, Howrah Division, Howrah, from Tenderers as per relevant Govt. Rules.

   **B. The Earnest Money of all other tenderers shall be refunded after release of acceptance letter in favor of the qualified lowest bidder on receipt of application from tenderers, except the bidder who is awarded the contract work EMD shall be retained as until signing of an agreement, submission of Security Deposit and issue of work order.”
5. **Eligibility Criteria**: Bonafide contractor having valid Income Tax, PAN, GST Registration Number, having experience of similar nature of work during the last 3 financial years to any Government Department, Zilla Parishad, Government undertaking / Statutory Bodies constituted under the statute of the Government may apply for the tender. The intending bidders must be having financial credential of similar nature in as per NIT. The financial credentials thus submitted should not be more than three years’ old.

6. **Pattern of Bid**: Two bid system of submission of tender shall be followed. Financial bids of the bidders shall only be opened if the intending bidders pass in the technical bid to be decided by the tender committee constituted for the purpose. Technical bid should consist of Paper related to company/bidder’s Details such as Copy of Last Income Tax Submission Certificate, Copy of Last VAT submission certificate, Copy of PAN, GST Registration, Receipt of Purchase of Tender Paper. Receipt of submission of EMD deposit (Original), Details of Financial Credentials, Affidavit (Y): The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded, debarred or blacklisted during the last 3 (three) years by any Government or PSU. Such abandonment or rescission will be considered as disqualification towards eligibility. The value put under tender is inclusive of all taxes.

7. **Credential**: Intending bidders shall be required to be submitted financial credential of similar nature of works during the last 3 financial years to any Government Department, Zilla Parishad, Government undertaking / Statutory Bodies constituted under the statute of the Government, not more than three (3 )Years old. (a) 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 of similar nature with an estimated cost equal to or more than the estimated cost put to this notice; or

   (ii) At least two job of similar nature with 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 of similar nature with 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.

   For the purpose of this project ‘similar works’ would mean supply of any material in any Govt. /Undertaking etc.

8. **Time to complete the work**: Successful bidder shall have to complete the works within 07 (seven) days from the date issuance of work order in this regard. Allowing time extension shall be the discretionary power of the tender issuing authority. In case of delay penalty may be imposed after form initiating other legal means like forfeiting the security etc, if undersigned deems fit.

9. **Submission of Financial Bid**: Financial bid shall be required to be submitted in a separate sealed cover within the bigger sealed cover super scribing the Tender Notice No etc as per prescribed format. Rate shall be quoted as percentage ( above / bellow / at par ) in words & in figures. Undersigned does not always bind herself to accept the lowest rate and not bound to give any reason for the same. The Sample Testing committee may examine and ascertain the work and accordingly the Tender committee and Sample Testing committee will recommend and final decision may be taken.

10. **Security Deposit**:  
   a) The successful Tenderer to whom a Letter of Acceptance has been issued shall submit within 2 (two) days from the date of Letter of Acceptance. Security Deposit which is 10% (Ten Percent) of the contracted value of work shall have to be deposited through GRIPS Portal of Finance Department, Govt. of West Bengal in favour of Divisional Forest Officer, Howrah Division, P & G Circle, W.B. (A/c Head- 8443-00-103-001-23-00) and copy of challan (original ) to be submitted in office as per date. Failure in depositing this amount shall render the contact liable to termination without reference to the contractor and in such case. 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.
b) In terms of Finance Deptt., Audit Branch, Govt. of West Bengal Memo No. 4608-F(Y), Dtd. 18/07/2018, Additional Performance Security when the bid rate is 80% or less of the estimate put to tender and no increased in scope of work or projects during execution phase and accordingly final Security Deposit will be 20% in this situation.

c) The entire security deposit (including earnest money furnished with the tender, amount deposited at the time of execution agreement shall be held till the entire work order is completed in all respects with the full satisfaction of the Employer. Employer shall not pay interest on the Earnest Money and Security Deposit. Security Deposit will be released only after 30 days of completion of whole supply order.

[Note: Failure of submission of any one of the above mentioned documents will render the tender liable to summarily rejection.]

11. Validity of the tender will be 1 (one) year from the date of submission of the tender or up to the end of financial year, as may be decided by the appropriate authority.

12. The undersigned reserves the right to place work order for supply as per availability of fund.

13. The undersigned reserves the right to cancel the tender, if necessary, without assigning any reason whatsoever.

14. The undersigned or her representatives will inspect the works, take necessary measurement, and perform the required tests as and when required. The tenderers should render the required cooperation in this regard.

15. During the inspection by the undersigned or her representative, if the quality of the work / supply is not found up to the standard, the contractor/ supplier is bound to rectify the work or supply up to the satisfaction of the undersigned or his representative. Otherwise, the work order will be cancelled and the security deposit will be forfeited to the Govt. of West Bengal.

16. The tenderer will submit bills in triplicate with a copy of work order, bank details, supply challan duly signed through the Range officer, Arambagh Range. The Range Officer will forward the same to the undersigned with WMNB reference.

17. The work order will be issued to the successful contractor only after placement of fund by the Government.

18. No extension of time will be allowed for delivery / execution of the work. The Tenderer / contractor shall not be considered in default, if delay in delivery / execution occurs due to causes beyond his / her control, such as acts of God, natural calamities, civil wars, fire, strike, frost, floods, riot and acts of unsurpassed power. In the event of delay due to such causes, the tenderer may apply to the Divisional Forest Officer, Howrah Division for extension of time for that period. The Division Forest Officer, Howrah Division at her own discretion may extend for a length of time equal to the period of force majeure or such period as he think suitable for that or may be cancelled. Such cancellation would be without any liability whatsoever on the part of the undersigned.

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

20. 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 duly notified to the contractor/ supplier, within the project cost.

21. Statutory Deduction: Income Tax, GST, Labour Welfare Cess, as applicable, shall be deducted from the Gross amount of Bill.

22. The successful tenderer will not assign any part of the work to any other contractor.

23. Rate offered in the estimate is the final and tenderer will not have any further claim.

24. The acceptance of the tender will be subject to the receipt of the approval of the higher authorities and availability of fund. The undersigned will not be responsible for any loss sustained by the tenderer in the event of non receipt of Government sanction.

25. The payment of bill for any work will be made according to the availability of fund and approval of higher authorities wherever applicable and no claim to delay in payment will be entertained.

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

27. In case of any dispute in execution of the work or supply, an application may be made to the Divisional Forest Officer, Howrah Division and the decision of the undersigned is final and binding.
28. The quality of the supplied material shall be checked by the Sample Checking Committee or the Range officer primarily or by his authorized person. Poor quality of the materials supplied shall not be accepted at any case it shall be the discretionary authority of the Range Officer or ADFO or undersigned with over writing power as per hierarchy to cancel the supply outright. In that case fresh material is required to be supplied mentioning the quality.

29. Work order shall only be issued when the administration approval and financial sanction from appropriate authority.

30. The Contractor shall comply with all State and Central Laws, Statutory Rules, Regulations, etc., such as The payment of wages Act, The Minimum Wages Act, The workmen’s Compensation Act, The Employer’s Liability Act, The industrial Disputes Act, The Employees’ Provident Fund Act, Employees’ State Insurance Scheme, the Contract Labour (Regulations and Abolition Act, 1970) and other Acts, Rules and Regulations for labour as may be enacted by the Government during the tenure of the Contract and having force or jurisdiction at site. The contractor shall give to the local Governing Body, Police and other concerned Authorities all such notice as may be required under law.

31. The contractor shall pay all taxes, fees, license charges, deposits, duties, tolls, royalty, commissions or other charges which may be leviable on account of any of his operations connected with this contract. In case the Tender Inviting Authority makes any such payment, it shall be recovered from the contractor bill.

32. During scrutiny, if it comes to the notice of the Tender Inviting Authority that the credential or any other paper found incorrect / manufactured / fabricated / fake, such Tenderer bids shall be rejected without any prejudice bids, bidder would not be allowed to participate in the tender.

33. The Divisional Forest Officer, Howrah Division, Government of West Bengal reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

34. The contractor’s any of the documents on verification if found incorrect / manufactured / fabricated / fake or false in that case awarded contract work liable to be terminated with imposition of penalties or penalized as deemed fit. The balance work shall be awarded on risk and cost basis tender.

35. The Divisional Forest Officer, Howrah Division’s decision shall be final and binding to follow in case of any discrepancy arises between two similar clauses contained in contract agreement.

36. Escalation of Prices: The rates quoted by the Contractor shall be firm throughout the tenure of the contract (including extension of time, if any granted) and will not be subject to any fluctuation due to increase in cost of materials, labour, sales tax, Octroi etc.

37. Deduction of STDS, TDS, GST & Other tax etc, if applicable shall be made as per rule in vogue. The tender value inclusive of all direct & indirect taxes.

38. 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 materials used for making jute bags 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 jute bags or after completion of supply or abandonment thereof shall be referred to the sole arbitration of the Chief Conservator of Forests, Conservation & Extension, Directorate of Forests, Govt. of West Bengal. Should the Chief Conservator of Forests, Conservation & Extension, 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.

39. All these terms and conditions along with such other terms and condition as the undersigned deems fit shall from a part of the agreement which is required to be made by the successful bidder with the undersigned.

Sd/-(Bidisha Basak, WBFS)
Divisional Forest Officer
Howrah Division
Copy forwarded for wide circulation & information to:-

1. The Principal Chief Conservator of Forests (HOFF), West Bengal
2. The Principal Chief Conservator of Forests (General), West Bengal
3. The Chief Conservator of Forests, Conservation & Extension, West Bengal.
4. The Conservator of Forests, Parks & Gardens Circle, West Bengal.
5. The Assist. Divisional Forest Officer, Howrah Division, with a request to inform all Tender Committee members to be present during opening of the tender and evaluate it.
6. The Head Clerk, Howrah Division.
7. The Budget & Accounts Section.
8. All Range Officers (Territorial), Howrah Division.

Sd/- (Bidisha Basak, WBFS)
Divisional Forest Officer
Howrah Division

ANNEXURE A1

Estimate for supply of Jute Bags for Sabujshree Programme at Howrah Forest Division

SPECIFICATIONS OF JUTE BAGS TO BE SUPPLIED

All the JUTE BAGS will be of:

1. SIZE: 30 CM X 20 CM X 20 CM (Height x Width & gusset).
2. Made with Laminated Jute (80 gm lamination).
3. Jute quality (PSI or porter sorting /inches) will be 15/14.
4. Jute colour to be natural (one side) and blue (three sides and bottom)
5. Bleached cotton made handle (body to body length of each handle will be 15 “) with rope.
6. Three ply polyester colour threads (from Vardman Threads Ltd/ Coats India Ltd)
7. SPECIFIC APPROVED LOGO WILL BE OF MULTI COLOUR (5 COLOUR) PLACED BY TENDER INVITING AUTHORITY.
8. Interested bidders are requested to quote their rate per bag only. All applicable taxes will be added with their quoted rate. Order for supply will depend on availability of fund.

Sd/- (Bidisha Basak, WBFS)
Divisional Forest Officer
Howrah Division

GENERAL TERMS & CONDITIONS OF CONTRACT

1. Design: The work is to be carried out in accordance with specification and design related to this contract and specification, the priced scheduled of probable items with approximate quantities and directions or instructions which may be issued by the Employer or his representative from time to time during the execution of the contract.
2. Interpretations: In constructing these conditions, the specifications the schedule of quantities, tender and Agreement, the following words shall have the meaning herein assigned to them except where the subject of context otherwise requires:

I) The term EMPLOYER/AUTHORITY shall mean Divisional Forest Officer, Howrah Division,
West Bengal, Directorate of Forests, Dalmia Park, Stadium Complex, Howrah-711101 and include its successor and assigns or the Officers authorized to deal with any matters which those presents are concerned on its behalf.

II) The term REPRESENTATIVE shall mean Authorized Official of the Divisional Forest Officer, Howrah Division, W.B.

III) SUPPLIER shall mean the firm or company whose tender has been accepted by the employer and includes his (their) heirs, legal representative assigns and successors.

IV) This CONTRACT shall mean Articles of Agreement, these conditions, the schedule of quantities, the general instructions to the Contractor, the specifications, and correspondences by which the contract is added, amended, valued or modified in any way by mutual consent.

V) ACT OF INSOLVENCY shall mean any act of insolvency as desired by the Presidency Towns Insolvency Act or the Provincial Insolvency Act or any amending statutes.

VI) THE WORKS shall mean the work or works to be executed or done under this contract.

VII) The SCHEDULE OF QUANTITIES, BILL OF QUANTITIES shall mean the Schedule or Quantities as specified and forming part of contract.

VIII) NOTICE IN WRITING or WRITTEN NOTICE shall mean a notice in writing typed or printed characters sent (unless delivered personally) or otherwise proved to have been received by Registered Post to the last known private or business address as registered office of the addressee and shall be deemed to have been received when in the ordinary course of post it would have been delivered. If the employer feels that the contractor (who has signed the agreement) should himself come personally meet to the employer for necessary discussion in connection with the work; he must contact personally. In case the contractor (not his authorized person) does not meet personally and intentionally avoids or do not reply the letter, the matter will fall under the breach of the contract. The work progress should be in the proportionate of the time frame set forth for the completion of the works.

IX) The term APPROVED, DIRECTED or SELECTED means the approval direction or selection of the Employer and where ever the words ALLOW, INCLUDE, and PROVIDE occurs the cost of the items is as the risk of the supplier. COMPLETION shall mean that the TOTAL supply as per order on the basis of accepted rate has been totally completed.

3. Deviations: No deviation from the contract will on any account be allowed unless an order in writing is obtained from the Employer.

4. Agreement: 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.

5. 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, deposit an amount equal to deposited EMD through GRIP PORTAL of FINANCE DEPARTMENT, W.B. in favour of the Divisional Forest Officer, Howrah Division, P & G Circle. The EMD deposited earlier and the current deposit shall together constitute 2% (two percent) of the accepted value of tender and shall thus be converted as the Security Deposit of the contracted value of work. Failure to deposit the Security Deposit as aforesaid within the specified time will constitute a breach of the contract rendering the contract liable to termination with forfeiture of the security to the extent of amount of the initial Earnest money deposited with the tender without any reference to the Tenderer. The entire security deposit (including earnest money furnished with the tender, amount deposited at the time of execution agreement shall be held till the entire work order is completed all respects with the full satisfaction of the Employer. Employer shall not pay interest on the Earnest Money and Security Deposit. Security Deposit will be released only after 30 days of completion of whole supply order.

6. PAYMENT: Payment shall be made to the Contractor by the Employer on the bills certified by the Representative of the Employer. Payment will be made through TREASURY (ONLINE MODE). Tenderer shall have to submit their Bank details (Name of Bank, Branch Code No. Bank A/C Number, IFSC Code no. etc. so that online transaction can be made smoothly without any delay. All statutory deductions like, I.Tax, VAT/GST or any other cess that can be imposed by the Government will be deducted from the submitted bill(s) etc.
7. **Escalation of Prices:** The rates quoted by the Contractor shall be firm throughout the tenure of the contract (including extension of time, if any granted) and will not be subject to any fluctuation due to increase in cost of materials, labour, sales tax, Octroi etc.

8. **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 materials used for making jute bags 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 jute bags or after completion of supply or abandonment thereof shall be referred to the sole arbitration of the Chief Conservator of Forests, Conservation & Extension, Directorate of Forests, Govt. of West Bengal. Should the Chief Conservator of Forests, Conservation & Extension, 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.

Sd/- (Bidisha Basak, WBFS)
Divisional Forest Officer
Howrah Division

**ANNEXURE-II**

**PRAYER FOR PARTICIPATION IN THE TENDER**

Name:
Address:

Tender Notice No.

Financial Credential (as mentioned in the tender notice)

Bank details (Current A/c No., IFSC code & MICR code) (optional)

**Declaration:** I / we do hereby declared the statement made by me is true the best of my knowledge in belief. If allow I/We shall abide by all the terms and conditions mentioned in the tender notice and the direction of the authority. I /We read the tender document carefully and understood it in letter inspirit.

Signature with date ..............................................................
# TECHNICAL BID FORMAT

Form IA-General Information about the Organization

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Particulars</th>
<th>Details to be furnished</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Details of the Bidder (Organization)

1. Name
2. Address
3. Telephone/Mobile No.
4. Email
5. Fax
6. Website

Details of Authorized Person

7. Name
8. Address
9. Telephone/Mobile No.
10. Email

Information about the Organization

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Particulars</th>
<th>Details to be furnished</th>
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<tbody>
<tr>
<td>11</td>
<td>Status of Organization</td>
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<tr>
<td></td>
<td>(Proprietorship/Partnership/Public Ltd/Pvt. Ltd/Co-operative Society etc.)</td>
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<tr>
<td>12</td>
<td>Details of Registration of Organization</td>
<td>Date:</td>
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<td>Ref:</td>
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<td>13</td>
<td>Number of Professionals in position in the organization</td>
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<td>14</td>
<td>Locations and address of offices</td>
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<td>15</td>
<td>Service Tax Registration Number</td>
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<td>16</td>
<td>VAT Registration Number (Enclosed latest VAT Return)</td>
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<td>17</td>
<td>Professional Tax Registration Number</td>
<td></td>
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<td>18</td>
<td>Income Tax PAN Number</td>
<td></td>
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<tr>
<td>19</td>
<td>Details of any other Licenses/Registration (Copy to be enclosed)</td>
<td></td>
</tr>
</tbody>
</table>

Signature of the Tenderer with date
**Form I-B “Summary of Credential” (Year wise)**

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Name of the Customer</th>
<th>Project Name</th>
<th>Brief narration of the type of work implemented</th>
<th>Start Date</th>
<th>End Date</th>
<th>Contact Value (only net checked amount issued by authority)</th>
<th>Financial year of the completion of the work</th>
<th>Whether Successfully completed</th>
<th>Address &amp; Phone no. of the work completion issuing authority</th>
<th>Signature of the Tenderer with date</th>
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Signature of the Tenderer with date
FINANCIAL BID FORMAT

NIT No.06/3D-3(E) of 2019-20

Form II-A

<table>
<thead>
<tr>
<th>Estimated Amount (Rs)</th>
<th>Rate offered per bag as per specification (in figure)</th>
<th>Rate offered per bag as per specification (in word)</th>
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</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
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<td>4,84,000/- (Rupees four lakh and eighty four thousand) only</td>
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Declaring that the item against which there are fixed Govt. rate such as minimum wage rate etc. shall be obeyed in letter in spirit & rate is inclusive of all taxes.

Signature of the Tenderer with Seal & date

(Annexure-V)

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 farm M/S___________________________________ nor any of constituent partners had been debarred to participate in any Tender by the 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; during the last 5 (five) years prior to the date of this NIT nor abandoned any of their contracts.

(III) The undersigned would authorize and request any Bank, person, Farm, or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Divisional Forest Officer, Howrah Division, W.B. herein referred to as the e-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 e-Tender Inviting & Accepting Authority.

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

Date:_________________

Signature of authorized officer of the farm:________________________

Title & Capacity of the officer:____________________________________

Name of the Farm with Seal:_______________________________________