



Government of West Bengal
Directorate of Forests
Office of the Divisional Forest Officer,
Jhargram Division
Ghoradhara, Jhargram- 721507



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NOTICE INVITING e-TENDER NO. 16 to 31/ LABOUR AND MATERIAL FOR LABOUR AND MATERIALS FOR ELEPHANT MANAGEMENT/JHARGRAM DIVISION/2022-23 UNDER THE OFFICE OF DIVISIONAL FOREST OFFICER, JHARGRAM DIVISION

Man-Elephant conflict is one of the most challenging management issues of Jhargram Division. So, preventing wild elephants from entering human habitations and crop fields to prevent damages to crop and property and barricading a particular area to protect from possible depredation are uphill tasks of this division. But such issues are always unpredictable in nature, i.e., inter alia, cannot be foretold specifically when and how the preventing measure is required to be taken up. Thus, in pursuance to the G.O No-5400-F(Y) d t. 25/6/12 and its subsequent amendment No-2254-F d t 24/4/14, The Divisional Forest Officer, Jhargram Division, on behalf of the Governor of West Bengal, invites e-tender from bonafide, resourceful suppliers/contractors for taking up the following works, as per the estimate given in the table below.

e-NIT No.	Name of the work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Period of Completion	Name of the Concerned Division
16	Hiring of vehicle including fuel (POL) etc. for management of wild elephants within the jurisdiction of Manikpara, Gopiballavpur & Hatibari Ranges under Jhargram Forest Division	9,39,708/- (Rupees nine lakh thirty nine thousand seven hundred eight) only	18,794.00	240 (two hundred forty) days from the date of issuance of work order	Jhargram Division
17	Wages for hiring of manpower for guiding the elephant herds and solitary elephants within the jurisdiction of Manikpara, Gopiballavpur & Hatibari Ranges under Jhargram Forest Division	9,97,086.00 (Rupees nine lakh ninety seven thousand eighty six) only	19,942.00	240 (two hundred forty) days from the date of issuance of work order	Jhargram Division
18	Supply of materials for the management of elephants and guiding them into forests and barricading and protecting the villages; supply to local villagers to protect themselves against elephant depredations – (i) Burnt Mobil, (ii) Other Materials such as crackers, gunny bags, repellents, etc. within the jurisdiction of Manikpara, Gopiballavpur & Hatibari Ranges under Jhargram Forest Division.	9,57,110.00 (Rupees nine lakh fifty seven thousand one hundred ten) only	19,142.00	240 (two hundred forty) days from the date of issuance of work order	Jhargram Division
19	Supply of Tiffin to the labourers who are engaged in elephant duty within the jurisdiction of Manikpara, Gopiballavpur & Hatibari Ranges under Jhargram Forest Division	3,72,900.00 (Rupees three lakh seventy two thousand nine hundred) only	7,458.00	240 (two hundred forty) days from the date of issuance of work order	Jhargram Division

Divisional Forest Officer
Jhargram Division

20	Hiring of vehicle including fuel (POL) etc. for management of wild elephants within the jurisdiction of Jhargram and Lodhasuli Ranges under Jhargram Forest Division	9,39,708/- (Rupees nine lakh thirty nine thousand seven hundred eight) only	18,794.00	240 (two hundred forty) days from the date of issuance of work order	Jhargram Division
21	Wages for hiring of manpower for guiding the elephant herds and solitary elephants within the jurisdiction of Jhargram and Lodhasuli Ranges under Jhargram Forest Division	9,97,086.00 (Rupees nine lakh ninety seven thousand eighty six) only	19,942.00	240 (two hundred forty) days from the date of issuance of work order	Jhargram Division
22	Materials for the management of elephants and guiding them into forests and barricading and protecting the villages; supply to local villages to protect themselves against elephant depredations – (i) Burnt Mobil, (ii) Other Materials such as crackers, gunny bags, repellents, etc. within the jurisdiction of Jhargram and Lodhasuli Ranges under Jhargram Forest Division.	9,57,110.00 (Rupees nine lakh fifty seven thousand one hundred ten) only	19,142.00	240 (two hundred forty) days from the date of issuance of work order	Jhargram Division
23	Supply of Tiffin to the labourers who are engaged in elephant duty within the jurisdiction of Jhargram and Lodhasuli Ranges under Jhargram Forest Division	3,72,900.00 (Rupees three lakh seventy two thousand nine hundred) only	7,458.00	240 (two hundred forty) days from the date of issuance of work order	Jhargram Division
24	Hiring of vehicle including fuel (POL) etc. for management of wild elephants within the jurisdiction of Gidhni, Jamboni and Parihati Ranges under Jhargram Forest Division	9,39,708/- (Rupees nine lakh thirty nine thousand seven hundred eight) only	18,794.00	240 (two hundred forty) days from the date of issuance of work order	Jhargram Division
25	Wages for hiring of manpower for guiding the elephant herds and solitary elephants within the jurisdiction of Gidhni, Jamboni and Parihati Ranges under Jhargram Forest Division	9,97,086.00 (Rupees nine lakh ninety seven thousand eighty six) only	19,942.00	240 (two hundred forty) days from the date of issuance of work order	Jhargram Division
26	Materials for the management of elephants and guiding them into forests and barricading and protecting the villages; supply to local villages to protect themselves against elephant depredations – (i) Burnt Mobil, (ii) Other Materials such as crackers, gunny bags, repellents, etc. within the jurisdiction of Gidhni, Jamboni and Parihati Ranges under Jhargram Forest Division.	9,57,110.00 (Rupees nine lakh fifty seven thousand one hundred ten) only	19,142.00	240 (two hundred forty) days from the date of issuance of work order	Jhargram Division
27	Supply of Tiffin to the labourers who are engaged in elephant duty within the jurisdiction of Gidhni, Jamboni and Parihati Ranges under Jhargram Forest Division	3,72,900.00 (Rupees three lakh seventy two thousand nine hundred) only	7,458.00	240 (two hundred forty) days from the date of issuance of work order	Jhargram Division

28	Hiring of vehicle including fuel (POL) etc. for management of wild elephants within the jurisdiction of Belpahari, Silda, Bhulaveda and Banspahari Ranges under Jhargram Forest Division	9,39,708/- (Rupees nine lakh thirty nine thousand seven hundred eight) only	18,794.00	240 (two hundred forty) days from the date of issuance of work order	Jhargram Division
29	Wages for hiring of manpower for guiding the elephant herds and solitary elephants within the jurisdiction of Belpahari, Silda, Bhulaveda and Banspahari Ranges under Jhargram Forest Division	9,97,086.00 (Rupees nine lakh ninety seven thousand eighty six) only	19,942.00	240 (two hundred forty) days from the date of issuance of work order	Jhargram Division
30	Materials for the management of elephants and guiding them into forests and barricading and protecting the villages; supply to local villages to protect themselves against elephant depredations – (i) Burnt Mobil, (ii) Other Materials such as crackers, gunny bags, repellents, etc. within the jurisdiction of Belpahari, Silda, Bhulaveda and Banspahari Ranges under Jhargram Forest Division.	9,57,110.00 (Rupees nine lakh fifty seven thousand one hundred ten) only	19,142.00	240 (two hundred forty) days from the date of issuance of work order	Jhargram Division
31	Supply of Tiffin to the labourers who are engaged in elephant duty within the jurisdiction of Belpahari, Silda, Bhulaveda and Banspahari Ranges under Jhargram Forest Division	3,72,900.00 (Rupees three lakh seventy two thousand nine hundred) only	7,458.00	240 (two hundred forty) days from the date of issuance of work order	Jhargram Division

- 1) In the event of e-filling, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Tender documents can be downloaded for free online. Earnest Money should be remitted through Online in e-tender portal in favour of the **“Divisional Forest Officer, Jhargram Division** and also to be documented through e-filling. The original Affidavit must be submitted online to the Office of The Divisional Forest Officer, JHARGRAM Division, Directorate of Forests, Government of West Bengal. Estimates are attached herewith and the clarification for estimates will be available at Divisional Forest Office, Jhargram Division and can be availed on all working days during office hours (Annexure-1).
- 2) Both **Technical Bid** and **Financial Bid** are to be submitted online concurrently duly digitally signed in the website <http://wbtenders.gov.in> as per time schedule stated herein under. The documents submitted by the bidders should be properly indexed and self attested with seal.
- 3) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in NIT.
- 4) 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, Jhargram Division**, Directorate of Forests, Government of West Bengal. 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.

Divisional Forest Officer
Jhargram Division

SCHEDULE OF DATES

TYPE	DATE
Date of uploading of N.I.T & Other document (Online Publishing Date)	03/06/2022 at 2.00 PM
Document Download Start date.	03/06/2022 at 2.00 PM
Bid submission Start date Online	03/06/2022 at 2.00 PM
Bid submission Closing date (Online)	17/06/2022 up to 2.00 PM
Bid Opening date for Technical Bid (Online)	20/06/2022
Date of uploading of list of Technically qualified bidders (Online)	20/06/2022
Date of uploading of final list of technically qualified bidders after disposal of appeal (Online)	To be Notified in due course
Date of Opening of Financial Bids (Online)	To be Notified in due course
Website from where the tender can be seen	1) Website of Directorate of Forests , Government of West Bengal. 2) e- procurement portal, Government of West Bengal.
Relevant Website for Viewing& Participating in e-Tender.	www.wbtenders.gov.in

TERMS & CONDITIONS :

1. Man-Elephant conflict is one of the most challenging management issues of Jhargram Division. So, preventing wild elephants from entering human habitations and crop fields IN ORDER to prevent damages to crop and property and barricading a particular area to protect from possible depredation are uphill tasks of this division. But such issues are always unpredictable in nature, i.e., inter alia, cannot be foretold specifically when and how the preventing measure is required to be taken up. Therefore, hiring vehicle including fuel (POL) and driver for preventing of wild elephant from entering human habitation and crop fields should be arranged as per the approved estimate and work order.
2. Materials should be supplied like gunny bag, mobil oil, sound device, crackers, repellents etc. and Tiffin, Lunch, Dinner packets for refreshment of team for elephant anti depredation party as applicable as per the approved estimate.
3. Hiring vehicle and fuel will be utilized for that actual wild elephant prevention from habitation and crop fields and type and pattern shall be dependent on exact ground situation. The payment will be done as per the actual involvement of elephant anti depredation teams in the field certified by the Range Offices in consultation with their controlling officers. Thus intending bidders are required to quote their rate based on the estimates shown in the table enclosed for unit basis only. Then, rate quoted by the successful bidder shall be calibrated on pro rata basis of actual engagement of hiring vehicle units.
4. Supply of burnt Mobil/ supply of kerosene/sound device/repellent /tiffin etc. in those cases payment shall be made accordingly based on actual supply/procurement in the same weightage and ratio as mentioned in the model estimates and as per the rate quoted by the successful bidders.

5. Tender for execution of works/ supply of goods should be submitted in the prescribed tender paper /BOQ of the tender notice.
6. Materials will have to be procured by the tenders by themselves in the standard and specification as decided by the Range Officer concerned or his/her higher officers.
7. This does not restrict undersigned to give instruction to supply materials of appropriate quality and quantity for preventing elephants entering human habitations and crop fields such as Burnt Mobil, kerosene, Jute bag, sound devices, chilli or chilli powder, food items to be supplied to elephant anti depredation Teams and staffs along with suitable drinking water. Before supply the sample should be verified by the concerned Range Officer and bill shall only be passed after the Range Officer concerned provide the required certificate in this regard. Any supply made without actually being verified by concerned Range Officer prior to supply will not be considered for making payment.
8. Pattern of Tender-Invitation of tenders is indicative in nature. It is being floated in anticipation of administrative approval and subsequent financial sanction of our proposals and plans. In case of non availability of such approval the tender shall be cancelled outright without assigning any further causes. No prayer, in case of such cancellation, shall be entertained under any circumstances. Even in case of the requisite approval from appropriate authorities, work order to the successful bidders shall only be issued when fund will be placed and which shall be free from any other encumbrances.
9. The participating bidder should have valid IT returns, PAN Card, GST returns, GST Registration Certificate and Trade license and should enclose along with the bids..
10. The bidder should have not been blacklisted by the time of participating in tender by any agency/ department of Government of West Bengal or Government of India. There should not be any pending cases against the bidder for any forest and wildlife offences and financial crimes.
11. An Earnest Deposit Money (EMD) amount of 2% of total estimated amount is to be deposited online in e-tender portal in favour of Divisional Forest Officer, Jhargram Division by all participating bidders. The unsuccessful bidders will get their refund of Earnest Deposit Money only on the competition of tender process. A security deposit of 3% (inclusive of 2% of EMD) will have to be deposited by L1 bidder/successful bidder after the letter of acceptance is issued from this end. The mode of remittance of security deposit will be mentioned in the letter of acceptance after completion of tender process.
12. An additional performance security of 10% over and above security deposit should be paid in the form of bank guarantee in the prescribed format by the L1 bidder/successful bidder in cases where the less amount offered is more than 20% less of the estimated amount put to tender i.e. anyone quotes more than 20% less and becomes successful in bidding needs to pay 10% additional performance security after issuing the letter of acceptance.
13. No defect liability period in case of these works.

14. All other conditions, rules and regulations of Government of West Bengal issued from time to time will also be applicable.
15. The amount put to tender is inclusive of IT, GST, other taxes and cesses and transportation cost.
16. The successful bidder has to execute the bond with Divisional Forest Officer, Jhargram Division before getting the work order for the terms and conditions mentioned.
17. Validity of the tender is for 12(twelve) months from the date of publication of this tender. It is the responsibility of the successful bidder to ensure the supply of labourers, materials, vehicles, tiffin etc. in time for the effective management of man-animal conflicts. No reasons what so ever will be accepted.
18. Credentials : Any bidder who has executed the work of similar nature in last 3 years in Jhargram Division for a financial value of 40% of the total amount put to tender. Similar nature of work here pertains to supply of all vehicles, materials and labourers for the elephant management work and not for each work separately. This is very much essential considering the nature of executing such job in difficult field conditions. The necessary payment certificates and other supporting documents need to be enclosed.
19. The Divisional Forest Officer, Jhargram Division, Directorate of Forests, 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.
20. The undersigned is not bound to accept the lowest rate quoted by the tenderer and any reason, whatsoever, for such non-acceptance will be intimated in due course.
21. 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.
22. Before issuance of the WORK ORDER, the tender inviting authority may verify the credentials and other documents of the lowest tenderer in original if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false, the work order will not be issued in favour of the said Tenderer under any circumstances.
23. The undersigned or his representatives will inspect the works, take necessary measurement, and perform the required tests as and when required. The tenderers should render the required co-operation in this regard. The necessary comment shall be put by the field inspecting officers of Forest Department in the site inspection register which is required to be maintained mandatorily by the successful bidder/s concerned.
24. It shall be the discretionary power of the undersigned for accepting any prayer for part payment. In general, no prayer for part payment shall be entertained; however, considering the length of the job, R.A Bills with specific recommendation of concerned Range officer and with proper inspection of concerned ADFO, may be provided to the contractor concerned.
25. During the inspection by the undersigned or his 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 materials 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 Government of West Bengal and necessary legal and administrative action, including blacklisting from participating in any future works, will be taken..

26. The work order will be issued to the successful contractor only after placement of fund by the Government.
27. No extension of time will be allowed for execution of the work/ delivery. The Tenderer / contractor shall not be considered in default, except in cases where delay in execution / delivery occurs due to causes beyond his / her control, such as acts of 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, Jhargram Division for extension of time for that period. The Division Forest Officer, Jhargram Division at his own discretion may extend for a length of time such period as he thinks suitable for that or may be cancelled. Such cancellation would be without any liability whatsoever on the part of the undersigned.
28. Materials will have to be procured by the tenderers by themselves following the standards and specifications of NIT , or as per the specification as decided by the Range Officer concerned or his/her higher officer.
29. The tenderers are required to inspect the sites (including landscape and terrains), site plans and specifications of the works before submission of the tender and future ignorance of any such item will not be entertained.
30. All works are required to be carried out as per plan and specification and 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.
31. The successful tenderer will not assign any part of the work to any other contractor (No sub contracting).
32. The successful tenderer may, however authorize any person to supervise the day to day work, attend the measurement when taken by the undersigned or by his authorized Officer and record his signature on the work measurement note books.
33. 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.
34. In case of any dispute in execution of the work or supply, an application may be made to the Divisional Forest Officer, Jhargram Division and the decision of the undersigned is final and binding .
35. Requisite license must be obtained from Labour Department after issuance of work order. No payment shall be made without production of the license.
36. The contractor is liable to pay the skilled, unskilled and other labour wages as per existing rules.
37. The Tender inviting authority reserves the right to split the work amongst the lowest Tenderers.
38. The fund against contingency will be at the disposal of the D.F.O., Jhargram Division and tenderer will not be having any claim for that.

39. Forest Department or Jhargram Division, or any staffs of the Division, shall in no way be held responsible under any circumstances for any accident of vehicles or death of the labourer/driver etc, engaged by the contractor, happened in the field during the time of implementation of the works and no claims whatsoever can be made to the Forest Department or its officers. Hence, the safety has to be fully ensured by the contractor while executing the work.
40. Range officer or his authorized person/s shall have the discretionary power to deploy suitable labourers, preferably from among the FPCs concerned to help facilitate the elephant management and to successfully complete the work.
41. In case of implementation of the works at field the decision of the Range Officer or his authorized persons or any of his superior officers shall be final and binding on the successful bidders implementing the works in field.
42. Payment shall only be made to the contractors after the Range Officer concerned, certifies so ensuring the quality of the work and implementation of the works as per estimates and plan subject to overriding power of the undersigned in this regard.
43. The mode of payment for successful completion of the works will be made by NEFT/RTGS/Net Banking issued by the Tender Inviting Authority. Payment on submission of completion report by the Range Officer, after maintaining due formalities, shall be made to the successful contractor.
44. Please follow annexure carefully during submission of tender.

OTHER TERMS AND CONDITIONS

1. In some case, the location may also vary/changed depending on the field situation. Payment shall be made on pro rata basis based on the lowest rate offered by the successful bidder/s in that case.
2. Pattern of Tender- Invitation of tenders is indicative in nature. It is being floated in anticipation of administrative approval and subsequent financial sanction. In case of non availability of such approval the tender shall be cancelled outright without assigning any further causes. No prayer, in case of such cancellation, shall be entertained under any circumstances. In case of the requisite approval from appropriate authorities also, work order to the successful bidders shall only be issued when fund will be placed and which it shall be free from any other encumbrances.
3. **Procurement of tender paper-** The tender paper shall have to be procured from e procurement portal, Govt of West Bengal. The intending bidders may also visit the official website of Forest Directorate for information.
4. Tender should be submitted in two bid system viz- technical bid and financial bid. Following folders are required to be uploaded with a single folder superscripting technical bid
 - a. Company information folder- related all information including audit report etc.
 - b. Financial Credential folder- All experiences related to similar nature of job. Only work completion reports in the form of completion certificate from the competent authority.
 - c. Folder related to company hierarchy and technical person

The technical bids must not contain any pricing information under any circumstances. In such case the tender shall be liable to be canceled.

5. **Submission of Tender :** In general, the tenders are allowed to participate in any/all clusters as per choice. However, the intending contractor/s must be financially sound to participate in those clusters apart from having requisite technical knowledge. The technical bids thus submitted by the intending bidders shall be scrutinized by the tender committee constituted for the purpose 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
- c) Experience (Credential of similar nature)

The eligibility of a bidder will be ascertained on the basis of the attested documents in support of the minimum criteria as (a,b,c) mentioned above and the declaration executed through prescribed affidavit in non-judicial stamp paper for Affidavit 'Y' 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/ tenderer will be rejected at any stage without any prejudice with forfeiture of earnest money forthwith.

6. **Technical Bid-** Technical Bid Should be submitted in separate folder other than financial bid. Clearly super scribing the tender no. in which the intending bidders are willing to participate. Other documents such as experience certificate / payment certificate for the above works, latest IT returns, GST, as applicable, P TAX, License/Registration as applicable, additional information if any, shall also be submitted in the folder. The other credential like company details, machinery, technical persons, other technical knowhow, as applicable, shall be required to be submitted. The Technical bid must not contain any pricing information. Any bidder who has executed the work of similar nature in last 3 years in Jhargram Division for a financial value of 40% of the total amount put to tender. Similar nature of work here pertains to supply of all vehicles, materials and labourers for the elephant management work and not for each work separately. This is very much essential considering the nature of executing such job in difficult field conditions.
7. **Financial Bid** – While giving financial bids, it is to be kept in mind that the total estimate put to tender has a provision for contractor/ work executing agency a margin/ profit of 10%. The TDS and less bid amount will be calculated only within that bracket of 10%. No reduction in Mandays and use of materials will be allowed.

8. **Intending bidders shall download the tender document from the website directly by the help of e- Token.**

Earnest Money Deposit of e-procurement

Online receipt and refund of EMD of e-procurement through State Government e-Procurement portal. The following procedure to be adopted for deposit of EMD/Bid Security/ Tender Fees related to e-procurement of the State Government departments. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD. The scan copy of EMD Challan & receipt

(Agency's copy) essentially shall have to be uploaded alongwith other documents in non-statutory file of this NIT.

A. Login by bidder:-

- a) A bidder desirous of taking part in a tender invited by a State Government Office shall login to the e-procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password
- b) He will be select the tender to bid and initiate payment of pre-defined EMD / Tender Fess for that 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 Gat way;
- ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

B. Online receipt and refund of EMD of e-procurement through State Government e-procurement portal [Vide memorandum no. 3975-F(Y) dated 28th July 2016 of Secretary to the Govt. of West Bengal – Finance Department]

i) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway

- a. 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 will select the Bank through which he wants to do the transaction.
- b. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- c. Bidder will receive a confirmation message regarding success / failure of the transaction.
- d. 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 Raod, Kolkata for collection of EMD / Tender Fess.
- e. If the transaction is failure , the bidder will again try for payment by going back to the first step

ii) Payment through RTGS/NEFT:

- a. On selection of RTGS/NEFT as the payment made , the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- b. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- c. Once payment is made , the bidder will come back to the e- procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete ,in order to verify the payment made and continue the bidding process.
- d. If verification is successful, the fund will 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/Tender Fees.
- e. Hereafter, the bidder will go to e- Procurement portal for submission of his bid.
- f. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.
- g. The bidder is also requested to upload the prefilled RTGS/NEFT/any documents of EMD, duly paid in the bank.

C. Refund / Settlement Process : (Please refer order no. 3975-F(Y) dated 23.07.2016 & 148-W(C)/1M-23/15 dated 16.03.2018

- i. After opening of the bids and technical evaluation of the 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 bids as successful / 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 bidder's 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 bid is uploaded to the e-procurement portal by the tender inviting authority.
- iii. Once the financial bid evaluation is electronically processes in the e-procurement portal, EMD of the technically qualified bidders other than that of the L1 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.
- iv. All refunds will be made mandatorily to the any A/c from which the payment of EMD and Tender Fees (if any) was initiated.

(J. Sheik Fareed, I.F.S.)
Divisional Forest Officer,
Jhargram Division

No. **546** / 2B- ; Dated, Jhargram, the **23/05/2022**

Copy forwarded for information to:-

- 1) The Principal Chief Conservator of Forests & HoFF, Directorate of Forests, Government of West Bengal,
- 2) The Chief Conservator of Forests, Western Circle, Directorate of Forests, Government of West Bengal.
- 3) The Chief Conservator of Forests, MIS and e-Governance, West Bengal.
- 4) The District Magistrate, Jhargram District.
- 5) All Divisional Forest Officers, Western Circle, West Bengal.
- 6) The Sub-Divisional Officer, Jhargram.
- 7) The Sabhadhipati, Jhargram Zilla Parishad.
- 8) The District Information Officer, Jhargram District.
- 9) The Block Development Officer, _____ Block.
- 10) All Range Officers, Jhargram Division.
- 11) Notice Board.

(J. Sheik Fareed, I.F.S.)
Divisional Forest Officer,
Jhargram Division

SECTION - A
INSTRUCTION TO BIDDERS

General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

i. Registration of Contractor:

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in> (the web portal of Divisional Forest Officer, Jhargram Division, Forests Department) 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) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

iii. The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

iv. Participation in more than one work:

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

v. Submission of Tenders:

Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders).

(a). Statutory Cover Containing the following documents:

1. NIT
2. EMD Bid through Online.
3. Section B Form I & VALID AFFIDAVIT – “Y”

(b). Non-statutory Cover Containing the following documents:

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.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	GST Registration Certificate & Acknowledgement. PAN. P Tax (Challan) 2018-19, 2019-20, 2020-21, 2021-22/2022-23). Latest IT Receipt. IT-Saral for Assessment year 2018-19, 2019-20, 2020-21, 2021-22/2022-23).
B.	Company Detail(s)	Company Detail	Proprietorship Firm (<i>Trade License</i>) Partnership Firm (<i>Partnership Deed, Trade License</i>) Ltd. Company (<i>Incorporation Certificate, Trade License</i>) Society (<i>Society Registration Copy, Trade License</i>) Power of Attorney.

C.	Credential	Credential – 1 Credential – 2	Any bidder who has executed the work of similar nature in last 3 years in Jhargram Division for a financial value of 40% of the total amount put to tender. Similar nature of work here pertains to supply of all vehicles, materials and labourers for the elephant management work and not for each work separately. This is very much essential considering the nature of executing such job in difficult field conditions.
D	Financial information	Balance sheet, 2018-19, 2019-20, 2020-21	
E	Declaration	Declaration 1 Declaration 2 Declaration 3	
F	Equipment	Machineries Laboratories	Authenticated copy of Invoice Challan
G	Man Power	Technical Personnel	List of Technical Staffs along with Structures & Organization (<i>as per N.I.T.</i>)

Tender Evaluation Committee (TEC)

1. Tender Committee constituted as per Order of the Divisional Forest Officer, Jhargram Division, Department of Forests, Government of West Bengal will function as Committee for selection of technically qualified contractors.
2. Opening of tender:
If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
3. Opening of Technical Proposal:
Technical proposals will be opened by the Divisional Forest Officer, Jhargram Division, Directorate of Forests and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).
4. Intending tenderers may remain present if they so desire.
5. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Committee.
6. Summary list of technically qualified tenderers will be uploaded online.
7. 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.
8. 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

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) 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.

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.

Rejection of Bid:

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

Award of Contract

The Bidder whose Bid has been accepted will be notified by the Tender Inviting and 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. and 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 Sl. No. 1 of N.I.T. along with requisite cost through Demand Draft / Pay Order issued from any nationalized bank in favour of the Divisional Forest Officer, Jhargram Division of the concerned work within time limit to be set in the letter of acceptance.

Divisional Forest Officer
Jhargram Division

SECTION – B
AFFIDAVIT – “Y”
(To be furnished in Non – Judicial Stamp paper
of appropriate value duly notarized)

1. I, the under-signed 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 under-signed.

2. The under-signed also hereby certifies that neither our firm M/S nor any of constituent partner had been debarred to participate in tender by the Forest Department during the last 5 (*five*) years prior to the date of this N.I.T.

3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.

4. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.

5. Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

.....
Signed by an authorized officer of the firm.

.....
Title of the officer

.....
Name of the Firm with Seal

Date:

Divisional Forest Officer
Jhargram Division