MEMO No. 8389/ PMC / 2E-1877- (Part. 2015) dated : 27 / 12 / 2019

TENDER NOTICE No. NIT/ DCF/ADMN/03 of 2019-2020

TENDER FOR SUPPLY OF refreshment for participants and official (Breakfast, working lunch, evening snacks and dinner etc) during State Forest Sports Meet 2019.

Sealed tenders are invited from reputed, reliable, with past experiences, credentials and resourceful tenderers by the Deputy Conservator of Forests, Administration, W.B. for supply of refreshment for participants and official (Breakfast, working lunch, evening snacks and dinner etc). Details can be seen in website: http://wbforest.gov.in.

DETAILS OF TENDER

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Subject</th>
<th>Work &amp; Other details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Nature of Job</td>
<td>Supply of refreshment for participants and official (Breakfast, working lunch, evening snacks and dinner etc)</td>
</tr>
<tr>
<td>2</td>
<td>Location</td>
<td>Aranya Bhawan, Office of the PCCF &amp; HoFF / WB</td>
</tr>
<tr>
<td>3</td>
<td>Estimated Project Cost</td>
<td>Rs. 4,98,000/- only.</td>
</tr>
<tr>
<td>4</td>
<td>Earnest Money Deposit</td>
<td>Rs. 9,960/- (Rupees Nine thousand nine hundred sixty only) through GRIPS Portal only.</td>
</tr>
<tr>
<td>5</td>
<td>Date &amp; Time of issue of Tender documents</td>
<td>02/01/2020 to 09/01/2020 In between 11.30 a.m. to 4.30 p.m.</td>
</tr>
<tr>
<td>6</td>
<td>Last Date &amp; Time of submission of tender</td>
<td>Upto 2.00 P.M. of 10/01/2020</td>
</tr>
<tr>
<td>7</td>
<td>Date &amp; time of opening tender</td>
<td>3.00 p.m. of 10/01/2020 in the chamber of Deputy Conservator of Forests, Administration (4th Floor of Aranya Bhawan)</td>
</tr>
<tr>
<td>8</td>
<td>Contractors eligible to submit tender</td>
<td>Contractors having credentials of supply of similar type of food of Rs. 3.00 lac or above during last three years in a Govt./Semi Govt. Dept.</td>
</tr>
</tbody>
</table>

GENERAL TERMS & CONDITIONS

1. Prescribed Tender papers for above works will be available from Attached Forest Ranger-I, in the office of the Principal Chief Conservator of Forests & Head of Forest Force, West Bengal, 4th Floor of Aranya Bhawan, in between the time and date mentioned above.

2. To collect tender papers, intending bidders shall have to produce specific samples for each of the items they intend to supply. If the samples are seen to be PERFECT as per requirement of tender Inviting Authority and checked by the competent committee / authority, tender papers will be issued. If samples are found not up to the mark, tender papers will not be issued. Produced samples duly signed by applicant, will be kept in custody of tender inviting authority. Bidders shall have to attach same samples of food while submitting their tender along with other documents as mentioned in this notice.
3. The tenders are to be submitted in the prescribed proforma in a sealed cover superscribed as “Tender for Supply of refreshment for participants and official (Breakfast, working lunch, evening snacks and dinner etc), and should be addressed by name to Dr. P. Bauri, IFS, Deputy Conservator of Forests, Administration, W.B. Aranya Bhawan, LA-10A, Sector-III, Salt Lake City, Kolkata-700106.

4. **(a) DEPOSITION OF EMD:**

   All interested Tenderers shall have to deposit an Earnest Money Deposit (2% of estimated value) Rs. 9,960/- (Rupees Nine thousand nine hundred sixty) Only through GRIPS Portal /As per direction of Tender Inviting Authority. Challans generated through GRIPS Portal should be filled up properly. Amount to be payable in favour of Deputy Conservator of Forests, Administration, W.B. (APM Circle). Copy of deposited challan (after remittance either by NEFT or through Bank) should be submitted along with other documents as mentioned in item no. 6 of this tender notice. In case of any difficulty for downloading/uploading challans through GRIPS PORTAL, bidders may seek permission from Tender Inviting Authority so that they can submit required EMD by Demand Draft which should be drawn in favour Deputy Conservator Forests, Administration and drawn from any Nationalised Bank. EMD will be released only after selection of L-1 bidder and after issuance of work order to successful bidder. Application for release of EMD should be addressed to the Deputy Conservator of Forests, Administration. No interest on deposited EMD will be allowed.

   **(b) Security Deposit:**

   Security Deposit of 10% of accepted L-1 Bid, shall have to be deposited after issuance acceptance letter to the selected bidder, within three days of receipt of acceptance letter and an “Agreement” shall have to signed on a Stamp Paper (Rs. 10/- only). The signed “Agreement” shall have to notarised from Public Notary. All cost of stamp paper & notarisation etc. shall have to be born by the selected L-1 bidder. Security Deposit will be released after completion of total supply of all the food and release of final payment.

5. **WORK ORDER WILL BE ISSUED SUBJECT TO AVAILABILITY OF GOVT. FUND AND AFTER DEPOSITION OF SECURITY DEPOSIT AND SIGNING NECESSARY AGREEMENT.**

6. Tender must enclose/submit self attested copies of the below mentioned documents along with their offer without which submitted bid will be treated as cancelled.
   a) Copy of current Income Tax Return along with PAN Card.
   b) Copy of GST Registration & current proof of deposition of GST.
   c) Copy of valid trade license.
   d) Authentic documents of past credentials (work order & completion certificate).

7. Subletting of work is strictly prohibited.

8. If the selected tenderer does not complete the work in scheduled time or leaves the work in midway of contract, the Deputy Conservator of Forests, Administration reserves the right to forfeit the EMD/Security Deposit Money, deposited by tenderer and also to make arrangement of completion of the job as per Govt. norms in the interest of Public Service.

9. The tenderer will remain solely responsible for any liability in respect of quality of food to be supplied.

10. No extension of time for completion of the work will be granted. Measurement of completed works will be taken by the authorized staffs of Deputy Conservator of Forests, Administration & Payment will be made on the basis of recorded measurement certificate.
11. The Deputy Conservator of Forests, Administration, reserves the right of cancellation of the tender without assigning any reason also does not bind himself to accept the lowest rate only.

12. The tenderer shall have to supply all items as per approval and should not supply any material other than the approved specimen. Any payment of excess items supplied by the tenderer without prior approval of Deputy Conservator of Forests, Administration will not be allowed and paid.

13. Incomplete and/or conditional Tenders are liable to be rejected.

14. The tenderer should sign on each page of tender documents the submitted credentials.

15. Supply should be completed within 14.01.2020 to 16.01.2020.

16. Supply of food will be checked by tender committee, and payment will be released accordingly.

17. Except where otherwise provided in the contract, all questions, disputes relating to the meaning of specifications, designs and instructions herein before mentioned, and as to quality of materials supplied, or as to any other question, claim, rights, matter, or things whatsoever, in any way arising out or relating to the contract, specifications, orders, or these conditions or otherwise concerning the works or the execution or failure or execute the same, whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the Chief Conservator of Forests, Headquarter, Directorate of Forests, Govt. of West Bengal. Should the Chief Conservator of Forests, Headquarter, W.B. 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 Principal Chief Conservator of Forests & Head of Forest Force, West Bengal. The award of the such appointed arbitrator shall be the final, conclusive and binding on both the parties of this contract and no suit shall lie in the Civil Court in respect of the award of the Arbitrator.

18. Terms and conditions of Tender Notice shall also form a part of the Agreement from item no. 01 to 18.

(Dr. P.Bauri, IFS)
Deputy Conservator of Forests
Administration, W.B.

Memo No. 8390/ PMC / 2E-1877- (Part. 2015) dated : 27 / 12 / 2019
Copy forwarded for kind information to:
1. The Pr. CCF & HoFF/WB.
2. The PCCF/General.
3. The CCF/Hqrs.
4. The CF/APM Circle

Memo No. ........./ PMC / 2E-1877- (Part. 2015) dated : / / 2019
1. The Deputy Conservator of Forests, MIS. PCCF&HoFF/WB’s Office. He is requested to make arrangement of uploading the attached tender notice in our website for wide publication.
2. Notice Board

(Dr. P.Bauri, IFS)
Deputy Conservator of Forests
Administration, W.B.
To,
The Deputy Conservator of Forests,
Administration, W.B.

Sub: Submission of rates against tender notice no. NIT/DCF/ADMN/03 of 2019-20

Sir/Madam,

We are submitting rates for supply of items mentioned below. Rates are inclusive of all Taxes, GST etc. as applicable.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Items</th>
<th>Quantity</th>
<th>Rate per piece (Inclusive of GST &amp; other applicable taxes)</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Break fast (Bread, jam, Butter, Fruits, Egg, Sweet) (AS PER INSTRUCTION)</td>
<td>900 nos</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Working Lunch (Fried Rice, Chicken or Paneer, Salad, Sweet)(as per INSTRUCTION)</td>
<td>900 nos</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Evening Snacks (Samosa, Coffee etc) (AS PER INSTRUCTION)</td>
<td>800 nos</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Dinner (Fried rice, Roti, Chicken of Paneer, Salad, Sweet) (AS PER INSTRUCTION)</td>
<td>500 nos</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Any item may change as per requirement.

Grand Total. Rs.: .............................................

.................................................................
(Signature of Supplier with Seal)

Name of Supplier..............................................................................................................................
Detail Postal Address ..........................................................................................................................
Telephone/Mobile No. .............................................................................................................................