GOVERNMENT OF WEST BENGAL
WEST BENGAL FOREST & BIODIVERSITY CONSERVATION SOCIETY
OFFICE OF THE DIVISIONAL FOREST OFFICER
KHARAGPUR DIVISION
&
HEAD, KHARAGPUR D.M.U.
HIJLI CO-OPERATIVE, KHARAGPUR
PASCHIM MEDINIPUR

No. 1859/2-46(WBF&BCS)/2019/139  Dated, Kharagpur, the 16.08.2019

NOTICE INVITING e-TENDER

Notice Inviting e-Tender No. WBFOR/WBFBCP/e-NIT_11/KGP DMU of 2019-20
HEAD KHARAGPUR DMU, KHARAGPUR
Directorate of Forests, Government of West Bengal,
invites e-tender for the work detailed in the table below.
(Submission of Bid through online)

In pursuance to the G.O No-5400-F(Y) dated 25/06/2012 and its subsequent amendment No-2254-F(Y)
dated 24/04/2014, the Divisional Forest Officer, Kharagpur Division & Head Kharagpur DMU, Hijli,
Kharagpur, Paschim Medinipur on behalf of Governor of West Bengal invites e-Tenders from reliable,
resourceful, bonafide and experienced Firms/Companies/Individual Contractors having
requisite financial capability and sufficient technical credential on execution of similar nature
of work. The details is given below:

SCHEDULE – I

<table>
<thead>
<tr>
<th>Name of the Work</th>
<th>Range/FMU</th>
<th>Beat</th>
<th>Estimated Amount (Excluding GST) (Rs.)</th>
<th>Maximum Admissible Amount (Excluding GST) (Rs.)</th>
<th>Period of completion works</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction of One new Beat Office Complex</td>
<td>Nayagram</td>
<td>Panchkahania</td>
<td>Rs. 8,41,937.00</td>
<td>Rs. 10,000,00.00 (Rupees Ten Lakhs) only</td>
<td>60 days (After issuing date of work order)</td>
</tr>
<tr>
<td>Electrification works of new Beat Office Complex</td>
<td></td>
<td></td>
<td>Rs. 3,24,246.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sd/-
Divisional Forest Officer
Kharagpur Division
&
Head
Kharagpur DMU
SCHEDULE-II

1. **Amount of Earnest Money**: 2% of Admissible Amount, submitted in favour of the "Head Kharagpur DMU", Payable at Kharagpur in the form of Demand Draft.

2. **Cost of Tender Paper**: Rs. 1000/- (Rupees One Thousand) only per Tender submitted in favour of the "Head Kharagpur DMU", Payable at Kharagpur in the form of Demand Draft, L1 Bidder only.

3. **Amount of Security Money**: 10% of Accepted e-Tender Value submitted in favour of the "Head Kharagpur DMU", Payable at Kharagpur in the form of Demand Draft.

4. **Rate Quoted on Maximum Admissible Amount by the intending bidders**.

5. **The work should be done as per enclosed Estimate & Plan.**

### SCHEDULE OF DATE & TIME

<table>
<thead>
<tr>
<th>Key Activities</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publishing of NIT</td>
<td>20.08.2019</td>
<td>10:00 AM</td>
</tr>
<tr>
<td>Documents download start date (online)</td>
<td>20.08.2019</td>
<td>10:00 AM</td>
</tr>
<tr>
<td>Documents downloadend date (online)</td>
<td>02.09.2019</td>
<td>04:00 PM</td>
</tr>
<tr>
<td>Bid Submission Start Date (online)</td>
<td>20.08.2019</td>
<td>10:00 AM</td>
</tr>
<tr>
<td>Bid Submission closing Date (online)</td>
<td>02.09.2019</td>
<td>04:00 PM</td>
</tr>
<tr>
<td>Bid opening date for Technical Proposals (online)</td>
<td>05.09.2019</td>
<td>10:00 AM</td>
</tr>
<tr>
<td>Date of uploading list for Technically Qualified Bidder(online)</td>
<td>After Technical Bid Evaluation</td>
<td></td>
</tr>
<tr>
<td>Date for opening of Financial Proposal (Online)</td>
<td>To be notified in due course</td>
<td></td>
</tr>
</tbody>
</table>
1. Pattern of Tenders: Invitation of e-tender are 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 out right without assigning any further causes. Cost of the tender papers, if any, is non refundable in nature. 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 shall the free from any others encumbrances.

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

3. The tender shall be made in two bid system is Technical Bid & Financial Bids. Following folders are required to be submitted with a single folder superscripting technical bid.
   a. Company information folder- related all information including audit report, and relevant documents etc.
   b. Financial Credential folder- All experiences related to similar nature of job.

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

4. The Technical bid should be submitted in separate folder other than financial bid. Work of similar nature implemented in a particular financial year (Not more than three years old) shall only be considered to be eligible for technical bid. Other documents such has GST, P.Tax, IT File, License or Registration as applicable, additional information if any, shall also be uploaded in the folder. The other credential like company details, machinery, technical person, other technical knowhow, as applicable, shall be required to be uploaded. The technical bid must not contain any pricing information.

5. Financial Bid will not be opened unless the information and documents provided in the technical bid are as per the eligibility criteria and as per satisfaction of the undersigned.
   i) Bank details information should be mentioned in Annexure – I for making payments online. This is obligatory.
   ii) Technical documents should be mentioned in Annexure - II
   iii) All Experience related to similar nature of job only work complication report with an abstract mentioned in the Annexure - III
   iv). Financial bid format is given in Annexure IV.
   v). Financial bid must be open inclusive of all taxes.
   vi). Amount quoted more than the estimated cost will not be accepted in general, subject to the discretionary power of the undersigned based on the recommendation of the tender committee constituted for the purpose.

6. Eligibility Criteria: The intending bidders must be having at least 75% of the estimated cost as financial credentials for a Single contract, to be calculated for particular financial year which one is maximum (Not more than three years old) Requisite documents such as PAN, License etc. as applicable as per exiting rules must be submitted in the Technical bids.

7. Similar nature of Job: Generally construction of Community Hall and such other related construction words shall be considered as similar nature of job. However, it shall be the discretionary power of the tender committee and overriding power of the undersigned to consider the job as similar nature or not. No correspondence in these regard shall be entertained under any circumstances.

8. Submission of EMD and Security –The Earnest Money Deposit (E.M.D)& Security Deposit as mentioned in the schedule of tender should be deposited in form of Demand Draft by the Tenderer himself in favour of Head, Kharagpur D.M.U. Payable at Kharagpur and the scanned copy of the EMD must be uploaded in the NIT Folder, and original demand draft of EMD should be submitted to the office of the undersigned by L1 bidder only. The Security Deposit will be released to the successful contractor/Supplier after 6 (Six) month from the last date of payments of bill for the work, provided no irregularities are noticed during these period. In case of any irregularities, the security deposit will be forfeited and in addition any legal action as deemed fit may be initiated. Security deposits shall not be adjusted with EMD. The EMD of the unsuccessful bidders shall be released with 7 (seven) days of completion of basic tender formalities except of L1 & L2 which will be released before issuance of the work order.

9. Scanned Copy of Demand Draft of EMD should be uploaded in the NIT Folder by the intending bidders.
10. The undersigned deserves the right to analyze the rate quoted by the intending tenderer at any point of time and for this, the undersigned will not be bound to show any reason what so ever.

11. Tender inviting authority reserve his right of accepting/rejecting any/all intending bidders following the Finance Department G.O No. 925 F(Y) dated 14.02.2017

12. Please be noted that Additional Performance Security @ 10% of the tendered amount shall be obtained from the successful bidder, if the accepted bid value is 80% or less of the estimate put to tender as per Finance Department G.O. No. 4608- F(Y) dated 18.07.2018.

13. Any bidder having any quarry/questions in regard to the plan & estimates of the work should invariably be contacted with the tender inviting authority before submission of their tender. No quarries/questions will not be entertained after submission of the tender.

**OTHER TERMS & CONDITION**

1. Intending bidders are required to submit an affidavit of either Notary or 1st class magistrate while submitting the technical bids. If the affidavit is not submitted along with the technical bids, the tender submitted by the intending bidders shall be liable to be cancelled. But submission of affidavit of the 1st class magistrate is must in case of L1 or successful tenderer before signing the agreement as per the following declaration.
   
   **a.** I have read and understood the meaning of the clauses mentioned in the tender notice no. in letter and spirit.
   
   **b.** The documents submitted and information provided by me are true to the best of my knowledge and belief.
   
   **C.** I shall abide by all the terms & conditions mentioned in the tender notice and such other terms and conditions issued by the tender inviting authority/other appropriate authority time to time for smooth implementation of the works.
   
   **d.** In case of any dispute, I vouch that the decision taken by Divisional Forest Officer/Head Kharagpur DMU, Kharagpur Division/DMU shall be final and on appeal, the decision taken by the Principal Chief Conservator of Forests & Chief Project Director, WBFBCP and the Chief conservator of Forests, Western Circle, shall be final & binding upon me.

2. Validity of the tender will be 6 (Six) months from the date of submission of the tender or up to the end of financial year, as may be decided by the appropriate authority.

3. The undersigned reserve the right to place order for work for supply up to 20% more or 20% less of the quantity mentioned in the schedule of the tender.

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

5. The undersigned is not bound to accept the lowest rate quoted by the tenderer and he/she is not bound to assign any reason, whatsoever for such non-acceptance.

6. The undersigned reserves the right to accept the tender only after verifying/testing the sample up to the satisfaction.

7. The undersigned or his representatives will inspect the total works, take necessary measurement and perform the required tests as and when required. The tenderers should render the required co-operation in this regard.

8. It shall be the discretionary power of the undersigned for accepting any prayer for part payment or not, in general no part payment prayer shall be entertained.

9. During the inspection by the undersigned or his representatives, if the quality of the work is not found up to the standard, the contractor/tenderer is found 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.

10. The work order will be issued to the successful contractor only after approval of Higher Authority.

11. 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 etc. In the event of delay due to such causes, the tenderer may apply to the Divisional Forest Officer/Head Kharagpur DMU, Kharagpur Division/DMU for extension of time for that period. The Divisional Forest Officer, Kharagpur Division/ Head Kharagpur DMU at his 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.
12. Materials will have to be procured by the tenderers by themselves following the standard and specification of PWD/PHE Schedules of the district, or as per the specification as decided by the concerned Range Officer or his higher officer, subject to the approval of the undersigned or his sub-ordinate officers. In case of any material supplied by the department, the cost of the such materials will be recovered from the contractor.

13. 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.

14. All works are required to be carried out as per plan and estimates 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.

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

16. All tools & plants required for execution of the works should be procured by the contractor at his own cost. The standard of such tools & plants will be as per the specification of the P.W. Dept./P.H.E.

17. Bricks works, cement concrete works & plastering works and similar works which require should be done for the period as prescribed in the P.W.D. Schedule of Rates.

18. In addition to above, before payment the following documents are required to be produced.

   a) Xerox copy of Labour license as per provision of “West Bengal Contract Labour (R&A) Act 1970” for execution of the scheme (original to be shown for verification).
   b) Xerox copy of DCR (with RA Bill/Final Bill –in original to be shown for verification ) as a documentary evidence for payment of Royalty &CESS in Minor minerals or original Challan(s) carrying order (s) mentioning the name of Agency, Tender Notice No. & date received from Govt. Approved Lessee/ Permit holder.

19. 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.

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

21. 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 the Government Sanction.

22. 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.

23. In case any dispute in execution of the work or supply, an application may be made to the Divisional Forest Office, Kharagpur Division and the decision of the undersigned is final and binding.

24. The cost of tender paper form will be sold as per Govt. of WBs notified no. 452-A/PW/O/10C-35/10 dt. 26.07.2011.

25. Forest Department, or Kharagpur Division/DMU or any staffs of the Division, shall in no way be held responsible under any circumstances for any accident or death of the labourer/driver etc. engaged by the contractor, happened in the field during the time of implementation of the works.

26. Range Officer/Head FMU or his authorized person shall have to discretionary power to deploy suitable labourer preferable from among the FPCs concerned.

27. In case of implementation of the works as field the decision of the Range Officer or his authorized person or any of his superior officers shall be final and binding on the successful bidders implementing the works at field.
28. It is obligatory under the IE Rules, that all Electrical Installation works shall be executed under qualified Electrical Supervisor holding Electrical Supervisor’s Certificate of Competency granted by the State Licensing Board. This is also an important condition on which the contractor has been enlisted in the Public Works Department by the Government.

29. Therefore, in order to execute the work by skilled and qualified workmen under the proper guidance and direct supervision of such a qualified Electrical Supervision of Engineer, the procedure as stated in Clause 6.3 of PWD SOR for electric works shall be adopted.

30. While submitting tender for acceptance by the contractor shall submit a statement as below, with each copy of WB Form No. 2911, 2911(i) or 2911 (ii) to the tender accepting authority. The statement shall contain the necessary information and declaration by the Contractor as well as by his Supervisor appointed to execute and supervise the work.

Name of Work.
Name of the Electrical Engineer / Supervisor.
Qualification (i.e., the parts in which the Electrical Supervisor’s Certificate of Competency has been issued by the Licensing Board).
Registration No. of Supervisor’s Certificate.
Next date of renewal of Supervisor’s Certificate.
Contractor’s License No. etc.

31. The contractor shall be represented by his Supervisor of Engineer, holding Electrical Supervisor’s Certificate of Competency granted by Licensing Board, West Bengal, for supervision and execution of the work. Such Supervisor or Engineer of the Contractor shall apply to the Divisional Forest Officer, Kharagpur Division of the work for layout immediately on the issue of the acceptance of the tender.

32. No layout shall be given by any Department officer, other than to a qualified licensed Engineer or Supervisor as stated above. If the Contractors fail to be represented by a Supervisor in the manner stated above or does not immediately apply for layout, the date and time of layout shall be fixed by the Department Officer and intimated to the contractor, but no extension of time shall be granted to the contractor for such delay in commencement of work, unless there is sufficient cognizant reason, which shall however be recorded in writing by the officer granting the extension of time.

33. While recording measurements, the MB shall be signed by the Contractor’s Engineer or Supervisor, with his License No. noted therein, as a token not only of the acceptance of measurement but also of the execution of the work under his supervision.

34. No bill shall be paid unless the Contractor’s Supervisor signs the MB as stated above.

28. Payment System:

i) Please be noted that while submitting the bill, the GST should be segregated (CGST & SGST) as per Govt. norms on rate offered by tenderers, under no circumstances the bill would be accepted of the same is submitted without GST segregation.

ii) Statutory Deduction: All type of Taxes i.e (TDS, GSTDS, Labour welfare Cess etc.) as applicable shall be deducted as per Govt. norms from the Gross amount of Bill.

iii) Payment shall only be made to the contractors after the concerned Range Officer, certified so ensuring the quality of the work and implementation of the works as per estimates and plan subject to over riding power of the undersigned in this regard.

iv) The payment for successful completion of the works will be made by the Head Kharagpur DMU through account cheque/NEFT/RTGS.

Sd/-
Divisional Forest Officer
Kharagpur Division
&
Head
Kharagpur DMU
Copy for information and wide Circulation to:

1) The Sabhadhipati, Paschim Medinipur, Zilla Parishad.
2) The Chief Project Director, West Bengal Forest Bio-diversity and Conservation Project, West Bengal.
3) The Chief Conservator of Forests, Western Circle, West Bengal.
4) The District Magistrate, Paschim Medinipur
7) The District Information & Cultural Officer, Paschim Medinipur.
8) All Divisional Forest Officers, Western Circle, West Bengal.
9) The Divisional Manager, Forest Corporation (South) / (West).
10) The Sub-Divisional Officer, Kharagpur
11) The Treasury Officer, Kharagpur.
13) The Chairman, Kharagpur Municipality.
14) The Block Development Officer, Khargapur-1 / Narayangarh.
15) All Range Officers, Kharagpur Division. They are also requested to distribute tender forms as and asked for within stipulated time.
16) Shri / M/s. ________________________________
17) Notice Board.

Sd/-
Divisional Forest Officer
Kharagpur Division
&
Head
Kharagpur DMU
ANNEXURE-I
BANK DETAILS INFORMATION

Firm Name: ..........................................................................................................

Prop. Name: ........................................................................................................

Address: .............................................................................................................

.........................................................................................................................

.........................................................................................................................

.........................................................................................................................

Tender Notice No: .................................................................................................

.........................................................................................................................

FPC Name: .........................................................................................................

Range/FMU Name: ..............................................................................................

Bank Details: (A/c no., IFS Code, & MICR code): ............................................

.........................................................................................................................

Signature of Tenderer with date.........................................................................
**Tender Notice No.**

(Annexure-II)

**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>
</table>

**Details of the Bidder (Organization)**

<table>
<thead>
<tr>
<th></th>
<th>Particulars</th>
<th>Details to be furnished</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Website</td>
<td></td>
</tr>
</tbody>
</table>

**Details of Authorized Person**

<table>
<thead>
<tr>
<th></th>
<th>Particulars</th>
<th>Details to be furnished</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

**Information about the Organization**

<table>
<thead>
<tr>
<th></th>
<th>Particulars</th>
<th>Details to be furnished</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Status of Organization</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Proprietorship/Partnership/Public Ltd/Pvt.Ltd/Co-operative Society etc.)</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Details of Registration of Organization</td>
<td>Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ref:</td>
</tr>
<tr>
<td>13</td>
<td>Number of Professionals in position in the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>organization</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Locations and address of offices</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Service Tax Registration Number</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>VAT Registration Number (Enclosed latest VAT Return)</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Professional Tax Registration Number</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Income Tax PAN Number</td>
<td></td>
</tr>
<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**
(Annexure-III)

Form I-B “Summary of Similar Projects Implemented (Year wise)

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Name of the Customer</th>
<th>Project Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Contact Value</th>
<th>Whether Successfully completed</th>
</tr>
</thead>
</table>

Signature of the Tenderer

Form I-C : Year wise Details of the Similar Projects Implemented by the Tenderer (use separate tables for each projects)

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
</table>

General Information:

1. Customer/ Name of the Govt. Dept/PSU etc.
2. Name of the contact person and contact details

Project Details:

3. Name of the Project
4. Start Date
5. End Date
6. Current Status
7. Contact tenure

Project Size:

8. Contact Value (Rs. In Lakhs)
9. Total Cost of services provided by the Tenderer

Please provide work order and payment certificate as a proof of credential of successful implementation of the project.
### Form II-A

**Financial Bid-Format**

<table>
<thead>
<tr>
<th>Fixed Price (Rs.)</th>
<th>Applicable Taxes (Rs.)</th>
<th>Total (1) + (2) (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
</tr>
</tbody>
</table>

**Signature of the Tenderer**