**GOVERNMENT OF WEST BENGAL**
**DIRECTORATE OF FORESTS**
**OFFICE OF THE DIVISIONAL FOREST OFFICER**
**SILIGURI SOCIAL FORESTRY DIVISION**
32, Girish Ghosh Sarani, Hakimpura, Siliguri, W.B. – 734001

Memo No. 5/63/24-14/2019-20

Dated, Siliguri, 24-07-19

**NOTICE INVITING TENDER**

No. - NIT/ 04-e/SSFD of 2019-20

**TENDER FOR THE PLANTATION WORK (AVENUE + MEDIAN) AT NH31, SONAPUR [MAHANANDA BRIDGE] TO GHOSHPUKUR UNDER SILIGURI SOCIAL FORESTRY DIVISION.**

(Collection (downloading) and Submission (uploading) of tender can be made online through http://wbtenders.gov.in only)

<table>
<thead>
<tr>
<th>Sl. no.</th>
<th>Name of the work</th>
<th>Estimated amount put to tender (Rs.)</th>
<th>Amount of Earnest Money to be deposited (Rs.) @2%</th>
<th>Cost of tender documents (Tender fees in Rs.)</th>
<th>Period of completion of work</th>
<th>Eligibility of bidders to submit tender</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Plantation at NH31, Sonapur [Mahananda Bridge] to Ghoshpukur</td>
<td>Rs. 2,768144.68 [work order will be issued as per availability of fund]</td>
<td>Rs. 1,0000.00</td>
<td>Rs. 295362.89 and Rs. One thousand only through RTGS/NEFT</td>
<td>I) Cleaning of plantation area by the month of May; II) Pit cutting by cutting by 15th June 2019; III) Planting of potted seedlings within 31.07.2019; IV) Infilling of Gaps by August 2019; V) 1st Mulching &amp; cleaning, weeding and application of fertiliser by mid of September 2019; VI) 2nd Mulching &amp; cleaning, weeding and application of fertiliser by mid of October 2019; VII) 3rd mulching &amp; cleaning, weeding within November 19; VIII) 4th Mulching &amp; cleaning, weeding within January 2020.</td>
<td>I) Tending tenderers should produce credentials of a similar nature of completed work of the minimum value of 40% (forty percent) of the estimated amount put to the tender during 5 (five) years prior to the date of issue of the tender notice; or II) Intending tenderers should produce credentials of 2 (two) similar nature of completed work, each of the minimum value of 30% (thirty percent) of the estimated amount put to tender during 5 (five) years prior to the date of issue of the tender notice; or III) Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% (eighty percentage) or more and value of which is not less than the desired value at above. In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency i.e. the tenderer. The agencies must have to produce detail schedule &amp; job completion certificate for similar nature of works.</td>
</tr>
</tbody>
</table>
• In the event of e-filing, intending bidders may download the tender documents from the website: http://wbtenders.gov.in directly with the help of Digital Signature certificate has to be deposited by the tender through the following payment mode as per memorandum of the finance department vide No. 3975-F(Y) dated 28th July, 2016.

• Payment of tender fee will be through bank account State Bank of India, Siliguri Branch having account No. 33627329564, IFSC SBIN00184.

• EMD through RTGS/NEFT in favour of SFDA-Divisional Forest Officer, Siliguri Social Forestry Division in the same bank account.

• The conditions of the contract along with the defect liability periods and other terms and conditions (including all raiders) are mentioned in the statutory documents (e.g. WB Form No.2911(ii) etc. of the technical bid), to be noticed carefully before submission of the bid through DSC. Both technical and financial bid are to be submitted concurrently duly signed digitally in the website http://wbtenders.gov.in.

• The technical bid and financial bid are to be submitted online or before 21/8/19 up to 12/9/19.

• The Financial offer of the prospective tenderer will be considered only if the tender qualifies in the technical bid. The decision of the Member Secretary, W.B. State Forest Development Agency, will be final binding on all concerned and no challenges against such decision will be entertained. The list of qualified bidders will be displayed in the website on the scheduled date and time.

• Where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate of the quantity, the unit rate quoted shall govern.

• Running payment for work may be made to the executing agency as per availability of fund. The executing agency may not get a running payment unless gross amount of running bill is at least 30% of the tendered amount. Provision in clause(s) 7, 8, & 9 contained in W.B. From No. 2911 (ii) so far as they relate to quantum and frequency of payment is to be treated as superseded.

• Bids shall remain valid for a period not less than 120 (one hundred and twenty) days after the deadline date for financial bid submission.

A. Schedule of Dates:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Documents of uploading NIT documents</td>
<td>21/08/19</td>
</tr>
<tr>
<td>2</td>
<td>Documents download start date (online)</td>
<td>21/08/19</td>
</tr>
<tr>
<td>3</td>
<td>Documents download end date (online)</td>
<td>12/09/19</td>
</tr>
<tr>
<td>4</td>
<td>Bid submission start date (online)</td>
<td>21/08/19</td>
</tr>
<tr>
<td>5</td>
<td>Bid submission closing date (online)</td>
<td>12/09/19</td>
</tr>
<tr>
<td>6</td>
<td>Bid opening date for Technical proposal (online)</td>
<td>16/09/19</td>
</tr>
<tr>
<td>7</td>
<td>Bid opening date for Financial proposal (online)</td>
<td>To be notified</td>
</tr>
<tr>
<td>8</td>
<td>Last date &amp; time of submission of EMD</td>
<td>12/09/19</td>
</tr>
</tbody>
</table>
Note:

1. In case of any unscheduled holiday or on days of Bandh or natural calamity on the aforesaid dates, the next working day will be treated as scheduled/prescribed date for the same purpose.

2. The Tender inviting authority may change the venue of opening the technical or financial bids in case of exigent circumstances like breakdown of communications link or conditions of force majeure.

3. The tender inviting authority reserves the right to defer the date of opening of either technical or financial proposal or both, if required.

INSTRUCTION TO BIDDERS [ITB]

1. General Guidance for e-Tendering

1. Instructions / Guidelines for tenderers for electronic submission of the tenders online have been shown in Web site https://wbtenders.gov.in

2. **Registration of Contractors**
   Any contractor willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-Procurement System.

3. **Digital Signature Certificate (DSC)**
   Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders.

1.4 **Collection of Tender Documents**
   The contractor can search and download NIT and tender documents electronically from computer once he logs on to the website mentioned in Clause 1.1 using the Digital Signature Certificate. This is the only mode of collection of tender documents.

1.5 **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. A prospective Tenderer (including his participation in partnership) shall be allowed to participate in a single work as mentioned in the List of Work(s) of this NIT.

2. Submission of Tenders

2.1 **General process of submission**
   Tenders are to be submitted online through the website stated in Clause 1.1 in two folders, at a time for each work, one is Technical Proposal and the other is Financial
Proposal, before the prescribed date and time mentioned in the list attached. Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. Tenderers should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

2.2 Technical Proposal

The Technical Proposal should contain scanned copies and/or a declaration in standardised formats of the following in two covers (folders).

A. Technical File (Statutory Cover) containing

i. NOTICE INVITING TENDER (NIT) [to be submitted in NIT folder]

ii. Section B (Form I, Form II Form III Form IV and AFFIDAVIT - Y) [to be submitted in forms folder]

iii. Earnest Money Deposit (EMD) and the cost of Tender Documents (Tender Fees) etc. to be remitted by the tenderer as mentioned in the NIT document in favour of SFDA- Divisional Forest Officer, Siliguri Social Forestry Division through RTGS/NEFT to the State Bank of India, Branch in Account No.

iv. Instructions to Bidders. [to be submitted in “ITB” folder]

v. General terms and conditions of contract. [to be submitted in “GT & CC” folder]

vi. Technical specification. [to be submitted in “TS” folder]

vii. Drawing if any to [to be submitted in “Drawing” folder]

viii. Addenda/Corrigenda: if published: Contractors are to keep track of all the Addendum/Corrigendum issued with a particular tender and upload all the above digitally signed along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as informal and liable to be rejected.

B. My Document (Non-Statutory Cover)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category Name</th>
<th>Sub-Category Description</th>
<th>Sub-Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>CERTIFICATES</td>
<td>A1 CERTIFICATES</td>
<td>I) PROFESSIONAL TAX(PT) DEPOSIT RECEIPT CHALLAN FOR THE FINANCIAL YEAR 2019-20</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>II) PAN CARD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>III) IT Return for the Assessment Year 2017-18</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>IV) GST Registration Certificate with Return of Last Quarter. (If any)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>V) Enlistment certificate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>VI) ESI, PF certificate</td>
</tr>
<tr>
<td>B.</td>
<td>COMPANY DETAILS</td>
<td>B1 COMPANY DETAILS [PROPRIETORSHIP FIRM]</td>
<td>I) CURRENT TRADE LICENSE ISSUED BY MUNICIPALITY/PANCHAYAT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>II) PROPRIETORSHIP FIRM, IF NAME OF THE FIRM NOT IDENTICAL WITH THE LEGAL NAME OF THE OWNER, PROPRIETOR, HAVE TO ELUCIDATE THE SOVEREIGNTY OF THE FIRM IN TERMS OF AN AFFIDAVIT EXECUTED BEFORE 1ST CLASS MAGISTRATE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B2 COMPANY DETAILS [PARTNERSHIP FIRM]</td>
<td>I) CURRENT TRADE LICENSE ISSUED BY MUNICIPALITY/PANCHAYAT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>II) REGISTERED DEED/NOTARISED DEED OF PARTNERSHIP FIRM ALONG WITH FORM VIII OR MEMORANDUM OF</td>
</tr>
</tbody>
</table>
### Financial Proposal

i. The financial proposal should contain the Bill of Quantities (B.O.Q.) in one cover (folder). The contractor is to quote the rate in the space marked for quoting rate in the BOQ.

ii. only downloaded copy of the B.O.Q. are to be uploaded quoting the rate, virus scanned & digitally signed by the contractor.

### Eligibility Criteria for participation in tender:

i. Requirement of credentials:

A. For 1st call NiEiT:

I. Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 40% [forty percent] of the estimated amount put to tender during 5 (five) years prior to the date of Technical Bid opening.
II. Intending tenderers should produce credentials of 2 (two) similar nature of completed work, each of the minimum value of 30% [thirty percent] of the estimated amount put to tender during 5 [five] years prior to the date of the technical bid.

"OR"

III. Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80 % [eighty percentage] or more and value of which is not less than the desired value at above. In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned executive engineer or equivalent competent authority will be ineligible for the tender. In the required certificate it should be clearly stated that the work in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e. the tenderer.

B. For 2nd call of the NIeT:

I. Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 30% [thirty percent] of the estimated amount put to tender during 5 [five years] prior to the technical bid opening.

"OR"

II. Intending tenderers should produce credentials of 2 (two) similar nature of completed work, each of the minimum value of 25% [twenty five percent] of the estimated amount put to tender during 5 [five] years prior to the date of the technical bid.

"OR"

III. Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 75 % [seventy five percentage] or more and value of which is not less than the desired value at above. In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned executive engineer or equivalent competent authority will be ineligible for the tender. In the required certificate it should be clearly stated that the work in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e. the tenderer.

C. For 3rd call of the NIeT:

I. Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 20% [twenty percent] of the estimated amount put to tender during 5 [five years] prior to the technical bid opening.

"OR"

II. Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 70% [seventy percentage] or more and value of which is not less than the desired value at above. In case of running works, only those tenderers who will submit the
ii. Other terms and conditions of the credentials:

A. Payment certificate will not be treated as credential;
B. Credential certificate issued by the Divisional Forest Officer or equivalent or competent authority of a state/Central Government, state/central government undertaking/Autonomous bodies constituted under the Central/State statute, on the executed value of completed/running work will be taken as credential; No credential will be considered valid unless it is supported by work order, price schedule or BOQ of work and completion certificate mentioning the date of completion issued by the competent authority not below the rank of Divisional Forest Officer or equivalent or competent authority of a state/Central Government, state/central government undertaking/Autonomous bodies constituted under the Central/State statute. The completion certificate should indicate the value of the work [equal to booked expenditure]

iii. Other terms and conditions of the eligibility:

A. All categories of prospective tenderers shall have to submit valid up to date professional tax receipt challan, GST registration certificate, Income tax acknowledgement receipt, PAN card issued by Income Tax Department, Voter ID card and Trade License in respect of the prospective tenderers. In addition to the above, any contractor who has executed any type of tender works in Directorate of Forests, Govt. of West Bengal, should submit previous credentials for his past performance, completion certificate from respective employer, the completion certificate and credentials should be signed by the officer not below the rank of Deputy Conservator of Forests, any other certificate signed by other officials will not be entertained. [non statutory documents]

B. where an individual person holds a certificate in his own name duly issued against the company or the firm of which he happens to be director or partner, such individual person shall, while submitting any tender for and on behalf of such company or firm, invariably submit a registered power of attorney showing clear authorisation on his favour, by the rest of the directors of such company or the partners of such firm, to submit such tender. The power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908. [Non-Statutory documents]

4. Opening of Technical Proposal

Technical proposals will be opened by the authorised representatives electronically from the website stated in Clause 2.1, using their Digital Signature Certificate.
Intending tenderers may remain present, if they so desire.

Cover (Folder) for Statutory Documents should be opened first, if found in order, Cover (Folder) for Non-statutory Documents will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.

Decrypted (transformed into readable formats) documents of the Non statutory Cover will be downloaded, and handed over to the Tender Evaluation Committee (constituted for evaluation of tenders).

5. Uploading of summary list of technically qualified tenderers (1st round)

Pursuant to scrutiny and decision of the Tender Evaluation Committee (TEC), the summary list of eligible tenderers with the serial number of work(s) for which their Financial Proposals will be considered will be uploaded in the web portals.

While evaluation, the Committee may summon the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated time frame, their proposals will be liable for rejection.

6. Final publication of summary list of technically qualified tenderers

Date of opening of financial bid will be intimated in the final summary list.

7. Opening and Evaluation of Financial Proposal

Financial proposals of the tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal stated on the prescribed date, normally after 2(two) working days of date of publication of final summary list of the tenderers.

The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.

After evaluation of Financial Proposal, by the appropriate Authority of Member Secretary, W.B. State Forest Development Agency may upload the final summary result containing inter-alia, name of contractors and the rates quoted by them against each work provided Tender evaluation committee is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate.

8. Refund/Settlement Process:

I. After opening of the bids and technical evaluation of the same 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 or 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 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 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 and L2 bidders 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 bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.

IV. If the L1 bidder accepts the LOI and the same is processes electronically in the e-Procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made payment transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the tender inviting authority.

As soon as the L1 bidder is awarded the contract (AOC) and the same is processes electronically in the e-Procurement portal -

EMD of the L1 bidder for tenders of State Government offices will automatically get transferred from the pooling account to the State Government deposit Head 8443-00-103-001-07 through GRIPS along with the bank particulars of the L1 Bidder.

EMD of the L1 bidder for tenders of the state PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L1 bidder. In both the above cases, such transfer will take place within T+1 bank working days where T will mean the date on which the Award of Contract (AOC) is issued.

The bank will share the details of the GRN No. Generated on successful entry in GRIPS with the E-Procurement portal for updation.

Once the EMD of the L1 bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt head 0070-60-800-013-27 through GRIPS for Government tenders and to the respective linked bank accounts for State PSUs/Autonomous Bodies/Local Bodies/PRIs, etc for tenders.

All refunds will be made mandatorily to the Bank A/c from which the payment of EMD & Tender fees (if any) were initiated.

There will be no exemption of any kind for any of the eligible contractors towards cost of tender document fee or EMD.

9. Procedures to be followed when one / two technically qualified tenderers participated in any tender

Financial bid of technically qualified single / two tenderers may not be opened immediately. 2nd call may be invited immediately after technical evaluation and uploading the list of the technically qualified bidders(s) of the 1st call. If such bidder(s) technically qualified in the 1st call intend(s) to change their rates quoted in the 1st call, they are to purchase tender paper afresh. In case of non purchase, the rates quoted in the 1st call would remain valid. After selection of technically qualified tenderers for 2nd call (in case new tenderer other than the existing tenderer of the 1st call), financial bid
of both 1st and 2nd call would be opened. Financial evaluation would be made in a combined way considering both 1st and 2nd call. However, in case tenderer(s) of 1st call submit(s) fresh tender in 2nd call, rates of 2nd call should be considered in the process of evaluation.

10. Acceptance of Tender (Technically eligible/qualified)

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons and also reserves the right to distribute the work amongst more than one tenderer at the accepted rate after formal consultation with L1 [accepted rate] bidder and taking consent of L1 bidder for smooth & quick completion of work.

11. Penalty for suppression / distortion of facts

If any tender fails to produce the original hard copies of the documents (especially completion certificates and audited balance sheets), or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is deleted in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform for a 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Member Secretary, W.B. State Forest Development Agency may take appropriate legal action against such defaulting tenderer.

12. Tender document costs [tender fees] & Earnest Money Deposit [EMD]:

The cost of tender document [tender fees] is to be remitted by the tenderer as mentioned in the NIT tables for list of works - through RTGS/NEFT to State Bank of India, Siliguri Branch in Account No. 33627329564 IFSC Code SBIN00184

a. There is no exemption of any kind for any of the eligible contractors towards cost of tender document fee or EMD.

b. Intending tenderers should follow download the tender documents form the website http://wbtenders.gov.in directly with the help of digital signature certificate.

c. Earnest Money Deposit [EMD] is to be remitted by the tenderer as mentioned in NIT document in “SFDA-Divisional Forest Officer, Siliguri Social Forestry Division” through RTGS/NEFT to State Bank of India, Siliguri Branch in Account No. 33627329564 IFSC Code SBIN00184.

d. In case of partnership firm(s), the pledged instrument(s) must reflect the name(s) of the firm as well as the Name and address(es) of the partner/partner who is/are authorised to pledge the same as per valid partnership deed (s).

e. Both technical bid and financial bid should be submitted duly digitally signed by the tenderer through the website http://wbtenders.gov.in as per the “date & time schedule” stated in the NIT.

13. OPENING & EVALUATION OF TENDER

a) Technical proposals shall be publicly opened by the Authority or his authorised representative as per the Date & Time schedule mentioned in the N.I.T.

b) Prospective tenderers or their authorised may be present during the opening process.

c) Financial bids of only those tenderers who would qualify in the technical bid
evaluation will be opened. The intending tenderers shall clearly understand that whatever may be the outcome of the present invitation of tender, no cost of tendering shall be reimbursable by the Government. The SFDA- Divisional Forest Officer, Siliguri Social Forestry Division reserves the right to reject any tender or all tenders without assigning any reason whatsoever and is not liable for any cost that might have incurred by any tenderer at any stage of the tendering.

14. The selected contractors must arrange to procure all materials required for the proper completion of the works [as per the technical specifications of the tender document]. The employer will not on any account be responsible for procuring the same.

15. Validity of bids:

Bid shall remain valid for a period not less than 120 [one hundred and twenty] days after the deadline date for financial bid/sealed bid submission. Bid validity for a shorter period shall be rejected by tender accepting authority as non-responsive. If any tenderer withdraws his offer before bid validity period without giving any satisfactory explanation for such withdrawals, he may be disqualified for submitted tender to this office and Member Secretary, W.B. State Forest Development Agency for a minimum period of 1 [one] year and legal action will be taken against him.

16. Verification of credentials/on site projects:

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

17. Cancellation of tender:

The SFDA- Divisional Forest Officer, Siliguri Social Forestry Division, reserves the right to cancel this NIT due to unavoidable circumstances and no claim in this respect will be entertained.

18. Security deposits:

The successful tenderer to whom a letter of acceptance has been issued security money shall be deposited @ 10 % of the contract value of the work. 2% EMD thus deposited will be converted as security deposit and balance 8% will be deposited accordingly.

19. Refund of security deposit:

The contractor shall be responsible for satisfactory maintenance of the said work at appropriate service level to the satisfaction of the SFDA- Divisional Forest Officer, Siliguri Social Forestry Division for a period of 3 [three] years from the date of completion of the work. The security deposit relating to the work shall be refunded [credited to the bank account] to the tune of 30% on expiry of 1st year [from date of completion of the work]. another 30% on expiry of 2nd year and rest 40% on expiry of 3rd year.

20. Technical specification and quality of works:

Unless otherwise stipulated, all the works are to be done as per the technical specifications of the tender document. Contractor may refer to the schedule of rates framed by the Forest Department for the working. The Project should be executed as per current procedure and practise of Directorate of Forests, Government of West Bengal for plantation works.
21. DEDUCTION OF TAXES ETC:
[Deduction of tax shall be as below as per provision of GST applicable as per existing rule]

i. the contractor should be registered under GST Act and such registration is valid on the date of making such payment [for which the valid GST Registration Certificate is to be produced by the contractor along with a declaration from the contractor that his certificate of registration is valid to the best of his knowledge and that he will intimate the contracted i.e. SFDA-Divisional Forest Officer, Siliguri Social Forestry Division in case of any notice issued by Commercial Taxes Authority regarding the cancellation of his certificate of registration]. GST applicable as per existing rule.

ii. All other taxes applicable as per government rule in force.

22. Payment:

i. the payment will be made subject to the availability of fund.

ii. Payment on bills, at the discretion of the employer, shall be made to the contractor on the bills certified by the representative [Range Officer/Beat Officer] of the Employer.

iii. All bills shall be prepared by the contractor in the form prescribed by the Employer. For this purpose, the contractor must submit his/their bills in proper form duly accompanied by detailed measurements of works done and showing the deductions towards cost of materials if any, supplied by the employer.

iv. The payment shall be paid against measured bills only and on the survival of healthy seedlings.

v. the final payment not preclude the requiring of bad unsound and imperfect work to be removed and replaced, or to be any part thereof in any respect or the accusing of any claim, nor shall it conclude, determine or affect in any way the powers of the employer, under these conditions or any of them so as to the final settlement and adjustments of the accounts or otherwise or in any other way vary or affect the contract.

vi. payment on bill will be made after deduction of statutory deductions like I.Tax, Labour welfare Cess, GST as per rule.

vii. Payment on materials stocked at site shall not be made. Payment of supplementary items shall only be made after those one entered properly in the site inspection book, approved and sanctioned by the employer.

23. Final Payment:

The final payment shall be accompanied by a certificate of completion from the employer. Payment of final bills shall be made within a month of submission of the same. The acceptance of payment of the final bill by the contractor would indicate that he will have no further claim in respect of the work executed.

24. Maintenance period and defects after completion:

The contractor shall make good at his own cost and to the satisfaction of the employer, all defects, casualties of planted seedlings or other faults arising in the option of the employer from workmanship not being in accordance with the specification of schedule of qualities or the instruction of the employer which may appear within the maintenance period. The maintenance period shall mean a period of maintenance to be calculated from the date of commencement of work and terminate 6 months after completion of the work. The defect in alignment, planting, dead and poor planted seedlings or other faults which may appear within the maintenance period [hereinafter called as the defects liability
25. REMOVAL OF DISCREPANCY:
If any discrepancy arises between two similar clauses on different notification, the clause as
stated in later notification will supersede former one in following sequence :-
   a. Form of Agreement
   b. Tender Form
   c. Technical Specifications
   d. General Terms and Conditions
   e. Relevant PWD(W.B.) Schedule of Rates
   f. Instructions to Bidders
   g. N.I.T.

26. MOBILISATION ADVANCE/COST OVER RUN:
No Mobilisation Advance and Secured Advance will be allowed. Time / cost overrun and
consequent cost of escalation for any materials, labour, P.O.L. etc. will not be allowed.

27. Canvassing in connection with the tender is strictly prohibited.

28. Site of work and necessary drawings may be handed over to the successful tenderer along with the
work order or in a phase wise manner as deemed fit by the SFDA- Divisional Forest Officer,
Siliguri Social Forestry Division, W.B. No claim in this regard will be entertained.

29. The successful tenderer will have to start the work as per the work order to commence the work.

30. Guiding schedule of plantation works should be followed as per existing norms, patterns, lying in
the working division.

31. The height of the misc. planting seedlings should not be less than 7 feet and with good collar girth.

32. The seedlings to be planted should be healthy and have undergone the process of shifting.

33. Depending upon the available row, plantation pattern will be:-
   i. the first row along the highways will be of small to medium sized ornamental trees.
   ii. subsequent rows will comprise of ornamental and /or shade bearing species of more
      height.
   iii. In rural sections the last row will always be of shade bearing tall trees. The species will
      be chosen as suggested by Range Officer/Beat Officer.

34. Water logged area should be planted with species like - Jarul, Arjun, Kainjal etc.

35. In the water logged area seedlings would be planted in the mound, size of mound should be as per
field requirements & as directed by Beat Officer/Range Officer of the concerned area.

36. Fencing for multiple row plantation will be done by half-split bamboo as shown by the Range
Officer/Beat Officer.
37. The survival percentage of the plantation will be 100% at any time in the 1st year.

38. Technical specification for avenue plantation should be collected from Range Officer/Beat Officer.

39. The successful tenderer will be required to obtain valid registration certificate & labour licence from the respective offices where plantation work by them are proposed to be carried out under the contract labour [Regulation & Abolition] Act, 1970 and the same should be submitted to the SFDA-Divisional Forest Officer, Siliguri Social Forestry Division, W.B.

40. The successful tenderer shall have to comply with the provision of (a) the contract labour [regulation & Abolition] Act, 1970 and (b) the minimum wages Act, 1948 and the notifications thereof or other laws relating thereto and the rules made and orders issued there under from time to time, failure to do so will be treated as breach of contract and the SFDA- Divisional Forest Officer, Siliguri Social Forestry Division, W.B. may in his direction cancel the contract. The contractor shall also be reliable for any liability arising on account of violation by him of the provisions of the Act and Rules made under time to time.

41. The contractor shall not be entitled for any compensation for any loss suffered by him due to delay arising out for modification of the work, due to non-delivery of the possession of site and/or modification of plantation map & planting pattern etc.

42. Prevailing safety norms has to be followed by the successful tenderer during execution of the work so that LT (Loss of time due to injury) is zero.

43. It shall be deemed to be fit for consideration unless the tender documents are fully and completely .......mation that may be asked from the tenderer must be unequivocally furnished. The eligibility of a ........will be ascertained on the basis of the documents submitted by a tenderer in support of eligibility criteria. If documents submitted by a tenderer is found to be incomplete/incorrect/ manufactured/fabricated or false, his tender will be out rightly rejected at any stage and legal action will be taken against him.

44. A tenderer is to quote in figures as well as words, his rates in the following forms as applicable in his cases against the estimated value put to tender of the tender form (BOQ).

45. In the event of tender being submitted by a firm, it must be signed by a member or members of the firm having legal authority to do so and if called for, legal documentations in support thereon must be produced for inspection and in the case of a firm carried out by one member or a joint family it must disclose that the firm is duly registered under the Indian Partnership Act.

46. The tenderer must sign at the bottom of each page of the tender documents as a proof of acceptance of terms and conditions of tender. Overwriting shall not be allowed. All corrections, alterations etc. must be duly signed.

47. It must be clearly understood that the quantities of the various items indicated in the schedule or probable items are approximate only and may be appreciably increased or decreased during actual execution. The contractor shall remain affected by alteration.

48. The intending bidders should clearly understand that whatever may be the outcome of the present invitation of bids, no cost of bidding shall be reimbursable by the department. The Member
Secretary, W.B. State Forest Development Agency, reserves the right to reject any or all the application(s) for purchasing bid documents(s) and/or to accept or reject any or all the offer(s) without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any tendered at the stage of bidding.

RATES ARE FIRM FOR THE PERIOD OF THE PROJECT. IN CASE ANY ABNORMAL DEVIATION IS OBSERVED DURING THE COURSE THE TENDER ACCEPTING AUTHORITY MAY REFER TO THE APPROPRIATE HIGHER AUTHORITY i.e. MEMBER SECRETARY, W.B. STATE FOREST DEVELOPMENT AGENCY IN DECIDING ON THE RATE REVISIONS (IF NEEDED).

Memo No. /4-14/2019-20

Copy forwarded for kind information to:

1. The Principal Chief Conservator of Forest, & HoFF, West Bengal.
2. The Principal Chief Conservator of Forest, Wild Life & Chief Wild Life Warden, West Bengal.
3. The Addl. Principal Chief Conservator of Forest, North Bengal.
4. The Chief Conservator of Forest, Conservation & Extension, West Bengal.
5. The Member Secretary, W.B. State Forest Development Agency, West Bengal.
6. The Conservator of Forest, North-West Circle, West Bengal.
7. The Chief Conservator of Forest, MIS, Aranya Bhawan for uploading of Tender Notice in Departmental Website.
8. The Sabhadhipati, Siliguri Mahakuma Parishad, Siliguri.
9. The District Magistrate, Darjeeling District.
10. The District information & Cultural Officer, Jalpaiguri.
11. All Divisional Forest Officer, West Bengal.
12. The Range Officer, Ghoshpukur S.F. Range.
13. The Section in Charge, Accounts Section, Siliguri Social Forestry Division.
14. The Section in Charge, Budget Section, Siliguri Social Forestry Division
15. Notice Board.

Date, Siliguri,

[Signature]

[Dawa S. SHERPA, WBFS]
SFDA Divisional Forest Officer,
Siliguri Social Forestry Division
APPLICATION FOR e-TENDER

To
The SFDA- Divisional Forest Officer
Siliguri Social Forestry Division

e-Tender No :-

Serial No. of work applied for .................

Amount put to Tender Rs. .................
(Tender Value)

Dear Madam,

Having examined the Technical Cover, OID cover & all other e-NIT documents, I/we hereby would like to state that I/we willfully accept all your conditions and offer to execute the works as per e-Tender No. and serial No. state above. I/we also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this __________ day of __________ 2019

Full Name of Bidder/Contractor :-

Signature :-

In the capacity of :-

Duly authorised to sign bids
For & on behalf of (Name of Firm) :-

Office address with seal if any :-

Telephone No. (s) (office) :-

Mobile No. :-

Fax No. :-

E-mail ID :-
AFFIDAVIT-"Y"

(To be furnished in Non Judicial Stamp Paper of appropriate value duly notarised)

1) I, the undersigned do certify that all the statements made in the attached documents are true and correct. I have all machineries as per NIT & all will be at site during entire period of work. 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.

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 any Government Department during the last 5 (five) years prior to the date of this N.I.T. I/We have presently ....... Nos of works in my hand & I would finish the work in time.

3) The undersigned would authorise and request any Bank, Person, Firm or Corporation to furnish pertinent information as deemed necessary and/or ad requested by the Department to verify this statement.

4) The undersigned 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/authorised representative of company or society and I would not handover the job to any other person except my employee to supervise.

Signed by an authorised of the firm

Title of the Officer

Name of the Firm with Seal

Date :-
To
The SFDA - Divisional Forest Officer
Siliguri Social Forestry Division
Dear Madam,

Ref: Tender NIT No. ______________________

1. I/we refer to the tender notice issued by you for the work of plantation along NH31 in Siliguri Social Forestry Division vide tender reference No. ________________ mentioned above.

2. I/We do hereby offer to perform, provide execute, complete and maintain the works in conformity with the drawings, condition of contract, specification, Schedule of Quantities for the sum of Rs. ________________ (quoted in Tender Paper) ______________________ only at the respective quoted ITEM WISE rates mentioned in the Schedule of Quantities.

3. I/We have satisfied myself/ ourselves as to the site conditions, examined the drawings and all aspects of tender conditions, subject above, I/we hereby agree, should this tender be accepted in whole or in part, to:
   (a) abide by and fulfil all the terms and provisions of the said conditions annexed herein,
   (b) complete the works within ________________ days.

4. I/We have deposited the earnest money of Rs. ________________ only which, I/We note that deposited EMD, will not bear any interest and is liable for forfeiture:
   (i) If our offer is withdrawn within the validity period of acceptance.
   (ii) If the contract is not executed within 15 days from the date of receipt of the letter of acceptance
       Or
   (iii) If the work is not commenced within 7 days after issue of work order/ handing over of the site which ever is later.

5. I/we understand that you are not bound to accept the lowest or any tender you receive.

Yours faithfully

Signature ___________________________

Designation _________________________

Address ___________________________

Name of Partners of our Firm:

1) ________________________________

2) ________________________________
# PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the bidder name and values only.)

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>TEXT #</th>
<th>TEXT #</th>
<th>TEXT #</th>
<th>TEXT #</th>
<th>TEXT #</th>
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<tbody>
<tr>
<td>Sl. No.</td>
<td>Item Description</td>
<td>Number</td>
<td>Quantity</td>
<td>Units</td>
<td>Rs.</td>
</tr>
<tr>
<td>1</td>
<td>Labours</td>
<td>1.01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Survey &amp; Demarcation of the plantation area and preparation of deviation maps at the 1:10 scale.</td>
<td>1</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Clearing the plantation area before digging by shifting/destroying of all the stumps, roots, branchlets, etc already existing on the plantation site.</td>
<td>2</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Advance soil works for digging/herding pits of one 10x10m, 10x20m, 20x20m.</td>
<td>3</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Filling up of plantation pits with dug-up sterilized soil, compress the soil to make earth spouting.</td>
<td>4</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Construction of the fencing and planting pit as per the specification of PMK-MSS.</td>
<td>5</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Transplanting of cuttings/seedlings including drainage/irrigation to planting pit and planting in two months.</td>
<td>6</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Filling up of the gap in the initial stages of earth spouting up to the soil level.</td>
<td>7</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
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<tr>
<td>1</td>
<td>Inclined earth spouting.</td>
<td>8</td>
<td>1.00</td>
<td>1.00</td>
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<tr>
<td>2</td>
<td>Add FERT @ 1%</td>
<td>9</td>
<td>1.00</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Manure</td>
<td>10</td>
<td>7.50</td>
<td>1.00</td>
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<tr>
<td>3</td>
<td>Supply of seeds/seedlings</td>
<td>11</td>
<td>3.69</td>
<td>1.00</td>
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</tr>
<tr>
<td>3</td>
<td>Supply of seeds/seedlings &amp; nursery</td>
<td>12</td>
<td>3.69</td>
<td>1.00</td>
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</tr>
<tr>
<td>3</td>
<td>Bamboo for fencing on per design in Figs.</td>
<td>13</td>
<td>286.00</td>
<td>1.00</td>
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</tr>
<tr>
<td>Total In Figures</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Quoted Rate in Figures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quoted Rate in Words</td>
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<td></td>
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</tbody>
</table>

Divisional Forest Officer
Siliguri Social Forestry Division