Directorate of Forests  
Office of the Principal Chief Conservator of Forests & Head of Forest Force, West Bengal  
Aranya Bhawan, L.A-10A Block, Sector-III, Salt Lake City,  
Kolkata-700098

No. (1) - TENDER/P25 (P)/2018  
Dt. 03-05-2018

CIRCULAR.

Whereas a format of Certificate for Tender Approval was prepared and sent to all  
Divisional Forest Officers, Conservator of Forests and Chief Conservator of Forests for  
sending the same for approval for tender values above Rupees Ten lakh.

Whereas the Finance Dept., vide Memo No.3975-F(Y); dt.28/07/2016, stipulated that  
all the EMD/Tender Fees be deposited under e-Procurement Portal through the linked  
Payment Gateway.

Whereas recently the Finance Dept., vide Memo No.2365-F(Y); dt.12/04/2018, has  
declared that any entity under the State Government including Autonomous Bodies/Local  
Bodies/Parastatals does not follow the prescribed procedure for online receipt and refund  
of EMD/Tender Fees, such tender shall not be treated as valid.

Therefore, all the Divisional Forest Officers, Conservator of Forests and Chief  
Conservator of Forests are directed to follow the orders of the Finance Dept. in letter & spirit  
and in future this office shall not approve any Tender which do not receive EMD/Tender Fees  
through Govt. e-Procurement Portal and through the linked Payment Gateway.

A revised format for Tender Approval is attached for all to follow strictly.

Principal Chief Conservator of Forests (HoFF)  
West Bengal

No. 1020/P&S (P)/3D-263/Pt.-II  
Dt. 03-05-2018

Copy forwarded for information and necessary action to:-

1. The Chief Conservator of Forests, .................................. Circle.
2. The Conservator of Forests, ........................................ Circle.
3. The Divisional Forest Officer, ........................................ Division.
4. The Chief Conservator of Forests, MIS for uploading the Circular on Forest Dept.'s  
   Portal.

Principal Chief Conservator of Forests (HoFF)  
West Bengal
FOREST DIRECTORATE, WEST BENGAL

CERTIFICATE FOR TENDER CONTRACT FOR APPROVAL BY PCCF & HIGHER AUTHORITIES

Division: Forest Division
Circle: 

Name of the Project:

E-Tender: 

Tender Value: Rs.

Tender ID:

This is to certify that this tender procedure/contract conforms to the following:

i. The specification in terms of work, quality, type and quantity of service and goods tendered, has been clearly spelt out in the BoQ, keeping in view, the specific needs of the present project. Care has been to avoid purchasing quantities in excess of requirement;

ii. The work for which tender has been floated has not been split-up to avoid the necessity for obtaining the sanction of higher authority required with reference to total amount of the order;

iii. The tender/Contract document has been prepared in conforming with Rule-47 of the West Bengal Financial Rule & other Financial Rules and Guidelines issued by Finance Department from time to time;

iv. Due procedure is followed in judging the technical & financial qualifications of the tenderers;

v. No specific additional Terms & Conditions were added, which may indirectly favour any specific Tender/ Tenderers;

vi. The undersigned has satisfied itself that he recommended Tender offer is reasonable and in conformity with existing norms;

vii. The details of the tender are provided bellow and signed & countersigned by appropriate authority:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item</th>
<th>Details</th>
</tr>
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| 1      | If e-tender floated on unit value, then total unit & financial value to be furnished | i) Total Physical units  
ii) Total Financial as per NIT |
| 2      | Details of publication of the Tender/ e-tender | Name of the Newspaper  
Language  
Date of Publication |
| 3      | Publication Date in e- tender portal | 
| 4      | Date of publication in Dept. & District/Division's websites. If any. | 
| 5      | Last date of submission of Tech. Bid | 
| 6      | Date of opening the Technical Bid | 
| 7      | Date of opening of the Financial Bid | 
| 8      | Names and Designations of the Tender committee | Name  
Designation |
9 **Eligibility Criteria - Tech. & Financial**
   i) Credentials (should be mentioned in %, years, and other specifications) (e.g., 40% last financial years etc. and specified to any Deptt. or class if any)

   ii)

   iii)

   iv)

10 i) Nos. of Bidders responded

   ii) Nos. of technically qualified bidders

   iii) Reason of disqualification against each bidder

11 **Quotation of L1 Being recommended - On Par/Above/Below by 1%**

12 **Whether EMD and Tender fees have been deposited on the Govt.'s e-Procurement Portal (https://vbtenders.gov.in) through linked Payment Gateway**

Separate format to be filled up project-wise in case of 2nd and 3rd call of same NIT.

Now, We request for approval of L1

Date: ____________________________

Divisional Forest Officer
Division

Signature:
Name & Designation: ____________________________

Date: ____________________________

Counter Signature of Circle-in-Charge

Signature:
Name & Designation: ____________________________
MEMORANDUM

Sub: Online Tender Fees/EMD in e-Tender Portal

Online receipt and refund of EMD and Tender Fees, as applicable, on the State Government's e-Procurement Portal (https://wbtenders.gov.in) through the linked Payment Gateway has been made mandatory vide FD’s Memo No. 3975-F(Y) dated 28.07.2016.

2. It has come to the notice of the State Government that some of the State PSUs/Autonomous Bodies/Local Bodies/Parastatals under the administrative control of the State Government are not observing the procedure for online receipt and refund of EMD/Tender Fees as prescribed in the Memo, ibid. This is not in line with the e-Procurement Policy of the State Government.

3. Therefore, it is clarified that in case any entity under the State Government including Autonomous Bodies/Local Bodies/Parastatals does not follow the prescribed procedure for online receipt and refund of EMD/Tender fees, such tender shall not be treated as valid.

(H.K. Dwivedi)
Additional Chief Secretary

to the Government of West Bengal