



GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF FORESTS  
OFFICE OF THE DIVISIONAL FOREST OFFICER,  
RUPNARAYAN DIVISION.  
Rangamati, Midnapore. PO-Vidyasagar University,  
Dist – Paschim Medinipur, Pin-721102.  
E-mail ID :: dforupnarayan@rediffmail.com.



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**E-TENDER NOTICE NO. WBFOR/DFORUP/ENT\_60/SPAP OF 2017 -18 OF THE DIVISIONAL FOREST OFFICER, RUPNARAYAN DIVISION, WORKS FOR CONSTRUCTION OF MULTIPURPOSE BUILDING.**  
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A Multipurpose Building is required to be taken up at Pathrisole Beat of Amlagora Range. A Multipurpose Building consist of Community hall & Godown at Pathrisole Beat of Amlagora Range. Thus, in pursuance to the G.O No-5400-F(Y) dt 25/6/12 and its subsequent amendment No-2254-F dt 24/4/14, the Divisional Forest Officer RUPNARAYAN Division , Rangamati, Midnapore, on behalf of Governor of West Bengal, invites **e-tender** from bonafide, resourceful suppliers/contractors for carrying out the following works at various Range(s) of Rupnarayan Division as per following location details & estimates in the tables below.

**LOCATION DETAIL & FEES ETC.**

SI No	Item of Works	Location	Unit (No)	Amount (Rs)	EMD (2% approx)	SECURITY (10 %)	Completion Time
1	Construction of Multipurpose Building (Ground floor only).	Amlagora Range, Pathrisole Beat.	1	<b>20,28,949.00</b>	40,600.00	10 % of the offered rate	Within 30 Days from the date of issue of Work Order

**DETAIL OF ESTIMATES IN ENCLOSED SEPERATELY.**

**ANALYSIS OF THE ESTIMATES**

1. The estimates are based on Current PWD schedule of rates which includes GST, Labour Cess and Contingency. Intending bidders are required to analyze the plan and estimates very carefully to avoid any future controversy.
2. The mode of deduction of GST, Labour Welfare Cess shall be decided by the undersigned as per existing rules. The contractor/s do not have any claim over contingency. It shall be the discretionary power of undersigned to utilise the amount as per exigency and to meet up the expenditure related to advertisement, estimate preparation cost , necessary modification in plan any estimates, if any, Intending bidders should quote their rate accordingly.
3. Whenever labourers are engaged, the same should be as per direction of the concerned Range Officer or his authorized person. Priority should be given to the members of JFMCs concerned in this regard. Minimum Wage, as per latest Minimum Wage Act shall have to be paid to the labourer so engaged.
4. The estimate is indicative in nature. Thus, it might be so that some of the items mentioned in the estimates do not require to be implemented in the field and some of the items needs to implemented more than once, repeated or enhanced as per field requirements.

5. Rate quoted below 20% shall be subject to rate analysis. Such rate analysis shall required to be submitted through e-mail within 24 Hrs of the opening of financial bid (**e-Mail - [dforupnarayan@rediffmail.com](mailto:dforupnarayan@rediffmail.com)**), failing which it will be presumed that the bidder are unable to justify the rate technically and such financial bid/s shall not be accepted from this end and 2<sup>nd</sup> lowest bidder who had quoted rate not below 20% shall be considered. One can also submit the hard copy of the rate analysis in sealed cover by name of the tender inviting authority.
6. Payment shall be made to the successful bidders only for those items which he/she has carried out at field as per the instructions of the concerned Range Officers or his authorized persons or his superior authority. Each item of the estimates has a definite time line, beyond which the item can't be implemented in the field. Thus any item which is not possible to be implemented in the field within due time, can only be implemented after having due permission in this regard from the appropriate authority. Successful bidders are required to prepare bill for making payment accordingly.
7. Intending bidders are required to mention the cluster/s (**Annexure-1**) if applicable, in which he/she is willing to participate. Rate in BOQ is required to be quoted accordingly. If the no of clusters are not mentioned, the tender may liable to be cancelled
8. From the above analysis, it follows logically that R.A bills shall be admissible in this regard.

### **SCHEDULE OF DATES**

<b>TYPE</b>	<b>DATE</b>
Date of uploading of N.I.T & Other document (Online Publishing Date)	<b>08/02/2018 10.00 AM</b>
Document Download Start date.	<b>08/02/2018 11.00 AM</b>
Bid submission <b>Start date</b> Online	<b>08/02/2018 11.00 AM</b>
Last date for submission of uploaded copies of Tender documents & EMD ( <b>Offline</b> )	<b>23/02/2018 up to 4.00 PM</b>
Bid submission <b>Closing date</b> (Online)	<b>26/02/2018 up to 11.00 AM</b>
Bid Opening date for <b>Technical Bid</b> (Online)	<b>28/02/2018</b>
Date of uploading of list of Technically qualified bidders ( <b>Online</b> )	<b>28/02/2018</b>
Date of uploading of final list of technically qualified bidders after disposal of appeal (Online)	<b>To be Notified in due course</b>
Date of Opening of <b>Financial Bids</b> (Online)	<b>To be Notified in due course</b>
Website from where the tender can be seen	<b>1) Website of Directorate of Forest , Government of West Bengal. 2) District Portal, Paschim Medinipur. 3) e- procurement portal, Government of West Bengal.</b>
Relevant Website for Viewing & Participating in e-Tender.	<b><a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a></b>

### **GENERAL 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 rate offered by the successful bidder, in that case.
2. **Pattern of Tender- Invitation of tenders 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 outright 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 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 by name in favour of **Sri Arnab Sengupta, WBFS, Divisional Forest Officer, Rupnarayan Division** and not by official designation only. The tender shall be made 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 with an abstract mentioned in the annexure-II
  - 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 cancelled.

5. **Submission of Tender- In general, the tenders are allowed to participate in all clusters; subject to evaluation of financial credentials submitted for the purpose. The technical bids thus submitted by the intending bidders shall be scrutinized by the tender committee constituted for the purpose, based on 2 grounds- a. The experience of the intending bidders & b. The financial credential submitted for the purpose.**
6. **Technical Bid-** Technical Bid Should be submitted in separate folder other than financial bid. Clearly super scribing the tender no and specific cluster in which the intending bidders are willing to participate. 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 as GST/VAT, PAN, 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. The address and Contact No. of the bidder should be clearly written on the envelope.
7. **Financial Bid-** 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.
  - ii) The financial bid should also be submitted in a separate cover super-scribed as **Financial Bid & "Tender Notice No. and cluster no.** The bid should mention in both number & words, & should be written in bold letters.
  - iii) Address and contact No. of the Bidder should clearly written on the cover.
  - iv) Financial Bid format is given in Form IIA.
  - v) The Bank details of the tenderers must be mentioned in the Form IIA for making payments on line. This is obligatory.
  - vi) Financial bid must be inclusive of all taxes.
  - vii) 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.
8. **Eligibility Criteria-** It consists of two parts- A. Experience of implementing similar nature of job & B. The requisite assessment of financial potential of the bidders.
  - A. Experience of implementing similar nature of job – The intending bidders must be having experience in implementing the same nature of jobs ie, the intending bidders must have experience of construction of various types of buildings etc. Credentials of any other type shall not be considered.
  - B. The requisite assessment of financial potential of the bidders-The intending bidders must be having at least 80% of the estimated cost as financial credentials for a 3 contracts, to be calculated for particular financial year which one is maximum (Not more than 3 years' old). However, each contract must not be less than 12.00 lakh; ie, intending bidders, must be having credentials of construction works for 12.00 lakh atleast for a single contract. Single contract below 12.00 Lakh shall not be considered. Requisite documents such as PAN, VAT/GST, License etc as applicable as per existing rules, must be submitted in the technical bids.
  - C. Possession of Build Construction related machine and such other implements shall be given due weightage.

After assessment of the eligibility criteria a weightage will be provided against each technical bid in 1 to 10 points scale. Those who will score at least 7 points shall only be eligible to qualify the financial bid. **The tender committee constituted for the purpose shall examine the eligibility criteria. The Decision of the tender Committee in this regard shall be final; and decision of the undersigned in this regard shall be final and binding.**

9. **Time to Complete the works-** Delay in completion of works as mentioned in the schedule and as directed by the concerned Range Officer or his authorized person or any superior officer in the rank above Range officer, might attract the penalty to the contractors subject to the discretionary authority of the undersigned depending on the field situation and other requisite factors required to be considered in this regard.
10. **Submission of EMD and Security-**EMD, as mentioned in the schedule, should be submitted in the form of a Bank Draft as per the rules. The original EMD should be submitted as given in the schedule. Physical copy of the documents should be submitted to the office. Security should, as mentioned in the schedule, should be submitted before issuance of the works order by the successful bidders in TR-7, as per existing rules. Security may also be adjusted with the R.A Bills to be paid for the successful implementation of the works. The mode of security deposit shall finally be decided by the undersigned. The Security Deposit will be released to the successful contractor/ supplier after 6( six) months from successful implementation of the entire scheme as per estimate with such alteration and modification as may be necessary for implementing the work at field, provided no irregularities are noticed during this 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 deposit shall not be adjusted with the EMD. The EMD of the unsuccessful bidders shall be released with 7days of completion of basic tender formalities except of L1 &L2 which will be released before issuance of work order.
11. **Special Security-** In case of implementation of the work below the schedule time to be mentioned in the work order, the successful contractor/s shall required to submit an amount to the tune of maximum 70% of the offered rate in the form of a draft in favour of Divisional forest officer, Rupnarayan Division payable of any Nationalised bank's Branch, Midnapore. However, this will be subject to the discretionary power of the undersigned. But once directed by the undersigned, the successful bidders shall required to comply to this norm within 3 Days(72 Hrs) from the date of issue of such order, failing which the tender shall be cancelled outright without assigning any further reason thereof.
12. **Dispute Resolution:** - In case of any dispute, the decision taken by the undersigned shall be final. Appeal can be made to the Chief Conservator of Forests, Western Circle, west Bengal in case of any grievance of the aggrieved party. The decision taken by the Chief Conservator of Forests, Western Circle, west Bengal shall be final and binding

#### **OTHER TERMS AND CONDITIONS**

1. **An affidavit of 1 st Class Magistrate/Notary, duly signed by the intending bidders, declaring the following points shall be required to be submitted by the intending bidders along with the technical bid. If the affidavit is not submitted along with the technical bids, the tender submitted by the intending bidders shall be liable to be cancelled. However it shall be mandatory for the successful bidders to submit an affidavit of 1<sup>st</sup> Class Magistrate before signing of agreement and within 7 days from the date of issuance of offer/direction letter of submission of security deposit**
  - 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 beliefs.**
  - c. **I shall abide by all the terms and 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, Rupnarayan Division shall be final and on appeal, the decision taken by 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 reserves the right to place order for work for supply up to 20% more 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 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 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 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 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 placement of fund by the Government.
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 and acts of unsurpassed power. In the event of delay due to such causes, the tenderer may apply to the Divisional Forest Officer, Rupnarayan Division for extension of time for that period. The Division Forest Officer, Rupnarayan Division 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. Delay in completion of the work beyond 7 days shall attract penal provisions to the tune of 10% of the estimated cost. However, it shall be discretionary power of the undersigned to impose penalty or not ;reasoned by exact field situation.
13. 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 Range Officer concerned 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 such material will be recovered from the contractor.
14. 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.
15. All works are required to be carried out as per plan and specification & 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.
16. 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.

17. 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.
18. Statutory Deduction: Income Tax, VAT, Labour Welfare Cess as applicable shall be deducted from the Gross amount of Bill.
19. In addition to above, before payment the following documents are required to be produced, if applicable,
  - 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.
20. The successful tenderer will not assign any part of the work to any other contractor.
21. 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.
22. Rate offered in the estimate is the final and tenderer will not have any further claim.
23. 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 Government sanction.
24. 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.
25. The terms and conditions of this "Tender Notice inviting tender" is part and parcel of the contract form.
26. In case of any dispute in execution of the work or supply, an application may be made to the Divisional Forest Officer, Rupnarayan Division and the decision of the undersigned is final and binding.
27. The cost Tender paper / Form will be sold as per Govt. of WBs notification no. 452-A/PW/O/10C-35/10, Dt-26/07/2011.
28. Requisite license must be obtained for Labour Department after issuance of work order. No payment shall be made without production of the license.
- 29. Forest Department, or Rupnarayan Division, 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.**
- 30. Range officer or his authorized person/s shall have the discretionary power to deploy suitable labourers, preferably from among the FPCs concerned.**
- 31. 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 at field.**

- 32. 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.**
- 33. The mode of payment for successful completion of the works should be made by NEFT/RTGS/Cheque 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.**
- 34. Please follow annexure carefully during submission of tender.**

SD/-  
DIVISIONAL FOREST OFFICER  
RUPNARAYAN, DIVISION  
RANGAMATI, MIDNAPORE.

**ANNEXURE – I**  
**PRAYER FOR PARTICIPATION IN THE TENDER**

Name of Tenderer ::

Address ::

Tender Notice No. ::

Cluster No. ::

Financial Credential for similar nature of job ( as mentioned in the tender notice)

Bank details (A/c No., IFS Code & MICR code (optional)

Declaration : I / we do hereby declared the statement made by me is true the best of my knowledge in belief. If allow I/We shall abide by all the terms and conditions mentioned in the tender notice and the direction of the authority. I /We read the tender document carefully and understood it in letter inspirit.

Signature of Bidder with date .....



## TECHNICAL BID FORMAT

### Form IA-General Information about the Organization

SI No	Particulars	Details to be furnished
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#### Details of the Bidder (Organization )

1	Name	
2	Address	
3	Telephone/Mobile No.	
4	Email	
5	Fax	
6	Website	

#### Details of Authorized Person

7	Name	
8	Address	
9	Telephone/Mobile No.	
10	Email	

#### Information about the Organization

11	Status of Organization (Proprietorship/Partnership/Public Ltd/Pvt. Ltd/ Co-operative Society etc.)	
12	Details of Registration of Organization	Date: Ref:
13	Number of Professionals in position in the organization	
14	Locations and address of offices	
15	Service Tax Registration Number	
16	VAT Registration Number(Enclosed latest VAT Return)	
17	Professional Tax Registration Number	
18	Income Tax PAN Number	
19	Details of any other Licenses/Registration (Copy to be enclosed)	

Signature of the Tenderer with date

**(Annexure-II)**

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

Sl No	Name of the Customer	Project Name	Brief narration of the type of work implemented	Start Date	End Date	Contact Value (only net checked amount issued by authority	Financial year of the completion of the work	Supporting documents against the completion report ( Yes/No)	Whether Successfully completed	Address &Phone no. of the work completion issuing authority.

Signature of the Tenderer with date

(Annexure-III)

**FINANCIAL BID FORMAT**

**(FINANCIAL BID NOT TO BE DISCLOSED ONLY THE TAXES ARE TO BE MENTIONED)**

Form II-A

Fixed Price	Applicable Taxes (Rs.)	Total (1)+(2) (Rs.)
(1)	(2)	(3)
<b>N.A In Technical Bid.</b>		

Declaring that the item against which there are fixed Govt. rate such as minimum wage rate etc. shall be obeyed in letter in spirit

Signature of the Tenderer with date

No. \_\_\_ 193 \_\_\_ / 2 – E Tender

Dated, Midnapore the \_\_\_ 06 / 02 / 2018 \_\_\_

Copy forwarded for wide circulation & information to:-

1. The Sabhadhipati, Paschim Medinipur Zilla Parishad.
2. The Principal Chief Conservator of Forests (HoFF), West Bengal
3. The Chief Conservator of Forests, Western Circle, West Bengal.
4. The District Magistrate, Paschim Medinipur.
5. The Superintendent of Police, Paschim Medinipur.
6. The D.I.C.O. , Paschim Medinipur.
7. The Sub-Divisional Officer, Sadar, Paschim Medinipur.
8. The Treasury Officer, Midnapore Treasury.
9. All Divisional Forest Officer's, Western Circle, West Bengal.
10. The Assist. Divisional Forest Officer, Rupnarayan Division.
11. The Head Clerk, Rupnarayan Division.
12. The Budget, Accounts & Revenue Section.
13. AFR, Rupnarayan Division.
14. All Range Officers (Territorial), Rupnarayan Division.
15. Notice Board, Rupnarayan Division.
16. Shri / FPC\_\_\_\_\_.

SD/-

DIVISIONAL FOREST OFFICER  
RUPNARAYAN, DIVISION  
RANGAMATI, MIDNAPORE.