



Government of West Bengal
Directorate of Forests
Office of the Divisional Forest Officer,
Jhargram Division
Ghoradhara, Jhargram- 721507



Ph. No. & Fax No. 03221-255010, Mail – dfojhargram.frd-wb@bangla.gov.in

**NOTICE INVITING e-TENDER NO. 65/ JUTE BAGS/SABUJSHREE SCHEME /JHARGRAM DIVISION
FOR THE YEAR 2023-24 UNDER THE DIVISIONAL FOREST OFFICER, JHARGRAM DIVISION**

In pursuance to the G.O No-5400-F(Y) dt. 25/6/2012 and its subsequent amendment No-2254-F dt. 24/4/2014 and G.O. No. 5696-F(Y), dt. 01.10.2019 The Divisional Forest Officer, Jhargram Division , Jhargram, on behalf of Governor of West Bengal, invites **e-tender** for from bonafide, resourceful contractors/ suppliers for carrying out the following works at various Ranges of Jhargram Division as per following location details in the tables below.

LOCATION DETAILS AND FEES (SUPPLY OF JUTE BAGS)

e-NIT NO	Name of the Work	Estimated Amount (RS.)	Earnest Money (Rs.)	Period of Completion	Name of the Concerned Division
65	Procurement of Jute Bags under Sabujshree Scheme in Jhargram Division for the year 2023-24 for 18000 Nos.	8,49,600.00 (Rupees Eight lakh forty-nine thousand six hundred thirteen)	16,992.00	30 days from the date of issuance of work order	Jhargram Division

- 1) In the event of e-filling, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Tender documents can be downloaded for free online. Earnest Money should be remitted through Online in e-tender portal in favour of the "Divisional Forest Officer, Jhargram Division and also to be documented through: a- filling The original Affidavit must be submitted online to the Office of The Divisional Forest Officer, JHARGRAM Division, Directorate of Forests, Government of West Bengal. Estimates are attached herewith and the clarification for estimates will be available at Divisional Forest Office, Jhargram Division and can be availed on all working days during office hours.
- 2) Both Technical Bid and Financial Bid are to be submitted online concurrently duly digitally signed in the website wbtenders.gov.in as per time schedule stated herein under. The documents submitted by the bidders should be properly indexed and self attested with seal.
- 3) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in NIT.
- 4) The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL BID of the tenderer is found qualified by the Tender Committee formed by the Divisional Forest Officer, Jhargram Division. Directorate of Forests, Government of West Bengal The decision of the Tender Committee will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

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SCHEDULE OF DATES

TYPE	DATE
Date of uploading of N.I.T & Other document (Online Publishing Date)	03/11/2023 at 2.00 PM
Document Download Start date.	03/11/2023 at 2.00 PM
Bid submission Start date Online	03/11/2023 at 2.00 PM
Bid submission Closing date (Online)	17/11/2023 up to 2.00 PM
Bid Opening date for Technical Bid (Online)	21/11/2023
Date of uploading of list of Technically qualified bidders (Online)	21/11/2023
Date of uploading of final list of technically qualified bidders after disposal of appeal (Online)	To be Notified in due course
Date of Opening of Financial Bids (Online)	To be Notified in due course
Website from where the tender can be seen	1) Website of Directorate of Forests , Government of West Bengal. 2) e- procurement portal, Government of West Bengal.
Relevant Website for Viewing& Participating in e-Tender.	www.wbtenders.gov.in

TERMS AND CONDITIONS

1. Materials supplied under Sabujshree Scheme should be as per the approved estimate.
2. Supply of Jute bags: Payment shall be made based on actual supply procurement in the same numbers and as mentioned in the model estimate and as per the rate quoted by the successful bidders.
3. Tender for execution of supply of goods should be submitted in the prescribed BOQ of the e tender notice.
4. Materials will have to be procured by the e-tenders by themselves in the standard and specification as per estimate.
5. The specification of Jute bags will size 30cms.x 20cms. x 20cm, and Jute quality will be made with laminated Jute (80 gm lamination) PSI or Porter sorting/Inches will be 15/14.
6. Jute colour will be natural in one side and blue in three sides and bottom and bleached cotton made handle (body to body length of each handle will be 15" with rope).
7. This does not restrict undersigned to give instruction to supply materials of appropriate quality and quantity for Jute bags. Before supply the sample should be verified by the concerned Range Officer and bill shall only be passed after the Range Officer concerned provide the required certificate in this regard. Any supply made without actually being verified by concerned Range Officer prior to supply will not be considered for making payment.
8. Pattern of Tender-Invitation of tenders is indicative in nature. It is being floated in anticipation of administrative approval and subsequent financial sanction of our proposals and plans. In case of non availability of such approval the tender shall be cancelled outright without assigning any further causes. No prayer, in case of such cancellation, shall be entertained under any circumstances. Even in case of the requisite approval from appropriate authorities, work order to the successful bidders shall only be issued when fund will be placed and which shall be free from any other encumbrances.



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9. The participating bidder should have valid IT returns. PAN Card. GST returns, GST Registration Certificate and Trade license and should enclose along with the bids.
10. The bidder should have not been blacklisted by the time of participating in tender by any agency department of Government of West Bengal or Government of India. There should not be any pending cases against the bidder for any forest and wildlife offences and financial crimes.
11. An Earnest Deposit Money (EMD) amount of 2% of total estimated amount is to be deposited online in e-tender portal in favour of Divisional Forest Officer, Jhargram Division by all participating bidders. The unsuccessful bidders will get their refund of Earnest Deposit Money only on the completion of tender process. A security deposit of 10% (inclusive of 2% of EMD) will have to be deposited by L1 bidder/successful bidder after the letter of acceptance is issued from this end. The mode of remittance of security deposit will be mentioned in the letter of acceptance after completion of tender process.
12. An additional performance security of 10% over and above security deposit should be paid in the form of bank guarantee in the prescribed format by the L1 bidder/successful bidder in cases where the less amount offered is more than 20% less of the estimated amount put to tender or anyone quotes more than 20% less and becomes successful in bidding needs to pay 10% additional performance security after issuing the letter of acceptance.
13. No defect liability period in case of these works.
14. All other conditions, rules and regulations of Government of West Bengal issued from time to time will also be applicable.
15. The amount put to tender is inclusive of IT. GST. other taxes and cesses and transportation cost.
16. The successful bidder has to execute the bond with Divisional Forest Officer, Jhargram Division before getting the work order for the terms and conditions mentioned.
17. Validity of the tender is for 12(twelve) months from the date of publication of this tender. It is the responsibility of the successful bidder to ensure the supply of labourers, materials, vehicles, tiffin etc. in time for the effective management of man-animal conflicts. No reasons what so ever will be accepted.
18. Credentials: Any bidder who has executed the work with any agency of Government of West Bengal or Government of India and got single work of payment certificate in last 3 (Three) years for 40% credential in similar nature of single work here will be decided by the Divisional Forest Officer or his authorized representatives and that decision will be final and binding on all bidders. The necessary payment certificates and other supporting documents need to be enclosed.
19. The Divisional Forest Officer, Jhargram Division, Directorate of Forests, Government of West Bengal reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
20. The undersigned is not bound to accept the lowest rate quoted by the tenderer and any reason whatsoever, for such non-acceptance will be intimated in due course.
21. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect/manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
22. Before issuance of the WORK ORDER, the tender inviting authority may verify the credentials and other documents of the lowest tenderer in original if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false, the work order will not be issued


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- in favour of the said Tenderer under any circumstances.
23. 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. The necessary comment shall be put by the field inspecting officers of Forest Department in the supply register which is required to be maintained mandatorily by the successful bidder's concerned.
24. It shall be the discretionary power of the undersigned for accepting any prayer for part payment. In general, no prayer for part payment shall be entertained; however, considering the length of the job, R.A Bills with specific recommendation of concerned Range officer and with proper inspection of concerned ADFO, may be provided to the contractor concerned.
25. 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 materials 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 Government of West Bengal and necessary legal and administrative action, including blacklisting from participating in any future works, will be taken.
26. The work order will be issued to the successful contractor only after placement of fund by the Government.
27. No extension of time will be allowed for execution of the work/ delivery. The Tenderer contractor shall not be considered in default, except in cases where delay in execution/delivery occurs due to causes beyond his/her control, such as acts of natural calamities, civil wars, fire, strike, frost, floods, riot and acts of surpassed power. In the event of delay due to such causes, the tenderer may apply to the Divisional Forest Officer, Jhargram Division for extension of time for that period. The Division Forest Officer, Jhargram Division at his own discretion may extend for a length of time such period as he thinks suitable for that or may be cancelled. Such cancellation would be without any liability whatsoever on the part of the undersigned.
28. Materials will have to be procured by the tenderers by themselves following the standards and specifications of NIT, or as per the specification as decided by the Range Officer concerned or his/her higher officer.
29. All works are required to be carried out as per plan and specification and 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.
30. The successful tenderer will not assign any part of the work to any other contractor (No sub contracting).
31. 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.
32. In case of any dispute in execution of the work or supply, an application may be made to the Divisional Forest Officer, Jhargram Division and the decision of the undersigned is final and binding.
33. The contractor is liable to pay the skilled labour wages as per existing rules.
34. The Tender inviting authority reserves the right to split the work amongst the lowest Tenderers.
35. The fund against contingency will be at the disposal of the D.F.O., Jhargram Division and tenderer will not be having any claim for that.
36. Forest Department or Jhargram Division, or any staffs of the Division, shall in no way be held responsible under any circumstances for any accident of vehicles or death of the labourer/ driver etc, engaged

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by the contractor, happened in the field during the time of implementation of the works and no claims whatsoever can be made to the Forest Department or its officers. Hence, the safety has to be fully ensured by the contractor while executing the work.

37. 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 in field.

38. 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.

39. The mode of payment for successful completion of the works will be made by NEFT/RTGS/Net Banking 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.

40. Please follow annexure carefully during submission of tender.

OTHER 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 lowest rate offered by the successful bidder's in that case.
2. Pattern of Tender-Invitation of tenders is 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. 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 it shall be free from any other encumbrances
3. **Procurement of tender paper-** The tender paper shall have to be procured from 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 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 in the form of completion certificate from the competent authority.
 - 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 canceled.
5. Submission of Tender: In general, the tenders are allowed to participate in any/all clusters as per choice. However, the intending contractors must be financially sound to participate in those clusters apart from having requisite technical knowledge. The technical bids thus submitted by the intending bidders shall be scrutinized by the tender committee constituted for the purpose will determine the eligibility of each bidder, the bidders shall have to meet all the minimum criteria regarding.

a) Financial Capacity

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- b) Technical Capability comprising of personnel & equipment.
- c) Experience (Credential of similar nature)

The eligibility of a bidder will be ascertained on the basis of the attested documents in support of the minimum criteria as (a,b,c) mentioned above and the declaration executed through prescribed affidavit in non-judicial stamp paper for Affidavit of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder tenderer will be rejected at any stage without any prejudice with forfeiture of earnest money forthwith.

6. Technical Bid- Technical Bid Should be submitted in separate folder other than financial bid Clearly super scribing the tender no. in which the intending bidders are willing to participate other documents such as experience certificate/payment certificate for the above works, latest IT returns, GST, as applicable, P 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 know how, as applicable, shall be required to be submitted. The Technical bid must not contain any pricing information. Any bidder who has executed the work of similar nature in last 3 years in any departmental any agency of Government of West Bengal or in Government of India for a financial value of 40% of the total amount put to tender can participate in the tender. Similar nature of work here will be decided by the Divisional Forest Officer or his authorized representatives and that decision will be find and binding on all bidders. The necessary payment certificates and other supporting documents need to be enclosed.

7. Financial Bid - While giving financial bids, it is to be kept in mind that in the total estimate put to tender has a provision including contractor work executing agency profit.

8. Intending bidders shall download the tender document from the website directly by the help of e- Token.

Earnest Money Deposit of e-procurement.

Online receipt and refund of EMD of e-procurement through State Government e-Procurement portal. The following procedure to be adopted for deposit of EMD/Bid Security/ Tender Fees related to e-procurement of the State Government departments. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD. The scan copy of EMD Challan & receipt (Agency's copy) essentially shall have to be uploaded alongwith other documents in non- statutory file of this NIT.

A. Login by bidder:-

- a) A bidder desirous of taking part in a tender invited by a State Government Office shall login to the e-procurement portal of the Government of West Bengal <https://wbtenders.gov> in using his login ID and password.
- b) He will be select the tender to bid and initiate payment of pre-defined EMD / Tender Fess for that tender by selecting from either of the following payments modes:
 - i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gat way:
 - ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

B. Online receipt and refund of EMD of e-procurement through State Government e- procurement portal [Vide memorandum no. 3975-F(Y) dated 28th July 2016 of Secretary to the Govt. of West Bengal - Finance Department]

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i) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway.

- a. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- b. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- c. Bidder will receive a confirmation message regarding success/failure of the transaction.
- d. If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N.Mukherjee Raod, Kolkata for collection of EMD Tender Fess.
- e. If the transaction is failure, the bidder will again try for payment by going back to the first step.

ii) Payment through RTGS/NEFT:

- a. On selection of RTGS/NEFT as the payment made, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- b. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- c. Once payment is made, the bidder will come back to the e- procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete in order to verify the payment made and continue the bidding process.
- d. If verification is successful, the fund will get credited to the respective pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N.Mukherjee Road. Kolkata for collection of EMD/Tender Fees.
- e. Hereafter, the bidder will go to e- Procurement portal for submission of his bid.
- f. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.
- g. The bidder is also requested to upload the prefilled RTGS/NEFT/any documents of EMD, duly paid in the bank.

C. Refund/Settlement Process: (Please refer order no. 3975-F(Y) dated 23.07.2016 & 148-W(C)/IM-23/15 dated 16.03.2018.

- i. After opening of the bids and technical evaluation of the by the tender ins iting 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/ 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 bidder's 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 1 I will be refunded. through an automated process, to the respective bidders' bank accounts from which they made the payment transaction.

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Such refund will take place within T+2 Bank working Days where I will mean the date on which information on rejection of financial bid is uploaded to the e-procurement portal by the tender inviting authority.

- iv. All refunds will be made mandatorily to the any A/e from which the payment of EMD and Tender Fees (if any) was initiated.


Divisional Forest Officer,
Jhargram Division
the 31/10/2023.

Memo No. 3264 /2B-e-tender, Dated, Jhargram,

Copy forwarded for information to:-

- 1) The Principal Chief Conservator of Forests and HoFF, Directorate of Forests, Government of West Bengal,
- 2) The Chief Conservator of Forests, Western Circle, Directorate of Forests, Government of West Bengal.
- 3) The Chief Conservator of Forests, MIS and e-Governance, West Bengal.
- 4) The District Magistrate, Jhargram District.
- 5) All Divisional Forest Officers, Western Circle, West Bengal.
- 6) The Sub-Divisional Officer, Jhargram.
- 7) The Sabhadhipati, Jhargram Zilla Parishad.
- 8) The District Information Officer, Jhargram District.
- 9) The Block Development Officer, _____ Block.
- 10) All Range Officers, Jhargram Division.
- 11) Notice Board.


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INSTRUCTION TO BIDDERS (ITB)

Section A

1. General Guidance for e-Tendering

1.1 Instructions / Guidelines for e-Tenderers for electronic submission of the e-Tenders online have been shown in Website <https://wbtenders.gov.in>

1.2 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.

1.3 Digital Signature Certificate (DSC)

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

1.4 Collection of e-Tender Documents

The contractor can search and download NIT and e-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 e-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 or registered company. If found to have applied severally in a single job, all his applications will be rejected for that job.

2. Submission of e-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 e-Tender and upload the latest documents as part of the e-Tender.

2.2 Technical Proposal

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

A. Technical File (Statutory Cover) containing

- i. NOTICE INVITING E-TENDER (NIT) (to be submitted in "NIT" Folder).
- ii. Section B (Form I, Form II, Form III and AFFIDAVIT – Y)
(to be submitted in "FORMS" Folder).
- iii. Instructions to Bidders. (to be submitted in "ITB" Folder)
- iv. General Terms & Conditions of Contract. (to be submitted in "GT AND CC" Folder)

v. Technical Specification. (to be submitted in "TS" Folder)

vi. Drawing if Any to ("DRAWING" Folder)

vii) **Addenda/Corrigenda, if published:** Contractors are to keep track of all the Addendum/Corrigendum issued with a particular e-Tender and upload all the above, digitally signed, along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as invalid and liable to be rejected.

C. My Document (Non-Statutory Cover)

Sl. No.	Category Name	Sub-Category Description	Document Name
			(For details see Clause 3 of ITB & relevant clauses of NIT)
A.	CERTIFICATES	CERTIFICATES	1 P.T. deposit receipt Challan 2 GST Registration Certificate & Latest GST return of the last month. 3 I.T.R. Acknowledgement Receipt 4 I.T. PAN Card, ESI & EPF Registration Certificate (If EPF and ESI are not required by law, declaration with proper justification is to be submitted on letter head of The Company/ Firm properly stamped 5 Voter ID Card ESI and EPF upto date payment certificate
B.	COMPANY DETAILS	COMPANY DETAILS	1 Proprietorship Firm - Trade License. 2 Partnership Firm - Registered Partnership Deed, Registered Power Attorney, Trade license. 3 Pvt. Ltd. Company - Registration Certificate under Company's Act, MOA & AOA, Registered Power of Attorney, Trade license. 4 Registered Un-employed Engineers and Labour Co-operative Societies Limited.
C.	CREDENTIAL	CREDENTIAL	1 Experience Profile- List of completed Projects of similar nature. 2 Completion Certificate from the concerned.
D.	EQUIPMENTS	PLANT&MACHINERIES (OPTIONAL) LABORATORY (OPTIONAL)	1 Authenticated copy of invoice, challan and way bill(Machinery Mixer machine) 2 Authenticated copy of invoice, challan and way bill (Laboratory)
E.	FINANCIAL (INFO)	TURN OVER PAYMENT CERTIFICATE	1 Authenticated copy of the Income Tax RETURNS 2 Only Payment Certificate of work issued by the Concerned Supervisor and not the TDS certificate
F.	DECLARATION	STRUCTURE & ORGANISATION AFFIDAVIT TECHNICAL STAFF	1 Details of Structure and Organization ITB Section B Form III. 2 An affidavit made that no adverse report against the bidder 3 An affidavit mentioning the name of the technical staff as described in Clause 3(k).


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3. Brief details on the nature of work:

a)	Name of the project	:	Supply of Jute Bags for Sabujshree
b)	Project ID	:	
c)	Job ID	:	
d)	Nature of Work	:	Supply of Jute Bags for Sabujshree
e)	Contractors eligible to submit the e-Tender	:	As stated in item 3 (a) to 3 (j) of this ITB.

Tender Evaluation Committee (TEC)

1. Tender Committee constituted as per Order of the Divisional Forest Officer, Jhargram Division: Department of Forests, Government of West Bengal will function as Committee for selection of technically qualified contractors.
2. Opening of tender If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
3. Opening of Technical Proposal: Technical proposals will be opened by the Divisional Forest Officer, Jhargram Division, Directorate of Forests and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).
4. Intending tenderers may remain present if they so desire.
5. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Committee.
6. Summary list of technically qualified tenderers will be uploaded online.
7. Pursuant to scrutiny & decision of the Tender Committee the summary list of eligible tenderer & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
8. During evaluation the committee may summon of the tenderers & seek clarification information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

Financial Proposal:

- i. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate (Presenting Above Below / At per) online through computer in the space marked for quoting rate in the BOQ.
- ii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor. Financial capacity of a bidder will be judged on the basis of information furnished in Section-B. **Penalty for suppression/distortion of facts:** If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.


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iii. **Rejection of Bid:**

Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

IV. **Award of Contract.**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting and Accepting Authority through acceptance letter/ Letter of Acceptance. The notification of award will constitute the formation of the Contract.

- V. All the tender documents including N.I.T. and B.O.Q. will be the part of the contract documents After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website stated in Sl. No. 1 of N.I. along with requisite cost through Demand Draft Pay Order issued from any nationalized bank in favour of the Divisional Forest Officer, Jhargram Division of the concerned work within time limit to be set in the letter of acceptance.



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Section – B
FORM-I APPLICATION

To,
The Divisional Forest Officer,
Jhargram Division.

Subject: Name of the Work with e-Tender reference no. __. Reference : (N.I.T No.) _____

Dear Sir,

Having examined the Statutory, Non-statutory and NIT documents; I/We hereby submit all the necessary information and relevant documents for evaluation.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for application and for completion of the contract documents is attached herewith.

I/We are interested in bidding for the work mentioned above.

I/We understand that

- (a) e-Tender Inviting Authority and Accepting Authority can amend the scope and value of the contract bid under this project
- (b) e-Tender Inviting Authority and Accepting Authority reserve the right to reject any e-Tender without assigning any reason.

The application is made by me/us on behalf of _____ in the capacity of ___ duly authorized to submit the e-Tender.

Enclosure:

- (1) Technical Proposal (Envelop-1/Folder)
- (2) Financial Proposal (Envelop-2/Folder) Date: _____

Signature of authorized officer of the firm: _____

Title & Capacity of the officer: _____

Name of the Firm with Seal: _____


Divisional Forest Officer
Jhargram Division

Section – B
FORM-II
(TO BE FILLED UP BY TENDERER)

To,
The Divisional Forest Officer,
Jhargram Division

Dear Sir/ Madam,

Ref:- Work for

e-Tender Reference No.

1. I/We refer to the e-Tender notice issued by you for the work of Advance/Creation/Maintenance of Work in _____ division vide e-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, conditions of contract, specifications, Schedule of Quantities for the sum of Rs.....(quoted in Financial BOQ)..... 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 e-Tender conditions, subject above, I/ We hereby agree, should this e-Tender be accepted in whole or in part, to:
 - (a) abide by and fulfil all the terms and provisions of the said conditions annexed hereto;
 - (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 10 days after issue of work order/handing over of the site whichever is later.
5. I/ We understand that you are not bound to accept the lowest or any e-Tender you receive.

Yours faithfully,

Signature.....

Designation :

Address :

Name of Partners of our Firm:

- 1) _____.
- 2) _____.



Divisional Forest Officer
Jhargram Division

Section – B
FORM – III STRUCTURE AND ORGANISATION

A.1. Name of the applicant (Tenderer):

A.2. Office Address:

Telephone No.:

Fax No.:

e-mail :

A.3. Name and address of Bankers:

A.4. Attach an organization chart showing the structure of the company with names of key personnel and technical staff with Bio-data

Date: _____

Signature of authorized officer of the firm: _____

Title & Capacity of the officer: _____

Name of the Firm with Seal: _____

Note: Application covers Proprietary Firm, Partnership, Pvt. Ltd. Company or Corporation


Divisional Forest Officer
Jhargram Division

Section – B FORM – IV

Certificate Regarding Summary Statement of Yearly Turnover from Contractual Business

This is to certify that the following statement is the summary of the audited Balance Sheet arrived from _____ contractual _____ business _____ in _____ favour of.....

..... for the three consecutive years or for such period since inception of the Firm, if it was setup in less than such three year's period.

Sl No	Financial		Remarks
	Year	Turnover rounded up to Rs in lakh (two digit after decimal)	
1.	2020-21		
2.	2021-22		
3.	2022-23		
Total			

Average Turnover: In Rs Note:

1. Average Annual turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
2. Average Annual turnover for 3 years is to be obtained by dividing the total turnover by 3. If the Firm was setup in less than 3 year's period, consider the total turnover for the period from in caption year to the year and divide by the no. of years.
3. In case, the firm was set up in less than 3 year's period, mention the year of inception in the 'Remarks' column.

Signature of the Bidder with seal


Divisional Forest Officer
Jhargram Division

Section-B

AFFIDAVIT – Y

(To be furnished in Non-judicial stamp paper of appropriate value duly notarized)

- 1) I, the undersigned do certify that all the statements made in the attached documents are true and correct. 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 undersigned also hereby certifies that neither our firm M/S_ nor any of constituent partners had been debarred to participate in e-Tender by the Directorate of Forests, Government of West Bengal or any of the Statutory Bodies or Government Organizations in favour of whom credentials are preferred by the undersigned towards eligibility criteria claim; during the last 3 (three) years prior to the date of this N.I.T.
- 3) The undersigned would authorize and request any Bank, person, Firm, or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Deputy Conservator of Forests, W.B. herein referred to as the e-Tender Inviting & Accepting Authority, 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 e-Tender Inviting & Accepting Authority.
- 5) Certified that I have applied in the e-Tender in the capacity of individual/as partner of a firm & I have not applied severally for the same job.

Date: _____

Signature of authorized officer of the firm: _____

Title & Capacity of the officer: _____

Name of the Firm with Seal: _____


Divisional Forest Officer
Jhargram Division

Divisional Forest Officer
Jhargram Division