



Government of West Bengal  
Directorate of Forests

**Office of the Divisional Forest Officer, Birbhum Division**

Barabagan, Suri, Birbhum, PIN - 731103

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**TENDER NOTICE NO. 02/BIR/SFDA /2021-22**

Sealed Tender to be addressed by name, “Divisional Forest Officer, Birbhum Division” and not by official designation are invited from the experienced and resourceful contractors/suppliers having credential of similar types of work/suppliers. The details of works, location, specifications etc are mentioned in the Schedule-1, which is part of terms and conditions enclosed herewith and as per the time schedule in Table-1 and the estimate of works is also enclosed with terms and condition.

**Table-I**

**A. Schedule of Dates :-**

| SI No | Key Activities                              | Date       | Time           |
|-------|---|------------|----------------|
| 1     | Date of beginning of issue of tender papers | 05.07.2021 | 11:00 AM       |
| 2     | Date of closure of issue of tender papers   | 06.07.2021 | 04:30 PM       |
| 3     | Last date for submission of tender papers   | 14.07.2021 | 4:00 PM        |
| 4     | Date of opening of technical bids           | 19.07.2021 | After 11:00 AM |
| 5     | Evaluation of technical bids                |            |                |
| 6     | Date of opening of financial bids           |            |                |

**Table-II**

|   |   |   |
|---|---|---|
| 1 | Office from which the tender paper can be purchased | Office of the Divisional Forest Officer, Birbhum Division, Barabagan, P.O.- Suri, Dist – Birbhum, PIN- 731103 |
|---|---|---|

**SCHEDULE-I**

| Tender Notice No                   | Name of the work   | Location                          | Total project Cost (Rs.) | Earnest money 2% of the Project Cost (Rs.) | Date of Completion |
|------------------------------------|--|-----------------------------------|--------------------------|--|--------------------|
| <b><u>02/BIR/SFDA /2021-22</u></b> | Interior Design works at Dressing & Bathroom of Bolpur Camp Office | Bolpur Forest Rest House , Bolpur | Rs. 1,09,262.00          | Rs. 2,185.00                               | 90 days            |

**TENDER NOTICE NO. 02/BIR/SFDA /2021-22**

**TERMS & CONDITIONS**

1. Tender for execution of works/supply of goods as mentioned in the Schedule-I should be submitted in the prescribed tender paper which will be available in the office of the undersigned or from the Range Offices mentioned in the Table-II, during office hours on the working days as per schedule given in Tabel-I on payment of the amount as mentioned in the schedule – I of the tender notice or to be downloaded from the website mentioned in Table-II.
2. The tender papers should be submitted in two bids process 'Technical bid' and 'Financial bid' and should be submitted in two separate envelopes. The bids should be submitted neatly and all corrections over typing etc should be self-attested with seal.
3. **Eligibility Criteria**  
Bonafide Govt.contractor having valid Income Tax, PAN, Professional Tax Registration, Service Tax Registration Number, ESI Registration Number and license issued by the Labour Commissioner, Govt. of West Bengal under the Contract Labour (R & A) Act, 1970 and having experience of completion of similar type of work during the last 3 financial years for a single contract not less than 50% of the estimated amount put to tender are eligible to participate.
4. **TECHNICAL BID :-**
  - i. The sealed envelope containing technical bid should be super-scribed with Tender Notice No and the words 'Technical Bid' should be written in bold letters.
  - ii. The technical bid should contain the tender documents signed on all pages as a proof of acceptance of terms and conditions of the tender by the tenderer along with the following documents : -
    - a) General information about the organization in Form -IA.
    - b) Summary of similar works implemented in Form- IB.
    - c) Details of similar works implemented in the last 5 years in Form -IC
    - d) Copy of acknowledgement of Income Tax Return submitted regarding Income Tax paid for the last financial year.
    - e) Copy of VAT Registration Certificate.
    - f) Copy of professional Tax Registration Certificate.
    - g) Copy of Licenses/Registration as applicable.
    - h) Additional information, if any (Optional).
  - iii. The technical bid must not contain any pricing information.
  - iv. The address and contact No. of the bidder should be clearly written on the envelope.
5. **FINANCIAL BID**
  - i. 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 as prescribed in the tender in form IIA should be filled up and sealed along with enclosures in a separate cover super-scribed as Tender Notice No and words "Finance Bid" 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.
6. **OUTER COVER**
  - i. Both the sealed envelopes containing the technical bid and financial bid should be put in one single outer envelope sealed and super-scribed giving the Tender Notice Number. The outer envelope should be sealed and should contain the following documents.



- a. The cost of tender documents by way of receipt issued by the Birbhum DFO.
  - b. The Earnest Money Deposit (EMD) as mentioned in the schedule of tender should be deposited through Demand Draft in favour of The Divisional Forest Officer, Birbhum Division by the tenderer himself and the same must be enclosed with Tender Form in original and without DD Tender Form will not be accepted by the undersigned.
  - c. Covering letter of the tender must be signed by the bidders or by representative of the bidder who is authorized to commit contractual obligations. An application signed by such signatories must be submitted.
  - d. Technical Bid.
  - e. Financial Bid.
- ii. The address and contact No of the bidder should be clearly written on the outer cover. The outer cover without superscription name and address are liable for rejection.
7. The tender not submitted as specified in the above clauses will be summarily rejected.
  8. The sealed tender as specified in the above clauses will be received in the office of the undersigned by registered post/speed post/courier service addressed by name (Divisional Forest Officer, Birbhum Division, Barabagan, P.O. – Suri, Dist- Birbhum PIN- 731101) and shall be opened as per the schedule given in Table –I by the undersigned or by his authorized representatives in presence of the tenderers or their authorized representatives. The tender opening can't be delayed in case no tenderer or his authorized representatives is present at the given time of opening of tender.
  9. The Earnest Money will not be adjusted towards the security deposit. The earnest money of the successful tenderers will be refunded after depositing the security deposit in full. The Earnest Money of unsuccessful tender will be refunded on application within 7 day from the date of application.
  10. The selected Contractor must arrange to procure all materials required for the proper completion of the work(as per the Technical Specifications of the tender document). The Employer will not on any account be responsible for procuring the same.
  11. The selected contractor shall apply to the Divisional Forest Officer, Birbhum Division for seeking permission for utilization of land at the close proximity of the site for arranging required machineries, store of materials etc. at his own cost and responsibility. All such temporary shed etc. shall have to be dismantled and all debris etc. cleared from site post completion of the work or as directed by the Divisional Forest Officer, Birbhum Division. Once an order to the effect is issued from the Deputy Conservator of Forests / Divisional Forest Officer, Birbhum Division in this regard, it shall be brought to effect by the contractor without contest.
  12. **Validity of Bids:** Bid shall remain **valid upto 31<sup>st</sup> march, 2022** after the dead line 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 Directorate of Forests, Government of West Bengal for a minimum period of 1 (one) year.
  13. **.Verification of credentials/onsite 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.
  14. **Cancellation of Tender :** The Divisional Forest Officer, Birbhum Division reserves the right to cancel this N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
  15. **Security Deposit:** The successful Tenderer to whom a Letter of Acceptance has been issued shall submit within 10(ten) days from the date of Letter of Acceptance, the successful Bidder shall deliver to the Employer a Security Deposit in the form of TR 7 Challan amounting to 3% of the accepted bid value. In case accepted bid value is 80% or less of the estimate put to tender successful bidder have to perform an Additional Performance Security of 10% accepted bid value in the form of Bank Guarantee.. Failure in depositing this amount and / or non-submission within the specified time shall render the contract liable to termination without reference to the contractor and in such case; the deposited earnest money shall stand forfeited to the Government. The original



instrument (TR-7 Challan ) towards the cost of security deposit under Head of Service 8443-00-109-003-07 Security deposit (Operator ID 65) should be submitted physically by the tenderer to the office of the Divisional Forest Officer, Birbhum Division.

16. **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. The project should be executed as per current procedure and practice of Directorate of Forests, Govt. of West Bengal for Construction works.
17. **Deduction of Taxes Etc:** Deduction of Income Tax from the Contractor's Bill will be made as per Govt. rules. Labour Welfare Cess @ 1 %(one percent) of the cost of works will be deducted from every Bill of the selected agency. GST, Royalty & all other statutory levy/ Cess will have to be borne by the contractor as per Govt. Rules and the rate in the B.O.Q. is inclusive of all the taxes & cess stated above.
18. **Maintenance Period:** The Contractor will be liable to maintain the work at the appropriate service level to the satisfaction of the Divisional Forest Officer, Birbhum Division at his own cost for a period of Security Period/Maintenance period, as stipulated in the BOQ. If any defect/damage is found during the period as mentioned above, the Agency shall make the same good at his own cost. Failure to do so, penal action against the Agency will be imposed by the Government as deem fit. The Agency will have to quote his rate considering the above aspect. Also the Prospective Tenderers shall have to execute the work in such a manner so that appropriate service level of the work is kept during progress of work and the period of maintenance.
19. **Mobilization 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.
20. Canvassing in connection with the tender is strictly prohibited.
21. 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 Divisional Forest Officer , Birbhum Division No claim in this regard will be entertained.
22. The successful Tenderer will have to start the work as per the work order. He has to complete different stages of work as per time frame specified in the work order. However, DCF may subsequently alter time frame.
23. The Successful Tenderer will be required to obtain valid registration certificate & labour licence from respective offices where construction 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 Divisional Forest Officer , Birbhum Division.
24. 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 Divisional Forest Officer , Birbhum Division may in his discretion cancel the contract. The contractor shall also be liable for any liability arising on account of any violation by him of the provisions of the Act and Rules made there under time to time.
25. 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 plan & estimate.
26. Prevailing safety norms has to be followed by the successful Tenderer during execution of the work so that LTI (Loss of time due to injury) is zero.
27. Guiding schedule of construction works should be followed as per existing norms, patterns, lying in the working division.
28. **Agreement :** An agreement shall require to be signed by the successfully contractor/s with the undersigned before issuance work order from this end and after submission of requisite security deposit. All the terms and conditions mentioned in the tender shall be deemed to be considered as a part of the agreement. However, this will be in addition to such other terms and conditions as may be decided by the undersigned or his superior officer or instructions provided time to time at field by the Range Officer or his authorized person or by the undersigned or his authorized person/s.
29. 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 plan & estimate.
30. Prevailing safety norms has to be followed by the successful Tenderer during execution of the work so that LTI



- (Loss of time due to injury) is zero.
31. Guiding schedule of construction works should be followed as per existing norms, patterns, lying in the working division.
  32. The contractor shall abide by all acts and rules, especially but not limited to the field of forests, wildlife and biodiversity.
  33. A Tenderer is to quote in figures as well as in words, his rates in the following forms in his cases against the estimated value put to tender.
  34. In the event of a 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.
  35. The Tenderer must sign at the bottom of each page of the tender documents as a proof of acceptance of terms and conditions of the Tender. Overwriting shall not be allowed. All corrections, alternations etc. must be duly signed.
  36. 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 increased or decreased during actual execution. The contractor shall remain effected by alteration.
  37. The Work Order will be issued on receipt of the sanction from the Competent Authority.

  
**Divisional Forest Officer**  
**Birbhum Division**

Memo No. 532 (18) /2-62

Dated, the: 02.07.2021

Copy forwarded for wide circulation & information to:-

1. The Principal Chief Conservator of Forests(HOFF), West Bengal
2. The Chief Conservator of Forests, South-East Circle, West Bengal along with two copies of the Tender Notice with the request to return one copy duly approved.
3. The Chief Conservator of Forest, MIS & e-governance, West Bengal to upload in the website [www.westbengalforest.gov.in](http://www.westbengalforest.gov.in)
4. The Sabhadhipati, Birbhum Zilla Parishad.
5. The District Magistrate, Birbhum.
6. The Superintendent of Police, Birbhum.
7. The Honorary Wildlife Warden, Birbhum
8. The Karmadakshya, Ban-O-Bhumisanskar SthayeeSamity, Birbhum Zilla Parishad.
9. The Treasury Officer, Birbhum Treasury-I
10. The Divisional Forest Officer, Burdwan, Nadia-Murshidabad & Durgapur Division.
11. The Assist. Divisional Forest Officer, Birbhum Division.
12. All Range Officers (Territorial), Birbhum Division.
13. Notice Board, Birbhum Division.
14. The Computer Operator, Birbhum Division to upload in the website [www.Birbhumforest.in](http://www.Birbhumforest.in)
15. Sri/M/s \_\_\_\_\_

  
Divisional Forest Officer  
Birbhum Division