



Government of West Bengal
Directorate of Forests
Office of the Head Birbhum DMU cum
Divisional Forest Officer
Birbhum Division
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NOTICE INVITING e-TENDER

Notice Inviting e-Tender No. 01(e) to 03(e)/DMU/CID/2020-21 of the Head Birbhum DMU cum Divisional Forest Officer, Birbhum Division, Directorate of Forests, Government of West Bengal, Invites e-Tender for the work detailed in the table below. (Submission of Bid through **online**)

e-TENDER FOR COMMUNITY DEVELOPMENT WORKS UNDER WEST BENGAL FOREST AND BIODIVERSITY CONSERVATION PROJECT IMPLEMENTED IN BIRBHUM FOREST DIVISION, WEST BENGAL.

The Head Birbhum DMU cum Divisional Forest Officer, Birbhum Division, West Bengal, on behalf of the Governor, West Bengal invites **e-tenders** for Selection of bona fide persons/agencies/companies, including consortium and partnership firms to undertake the construction works under different FMUs of Birbhum DMU as detailed in the table below. [Collection (downloading) and Submission (uploading) of Tender can be made online through the website <https://wbtenders.gov.in> only].

A. List of Work(s):

S.L No.	e-Tender Notice No.	Name of work	EMD** Payable to	Estimated Amount Put to tender (Rs.)	Cost of Tender Paper	Amount of Earnest Money to be deposited (Rs.) (2% of tender value)	Period of Completion of the work
(1)	(2)	(3)	(4)	(5)	(7)	(8)	(9)
1.	01(e) /DMU/CID/2020-21	Construction of Bathinf Ghat with Dress Changing Room beside the pond at Ghaga Managerpara Gonpur JFMC under Md. Bazar FMU		Rs. 1,01,808.00	Rs. 00.00	Rs. 2,036.00	Within 45 days
2.	02(e) /DMU/CID/2020-21	Construction of Passenger waiting Shed at Abadnagar JFMC under Rajnagar FMU		Rs. 1,54,930.00	Rs. 00.00	Rs. 3,099.00	Within 60 days
3.	03(e) /DMU/CID/2020-21	Construction of PCC Road at Sahabazar Kantaboni Nagari JFMC under Suri FMU		Rs. 1,69,801.00	Rs. 00.00	Rs. 3,396.00	Within 45 days

**There is no exemption of any kind for any of the eligible contractors towards cost of EMD.

Head Birbhum DMU
cum
Divisional Forest Officer
Birbhum Division

A. Schedule of Dates:

Sl. No.	Activity	Date & Time
1.	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	25-08-2020 at 04.00 PM
2.	Documents download/Sale start date (online)	25-08-2020 at 04.00 PM
3.	Documents download end date (Online)	07-09-2020 upto 05:00 PM
4.	Bid submission start date (online)	25-08-2020 at 04.00 PM
5.	Bid submission closing (online)	07-09-2020 upto 05:00 PM
6.	Last date of submission of original copies for the Cost of Tender Paper (CTP) and Earnest Money Deposit (EMD) in offline	07-09-2020 upto 03:00 PM (All working days)
7.	Bid opening date for technical proposals (online)	10-09-2020 after 10:30 AM
8.	Date of uploading & Display of Technical Bid Evaluation sheet	After completion of Technical Bid Opening
9.	Date of opening Financial Bids (Online)	To be notified in due course.
10.	Date of uploading & Display of Financial Bid evaluation sheet along with final rate, after negotiation with all tenderers if necessary	To be notified in due course.

***1. Last date & time of submission of bids online is: 07-09-2020 upto 05:00 PM**

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.



**Head Birbhum DMU
cum
Divisional Forest Officer
Birbhum Division.**

Seal & Signature of the Tenderer

Sd/- Parveen, IFS
Divisional Forest Officer, Birbhum Division

**e-TENDER FOR COMMUNITY DEVELOPMENT WORKS UNDER WEST BENGAL FOREST AND
BIODIVERSITY CONSERVATION PROJECT IMPLEMENTED IN BIRBHUM FOREST DIVISION,
WEST BENGAL
INSTRUCTION TO BIDDERS (ITB)
Section – A**

1. General Guidance for e-Tendering

1.1 Instructions / Guidelines for tenderers for electronic submission of the tenders online have been shown in Web site <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 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 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 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 standardized 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).

(to be submitted in "FORMS" Folder).

iii. **Earnest Money Deposit (EMD) and the cost of Tender Documents** is to be submitted by the Tenderer in the form of DD as mentioned in the NIT document in favour of "Head Birbhum DMU" Payable at Suri.

iv. Instructions to Bidders. (to be submitted in "ITB" Folder)

v. General Terms & Conditions of Contract. (to be submitted in "GT AND CC" Folder)

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

Note: a) The copy of the Cost of Tender documents (Tender Fees), EMD and other relevant documents should be submitted online to the office of the Head Birbhum DMU cum Divisional Forest Officer, Birbhum Division as per the 'Date & Time Schedule' stated in N.I.T. **In case of Tender fees & EMD, the scanned copy of DDs should be submitted in online procedure and the original DDs should be submitted to the office of Head Birbhum**

DMU as stated in schedule A. Technical Bid & Financial bid both will be submitted concurrently duly digitally signed in the Website <https://wbtenders.gov.in> Financial bid may download from website & submission of Financial Bid as per Tender Schedule.

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 invalid and liable to be rejected.

B. 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
			3	I.T.R. Acknowledgement Receipt
			4	I.T. PAN Card
			5	Voter ID Card
B.	COMPANY DETAILS	COMPANY DETAILS	1	Proprietorship Firm - Trade Licence.
			2	Partnership Firm - Registered Partnership Deed, Registered Power Attorney, Trade licence.
			3	Pvt. Ltd. Company - Registration Certificate Company's Act, MOA & AOA, Registered of Attorney, Trade licence.
			4	Registered Un-employed Engineers and Labour Co-operative Societies Limited.
C.	CREDENTIAL	CREDENTIAL	1	Experience Profile- List of completed Projects of similar types of works.
			2	Completion Certificate from the concerned.
D.	EQUIPMENTS	PLANT&MACHINERIES (OPTIONAL)	1	Authenticated copy of invoice, challan and way bill (Machinery)
		LABORATORY (OPTIONAL)	2	Authenticated copy of invoice, challan and way bill (Laboratory)
E.	FINANCIAL (INFO)	TURN OVER	1	Authenticated copy of the Income Tax Returns.
		PAYMENT CERTIFICATE	2	Only Payment Certificate of work issued by the Concerned Supervisor and not the TDS certificate
F.	DECLARATION	STRUCTURE & ORGANISATION	1	Details of Structure and Organisation ITB Section B Form III.
		AFFIDAVIT	2	An affidavit made that no adverse report against the bidder
		TECHNICAL STAFF	3	An affidavit mentioning the name of the technical staff as described.

2.3. 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 B.O.Q.

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

3. Eligibility Criteria for participation in tender:

(a) The intending bidders should have proper licence for engaging labourers on contract.

(b) All categories of prospective Tenderers shall have to submit valid and up to date Professional Tax receipt challan, GST registration certificate, Income Tax return Acknowledgement receipt, PAN card issued by Income

Tax Department, Voter ID card and Trade licence in respect of the prospective tenderer. **In addition to the above, prospective tenderers who have executed similar type of works in Directorate of Forests, Govt. Of West Bengal, or other government agency, should submit previous credentials of last 5 financial years not less than 50% of estimated amount put to tender.**

(c) Where an individual person holds a Certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while submitting any tender for and on behalf of such company or firm, invariably submit a copy of registered power of attorney showing clear authorization in 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).

(d) Neither prospective Tenderer nor any of the constituent partners had been debarred to participate in any Tender by Forest Dept., P.W.D., P.W.(R)D & P.W.(C.B.)D, Housing Department, W.B. or C.P.W.D. or M.E.S or Railways; during the last 5 (five) years prior to the date of this NIT. Such debaring will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format). [Non-statutory Documents]

(e) The partnership firm shall furnish the Registered Partnership Deed and the Company shall furnish the Memorandum of Association (MOA) and Article of Association (AOA.) [Non-statutory Documents]

(f) Registered Un-employed Engineers' Co-operative Societies / Labour Co- operative Societies are required to furnish the following documents : - [Non-statutory Documents]

- i) Current "No Objection Certificate" from the Assistant Registrar of Co-operative Societies.
- ii) Supporting documents showing area of operation.
- iii) Bye-laws duly approved by the Assistant Registrar of Co-operative Societies.
- iv) Name with address and signature (in original) of the present Board of Directors of the Co-operative Society
- v) Copies of Minutes of last Annual General Meeting and Audit Report of the Co-operative Society with the evidence of submission of the same to the concerned Authorities, duly attested.

(g) The prospective Tenderers or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility.

(h) A prospective Tenderer shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If the prospective Tenderer is found to have applied severally in a single job, all his applications will be rejected for that job.

(i) No conditional / Incomplete Tender will be accepted under any circumstances.

(j) The Financial Eligibility: The turnover of the tenderer should be 20% of the value of the work, as evidenced from previous year's income the returns.

4. Opening of Technical Proposal

Technical proposals will be opened by the authorized representatives electronically from the website stated in Clause 2.1, using their Digital Signature Certificate.

Intending tenderers may remain present, at the time of opening of tender, 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 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 to 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 WBFOREST, 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. 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.

Second call may be invited immediately. If such bidder(s) in the 1st call intend(s) to change/or not change their rates quoted in the 1st call, they are to upload tenders afresh. In that case, if original EMD submitted to the office as per 1st call, the submitted EMD accepted for 2nd or subsequent calls but the scan copy should be submitted for each call afresh in online. Rates submitted in subsequent or last call should be considered in the process of evaluation.

9. 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 the work.

10. 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 detected 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 period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the WBFOREST DEPARTMENT may take appropriate legal action against such defaulting tenderer.

11. Brief details on the nature of work:

a)	Name of the project	:	Community Development Works 2020-21
b)	Project ID	:	WBFBCEP - Community Development Works
c)	Job ID	:	
d)	Nature of Work	:	Community Development Works AT DIFFERENT FMUs UNDER BIRBHUM DMU, BIRBHUM DIVISION, WEST BENGAL.
e)	Contractors eligible to submit the tender	:	As stated in item 3 (a) to 3 (j) of this ITB.

12. Tender Document costs (Tender Fees) & Earnest Money Deposit (EMD):

- The cost of Tender Documents (Tender Fees) is to be remitted by the Tenderer as mentioned in the NIT table for List of Works - in the shape of Demand Draft in favour of "Head Birbhumi DMU"
- There is no exemption of any kind for any of the eligible contractors towards cost of tender document fee or EMD.

- c) Intending Tenderers should download the Tender Documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
- d) In case of partnership firm(s), the pledged instrument(s) must reflect the name(s) of the firm as well as the name(s) and address (es) of the partner / partners who is/are authorized 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 <https://wbtenders.gov.in> as per the 'Date & Time Schedule' stated in the N.I.T.

13. Security Money & EMD released

Security Deposit will be released after satisfactory completion of Project and after the period expiry of "Maintenance Period"- which may be 6 to 12 months from the date of handing over and submission of completion report. EMD of unsuccessful bidders are released on receipt of application from bidders, after signing agreement with selected contractor/ bidder and issuing work order only.

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 login ID and password.
- b) He will select the tender to bid and initiate payment of pre-defined BID SECURITY / Tender Fees for that tender by the following payments mode only:
 - i) Demand Draft in favour of Head Birbhum DMU, payable at Suri.

14. Opening of Tender:

- (a) The Technical Bid shall be publicly opened by the authority receiving tender or by his authorized representative, as per the Date & time Schedule mentioned in NIT.
- (b) Prospective Tenderers or their authorized representatives 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.
- (d) 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 Head Birbhum DMU cum Divisional Forest Officer Birbhum 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 Tendering.
- (e) The acceptance of the tender rests with the Head Birbhum DMU cum Divisional Forest Officer Birbhum Division who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all the tenders received without assigning any reason thereof.
- (f) Intending Tenderers are encouraged to inspect the site of work and get themselves thoroughly acquainted with the local condition and all factors which may affect their rates. Prior to the site visit the intending Tenderers must inform the Head Birbhum DMU cum Divisional Forest Officer Birbhum Division about the time and date of the visit.

15. 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.

16. The selected contractor shall apply to the Head Birbhum DMU cum 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 dismantled and all debris etc. cleared from site post completion of the work or as directed by the Head Birbhum DMU cum Divisional Forest Officer, Birbhum Division. Once an order to the effect is issued from the Head Birbhum DMU cum Divisional Forest Officer, Birbhum Division in this regard, it shall be brought to effect by the contractor without contest.

17. Validity of Bids:

Bid shall remain valid up to 31st March, 2021 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.

18. 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.

19. Cancellation of Tender:

The Head Birbhum DMU cum 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.

20. 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, **Security Deposit which is 10% (Ten Percent)** of the contracted value of work. 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 (Demand Draft) towards the cost of security deposit in favour of Head Birbhum DMU should be submitted physically by the tenderer to the office of the Head Birbhum DMU cum Divisional Forest Officer, Birbhum Division.

Additional Performance Security @ 10% of the tendered amount shall be obtained from the successful bidder if the accepted bid value is 80% or less of the Estimate put to tender.

The Additional Performance Security shall be submitted in the form of Bank Guarantee from any Scheduled Bank before issuance of the Work Order. If the bidder fails to submit the Additional Performance Security within seven working days from the date of issuance of Letter of Acceptance, his Earnest Money will be forfeited and other necessary action as per NIT like blacklisting of the contractor, etc., may be taken. The Bank Guarantee shall have to be valid up to end of the Contract Period and shall be renewed accordingly, if required.

The Bank Guarantee shall be returned immediately on successful completion of the Contract. If the bidder fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during the pendency of the contract period after serving proper notice to the contractor. Necessary provisions regarding deduction of security deposit from the progressive bill of the contractor as per relevant clauses of the contract shall in no way be altered/affected by provision of this Additional Performance Security.

21. Bill Submission

The submitted bill should be in proper way and GST In number, HSN code, SAC number, etc are should be mentioned clearly in the bill as per items supplied. CGST, SGST, IGST (if applicable) with percentage should be also clearly mentioned in the Supplied Materials. Labour and materials should be separately mentioned in the submitted bill by the successful bidder.

22. 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.

23. 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.

24. Maintenance Period:

The Contractor will be liable to maintain the work at the appropriate service level to the satisfaction of the Head Birbhum DMU cum 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.

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. 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.

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 Head Birbhum DMU cum Divisional Forest Officer, Birbhum Division No claim in this regard will be entertained.

29. 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.

30. 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 Head Birbhum DMU cum Divisional Forest Officer , Birbhum Division.

31. 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 Head Birbhum DMU cum 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.

32. 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.

33. 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.

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

35. The contractor shall abide by all acts and rules, especially but not limited to the field of forests, wildlife and biodiversity.

36. 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.

37. 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.

38. 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.

39. 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.

40. The undersigned reserves right to cancel the tender, if necessary, without assigning any reason whatsoever.

41. The undersigned is not bound to accept the lowest rate quoted by the tenderer and is not bound to assign any reason, whatsoever, for such non-acceptance.

42. The tenderer whose tender is accepted will be informed regarding the acceptance of his tender and the successful tenderer, within 7 days of issue of confirmation of his tender, have to deposit Security Money before getting work order. The work order will be issued to the successful tenderer after getting administrative approval from appropriate authority and placement of necessary fund from the Government. The undersigned will not be responsible for any loss sustained by the tenderer in the event of non-receipt of Government sanction.

43. Time for execution of the works will be mentioned in the work order. No extension of time will be allowed for delivery/execution of work. The tenderer/contractor shall not be considered in default, if delay in delivery/execution occurs due to causes beyond his control, such as, acts of God, natural calamities, civil wars, fire, strike, frost, floods, riots and acts of unsurpassed power. In the event of delay due to such causes, the tenderer may apply to Head Birbhum DMU cum Divisional Forest Officer, Birbhum Division for the extension of time period for completion. Head Birbhum DMU cum Divisional Forest Officer, Birbhum 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.

44. Materials will be procured by tenderers by themselves following the standard specifications of PWD/PHE schedules of the District, subject to the approval of the undersigned or his subordinate offices. In case of any material supplied by the Department, the cost of such material will be recovered from the contractor.

45. 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.

46. Royalty for any material, if obtained from forest area, will have to be paid by the contractor. Even if the material is procured from other Government Department 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.

47. All tools & plants required for execution of the works should be procured by the contractor at his own cost. The standard of such tool & plants will be as per the specification of the PWD/PHE.

48. Brick works, cement concrete works and plastering works and similar works which require should be done for the period as prescribed in the PWD schedule of Rates.

49. Statutory deduction like Income Tax, Labour Welfare Cess, and any other taxes etc. as applicable shall be deducted from the Gross amount of the bill. In addition to this, before payment the following documents are required.
- Xerox copy of Labour license as per provisions of "West Bengal Contract Labour (R&A) Act, 1970" for execution of scheme (original to be shown for verification)
 - 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) mentioning the name of Agency, Tender Notice No. & Date received from Govt. Approved Lessee/Permit Holder.
 - GST IN number and GST Registration certificate.
50. The successful tenderer should not assign any part of the work to any other contractor.
51. 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 on the work measurement note books.
52. The payment of bill for any work will be made by JFMCs according to the availability of fund and approval of Head Birbhum DMU and his higher authorities wherever applicable and no claim to delay in payment will be entertained.
53. JFMCs will receive the measurement book, muster roll/voucher from the contractor/bonafide persons awarded with work order by the Head Birbhum DMU, duly signed by the Member Secretary (Beat Officer) and Supervision Representative and will verify the same.
54. Member Secretary of the JFMC (Beat Officer) will prepare summary of bill which will be jointly signed by the Payment Representative (Measurement Book, Muster Roll/Voucher, Monitoring Report) to submit through JFMC to the Head Birbhum DMU for approval.
55. Head Birbhum DMU will verify the bills as per the norms, and, if satisfied will transfer the money received from West Bengal Forest & Biodiversity Conservation Project for Community Development work to the JFMC account along with statement of the purpose the fund transferred.
56. The existing signatories for the account will make payment to the respective parties through cheques or bank transfer.
57. JFMC will maintain ledger/register with regard to payment and receipt.
58. Deposition of Taxes, as applicable, after deduction will be the responsibility of JFMCs.
59. 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.
60. The submitted bill should be in proper way and GST In number, HSN code, SAC number etc which are applicable in existing rules should be mentioned clearly in the bill as per items supplied. Supplied Labour and materials should be separately mentioned in the submitted bill by the successful bidder.
61. The terms and conditions of this "Tender Notice inviting tender" is part and parcel of the agreement.
62. In any dispute in execution of the work/supply, an application may be made to the Head Birbhum DMU cum Divisional Forest Officer, Birbhum Division and the decision of the undersigned is final and binding.

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 OF DIRECTORATE OF FORESTS, GOVT. OF WEST BENGAL IN DECIDING ON THE RATE REVISIONS (IF NEEDED).



**Head Birbhum DMU
cum
Divisional Forest Officer
Birbhum Division**

No. 803(3) JICA/CID/e-tender/ 20-21

Dated: 17.08.2020

Copy forwarded for wide circulation & information to:-

1. The Principal Chief Conservator of Forests (HoFF), West Bengal.
2. The Addl. PCCF & Chief Project Director, WBFBCP, West Bengal.
3. The Chief Conservator of Forests, South-East Circle, West Bengal.
4. The Sabhadhipati, Birbhum Zilla Parishad.
5. The Karmadhakya, Bon-O-Bhumi Sthayee Samiti, Birbhum Zilla Parishad.
6. The District Magistrate, Birbhum.
7. The Superintendent of Police, Birbhum.
8. The Sub-Divisional Officer, Sadar, Suri.
9. The Assist. Divisional Forest Officer, Birbhum Division.
10. Notice Board, Birbhum.
11. All FMUs under Birbhum DMU.
12. All JFMCs under Birbhum DMU.



**Head Birbhum DMU
cum
Divisional Forest Officer
Birbhum Division**