



WEST BENGAL FOREST & BIODIVERSITY CONSERVATION SOCIETY
OFFICE OF THE HEAD, BANKURA NORTH D.M.U.
MACHANTALA, BANKURA



No. 2960 /JICA-2

Dated, Bankura, the 11-10 -2017

NOTICE INVITING e-TENDER

Notice Inviting e-Tender No. **BKNDMU/NIT-04/2017-18**

The **HEAD, BANKURA NORTH DMU, AND DIVISIONAL FOREST OFFICER BANKURA NORTH DIVISION, BANKURA**, Directorate of Forests, Government of West Bengal, on behalf of the Governor, West Bengal invites **e-tenders** for the following work(s) from the eligible Contractors as detailed in the table below. [Collection (downloading) and Submission (uploading) of Tender can be made online through the website <http://wbtenders.gov.in> only].

SCHEDULE – I


Project No	Name of the Work	Range/FMU	FPC/ Place of work	Estimated Amount(Rs.)	Cost of Tender Paper	EMD	Period of completion works
1	Construction of Watch Tower	Sonamukhi	Sitarampur More on Aranya Sarani	9,01,684/-	1,000/-	18,034/-	90 days

SCHEDULE-II

- 1. Amount of Earnest Money:** 2% of Estimated Cost, submitted in favour of the "Head Bankura North DMU", Payable at **Bankura** in the form of Demand Draft.
- 2. Cost of Tender Paper: Rs. 1000/- (Rupees One Thousand)** only per Tender submitted in favour of the "Head Bankura North DMU", Payable at **Bankura** in the form of Demand Draft.
- 3. Amount of Security Money:** 10% of Accepted e-Tender Value submitted in favour of the "Head Bankura North DMU", Payable at **Bankura** in the form of Demand Draft.
- 4. The work should be done as per enclosed Estimate.**

SCHEDULE OF DATE & TIME

Key Activities	Date	Time
Publishing of NIT & Other Documents (online)	12.10.2017	10:00 AM
Documents download start date (Online)	12.10.2017	10:00 AM
Bid Submission Start Date (online)	12.10.2017	10:00 AM
Bid Submission closing Date (online)	26.10.2017	5:00 PM
Last Date of submission of original copies for the cost of Tender Documents, Earnest Money Deposit and other documents (Credentials etc. Offline)	27.10.2017	5:00 PM
Bid opening date for Technical Proposals (Online)	30.10.2017	11:00 AM
Date of uploading list for Technically Qualified Bidder(online)	After Technical Bid Evaluation	
Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any.	After Technical Bid Evaluation	
Date for opening of Financial Proposal (Online)	To be notified in due course	


Head,
Bankura North DMU

**e- TENDER NOTICE NO. BKNDMU/NIT-04/2017-18
of HEAD BANKURA NORTH DMU, BANKURA**



**WEST BENGAL FOREST & BIODIVERSITY CONSERVATION SOCIETY
OFFICE OF THE
HEAD, BANKURA NORTH D.M.U.
MACHANTALA, BANKURA**



GENERAL TERMS & CONDITIONS

1. Pattern of Tenders: Invitation of e-tenders are indicative in nature. It is being floated in anticipation of administrative approval and subsequent financial sanction. In case of non-availability of such approval the tender shall be cancelled out right without assigning any further causes. Cost of the tender papers, if any, is non refundable in nature. No prayer, in case of such cancellation, shall be entertained under any circumstances. In case of the requisite approval from appropriate authorities also, work order to the successful bidders shall only be issued when fund will be placed and which shall the free from any others encumbrances.
2. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>
3. The tender shall be made in two bid system is Technical Bid & Financial Bids. Following folders are required to be submitted with a single folder superscripting technical bid.
 - a. Company information folder- related all information including audit report, and relevant documents etc.
 - b. Financial Credential folder- All experiences related to similar nature of job.

The technical bids must not contain any pricing information under any circumstances. In such case the tender shall be liable to be cancelled.

4. The Technical bid should be submitted in separate folder other than financial bid. Work of similar nature implemented in a particular financial year (Not more than three years old) shall only be considered to be eligible for technical bid. Other documents such has VAT/GST, P.Tax, IT File, License or Registration as applicable, additional information if any, shall also be uploaded in the folder. The other credential like company details, machinery, technical person, other technical knowhow, as applicable, shall be required to be uploaded. The technical bid must not contain any pricing information.
5. 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.
 - i) Bank details information should be mentioned in Annexure – I for making payments online. This is obligatory.
 - ii) Technical documents should be mentioned in Annexure - II
 - iii) All Experience related to similar nature of job only work complication report with an abstract mentioned in the Annexure - III
 - iv). Financial bid must be open inclusive of all taxes.
 - v). Amount quoted more than the estimated cost will not be accepted in general, subject to the discretionary power of the undersigned based on the recommendation of the tender committee constituted for the purpose.

6. Eligibility Criteria: The intending bidders must be having at least 50% of the estimated cost as financial credentials for a Single contract, to be calculated for particular financial year which one is maximum (Not more than three years old) Requisite documents such as PAN, VAT/GST, License etc. as applicable as per exiting rules must be submitted in the Technical bids.
7. Similar nature of Job: Generally construction of Community Hall and such other related construction words shall be considered as similar nature of job. However, it shall be the discretionary power of the tender committee and overriding power of the undersigned to consider the job as similar nature or not. No correspondence in these regard shall be entertained under any circumstances.
8. Submission of EMD and Security –**The Earnest Money Deposit (E.M.D) & Security Deposit as mentioned in the schedule of tender should be deposited in form of Demand Draft by the Tenderer himself** in favour of **Head, Bankura North D.M.U.** Payable at **Bankura** and the scanned copy of the same must be uploaded in the NIT Folder and without submit the original Demand Draft of EMD in stipulated time, the intending bidders will not be eligible by undersigned. The Security Deposit will be released to the successful contractor/Supplier after 6 (Six) month from the last date of payments of bill for the work, provided no irregularities are noticed during these period. In case of any irregularities, the security deposit will be forfeited and in addition any legal action as deemed fit may be initiated. Security deposits shall not be adjusted with EMD. The EMD of the unsuccessful bidders shall be released with 7 (seven) days of completion of basic tender formalities except of L1 & L2 which will be released before issuance of the work order.
9. Scanned Copy of Demand Draft of EMD should be uploaded in the NIT Folder by the intending bidders.
10. The undersigned deserves the right to analyze the rate quoted by the intending tenderer at any point of time and for this the undersigned will not bound to show any reason what so-ever.

OTHER TERMS & CONDITION

1. Intending bidders are requires to submitted an affidavit of either Notary or 1st class magistrate while submitting the technical bids. If the affidavit is not submitting along with the technical bids, the tender submitted by the intending bidders shall be liable to be cancelled. But submission of affidavit of the 1st class magistrate is must in case of L1 or successful tenderer before signing the agreement as per the following declaration.
 - a. I have read and understood the meaning of the clauses mentioned in the tender notice no. in letter and spirit.
 - b. The documents submitted and information provided by me are true to the best of my knowledge and belief.
 - c. I shall abide by all the terms & conditions mentioned in the tender notice and such other terms and conditions issued by the tender inviting authority/other appropriate authority time to time for smooth implementation of the works.
 - d. In case of any dispute, I vouch that the decision taken by Divisional Forest Officer, Bankura North Division /Head Bankura North DMU shall be final and on appeal, the decision taken by the Principal Chief Conservator of Forests & Chief Project Director, WBFBCP and the Chief conservator of Forests, Western Circle, shall be final & binding upon me.
2. Validity of the tender will be 6 (Six) months from the date of submission of the tender or up to the end of financial year, as may be decided by the appropriate authority.
3. The undersigned reserve the right to place order for work for supply up to 20% more or 20% less of the quantity mentioned in the schedule of the tender.
4. The undersigned reserves the right to cancel the tender, if necessary without assigning any reason whatsoever.

5. The undersigned is not bound to accept the lowest rate quoted by the tenderer and he/she is not bound to assign any reason, whatsoever for such non-acceptance.
6. The undersigned reserves the right to accept the tender only after verifying/testing the sample up to the satisfaction.
7. The undersigned or his representatives i.e. (NGO/Agency) will inspect the total works, take necessary measurement and perform the required tests as and when required. The tenderers should render the required co-operation in this regard.
8. It shall be the discretionary power of the undersigned for accepting any prayer for part payment or not, in general no part payment prayer shall be entertained.
9. During the inspection by the undersigned or his representatives, if the quality of the work is not found up to the standard, the contractor/tenderer is found to rectify the work or supply up to the satisfaction of the undersigned or his representative. Otherwise, the work order will be cancelled and the security deposit will be forfeited to the Govt. of West Bengal.
10. The work order will be issued to the successful contractor only after approval of Higher Authority.
11. No extension of time will be allowed for delivery/execution of the work. The tenderer/contractor shall not be considered in default, if delay in delivery/execution occurs due to causes beyond his/her control, such as acts of God, natural calamities, civil wars, fire, strike, frost, floods riot etc. In the event of delay due to such causes, the tenderer may apply to the Divisional Forest Officer, Bankura North Division /Head Bankura North DMU for extension of time for that period. The Divisional Forest Officer, Bankura North Division /Head Bankura North DMU at his own discretion may extend for a length of time equal to the period of force majeure or such period as he think suitable for that or may be cancelled. Such cancellation would be without any liability whatsoever on the part of the undersigned.
12. Materials will have to be procured by the tenderers by themselves following the standard and specification of PWD/PHE Schedules of the district, or as per the specification as decided by the concerned Range Officer or his higher officer, subject to the approval of the undersigned or his subordinate officers. In case of any material supplied by the department, the cost of the such materials will be recovered from the contractor.
13. The tenderers are required to inspect the sites, site plans and specifications of the works before submission of the tender and future ignorance of any such item will not be entertained.
14. All works are required to be carried out as per plan and estimates 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.
15. 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 Govt. Deptt's resources, the receipt for payment of such material must be shown and photo copies to be attached with the bill. Extra payment for such payment of Royalty etc. will not be entertained by the undersigned.
16. All tools & plants required for execution of the works should be procured by the contractor at his own cost. The standard of such tools & plants will be as per the specification of the P.W. Dept./P.H.E.
17. Bricks works, cement concrete works & plastering works and similar works which require should be done for the period as prescribed in the P.W.D. Schedule of Rates.

18. In addition to above, before payment the following documents are required to be produced.

- a) Xerox copy of Labour license as per provision of "West Bengal Contract Labour (R&A) Act 1970" for execution of the scheme (original to be shown for verification).
- b) Xerox copy of DCR (with RA Bill/Final Bill –in original to be shown for verification) as a documentary evidence for payment of Royalty &CESS in Minor minerals or original Challan(s) carrying order (s) mentioning the name of Agency, Tender Notice No. & date received from Govt. Approved Lessee/ Permit holder.

19. The successful tenderer may, however authorize any person to supervise the day to day work, attend the measurement when taken by the undersigned or by his authorized Officer and record his signature on the work measurement note books.

20. Rate offered in the estimate is the final and tenderer will not have any further claim.

21. The acceptance of the tender will be subject to the receipt of the approval of the higher authorities and availability of fund. The undersigned will not be responsible for any loss sustained by the tenderer in the event of non-receipt of the Government Sanction.

22. 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.

23. In case any dispute in execution of the work or supply, an application may be made to the Divisional Forest Officer, Bankura North Division /Head Bankura North DMU and the decision of the undersigned is final and binding.

24. The cost of tender paper form will be sold as per Govt. of WBs notified no. 452-A/PW/O/10C-35/10 dt. 26.07.2011.

25. Forest Department, or Divisional Forest Officer, Bankura North Division /Head Bankura North DMU or any staffs of the Division, shall in no way be held responsible under any circumstances for any accident or death of the labourer/driver etc. engaged by the contractor, happened in the field during the time of implementation of the works.

26. Range Officer/Head FMU or his authorized person shall have to discretionary power to deploy suitable labourer preferable from among the FPCs concerned.

27. In case of implementation of the works as field the decision of the Range Officer or his authorized person or any of his superior officers shall be final and binding on the successful bidders implementing the works at field.

28. Payment System:

i. JFMC will use its existing bank account for implementation of the Community Infrastructure Development (CID) Activities.

ii. JFMC will receive the measurement book, muster roll/voucher duly signed by the Member Secretary (Beat Officer) and Supervision Representatives (NGO/Agency) and will verify the same.

iii. JFMC will also receive bill from external agency/contractors/tenderers if involved at any stage of activity implementation.

iv. Statutory Deduction: All type of Taxes i.e (TDS, STDS (VAT), Labour welfare Cess, GST) as applicable shall be deducted as per Govt. norms from the Gross amount of Bill.


v. Member Secretary of JFMC (Beat Officer) will prepare a summary of bill which will be jointly signed by the Payment Representatives (measurement book, master roll/voucher, monitoring report etc.) to submit through JFMC to the Head DMU for approval.

vi. DMU will verify the bills as per the norms and, if satisfied, will transfer the fund to JFMC Savings account along with statement of the purpose the funds transferred.

vii. After Necessary approval the exiting signatories will make payments to the respective Contractor/Tenderers/Parties through Cheque or Bank transfer (NEFT) for this purpose.

29. Payment shall only be made to the contractors after the concerned Range Officer, certified 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.

30. The mode of payment for successful completion of the works should be made by NEFT/RTGS/A/c payee Cheque issued by the concerned FPC, Fund, on completion of the works, shall be placed to the concerned FPC's account for making necessary payment to the successful Contractors/Tenderers.




Head,
Bankura North DMU

No. 2960 /JICA-2

Dated, Bankura, the 11-10-2017

Copy for information and wide Circulation to:

- 1) The Principal Chief Conservator of Forests, The Chief Project Director, West Bengal Forest Bio-diversity and Conservation Project, West Bengal.
- 2) The Project Director (Finance), West Bengal Forest Bio-diversity and Conservation Project, W.B.
- 3) The Chief Conservator of Forests, Central Circle, West Bengal.
- 4) The District Magistrate, Bankura
- 5) The Sabhadhipati, Bankura Zilla Parishad.
- 6) The Karmadhakshya, Bon-O-Bhumi Sanskar Sthayee Samity, Bankura Zilla Parishad.
- 7) The Superintendent of Police, Bankura.
- 8) The District Information & Cultural Officer, Bankura.
- 9) All Divisional Forest Officers, Central Circle, West Bengal.
- 10) The Divisional Manager, Bankura Forest Corporation, Bankura.
- 11) The Sub-Divisional Officer, Bankura District.
- 12) The Treasury Officer, Bankura.
- 13) The Branch Manager, State Bank of India, Bankura Branch.
- 14) The Chairman, Bankura Municipality.
- 15) The All Block Development Officer, Bankura District.
- 16) All Range Officers, Bankura North Division. They are also requested to distribute tender forms as and asked for within stipulated time.
- 17) The Concerned FPC under FMU,
- 18) Shri / M/s. _____
- 19) Notice Board.



Head,
Bankura North DMU

ANNEXURE-I

BANK DETAILS INFORMATION

Firm Name:

Prop. Name:

Address:

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Tender Notice No:

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FPC Name:

Range/FMU Name:

Bank Details: (A/c no., IFS Code, & MICR code):

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

Signature of Tenderer with date

(Annexure-II)
Technical Bid Format

Form IA-General Information about the Organization

Sl No.	Particulars	Details to be furnished
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Details of the Bidder (Organization)

1	Name	
2	Address	
3	Telephone	
4	Email	
5	Fax	
6	Website	

Details of Authorized Person

7	Name	
8	Address	
9	Telephone	
10	Email	

Information about the Organization

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

Signature of the Tenderer

INSTRUCTION TO BIDDERS (ITB)

Section – A

1. GENERAL GUIDANCE FOR e-TENDERING

Instructions / Guidelines for prospective tenderers for electronic submission of the tenders online may be obtained from the site, <http://wbtenders.gov.in> to participate in e-Tendering process.

2. REGISTRATION OF CONTRACTOR

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <http://wbtenders.gov.in> ; the contractor is to click on the link for e-Tendering site as given on the web portal.

3. DIGITAL SIGNATURE CERTIFICATE (DSC)

Each contractor is required to obtain a Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause 2. DSC is given as a USB e-Token.

4. COLLECTION OF NIT & TENDER DOCUMENTS

The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

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. If found to have applied severally in a single job, all his applications will be rejected for that job. A prospective Tenderer (including his participation in partnership) shall be **allowed to participate in a single work** as mentioned in the List of Work(s) of this NIT.

6. SUBMISSION OF TENDER

General process of submission: Tenders are to be submitted online through the website stated in Clause 2 in two folders at a time for each work, one in Technical Proposal & the other in Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

A) TECHNICAL PROPOSAL

The Technical proposal should contain scanned copies of the following Tender Documents in two covers (folders) namely Statutory Cover and Non-Statutory Cover:-

A-1) Statutory Cover containing

- i) Application (ITB, Section -B, FORM-1)
- ii) Demand Draft towards cost of tender documents (Tender Fees) as prescribed in the N.I.T. against each serial of work in favour of **Head, Bankura North D.M.U.** Payable at **Bankura**.
- iii) Demand Draft towards Earnest Money Deposit (EMD) as prescribed in the N.I.T. against each of the serial of work in favour of **Head, Bankura North D.M.U.** Payable at **Bankura, W.B.**
- iv) NIT (properly downloaded, digitally signed and uploaded)
- v) ITB (properly downloaded, digitally signed and uploaded)
- vi) General Terms & Conditions of Contract drafted on the lines of W.B.Form No.2911(ii) (properly downloaded, digitally signed and uploaded)
- vii) Tender Form (properly download, digitally signed on both the pages and upload the same except quoting rate, quoting rate will only be encrypted in BOQ in Financial Bid).
In case any rate is quoted in Tender Form, the tender is liable to be summarily rejected.
- viii) Technical Specifications (properly downloaded, digitally signed and uploaded)

A-2) Non-Statutory Cover containing:

- i) Certificates:
 - a. Valid and up to date Professional Tax (PT) deposit receipt challan
 - b. VAT/GST Registration Certificate
 - c. Income Tax Return Acknowledgement Receipt
 - d. Income Tax Pan Card
 - e. Voter ID Card

- f. Enlistment Certificate: Enlisted Class-I (R & B) Contractors of P.W.D., Govt. of West Bengal / C.P.W.D / M.E.S. / Railways; are required to produce respective valid document of enlistment.
- ii) Proprietorship Firm - Trade Licence
- iii) Partnership Firm - Registered Deed of partnership Firm, Registered Power of Attorney, Trade Licence.
- iv) Private Limited Company - Registration Certificate under Company Act, Memorandum of Association (MOA) & Articles of Association (AOA), Registered Power of Attorney, Trade Licence.
- v) Registered Unemployed Engineers' Co-operative Societies / Labour Co.- Op. Societies are required to furnish the following valid and upto date documents : -
- Current "No Objection Certificate" from the Assistant Registrar of Co-operative Societies.
 - Supporting documents showing area of operation.
 - Bye-laws duly approved by the Assistant Registrar of Co-operative Societies.
 - Name with address and signature of the present Board of Directors of the Co-operative Society.
 - 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.
- vi) Organization chart showing the structure of the company with names of Key personnel and Technical Staff with Bio-data along with Structure & Organization. (ITB, Section – B, Form – III).
- vii) Affidavit (Ref:- format shown in "Affidavit - Y" of ITB, Section -B).
- viii) Credential for satisfactorily completion as a **prime agency** during the last 3 (three) years prior to the date of issue of this Tender Notice at least one work of similar nature having a magnitude not below 50% (Fifty percent) of the Estimated Amount put to this Notice Inviting Tender under the authority of Government Department, Zilla Parishad, Government undertaking / Statutory Bodies constituted under the statute of the Government. Completion Certificate indicating Estimated Amount, Value of work-done, date of completion of the work and detail communicational address along with contact number of the Client should be submitted by the Tenderer. Completion Certificate from the concerned Executive Engineer only will be treated as valid credential.
- ix) Experience Profile (ITB, Section - B, Form - V)

Note:- Failure of submission of any of the above mentioned documents will render the tender liable to be summarily rejected for both Statutory & Non Statutory Cover. The above stated statutory/non-statutory/technical documents should be uploaded in the following manner

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder. Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Document Name	
			(For details see cl. 6 A-2 of Section - A of ITB & relevant clauses of NIT)	
A.	CERTIFICATES	CERTIFICATES	1	P.T. deposit receipt Challan
			2	VAT Registration Certificate/GST Registration Certificate
			3	I.T.R. Acknowledgement Receipt
			4	I.T. PAN Card
			5	Voter ID Card
			6	Enlistment Certificate
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 under Company's Act, MOA & AOA, Registered Power of Attorney, Trade licence.
			4	Registered Un-employed Engineers and Labour Copertive Societies Limited.
C.	CREDENTIAL	CREDENTIAL	1	Experience Profile - List of completed Projects of similar nature (ITB, Section - B, Form - V).
			2	Completion Certificate from the concerned Supervisor which is applicable for eligibility in this bid [According to Cl. 6(i) of NIT]
D.	EQUIPMENTS	1. PLANT & MACHINERIES (OPTIONAL)	1	Authenticated copy of invoice, challan and way bill (Machinery)
		2. LABORATORY (OPTIONAL)	2	Authenticated copy of invoice, challan and way bill (Laboratory)
E.	FINANCIAL (INFO)	WORK IN HAND (OPTIONAL)	1	Authenticated copy
		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 (ITB, Section - B, Affidavit - Y)

B) 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 percentage rate (Presenting Excess / Less / Excess or Less 0.00% to indicate at par) online through computer 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.

7. OPENING & EVALUATION OF TENDER

A) Opening of Technical Proposal

- i) Technical proposals will be opened by the Tender Opening Authority or his authorized representative as per the Date & Time schedule mentioned in the N.I.T. electronically from the website stated in Clause 2 of this NIT using their Digital Signature Certificate.
- ii) Intending tenderers are encouraged to be present for observing the tendering opening procedure.
- iii) Statutory Cover shall be opened first and if found in order, Non-Statutory cover will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- iv) Decrypted (transformed in to readable formats) documents of the Statutory and Non Statutory Cover will be downloaded by the Tender Opening Authority.
- v) Declaring summary list of technically qualified tenderers :-
 - a. Pursuant to scrutiny and decision of the Tender Opening Authority, the summary list of eligible tenderers and the serial number of work for which their proposal will be considered will be uploaded in the web portal and also that of the Directorate of Forests, Government of West Bengal as per feasibility. The list would be displayed vide notice board of the Tender Inviting Authority, viz. Director, **Head, Bankura North D.M.U.** Payable at **Bankura**.
 - b. While evaluation, the Tender Opening Authority 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 are not produced within the stipulated time frame, their proposals will be liable for rejection.
 - c. All prospective tenderers who fulfil the eligibility criteria conditions stipulated in Cl.(6) of this NIT become technically qualified for further process subject to provisions of Sub-Clause 7 v).(a) and 7.v).(b) mentioned above.

B) Opening of Financial Proposal


- I. The financial proposal of the technically qualified tenderers will be opened by the Tender Opening Authority or his Authorized representative electronically as per the Date & Time Schedule mentioned in the N.I.T. from the website using their Digital Signature Certificates.
- II. Intending technically qualified tenderers are encouraged to be present during this process.
- III. Decrypted (transformed in to readable formats) B.O.Q. would be downloaded by the Tender Opening Authority.

8. PENALTY FOR SUPPRESSION / DISTORTION OF FACTS

If any Tenderer fails to produce the original hard copies of the documents (specifically the completion certificates and audited balance sheets), or any other documents on demand of the Tender Opening Authority within specified time frame or if any deviation is detected in the submitted documents or if there is any suppression of facts, the tender will be rejected outright and appropriate legal action may be taken by the Government against such Tenderer.

9. AWARD OF CONTRACT

- a) The Tender Inviting Authority reserves the right to accept or reject any Tender and to cancel the Tendering processes and reject all Tenders at any time and prior to the Award of Contract without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.
- b) The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter.
- c) The notification of award will constitute the formation of the Contract.
- d) The Agreement will incorporate all agreements between the Tender Accepting Authority and the successful Bidder. All the tender documents including NIT & B.O.Q. will be the part of the Contract Document.


Head,
Bankura North DMU

INSTRUCTION TO BIDDERS (ITB)
Section – B
FORM-I
APPLICATION

To,

The Head,
Bankura North DMU,
Bankura District – 722 101
Government of West Bengal

Subject: (Name of the Work with Tender reference
no.)_____

Reference:(N.I.T. No.)_____

Dear Sir/Madam,

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

The application is made by me/us on behalf of _____ in the capacity
of _____ duly authorized to submit the 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:_____

**INSTRUCTION TO BIDDERS (ITB)
Section – B**

**FORM – III
STURCTURE AND ORGANISATION**

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

A.2. Office Address:

Telephone No.:

Fax No.:

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

INSTRUCTION TO BIDDERS (ITB)

Section – B

**FORM – V
EXPERIENCE PROFILE**

(Annexure-III)

LIST OF PROJECTS COMPLETED THAT ARE SIMILAR IN NATURE TO THE WORKS HAVING MORE THAN 50% OF THE PROJECT COST EXECUTED DURING THE LAST THREE YEARS

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

Note: a). Certificate from the employers to be attached in the schedule will result in disqualification of the firm b). Non-disclosure of any information in the schedule will result in disqualification of the firm

Signature of the Tenderer with date

INSTRUCTION TO BIDDERS (ITB)

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 tender by the Directorate of Forests /P.W.D. Department, 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 5
(five) 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 Director, West Bengal
Forest School, Dow-Hill, Government of West Bengal, herein referred to as the 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 Tender Inviting & Accepting Authority.

5. Certified that I have applied in the 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: _____