



WEST BENGAL FOREST DEVELOPMENT CORPORATION LIMITED
(GOVERNMENT OF WEST BENGAL UNDERTAKING)
OFFICE OF THE DIVISIONAL MANAGER
JALPAIGURI FOREST CORPORATION DIVISION, SJDA COMPOSIT COMPLEX, JALPAIGURI
CIN No. U02005WB1974SGC029535
Email Id: jfcd@wbfdc.com, Ph: 03561-255022



No. 56/2B-51(A)

Dated, Jalpaiguri, the 31st May, 2021

Notice Inviting :- e-Tender NIT No: 05/JFCD/2021-22

The Divisional Manager, Jalpaiguri Forest Corporation Division, 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 <https://wbtenders.gov.in> only].

1. List of Works

Project Sl. No.	Name of Work	Estimated Amount put to tender including GST (in Rs.)	Earnest Money (in Rs. @2%)	Price per set of tender document (in Rs.)	Time of Completion (days)	Remark
1	2	3	4	5	6	7
1	Land development works at WBFDC Ltd. Murti Banani Eco-Tourism Centre	9,99,827.00	19,996.54 or say 19,997.00	1000.00	One month from the date of issue of work order	

2. Brief details on the nature of work.

3.

1. (a) Project Head	Capital Head
1. (b) Nature of work	Land development works at WBFDC Ltd. Murti Banani Eco- Tourism Centre

3. Date & Time Schedule

Sl No.	Particulars	Date	Time
1	Date of uploading N.I.T. Documents – Online (Publishing Date)	04/06/2021	05:00 pm.
2	Documents download start date (Online)	04/06/2021	05:15 pm.
3	Bid submission start date (Online)	04/06/2021	05:20 pm.
4	Documents download end date (Online)	15/06/2021	05:15 pm.
5	Bid submission closing date (Online)	15/06/2021	05:20 pm.
6	Bid opening date for Technical Proposal (Online)	16/06/2021	11:00 am.

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 etc.
- 3) The Tender inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal of both, if required.

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 etc.

- 3) The Tender Inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.

4. Earnest money deposit (EMD)

a) Earnest Money Deposit (EMD) is to be remitted by the Tenderer as mentioned in column no. 4 of the table for list of works in the shape of Demand Draft/ Banker's cheque issued from any Nationalised Bank in favour of Divisional Manager, Jalpaiguri Forest Corporation Division, WBFDCL Ltd. Jalpaiguri District, West Bengal.

b) There is no exemption of any kind for any eligible contractors towards cost of tender documents fee of EMD.

c) Refund of EMD: The EMD of the unsuccessful Tenderers deposited in favour of "Divisional manager, Jalpaiguri Forest Corporation Division, Jalpaiguri" will be released in favour of Tenderers as per relevant Govt. Rules.

d) Intending Tenderers should download the Tender Documents from the website

5. Eligibility Criteria for participation in tender:

(a) All categories of intending Tenderers shall have satisfactorily completed as a prime agency during the last 5 (five) years prior to the date of issue of this Tender Notice *and as per Notification no. 03-A/PW/O/10C-02/14 dated 12.03.2015*

For 1st Call of NIT :

g) Intending tenderer should produce credentials of similar nature of completed work of the minimum value of 40% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice;
or,

ii) Intending tenderers should produce credentials of 2(two) similar nature of completed work, each of minimum value of 30% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice;

or

iii) Intending tenderers should produce credentials of 1(one) single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at (i) above; In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the Competent authority, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.

For 2nd Call of NIT :

i) Intending tenderer should produce credentials of similar nature of completed work of the minimum value of 30% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice;
or,

ii) Intending tenderers should produce credentials of 2(two) similar nature of completed work, each of minimum value of 25% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice;

or

WZ

Intending tenderers should produce credentials of 1(one) single running work of similar nature which has been completed to the extent of **75% or more** and value of which is not less than the desired value at (i) above; In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the Competent authority, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer

For 3rd Call of NIT :

i) Intending tenderer should produce credentials of similar nature of completed work of the minimum value of **20% of the estimated amount** put to tender during 5(five) years prior to the date of issue of the tender notice;
or,

ii) Intending tenderers should produce credentials of 1(one) single running work of similar nature which has been completed to the extent of **70% or more** and value of which is not less than the desired value at (i) above; In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the Competent authority, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.

(a) All categories of intending Tenderers shall have satisfactorily completed 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 with an estimated cost equal to or more than the estimated cost put to this notice.

b) Provided that such similar works should have been implemented in 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.

[Non-statutory Documents]

(c) All categories of prospective Tenderers shall have to submit valid and up to date documents regarding taxes and charges as applicable, Income Tax Return Acknowledgement Receipt, PAN Card issued by Income Tax Department, Voter ID Card, Trade License, GST Registration, ESI, PF in respect of the prospective Tenderer..

[Non-statutory Documents]

If an individual person holds a Certificate in his own name duly issued to him against the company or the firm of which he/she 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]

(e). Neither prospective Tenderer nor any of the constituent partners had been debarred to participate in any Tender by the 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 debarring 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]

f) 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]

(g) Registered Un employment Engineers Co- operative Societies/ Labour Co- Operatives are required to furnish the following documents:-

[Non statutory documents]

Current "No objection Certificate" from the assistant Registrar of Co- operative Societies.

i) By- laws duly approved by the Assistant Registrar of Co- Operative Societies,

ii) Name with address and signature (in original) of the present board of Directors of the Co- operative Society.

iii) 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.

(h). The prospective Tenderer's 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.

(i). Joint Ventures will not be allowed.

(j). 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.

(k) Conditional / Incomplete Tender will not be accepted under any circumstances.

Document (Non-Statutory Cover)

Sl. No.	Category Name	Sub-Category Description	Document Name			
1.	CERTIFICATES	CERTIFICATES	1	Proff.Tax. deposit receipt Challan		
			2	All up-to-date documents regarding taxes & charges as applicable.		
			3	I.T.R. Acknowledgement Receipt		
			4	PAN Card		
			5	Voter ID Card		
			6	Enlistment Certificate		
			7	ESI, PF & GST Registration Certificate		
2.	COMPANY DETAILS	COMPANY DETAILS	1	Proprietorship Firm - Trade License.		
			2	2 Partnership Firm - Registered Partnership Deed, Registered Power of 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 Co-operative Societies Limited		
3.	CREDENTIAL	CREDENTIAL		Completion Certificate from the concerned Supervisor which is applicable for eligibility in this bid [According to Cl. 6(i) of NIT]		

7. Opening of tender:

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

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 Statutory 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).

b. Uploading of summary list of technically qualified Tenderer (1st round)

Pursuant to scrutiny and decision by Technical Analysis Committee (TAC) & will be Evaluated by Technical Evaluation Committee (TEC) formed by the order of competent authority 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

While evaluation, the Committee may summon the tenderer to produce original 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.

c. Final publication of summary list of technically qualified Tenderer

Date of opening of financial bid will be done after completion of all procedural formalities.

d. Opening and Evaluation of Financial Proposal

Financial proposals of the Tenderer declared technically eligible by the Tender Analysis Committee (TAC) and the Technical Evaluation Committee (TEC) formed by the order of Competent Authority will be opened electronically from the web portal stated on the prescribed date.

e. Acceptance of Tender (Technically eligible/qualified)

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind him/herself to do so and may 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.

f. Penalty for suppression / distortion of facts

If any tender fails to produce the original hard copies of the documents or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is deleted 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 as deemed fit. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the WBFDC may take appropriate legal action against such defaulting tenderer.

8. The intending Tenders shall clearly understand that whatever may be the outcome of the present invitation of Tender, no cost of Tender document shall be reimbursable by the Government. The Divisional Manager, Jalpaiguri Forest Corporation Division, Jalpaiguri, WBFDC Ltd. , 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.

9. The acceptance of the tender rests with the Divisional Manager, Jalpaiguri Forest Corporation Division, Jalpaiguri, WBFDC Ltd. , who does not bind himself to accept the lowest tender and reserves to himself to accept the lowest tender and reserves himself the authority to reject any or all tenders received without assigning any reason thereof.

10. Intending Tenderers at their own cost and risk are encouraged to inspect the site of work and get them 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 office of the Divisional Manager, Jalpaiguri Forest Corporation Division, Jalpaiguri, WBFDC Ltd. , by phone or email jfcd@wbfdc.com about the time and date of the visit.

11. 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 tendering inviting authority will not on any account be responsible for procuring the same.

12. Only approved species of plants /herbs shall be allowed to be planted. Landscaping design should be as per the attached DPR and directions of the tender inviting authority.

13. The selected Contractor shall apply to the Divisional Manager, Jalpaiguri Forest Corporation Division, Jalpaiguri, WBFDC Ltd. , for seeking permission for utilization of land at the close proximity of the site for arranging required plant & machineries, store of materials, labour shed, laboratory etc. at his own cost and responsibility. All such temporary shed etc shall have to dismantled and all debris etc. should be cleared from site post completion of the

directed by the Divisional Manager, Jalpaiguri Forest Corporation Division, Jalpaiguri, WBFDC Ltd. , Once order to the effect is issued from the Divisional Manager in this regard, it shall be brought to the contractor without contest.

14. The prospective Tenderer shall establish field testing laboratory equipped with requisite instruments and technical staff according to the requirements of works to be executed.

15. This is a WBFDC, Government of West Bengal undertaking funded project. Intending Tenderers may consider these criteria while submission of tender and quoting rates.

16. Bid shall remain valid for a period not less than 01 (one) year after the deadline date for Financial Bid/Sealed Bid Submission. Bid validity for a shorter period shall be rejected by Tender Accepting Authority as non-respective. If any Tenderer withdraws his offer before Bid validity period without giving any satisfactory explanation for such withdrawals, he may be disqualified for submitting tender to this office of WBFDC Ltd. for a minimum period of 01 (one) year and legal action will be taken against him.

17. 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.

18. The Divisional Manager, Jalpaiguri Forest Corporation Division, Jalpaiguri, WBFDC Ltd. , reserves the right to cancel this NIT due to unavoidable circumstances and no claim in this respect will be entertained.

19. Security Deposit : The 2% EMD will be adjusted against the Security Deposit. Further 8% of Security Deposit will be deducted from running bid- bill

Additional Performance Security (APS):

I) To ensure the quality and proper execution of work in public interest when bids are received at a much lower rate than the estimated amount put to tender, the Governor has been pleased to decide that APS @ 10 % of the tendered amount shall be obtained from the successful bidder if the accepted bid value is 80 % below of the estimate amount put to tender.

II) The APS shall have to 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 APS within seven working days from the date of issuance of letter of acceptance, his earnest money shall be forfeited and other necessary actions as per eNIT contract shall be taken. The bank guarantee shall have to be valid upto end of contract period and shall be renewed if required.

20. Unless otherwise stipulated all the works are to be done as per the Technical Specifications of the tender document Contractor may refer to the relevant PWD (W.B) Schedule of rates for the working area including up to date addenda and corrigenda, if any, published by Public Works Department, Government of West Bengal. The project should be executed as per ISI : CODE/IRC/MOST/MORTH standards or higher regarding the quality of materials and various items of works.

21. Deduction of Income Tax from the Contractor's bill will be made as per Govt. rules.

22. Labour Welfare Cess @ 1% (One Percent) of construction will be deducted from every Bill of the selected agency, 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 taxes & Cess stated above.

23. Deduction of tax shall be made as per provisions of the W.B. State GST up to date amendments and as applicable.

The Agency will be liable to maintain the work at working portion at the appropriate service level to the satisfaction of the Divisional Manager, Jalpaiguri Forest Corporation Division, Jalpaiguri, WBFDC Ltd. , or his representative(s) ; at his own cost for a period of Security period/ Maintenance period from the date of completion of the work 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 Security period from the date of successful completion of the work to entire satisfaction of the Divisional Manager, Jalpaiguri Forest Corporation Division, Jalpaiguri, WBFDC Ltd. ; may be considered towards release of "Security Deposit ".

25. In case of ascertaining Authority at any stage of application or execution of work registered power of attorney is to be produced.

26. 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 as per cl.37 of this NIT.
- f) Instruction to Bidders.
- g) N.I.T.

27. No mobilization Advance and secured Advance will be allowed.

28. Time/Cost overrun and consequent cost of escalation for any materials, labour , P.O.L. etc will not be allowed.

29. Canvassing in connection with the tender is strictly prohibited in the tender submitted by the contractor.

30. Site of work and necessary drawing 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 Manager, Jalpaiguri Forest Corporation Division, Jalpaiguri. No claim in this regard will be entertained.

31. The successful Tenderer will have to start the work as per the work order to commencement the work.

32. Execution of Work: The Tenderer shall be bound to execute work according to the direction given from time to time by the undersigned/ authorised officer of this Corporation and any complaint against the tenderer from for deviation from his direction will cause violation of the condition of the contract and forfeiture of security money as well as discontinuation /dismissal of agreement and work order.

33. Successful Tenderer will be required to obtain valid Registration certificate & labour licenses from respective Regional Labour Offices where construction work by them are proposed to be carried out under the West Bengal Building & other Construction works' Act, 1996 and the contract Labour (Regulation 7 Abolition) Act , 1970 and the same should be submitted to the Divisional Manager, Jalpaiguri Forest Corporation Division, Jalpaiguri, WBFDC Ltd. .

34. The successful Tenderer shall have to comply with the provision of (a) the Contract labour (Regulation & Abolition) Act, 1970 (b) the Apprentice Act , 1961 and (c) the minimum wages Act, 1948 (d) the West Bengal Building & other Construction works' Act 1996 and the Notifications thereof or other laws relating thereof and the rules made

Divisional Manager, Jalpaiguri Forest Corporation Division, Jalpaiguri, WBFDC Ltd. 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 from time to time.

35. The contractor shall not be entitled for any compensation for any loss suffered by him due to delay arising out of modification of the work, due to non-delivery of the possession of site and/or modification of drawing & design.

36. Prevailing safety norms have to be followed by the successful Tenderer during execution of the work so that Loss of Time due to injury is zero.

37. The tenderer shall be liable for any injury caused to the labours (s) or death of labour (s) engaged by him during execution of work and all safety measures and precautions shall have to be taken by the tenderers. WBFDC Ltd shall not be responsible for any such incident or for any situation arising out of such unfortunate incidents.

38. No tender shall be deemed to be fit for consideration unless the tender documents are fully and completely filled in. All information that may be asked from the Tenderer must be unequivocally furnished. The eligibility of a Tenderer will be ascertained on the basis of the documents submitted by a Tenderer in support of eligibility criteria. If any documents submitted by a Tenderer is found to be incomplete/incorrect/manufactured/fabricated or false, his Tender will be outrightly rejected at any stage and legal action will be taken against him.

39. A Tenderer is to quote rate in figures as well as in words. The rate shall be clearly and legibly written and the whole writing must be by the hand of the person signing the tender and with the same pen and ink. Erasing and over writing SHALL NOT BE ALLOWED. Correction in the rate should be avoided but if this becomes unavoidable, the entire rate and not a portion only shall be scored out and signed (not simply initialed) by the Tenderer in token of such cancellation. A fresh rate in one of the specific form and in the specified manner shall then be correctly written.

40. In the event of a tender being submitted by a firm, it must be signed by a member or member of the firm having legal authority to do so and if called for, legal documentation 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.

41. The Tenderer must sign at the bottom of each page of the tender documents. Overwriting shall not be allowed. All corrections, alternations etc. must be duly signed.

42. It must be clearly understood that the quantities of the various items indicated in the schedule are approximate only and may be appreciably increased or decreased during actual execution. The Contract shall not remain effected by alteration. RATES ARE FIRM FOR THE PERIOD OF THE PROJECT INCLUDING EXTENSION OF TIME IF ANY GRANTED.

43. The Tenderer is liable to pay the GST and any other tax payable if any.

44. The tenderer will have to make all arrangements for protection of all materials, items and the machineries at the work site. WBFDC Ltd will not be responsible for any theft or damage of any materials or machineries from the site.

Divisional Manager
Jalpaiguri Forest Corporation Division
West Bengal Forest Development Corporation Ltd

Section – B

FORM-I

APPLICATION

To
Divisional Manager,
Jalpaiguri Forest Corporation Division,
WBFDC Ltd
West Bengal.

Subject: Land development works at WBFDC Ltd. Murti Banani Eco- Tourism Centre 05/JFCD/2021-22
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) Date: _____

Signature of authorized officer of the firm

Title & Capacity of the officer

Name of the Firm with Seal

Section – B
AFFIDAVIT – Y

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

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.

ii) 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 WBFDC Ltd /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.

iii) 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 General Manager (North) WBFDC Ltd. herein referred to as the Tender Inviting & Accepting Authority, to verify this statement.

(IV) 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.

v) 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

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

Section-B

**FORM- IV
EXPERIENCE PROFOILE**

LIST OF PROJECTS COMPLETED THAT ARE SIMILAR IN NATURE TO THE WORKS [REFER PARA 3

(a) (i)

(ii) (iii) -ELIGIBILITY CRITERIA]

Name of the Employer	Name, Location and nature of work	Name of authorized supervisor with designation	Contract price in Indian Rupees	Percentage of participation of Company	Original date of starting work	Original date of completion of work	Actual date of starting of work	Actual date of completion of work	Reasons for delay in completion

Note : a) Certificate from the employers to be attached .

b). Non-disclosure of any information in the schedule will result in disqualification of the firm.

Date.....

Signature of authorized officer of the firm

Title and capacity of the officer

Name of the firm with seal

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-II or 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. A prospective Tenderer (including his participation in partnership) shall be allowed to participate in a one or more than one project in 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 I, , Form III, Form IV))

On line EMD deposit receipt towards cost of tender documents (Tender Fees) & Earnest Money as prescribed in the N.I.T. against each serial of work in favour of **Divisional Manager, Jalpaiguri Forest Corporation Division, WBFDC Ltd**

- ii) NIT (properly downloaded, digitally signed and uploaded)

ITB (properly downloaded, digitally signed and uploaded)

- iii) 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.**

- iv) Technical Specifications (properly downloaded, digitally signed and uploaded)

- v) Affidavit (Ref:- format shown in "Affidavit - Y" of ITB, Section -B).

Non-Statutory Cover containing:

i) (i) Certificates:

- a) Valid and up to date Professional Tax (P T) deposit receipt challan.
- b) GST registration Certificate.
- c) Income Tax Return Acknowledgement Receipt.
- d) Income Tax PAN Card.
- e) Voter I Card
- f) Valid & upto date E.S.I. PF & GST Registration Certificate.
- h) Credential Certificates.

- a. Proprietorship Firm - Trade Licence
- b. Partnership Firm - Registered Deed of partnership Firm, Registered Power of Attorney, Trade Licence.
- c. Private Limited Company - Registration Certificate under Company Act, Memorandum of Association (MOA) & Articles of Association (AOA), Registered Power of Attorney, Trade Licence.
- d. Registered Unemployed Engineers' Co-operative Societies / Labour Co.- Op. Societies are required to furnish the following valid and up to date documents :-
 - i. Current "No Objection Certificate" from the Assistant Registrar of Co-operative Societies.
 - 1. Supporting documents showing area of operation.
 - 2. Bye-laws duly approved by the Assistant Registrar of Co-operative Societies.
 - 3. Name with address and signature of the present Board of Directors of the Co-operative Society.
 - 4. 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) Credential for satisfactorily completion as a prime agency during the last 5 (five) years prior to the date of issue of this Tender Notice will be as stated below:

(a) Please see Point No. 3(a) of Tender Notice.

(b) Provided that such similar nature of works should have been implemented in 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. In the case of works undertaken for P.W.D. / C.P.W.D./ M.E.S./ Railways, a Completion Certificate from the concerned Executive Engineer will be treated as valid credential.

[Non-statutory Documents]

(c) 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. & 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.

Estimate for Land Development Works at WDFDC Ltd. Bonani Eco Tourism Centre, Murti

Sl No	Description of work	Unit	Rate	Qty.	Amount
A)	LAND DEVELOPMENT AND BEAUTIFICATION :				
1	Cleaning compound premises of shrubs, plants, jungles etc. by cutting and removing as directed (Specific permission of Engineer in Charge prior to execution will be necessary). (Payment to be made on area cleared) Page 268, item 19 of pwd sor vol I w.e.f-1.11.2017	Sq.M	11.00	1609.00	Rs. 17,699.00
2	Surface Dressing of the ground in any kind of soil including removing vegetation inequalities not exceeding 15 cm depth and disposal of the rubbish within a lead upto 75 m as directed Page 1, item 1 of pwd sor vol I w.e.f-1.11.2017	Sq.M	10.00	1609.00	Rs. 16,090.00
3	Removal of rubbish, earth etc. from the working site and disposal of the same beyond the compound, in conformity with the Municipal / Corporation Rules for such disposal, loading and unloading into truck and cleaning the site in all respect, including labour as per direction of Engineer in charge. Page 12, item 13 of pwd sor vol I w.e.f-1.11.2017	Cu.M	166.00	80.45	Rs. 13,354.70
4	Supplying and stacking of good earth (adequate for horticulture work) at site including royalty (earth measured in stack will be reduced by 20% for payment) Page-259, item 1 of pwd sor vol I w.e.f-1.11.2017	Cu.M	306.00	301.65	Rs. 92,304.90
5	Supplying and stacking sludge (adequate for Horticulture work) at site in dry cake form from approved disposal work site including royalty, all lead and lift etc. (Sludge measured in stack will be reduced by 8%). Page-259, item 2 of pwd sor vol I w.e.f-1.11.2017	Cu.M	457.00	100.55	Rs. 45,951.35
6	Supplying and fixing grasses tiles of grass Maxican Carpet/Selection No 1 Healthy & fresh grasses (size 1'x1' or bigger) including watering and maintenance of the lawn for 30 days or more till the grass forms a thick lawn free from weeds and fit for mowing including supplying good earth as required by Engineer-in-charge. (Rate includes supply of labour, tools & plants including materials) Page-259, item 4 of pwd sor vol I w.e.f-1.11.2017	%Sq mt	20142.00	1665.00	Rs. 3,35,364.30

**Mult. -
Tourism Centre.**

Thakur
EXECUTIVE ENGINEER
BARASAT DIVISION- II (PWD)
(Technically Vetted)

Divisional Manager
Jalpaiguri Forest Corp. Division
Jalpaiguri