



Office of the Divisional Manager, Kolkata Forest Corporation Division, West Bengal Forest Development Corporation. Ltd.

Notice Inviting for e-tender for Carriage of **MOUBAN Honey & other articles (like timber, uniform and allied items)** from the Marketing Range, GM- 5, Salt Lake, Sector - V, Kolkata - 700 091 & 'Aranya Bikash', KB-19, Sector – III, Kolkata - 700106 to any palace in West Bengal (which is based on the order/customer/division) & vise -versa under Kolkata Forest Corporation Division , West Bengal Forest Development Corporation Limited

Notice Inviting Tender No.: 15/29-47/2026-2027



Office of the Divisional Manager, Kolkata Forest Corporation Division
West Bengal Forest Development Corp. Ltd.
‘Aranya Bikash’, KB-19, Sector-III, Salt Lake City, Kolkata-700106
e-mail: kfed@wbfdc.com, visit us: www.wbfdc.com

Memo No. 662/29-47/2026-2027

Date: 10.08.2026

E- Notice Inviting Tender No: 15/29-47/2026-2027

E-tender for Carriage of MOUBAN Honey & other articles (like timber, uniform and allied items) from the Marketing Range, GM- 5, Salt Lake, Sector - V, Kolkata - 700 091 & ‘Aranya Bikash’, KB-19, Sector – III, Kolkata - 700106 to any palace in West Bengal (which is based on the order/customer/division) & vise -versa under Kolkata Forest Corporation Division , West Bengal Forest Development Corporation Limited

The Divisional Manager, Kolkata Forest Corporation Division, WBFDCL invites e-tenders for the following work(s) from 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].

Carriage of MOUBAN Honey & other articles from the Kolkata Forest Corporation Division, West Bengal Forest Development Corporation Limited to any place at West Bengal		
Location	Carriage of MOUBAN Honey & other articles (like timber, uniform and allied items) from the Marketing Range, GM- 5, Salt Lake, Sector - V, Kolkata - 700 091 & ‘Aranya Bikash’, KB-19, Sector – III, Kolkata - 700106 to any palace in West Bengal (which is based on the order/customer/division) & vise -versa under Kolkata Forest Corporation Division , West Bengal Forest Development Corporation Limited	Rate to be quoted per kilometre

Name of Project	Estimated Amount Put to tender (Rs.)	Amount of Earnest Money to be deposited (Rs.)	Cost of tender documents (Tender Fees, in Rs.)	Period of Completion of the work
Carriage of MOUBAN Honey & other articles (like timber, uniform and allied items) from the Marketing Range, GM- 5, Salt Lake, Sector - V, Kolkata - 700 091 & ‘Aranya Bikash’, KB-19, Sector – III, Kolkata - 700106 to any palace in West Bengal (which is based on the order/customer/division) & vise -versa	(Value of work in this context will not exceed Rs.9,50,000)	19,000.00 (2% of the amount put to tender)	NIL	Within 365 days after receiving work order

The Divisional Manager, Kolkata Forest Corporation Division reserves the right to cancel any work without assigning any reason thereof.

In the event of e-filling, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital signature Certificate. Tenderer will select the tender to bid and initiate payment modes (vide Finance Department Memorandum no. 3975-F(Y) Dated 28/07/2016)

- i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment gateway.
 - ii) RTGS/NEFT in case of offline payment through bank accounts in any bank.
- b) Exemption of any kind for any of the eligible bidder towards cost of EMD will be according to
- i. 815-F(Y) dated 23.02.2023 issued by Finance Department, Audit Branch, Government of West Bengal.

Schedule of Dates:

Sl. No.	Particulars	Date & Time
1	Date of uploading N.I.T. Documents - Online (Publishing Date)	11.08.2026 at 10.00 A.M.
2	Documents download start date (Online)	11.08.2026 at 10.00 A.M.
3	Documents download end date (Online)	18.08.2026 at 05.00 P.M.
4	Bid submission start date (Online)	11.08.2026 at 10.00 A.M.
5	Bid submission closing date (Online)	18.08.2026 at 05.00 P.M.
6	Bid opening date for Technical Proposal (Online)	20.08.2026 at 05.00 P.M.
7	Date of uploading technically qualified bidders (Online)	To be notified in due course
8	Date of opening Financial Bids (Online)	To be notified in due course

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.

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 capacity

A prospective bidder shall be allowed in the job either in the capacity of individual or as a partner of a firm or registered company.

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. Section B (Form I, Form II, Form III, AFFIDAVIT – Y and Annexure-1)

(to be submitted in “FORMS” Folder).

ii. Technical Specification. (to be submitted in “ TS ” Folder)

Note: NIQ document may be downloaded from website & submission of Technical Proposal/Financial Proposal as per Tender Schedule

B. My Document (Non-Statutory Cover)

Sl. No.	Category Name	Sub-Category Description	Document Name
A.	CERTIFICATES	CERTIFICATES	(For details see Clause 3 of ITB & relevant clauses of NIT)
			1 Up to date Professional Tax deposit receipt challan
			2 Updated GST Registration Certificate with valid HSN/SAC code tagged for respective similar nature of work.
			3 ITR Acknowledgement for F.Y. 2023-24, 2024-2025, 2025-2026
			4 I.T. PAN Card,
			5 Aadhaar Card of Proprietor for Proprietorship Firm, Partners for Partnership Firm/LLP, Directors for Company, Board of Director's for Labour Co-operative Society
			6 Enlistment Certificate/ Trade License for supply of Hiring of vehicles works or allied work
			7 All up-to-date documents regarding taxes and charges as applicable
B.	COMPANY DETAILS	COMPANY DETAILS	1 Proprietorship Firm - Trade Licence.
			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 Labour Co-operative Societies Limited

	CREDENTIAL	CREDENTIAL	1	(i) Intending tenderers should produce a single credential of completed similar nature of work and Allied Work and/or any type of carriage work in forestry/non forestry sector of the minimum value of 40% of estimated amount put to tender during 5 years prior to the date of issue of tender notice. or (ii) Intending tenderers should produce two credential of completed similar nature of work and Allied Work and Allied Work and/or any type of carriage work in forestry/non forestry sector of the minimum value of 30% of estimated amount put to tender during 5 years prior to the date of issue of tender notice. or (iii) intending tenderers should produce credentials of 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 work only those tenderers who will submit the certificate of satisfactory running works from the Concerned 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. Terms and conditions of credential:- • Payment certificate will not be treated as credential. • Credential certificate issued by the equivalent Competent Authority of a State/ Central Government, State/ Central Government undertakings, Statutory/ Autonomous bodies constituted under the Central/ State statute, on the executed value of completed/ running work will be taken as credential.
D.	FINANCIAL (INFO)	Turnover	1	F.Y. 2023-24, 2024-2025, 2025-2026 I.T. Returns Acknowledgement. The average annual turnover for F.Y. 2023-24, 2024-2025, 2025-2026 should be equal to or more than 20% of estimated value put to tender in the F.Y. 2023-24, 2024-2025, 2026-2027 Audited Balance Sheet and P&L Accounts for last three F.Y. F.Y. 2023-24, 2024-2025, 2025-2026 (If audit of Balance Sheet and P&L Accounts not required by law then a declaration needs to be submitted claiming the relaxation by quoting the relevant section of Income Tax Act in non-judicial stamp paper of proper value duly notarized. In that case the balance sheet and p&l accounts needs to self-attested by the proprietor/ all partners of the firm or by all directors of Company)
E.	Declaration	AFFIDAVIT-Y	2	As enclosed in the NIQ. To be furnished by the bidder as per the prescribe format in non-judicial stamp paper, must be uploaded with both side of stamp paper.

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 BOQ against each item of work.
- 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 bidder should have all necessary permission, registration and license as applicable. The bidder should have valid PAN, GSTIN Registration,

(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 for last 3 years, PAN card issued by Income Tax Department in respect of the prospective tenderer.

(c) i) Bidders are required to have GST registration with the State of West Bengal.

ii) Bidders are required to have Professional Tax registration with the State of West Bengal.

(d) 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).

(e) Neither prospective Tenderer nor any of the constituent partners had been debarred to participate in any Tender by the State/ Central Government, State /Central Government undertaking, Statutory/ Autonomous bodies constituted under the Central/ State statute 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 in non-judicial stamp paper, must be uploaded with both sides of Stamp Paper - Affidavit-Y). [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) 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.

(h) 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.

(i) Joint Ventures not 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.

(l) Intending tenderer should produce credentials as follows

(i) Intending tenderers should produce a single credential of similar nature and Allied Work and/or any type of carriage work in of the minimum value of 40% of estimated amount put to tender during 5 years prior to the date of issue of tender notice.

or

(ii) Intending tenderers should produce two credential of completed similar nature of work and Allied Work and/or any type of carriage work in government and non government sector of the minimum value of 30% of estimated amount put to tender during 5 years prior to the date of issue of tender notice.

or

(iii) intending tenderers should produce credentials of 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 work only those tenderers who will submit the certificate of satisfactory running works from the Concerned 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.

Terms and conditions of credential:-

- Payment certificate will not be treated as credential.
- Credential certificate issued by the Executive Engineer/ Divisional Forest Officer or equivalent Competent Authority of a State/ Central Government, State/ Central Government undertakings, Statutory/ Autonomous bodies constituted under the Central/ State statute, on the executed value of completed/ running work will be taken as credential.

(m) Absence of any of these details / lack of proof or lack of sufficient documents to substantiate the above shall make the Tenderer / Bidder ineligible for further consideration. During the process of evaluation, if Tender Inviting Authority finds that there are any wrong details, mis-representation or false declarations given by the Tenderer / Bidder, the Tender Inviting Authority shall have the right to disqualify and / or black list the firm and take other action as deemed necessary.

(n) Tenderers has to produce duly self-attested supporting documents/certificate from the employer/client with whom they have worked. Audited Balance Sheet and P & L accounts duly certified by the Chartered Accountant (online).

(o) The bid submission by an intending tenderer who is already blacklisted in any State/Central Government, State/ Central Government Undertaking, Statutory/ Autonomous bodies constituted under the Central/ State Statute will not be entertained.

(p) All the participants have to upload undertaking that they do not have any litigation that past or present with any Govt./PSU/Semi-Govt. Organisation of the State.

(q) The eligibility of a bidder will be ascertained on the basis of the attached documents uploaded using digital signature in support of the minimum criteria and the declaration executed through prescribed affidavit in non-judicial stamp paper (must be upload both sides of Stamp Paper) of appropriate value duly notarised. If any documents submitted by a bidder is either manufacture or false, in such cases, the eligibility of the bidder/tenderer will be out rightly rejected at any stage without any prejudice.

(r) No tenderer 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 document submitted by a Tenderer is found to be incomplete/incorrect/ manufactured / fabricated or false, his Tender will be out rightly rejected at any stage and legal action will be taken against him.

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, 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:

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 or at a later stage, 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.

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 the Divisional Manager, Kolkata Forest Corporation Division, West Bengal Forest Development Corporation Ltd. may upload the final summary result containing inter-alia, name of contractors and the rates quoted by them against each work.

8. Procedures to be followed when less than three technically qualified tenderers participated in any tender:

For tender with less than 3 (three) bids received, action will be taken in accordance with Finance Department, Audit Branch, Group T, memo no. 2320-F(Y) dated 07.06.2022.

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..

10. Grounds for Suspension and Debarment

The procedure as laid down below shall govern the suspension/debarment of Suppliers/Contractors/Consultants (Contractors for brevity) involved in WBFDC Ltd. procurement for offences or violations committed during competitive bidding and contract implementation, for the works.

- (1) Submission of eligibility requirements containing false information or falsified documents.
- (2) Submission of Bids that contain false information or falsified documents, or the concealment of such information in the Bids in order to influence the outcome of eligibility screening or any other stage of the bidding process.
- (3) Unauthorized use of one's name/digital signature certificate for the purpose of bidding process.
- (4) Any documented unsolicited attempt by a bidder unduly influencing the outcome of the bidding in his favour.
- (5) Refusal or failure to post a self-declaration to the effect of any previous debarment imposed by any other department of State Government and/or Central Government.
- (6) All other acts that tend to defeat the purpose of the competitive bidding such as lodging false complain about any Bidder, lodging false complain about any Officer duly authorized by the Department, restraining any interested bidder to participate in the bidding process, etc.
- (7) Whenever adverse reports related to adverse performance, misbehaviour, direct or indirect involvement in threatening, making false complaints etc. damaging the reputation of the department or any other type complaint considered fit by the competent authority of the department, are received from more than one Officer or on more than one occasion from individual Officer.
- (8) Refusal or failure to post the required performance security / earnest money within the prescribed time without justifiable cause.
- (9) Failure in deployment of Technical Personnel, Engineers and/or Work Supervisor having requisite license / supervisor certificate of competency as specified in the contract.
- (10) Refusal to accept the work order after issuance of "Letter of Acceptance" or enter into contract with the Government without justifiable cause.
- (11) Failure of the Contractor, due solely to his fault or negligence, to mobilize and start work or performance within the specified period as mentioned in the "Letter of Acceptance", "Letter of Acceptance cum Work Order", "Work Order", "Notice to Proceed", "Award of Contract", etc.
- (12) Failure by the Contractor to fully and faithfully comply with its contractual obligations without valid cause, or failure by the Contractor to comply with any written lawful instruction of the Procuring Entity/Authority (the Officer authorized by the Divisional Manager, Kolkata Forest Corporation Division, West Bengal Forest Development Corporation Ltd, for procurement) or its representative(s) pursuant to the implementation of the contract.
- (13) For the execution of Contracts, poor performance by the Contractor of his services arising from his fault or negligence. Any of the following acts by the Contractor shall be construed as poor performance.
 - (i) Non deployment of competent work supervisors;
 - (ii) Non-deployment of committed equipment, facilities, support staff and manpower;
- (14) Wilful or deliberate abandonment or non-performance of the project or Contract by the Contractor resulting in substantial breach thereof without lawful and/or just cause.

CATEGORY OF OFFENCE :-

- (A) First degree of offence: 1 to 14 of the above Clause-10 to be considered as First degree of offence.
- (B) Second degree of offence: Any one of the offences as mentioned under Clause-10 above, committed by a particular Bidder/Contractor on more than one occasion, be considered as Second degree of offence.

In addition to the penalty of suspension/debarment, the bid security / earnest money posted by the concerned Bidder or prospective Bidder shall also be forfeited.

PENALTY FOR OFFENCE :-

- (I) For committing First degree of offence: Disqualifying a Bidder from participating in any assignment process under West Bengal Forest Development Corporation Limited up to 2 (two) years.
- (II) For committing Second degree of offence: Disqualifying a Bidder from participating in any assignment process under the West Bengal Forest Development Corporation Limited up to 3 (three) years.

11. Earnest Money Deposit (EMD):

a) Earnest Money payment:

- i. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment gate way.
- ii. RTGS/NEFT in case of offline payment through bank accounts in any bank.

b) Exemption of any kind for any of the eligible bidder towards cost of EMD will be according to

- i. 815-F(Y) dated 23.02.2023 issued by Finance Department, Audit Branch, Government of West Bengal.

c) Refund of EMD: The EMD of the unsuccessful Tenderer will be refunded as per notification issued by Finance Department, Government of West Bengal, Memo no. 3975-F(Y) dated 28/07/2016.

d) Intending Tenderers should download the Tender Documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

e) Both Technical Bid and Financial Bid should be submitted duly digitally signed by the Tenderer through the website <http://wbtenders.gov.in> as per the 'Date & Time Schedule' stated in this N.I.T. (Details of which has been narrated in 'Instruction to Bidders')

12. 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 Divisional Manager, Kolkata Forest Corporation Division, West Bengal Forest Development Corporation 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.
- (e) The acceptance of the tender rests The Divisional Manager, Kolkata Forest Corporation Division, West Bengal Forest Development Corporation Ltd, 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) The Contractor/Bidder should see the site of works and Tender Documents, Drawings etc. before submitting e-Tender and satisfy himself/herself regarding the condition and nature of works and ascertain difficulties that might be encountered in executing the work, carrying materials to/from the site of work, availability of drinking water and other human requirements & security etc..

13. 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.

14. The selected contractor shall make his own arrangement for parking, garaging, fueling, maintenance and safe custody of the vehicle(s) deployed under this contract at his own cost and responsibility. No space for parking, garage, fuel storage or any other allied facility shall be provided by the Kolkata Forest Corporation Division, WBFDC. The contractor shall ensure that the vehicle(s) remain roadworthy, duly registered, insured, and available for deployment as and when requisitioned by the Division throughout the contract period. Any disruption in service due to mechanical failure, non-availability of vehicle, permit-related issues or any other reason attributable to the contractor shall be the sole responsibility of the contractor, who shall immediately provide a suitable replacement vehicle of equivalent or higher specification without any additional financial implication to WBFDC.

15. Validity of Bids:

Generally, Bids will be valid for 180 days from the date of opening of the financial proposal. However, extension of bid validity may be suitably considered by the Tender Inviting Authority, if required, subject to obtaining a written confirmation of the

contractor/bidder(s) to that effect. Withdrawal of e-Tender once the bid has been submitted online and after passing of end date for submission which has been accepted for further processing is not allowed. EMD will be forfeited by The Divisional Manager, Kolkata Forest Corporation Division, West Bengal Forest Development Corporation Ltd and the bidder/contractor shall be penalized in terms of provisions in the notice of the tender (Sl. 10 of ITB).

16. 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.

17. Cancellation of Tender :

Divisional Manager, Kolkata Forest Corporation Division, West Bengal Forest Development Corporation Ltd reserves the right to cancel this N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

18. Security Deposit:

While making any payment to the contractor whose tender has been accepted for work done under the contract, the authority making payment shall deduct such sum which together with the Earnest Money already deposited and converted into security deposit, shall amount to 10% of the value of works executed at the material point of time and paid during the progressive running accounts bills, so that total deduction together with Earnest Money constitute 10% of the tendered value of work actually done.

In case of excess/and supplementary work over the tendered amount, additional security @ of 10% of such additional amount is to be deposited for all such excess/ and supplementary works beyond the tendered amount before payment of final bill.

Compensation of all other sums of money payable by the contractor to the WBFDCCL under the terms of the contract may be deducted from the security deposit.

However, even though the earnest money deposited exceeds the prescribed percentage, due to reduction of tendered amount due to any reason whatsoever, such additional earnest money shall be deemed to have been converted into security and further deductions from progressive bills shall be made, taking into consideration the enhanced component of earnest money so converted into security.

Additional Performance Security @ 10% of the tendered amount in the form of Bank Guarantee from a Scheduled Bank, valid up to the date of completion of work, shall be obtained from the successful bidder, if the accepted bid value is 80% or less than the estimated amount put to tender.

If the bidder fails to submit Additional Performance Security within 7 (seven) working days from the date of LoI or the time period as approved by the Tender inviting Authority, his Earnest Money will be forfeited.

If the bidder fails to complete the works successfully, the Additional Performance Security along with Security Deposit lying with the Divisional Manager, Kolkata Forest Corporation Division, West Bengal Forest Development Corporation Ltd, shall be forfeited at any time during the pendency of contract period as per relevant Clauses of the Contract.

Necessary provisions regarding deductions of Security Deposit from the progressive bills of the Contractor as per relevant clauses of the contract will in no way be affected/ altered by this Additional Performance Security.

19. Deduction of Taxes Etc:

Deduction of Income Tax & other taxes from the Contractors Bill will be made as per existing govt. rules.

20. 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. N.I.T.
- c. Estimate
- d. General Terms and Conditions
- e. Instructions to Bidders

21. Canvassing in connection with the tender is strictly prohibited.

22. The successful bidder shall deploy the vehicle(s) as and when directed by the Divisional Manager, Kolkata Forest Corporation Division, Wbfdcl. The vehicle(s) may be deployed from the Head Office or any other location under the jurisdiction of Wbfdcl and may also be deployed in a phased manner depending upon the operational requirement of the Division. No claim whatsoever on account of phased deployment or change of deployment location shall be entertained.

23. The successful Tenderer will have to start the work as per the work order to commence the work.

24. The contractor shall not be entitled to claim any compensation for any loss, delay or additional expenditure arising out of changes in deployment schedule, modification of work requirement, route alteration, or temporary suspension of vehicle deployment due to administrative or operational reasons of Wbfdcl.

25. 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.

26. A Tenderer is to quote rate in figures as well as in words, his rates in the BOQ as applicable in his cases

27. 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.

29. The successful tenderer shall have to comply with the provision of the Minimum Wages Act, 1948 (d) and the subsequent amendments thereof.

30. Work order will be issued subject to availability of fund, administrative approval and financial sanction from the competent authority.

(Satyajit Roy, WBFS)
Divisional Manager
Kolkata Forest Corporation Division

Memo No. 662/29-47/2026-2027

Date: 10.08.2026

Copy forwarded for kind information to: -

- 1) The Managing Director, West Bengal Forest Development Corporation Limited.
- 2) The General Manager (HQ), West Bengal Forest Development Corporation Limited.
- 3) The Guard File.
- 4) Notice Board/KFCD.
- 5) Website

(Satyajit Roy, WBFS)
Divisional Manager
Kolkata Forest Corporation Division

Section – B
FORM-I
APPLICATION

To,
Divisional Manager,
Kolkata Forest Corporation Division

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: _____

Authorized signatory of the firm/company: _____

Title & Capacity of the officer: _____

Name of the Firm with Seal: _____

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

To,
To,
Divisional Manager,
Kolkata Forest Corporation Division

Ref:- Tender Reference No.

1. I/We refer to the tender notice issued by you for the work of in _____ division vide tender reference no. _____ mentioned above.
2. I/ We have satisfied myself/ ourselves as to the site conditions, examined the drawings and all aspects of tender conditions, subject above, I/ We hereby agree, should this tender be accepted in whole or in part, to:
(a) abide by and fulfil all the terms and provisions of the said conditions annexed hereto;
(b) complete the works within.....days.
3. I/ We have deposited the earnest money of Rs. _____ only which, I/ We note that deposited EMD, will not bear any interest and is liable for forfeiture-
 - (i) If our offer is withdrawn within the validity period of acceptance.
 - (ii) If the contract is not executed within 7 days from the date of receipt of the letter of acceptance.
Or
 - (iii) If the work is not commenced within 7 days after issue of work order/ handing over of the site whichever is later.
4. I/ We understand that you are not bound to accept the lowest or any tender you receive.

Yours faithfully,

Signature.....
Designation :
Address :

Name of Proprietor/Partners/Directors of the Firm/Company:

- 1) _____.
- 2) _____.

Section – B
FORM – III
STRUCTURE AND ORGANISATION

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

A.2. Office Address:

Telephone No.:

Fax No.:

e-mail :

A.3. Name and address of Bankers:

A.4. Attach an organization chart showing the structure of the Proprietary Firm, Partnership, Pvt. Ltd. Company or Corporation with names of key personnel and technical staff with Bio-data.

Date: _____

Authorized signatory of the Firm/Company: _____

Title & Capacity of the officer: _____

Name of the Firm with Seal: _____

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

Section-B

AFFIDAVIT – Y

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

- (I) 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/ Company _____ nor any of constituent partners had been debarred/ blacklisted to participate in tender by State/ Central Government, State /Central Government undertaking, Statutory/ Autonomous bodies constituted under the Central/ State statute 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 publication 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 Divisional Manager, Kolkata Forest Corporation Division, 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.
- (VI) I do not have any litigation in past or present with any Govt./PSU/Semi-Govt. organisation of the State/ Central Government.
- (VII) I or any of my constituent partner shall neither have abandoned any work nor any of our contract have been rescinded during the last 5 (five) years from the date of publication of this NIT. Such abandonment or rescission will be considered as disqualification towards eligibility

Date: _____

Authorized signatory of the Firm/Company: _____

Title & Capacity of the officer: _____

Name of the Firm with Seal: _____

Annexure – I

SPECIMEN FORMAT FOR THE BANK GUARANTEE FOR ADDITIONAL PERFORMANCE SECURITY DEPOSIT

(*To be submitted if the bid price quoted by the bidder is below 20% of the estimated cost put to tender otherwise the tender will be treated as invalid and rejected)

To,

WHEREAS (name and address of Contractor) (hereafter called “the Contractor”) has undertaken, in pursuance of Contract No: dated to execute (name of Contract and brief description of Works) (hereinafter called “the Contractor”). AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a Scheduled commercial bank for the sum specified therein for ‘**ADDITIONAL PERFORMANCE SECURITY DEPOSIT**’ for compliance with his obligation in accordance with the Contract:

AND WHEREAS we (Indicate the name of the bank and branch) have agreed to give the Contractor such a Bank Guarantee: NOW THEREFORE we ; (Indicate the name of bank and branch) hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, upto a total of Rs.(Amount of guarantee) (in words). We undertake to pay you, upon your first written demand and without cavil or argument, a sum within the limits of (amount of guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We (Indicate the name of the bank and branch) hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand.

We (Indicate the name of the bank and branch) further agree to pay to you any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present absolute and unequivocal.

The payment/so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.

We (Indicate the name of the bank and branch) further agree that no change or addition to or other modification of the terms of the Contract or of the works to be performed there under or of any of the contract documents which may be made between you and the contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

We (Indicate the name of the bank and branch) lastly undertake not to revoke this guarantee except with the previous consent of you in writing. This guarantee shall be valid upto ----- . It come into force with immediate effect and shall remain in force and valid for a period upto the time of completion of the work under the stated contract plus claim period of six months for the Bank Guarantee. Notwithstanding, anything mentioned above, our liability against this guarantee is restricted to Rs (Rs.) and unless a claim in writing is lodged with us within the validity period, i.e upto.....of this guarantee all our liabilities under this guarantee shall cease to exist.

Signed and sealed this day

SIGNED, SEALED AND DELIVERED

For and on behalf of the BANK by:

(Signature)

(Name)

(Designation)

(Code Number)

(Address)

GENERAL TERMS & CONDITIONS OF CONTRACT

1. Interpretations:

In constructing these conditions, the specifications, the schedule of quantities, tender and Agreement, the following words shall have the meaning herein assigned to them except where the subject of context otherwise requires:

- I) The term EMPLOYER/AUTHORITY shall mean The Divisional Manager, Kolkata Forest Corporation Division, WBFDCL and include its successor and assigns or the Officers authorized to deal with any matters which those presents are concerned on its behalf.
- II) The term REPRESENTATIVE shall mean Authorized Official of The Divisional Manager, Kolkata Forest Corporation Division, WBFDCL.
- III) CONTRACTOR shall mean the firm or company or person whose tender has been accepted by the employer and includes his (their) heirs, legal representative assigns and successors.
- IV) SITE shall mean the site of the contract work including any erections thereof and any other land adjoining thereto (inclusively as aforesaid allotted by the Employer for the contractor's use).
- V) This CONTRACT shall mean Articles of Agreement, these conditions, the schedule of quantities, the general instructions to the Contractor, the specifications, and correspondences by which the contract is added, amended, valued or modified in any way by mutual consent.
- (VIII) ACT OF INSOLVENCY shall mean any act of insolvency as desired by the Presidency Towns Insolvency Act or the Provincial Insolvency Act or any amending statutes.
- (IX) THE WORKS shall mean the work or works to be executed or done under this contract.
- (X) The SPECIFICATION shall include the plantation specification and general specifications forming part of this contract.
- (XI) The SCHEDULE OF QUANTITIES, BILL OF QUANTITIES shall mean the Schedule or Quantities as specified and forming part of contract.
- (XII) The PRICED SCHEDULE OR QUANTITIES shall mean the schedule duly priced.
- (XIII) NOTICE IN WRITING or WRITTEN NOTICE shall mean a notice in writing typed or printed characters sent (unless delivered personally) or otherwise proved to have been received by Registered Post to the last known private or business address as registered office of the addressee and shall be deemed to have been received when in the ordinary course of post it would have been delivered. If the employer feels that the contractor (who has signed the agreement) should himself come & personally meet to the employer for necessary discussion in connection with the work; he must contact personally. In case the contractor (not his authorized person) does not meet personally and intentionally avoids or do not reply the letter, the matter will fall under the breach of the contract. The work progress should be in the proportionate of the time frame set forth for the completion of the works.
- (XIV) The term APPROVED, DIRECTED or SELECTED mean the approval direction or selection of the Employer and where ever the words ALLOW, INCLUDE, and PROVIDE occurs the cost of the items is as the risk of the contractor. COMPLETION shall mean that the plantation in the opinion of the Tender Inviting Authority; completed in all respect.
- (XV) WORDS imputing persons include Firms and Corporation, words imputing the singular only also the plural and vice/versa where the context so requires.

2. Scope of works:

Scope of work/supply includes furnishing all materials, labour, tools, machinery and equipment and management necessary for and incidental to the completion of the work. Mechanisation as approved by the Employer is preferred. The Tenderers are to note that the scope of work as mentioned may be reduced to any extent which is absolutely at the discretion of the Employer. This reduction of the extent of work should not be a criterion for extra claim in respect of materials stored, establishment and cost incurred or any other losses occurring out of these causes. The Contractor shall carry out and complete the works in every respect in accordance with this contract and in accordance with the directions and to the satisfaction of Employer who shall be the final authority.

3. Deviations:

No deviation from the contract will on any account be allowed unless an order in writing is obtained from the Employer.

4. Sub-contract:

Sub-contracting not allowed.

5. Agreement:

The successful Tenderer shall have to enter into an agreement with the Employer. Stamp duty and all other costs connected with execution of such agreement shall be borne by the successful Tenderers.

6. Materials:

The selected Contractor must arrange to procure all materials required for the proper completion of the work. The Employer will not on any account be responsible for procuring the same. The non-availability of the above materials shall not in any way be considered to be an excuse for the extension of time.

7. Payment:

Payment terms will be decided at the time of signing agreement.

While making any payment to the Contractor, initially only 80% of approved bill amount will be paid. The contractor shall have to make full payment of applied GST on approved bill amount and the contractor shall have to submit the GSTR-1 and GSTR-3B against paid GST. Once Wbfdcl is able to take input tax credit in GSTR-2B then immediately the contractor will get balance 20% of approved bill amount. If the contractor fails to deposit the GST amount of approved bill / doesn't submit GSTR-1 and GSTR-3B, so withheld 20% of approved bill amount will be forfeited.

8. Commencement and Completion of Work:

The time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor and shall be reckoned from the date on which the order to commence work is given to the contractor. The work shall throughout the stipulated period of the contract be proceeded with all due diligence. Time being deemed to be the essence of the contract on the part of the contractor, the contractor shall be bound in all cases, to achieve the 'Milestones' as defined and specified in the NIT into various 'Identifiable and quantifiable work related stages' pertaining to the work. In the event of the contractor failing to comply with any of the conditions related to achieving the 'Milestones' within the specified time period prescribed for such 'Milestone' i.e. 31.03.2026, he/she shall be liable to pay compensation.

If the contractor fails to commence and/or maintain required progress viz. Milestones defined in the Notice Inviting Tender over the total time allotted for its full completion and in terms of NIT or fails to complete the work and clear the site on or before the end of contract period or extended date of completion, he/she shall, without prejudice to any other right or remedy available under the law on account of such breach, pay as agreed compensation to the implementing Department. This will also apply to items or group of items for which a separate period of completion has been specified.

Provided always, that the total amount of compensation for delay, to be paid under this clause shall not exceed 10% of the tendered value of work or the tendered value of the item or group of items of the work, for which a separate period of completion is originally given. The amount of compensation may be adjusted or set-off against any sum payable to the contractor under this contract, if the contractor catches up with the progress of work subsequently, part or full of the desired progress as per the contract in accordance with the decision of the Tender Accepting Authority, under powers delegated by Government to be communicated by the Employer, the withheld amount shall be released. However, no interest, whatsoever, shall be payable on such withheld amount.

9. Escalation of Prices:

The rates quoted by the Contractor shall be firm throughout the tenure of the contract (including extension of time, if any granted) and will not be subject to any fluctuation due to increase in cost of materials, labour, sales tax, Octroi etc.

10. Damage to Persons and Property/Insurance in respect of:

The Contractor shall be responsible for all injury to persons/labourers, animals or things, and for all damage to the plantation/or adjacent forest property which may arise from the operations or neglect of himself whether such injury or damage arises from carelessness, accident or any other cause whatever in any way connected with the carrying out of his contract. This causes shall be held to include, internally, any damage to plantation, whether immediately adjacent or otherwise and any damage to roads, footpaths, bridges or ways forming the subject of this contract by frost, rain, wind or other inclemency of the weather.

The contractor shall indemnify the employer and held them harmless in respect of all and any expenses arising from any such injury or damage to persons or property as aforesaid and also in respect of any claim made in respect of injury or damage under any acts of Government or otherwise and also in respect of any award or compensation or the Contractor shall restore and repair all damage of every sort mentioned in this clause so as to deliver up to the whole of contract works complete and perfect in every respect so as to make good or otherwise satisfy all claims for damage to the property of the third parties. The contractor shall indemnify the Employer against all claims which may be made against the Employer by any member of the public or other third party in respect of anything which may arise in respect of the works or in consequence thereof and shall at his own expense arrange to effect and maintain, until the completion of the contract with any approved Insurance Company, a policy of insurance in the joint policy or policies with the Employer from time to time during the currency of this contract, and shall duly and punctually pay the premium payable thereof and if so required produce receipts for such payments, for the inspection of the Employer. The Contractor shall also indemnify the Employer against all claims which may be made upon the Employer, whether under the workman's Compensation Act or any other Statute in force during the currency of this contract or common law in respect of any injury to any of the contractor's or /and sub-contractor workmen or labour and shall at his own expense effect and maintain until the completion of the contract.

11. Termination of Contract by Employer:

If the contractor (being an individual or a firm) commit any act of insolvency or shall be adjudged as an insolvent or shall make an assignment or composition of the greater part in number or amount of his creditors or shall enter into a deed of assignment with his creditors, or (being incorporated company), shall have an order made against him or pass an affective resolution for winding up either compulsorily or subject to the supervision of the court or voluntarily, or if the official assignee of the contractor shall repudiate the contract, or if the official assignee or the liquidator in any such winding up shall be unable within 7 (Seven) days after notice to him requiring him to do so, to show to the responsible satisfaction of the employer that he is able to carry out and fulfil the contract and if required by the employer to give security or if the contractor (whether in individual form or incorporated company) shall suffer any payment under this contract to be attached by or on behalf of any of the creditors of the contractor or if the contractors shall assign or sublet the contract without the consent in writing of the employer first obtained if the contractor shall change or encumber this contract or any payment due to which may become due to the contractor their under or if the employer shall certify in writing of that in his opinion the contractor :

- a) has abandoned the contract, or
- b) has failed to commence the work, or has without any lawful excuse under these conditions suspended the progress of the work for 14 days after receiving from the Employer written notice to proceed, or
- c) has failed to proceed with the work such due diligence and failed to make such due progress as would enable the work to be completed within the time agreed upon, after receiving from Employer to employ more men, or,
- d) has failed to remove materials from site or to pull down and retained work within 7 days after receiving from the Employer as written notice that the said materials or work were condemned or rejected by the Employer under those conditions, or,
- e) has neglected or failed persistently to observe and perform all or any of the acts, matter or things by this contract to be observed and performed by the Contractor for 7 days after written notice shall have been given to the contract requiring the Contractor to observe or perform the same, or
- f) has to the detriment of good workmanship or define of the Employers instruction to the contrary sub-contract any part of the contract.

Then and in any of the said causes the employer not withstanding any previous order after giving 7 (Seven) days notice in writing to the contractors, determine the contract, but without thereby affecting the powers of the employer of the obligations and liabilities of the contractor, the whole of which shall continue to be in force as fully as if the contractor has not been so determine and as if the works subsequently executed has been executed by or on behalf of the contractor and further the employer, his agents or representative may enter upon and take possession of the works and all plants, tools, shades, machinery and other power tools, utensils and materials, lying upon the premises or the adjoining land or roads and use the same as his own property or may employee the by means of his own representative and workman in carrying on and completing the work or by employing any other contractors or other persons or person to complete the work, and the contractor shall not in any way interrupt, or do any matter or thing to prevent or hinder such other contractor or other person or persons employed for completing and finishing or using the materials and plant for the work when the works shall be completed or as soon thereafter as convenient, the employer shall give a notice in writing to the contractor to remove his surplus materials and plant and should the contractor failed to do so within a period of 14 (Fourteen) days after receipt thereof by him the employer may sell the same by public auction and shall give credit to the contractor or for the amount so realised.

The employer shall thereafter ascertain and certify in writing under his hand that (if anything) shall be due or payable to or by the employer, for the value of the said plant and materials so taken possession of by the employer and the expense or loss which the employer shall have been put to in getting the work to be so completed and amount if any owing to the contractor and the amount which shall be certified shall there upon be paid by the employer as the case may be and the certificate shall there upon be paid by the employer, as the case may be and the certificate of the employer shall be final and conclusive between the parties.

(Satyajit Roy, WBFS)
Divisional Manager
Kolkata Forest Corporation Division

Special Terms and Condition

1. Scope of Work

The successful bidder shall provide heavy commercial vehicle(s) on monthly hiring basis for transportation of Mouban Honey, timber, wooden furniture, plywood, packaging materials, office materials and other official goods of Wbfdcl as and when required by the Division during the contract period.

2. Deployment of Vehicle

The vehicle(s) shall be deployed as per the instructions of the Divisional Manager, Kolkata Forest Corporation Division, Wbfdcl. The place of reporting, destination, route and schedule of deployment may vary depending upon the operational requirement of the Division. No additional claim on this account shall be entertained.

3. Vehicle Documents

The vehicle deployed shall possess valid:

- Commercial Registration Certificate (RC)
- Fitness Certificate
- Route Permit (wherever applicable)
- Comprehensive Insurance
- Pollution Under Control (PUC) Certificate
- Tax Token
- Any other statutory document required under the Motor Vehicles Act and Rules.

The successful bidder shall keep all the above documents valid throughout the contract period.

4. Driver

The contractor shall deploy only experienced drivers possessing valid Heavy Motor Vehicle (HMV) Driving Licence. The driver shall remain disciplined, courteous and shall comply with all lawful instructions issued by the authorised officer of Wbfdcl.

5. Transportation Responsibility

The contractor shall ensure safe, secure and timely transportation of Mouban Honey, timber, wooden furniture, plywood, packaging materials and other official materials entrusted for transportation. Any loss or damage to the transported materials arising out of negligence, rash driving or improper handling during transit shall be the sole responsibility of the contractor.

6. Breakdown of Vehicle

In the event of breakdown, accident or any mechanical failure of the deployed vehicle, the contractor shall immediately arrange a replacement vehicle of similar or higher carrying capacity without any additional financial implication to Wbfdcl so that transportation work is not interrupted.

7. Transit and Statutory Compliance

The contractor shall ensure that the vehicle complies with all applicable provisions of the Motor Vehicles Act, 1988 and other statutory requirements. Wherever required, transportation shall be carried out only with valid documents such as Transit Pass, E-way Bill or any other statutory permits provided or required under the relevant laws.

8. Maintenance of Vehicle

The contractor shall be solely responsible for fuel, lubricants, servicing, repairs, tyres, batteries, insurance, road tax, permit fees, toll charges, parking charges, driver wages and all other operational and incidental expenses during the contract period. No extra payment shall be made by WBFDCCL on these accounts.

9. Safe Transportation

The contractor shall ensure that the vehicle is suitable for transportation of forest produce and other official materials and that all transported goods are carried safely without causing any damage during transit.

10. Delay in Transportation

The contractor shall ensure timely availability of the vehicle and timely completion of transportation assignments. Delay attributable to the contractor may attract penalty or any other action as deemed fit by the competent authority.

11. Accident and Liability

The contractor shall be fully responsible for any accident involving the deployed vehicle and for any loss or damage to Government property, third-party property or human life arising out of negligence of the contractor or his driver. WBFDCCL shall not be liable for any such claim.

12. Monthly Bill and Payment

The contractor shall submit monthly bills along with:

- GST Tax Invoice
- Duty Slip/Trip Sheet
- Log Book
- Vehicle deployment records duly certified by the authorised officer.

Payment shall be released only after due verification and certification by the competent authority.

13. No Idle Charges

No payment shall be admissible for the period during which the vehicle remains unavailable due to breakdown, repair, maintenance or any other reason attributable to the contractor.

14. No Subletting

The contractor shall not assign, transfer or sublet the contract or any part thereof without prior written approval of the Divisional Manager, Kolkata Forest Corporation Division, Wbfdcl.

15. Termination of Contract

The competent authority reserves the right to terminate the contract at any stage for unsatisfactory performance, breach of tender conditions, submission of false information or any other valid administrative reason without payment of compensation.

16. Final Authority

The decision of the Divisional Manager, Kolkata Forest Corporation Division, Wbfdcl in respect of deployment of vehicles, operational matters, interpretation of tender conditions and settlement of disputes shall be final and binding upon the contractor.

- Commercial registration and insurance of vehicles is mandatory to provide vehicles.
- Drivers must have valid driving license.
- Wbfdcl shall not be responsible for any untoward or accidental occurrence and theft during transportation.
- Halting charges may not be allowed.
- One or more uniformed staff from this organization may be accompanied.
- Driver has to follow the West Bengal Forest Produce Transportation Rule 1959.

(Satyajit Roy, WBFS)
Divisional Manager
Kolkata Forest Corporation Division