



West Bengal Forest and Biodiversity Conservation Project

Office of the Head, Divisional Management Unit

Panchet DMU

Satyajit Sarani, Bishnupur, Bankura-722122

E-mail- panchetvp@gmail.com, Phone/FAX No.-03244-252189

No. 2225/13-3(A)/20-21

Dated Bishnupur, the 10/12/2020

Notice Inviting Tenders: -60/WBFBCP/DMU/PNT/RT of 20-21

TENDER FOR SUPPLY OF 300CC ROOT TRAINER FOR 3 NOS. CENTRAL NUARSERY UNDER THE HEAD PANCHET DMU, BISHNUPUR, DIST.-BANKURA, WEST BENGAL.

Sealed tenders are invited from the bonafied, experienced and reliable Suppliers for **300CC ROOT TRAINER for 3 nos. Central Nursery** at the locations detailed in the schedule below, subject to the following conditions. Tenders should be addressed to the undersigned by name as well as by official designation [Sri Satyajit Roy, WBFS, The Head Panchet DMU, Bishnupur]

SCHEDULE OF LOCATION DETAILS & FEES etc.

Tender Notice No.	Name of the work	Location	Quantity of 300cc Root Trainer	Amount (Rs)	EMD	Time schedule
<u>60/WBFBCP/DMU/PNT/RT of 20-21</u>	Supply of 300cc Root trainer for Bishnupur CN, Joypur CN & Amdangra CN	Bishnupur CN, Joypur CN & Amdangra CN	100000 Nos.	4,20,000.00	8,400/-	20 Days

The rate is exclusive of the GST (CGST & WBGST). GST (CGST & SGST) shall be added over your offered rate as per prevalent rate. The intending bidder should quote there rate accordingly

SCHEDULE OF DATES

Sl. No.	Particulars	DATE & TIME
1	Date of Publishing	28/12/2020 11:00 A.M
2	Tender paper sale starts	30/12/2020 11:00 A.M
3	Last date of obtaining tender paper	06/01/2021 up to 5:00 P.M.
4	Drop Test of 300 cc Root trainer	07/01/2021 up to 2:00 PM
4	Last date for submission of tender documents (Technical bid with EMD & Financial bid)	07/01/2021 up to 1:00 PM
5	Technical bid opening time	08/01/2021 up to 12:00 PM
6	Financial bid opening time	After opening & scrutinizing of Technical bid (to be notified in due course)

Last date for submission of tender documents (Technical bid with EMD & Financial bid): 07/01 /2021 up to 01:00 pm.

Note: 1). In case of any unscheduled holiday or on days of Bandh or natural calamity on the aforesaid dates, the next working day will be treated as scheduled / prescribed date for the same purpose.

2). The Tender Inviting Authority may change the venue of opening the Technical or Financial Bids in case of exigent circumstances like breakdown of communications link or conditions of force majeure.

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

INSTRUCTION TO BIDDERS (ITB)

Section – A

General Guidance for Tendering

1. **Procurement of tender paper-** The tender paper shall have to be procured from the Office of the undersigned on any working days from **30/12/2020 to 06/01/2021** within office working hours on payment of **Rs. 750/-** for each tender to the JICA Section, Panchet Division.
2. **Pattern of Tender- Invitation of tenders are indicative in nature. It is being floated in anticipation of administrative approval and subsequent financial sanction. In case of non-availability of such approval the tender shall be cancelled outright without assigning any further causes. Cost of the tender papers, if any, is non-refundable in nature. No prayer, in case of such cancellation, shall be entertained under any circumstances. In case of the requisite approval from appropriate authorities also, work order to the successful bidders shall only be issued when fund will be placed and which shall be free from any other encumbrances.**

Sealed Tender should be submitted by name in favour of **Sri Satyajit Roy, WBFS, The Head Panchet DMU, Bishnupur** and not by official designation only. The tender shall be made in two bid system viz- technical bid and financial bid. Following folders are required to be submitted with a single folder superscripting technical bid by drop box upto **01:00 PM. on 07/01/2021.**

- a. Company information folder- related all information including audit report etc
- b. Financial Credential folder- All experiences related to similar nature of job. Only work completion reports with an abstract mentioned
- c. Folder related to company hierarchy and technical person

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

3. **Submission of Tender- In general, the tenders are allowed to participate in any/all Tenders as per choice. However, the intending contractor/s must be financially sound to participate in those clusters apart from having requisite technical knowledge. The technical bids thus submitted by the intending bidders shall be scrutinized by the tender committee constituted for the purpose, based on 2 grounds; - a) The experience of the intending bidders & b. The financial credential submitted for the purpose.**
4. **Technical Bid-** Technical Bid Should be submitted in separate folder other than financial bid. Clearly super scribing the Tender Notice No. and specific work of similar nature implemented in a particular financial year (not more than three years old) shall only be considered to be eligible for technical bid. Other documents such as P-TAX,GST, Registration as applicable, additional information if any, shall also be submitted in the technical Bid format. The other credential like company details, machinery, technical persons, other technical knowhow, as applicable, shall be required to be submitted. The Technical bid must not contain any pricing information. The address and Contact No. of the bidder should be clearly written on the envelope. Technical Bid format is given in Form **I-A**. Summary of Similar Projects Implemented (Year wise) Annexure I in Form I-B.
5. **Financial Bid-** Financial Bid will not be opened unless the information and documents provided in the Technical Bid are as per the eligibility criteria and as per satisfaction of the undersigned.
 - ii) The financial bid should also be submitted in a separate cover super-scribed as **Financial Bid**& Tender Notice No. The bid should mention in both number & words and words should be written in bold letters.
 - iii) Address and contact No. of the Bidder should clearly written on the cover.
 - iv) Financial Bid format is given in Form **II-A**.
 - v) The Bank details of the Tenderers must be mentioned in the Form IIA for making payments on line. This is obligatory.
 - vi) The details estimate is enclosed.
 - vii) **Financial bid must be inclusive of all taxes.**
 - viii) Amount quoted more than the estimated cost will not be accepted in general, subject to the discretionary power of the undersigned based on the recommendation of the tender committee constituted for the purpose.

6. Eligibility Criteria for participation in Tender:

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

(b) All categories of prospective Tenderers shall have to submit valid and upto date Professional Tax receipt challan, GST registration certificate, Income Tax return Acknowledgement receipt, PAN card issued by Income Tax Department, Voter ID card and Trade licence in respect of the prospective Tenderer. In addition to the above, any contractor who has executed any type of e-Tender works in Directorate of Forests, Govt. Of West Bengal, should submit previous credentials for his past performance, completion certificate from respective employer, the completion certificate and credentials should be signed by the officer not below the rank of Deputy Conservator of Forest, any other certificate signed by other officials will not be entertained (Non-Statutory Documents).

(c) Where an individual person holds a Certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while submitting any e-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 e-Tender. The Power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908. (Non-statutory Documents).

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

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

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

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

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

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

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

(j). The Financial Eligibility:

- a. The bidder should have a minimum average annual turnover of least 100% of estimated project cost of the e-Tender in the last three 3 preceding years (the turnover of the lead member will be considered in case of joint venture).
- b. The bidder should have successfully completed at least one similar type of work during last three (3) years for a single contract of value not less than 40% or two contracts of value not less than 30% each.
- c. The bidders should also have made profits after taxes for each of these last three (3) financial years.

7. My Document (Non-Statutory Cover)

Sl. No.	Category Name	Sub-Category Description	Document Name
			(For details see cl. 6 A-2 of Section - A of ITB & relevant clauses of NIT)
A.	CERTIFICATES	CERTIFICATES	1 P.T. deposit receipt Challan 2 GST Registration Certificate 3 I.T.R. Acknowledgement Receipt 4 I.T. PAN Card 5 Voter ID Card 6 Enlistment Certificate
B.	COMPANY DETAILS	COMPANY DETAILS	1 Proprietorship Firm - Trade Licence. 2 Partnership Firm - Registered Partnership Deed, Registered Power Attorney, Trade licence. 3 Pvt. Ltd. Company - Registration Certificate under company's Act, MOA & AOA, Registered Power of Attorney, Trade licence. 4 Registered Un-employed Engineers and Labour Co-operative Societies Limited.
C.	CREDENTIAL	CREDENTIAL	1 Experience Profile - List of completed Projects of similar nature of 100% completion of work 2 Completion Certificate from the concerned Supervisor which is applicable for eligibility in this bid [According to Cl. 6(i) of NIT]
D.	EQUIPMENTS	1. PLANT & MACHINERIES (OPTIONAL) 2. LABORATORY (OPTIONAL)	1 Authenticated copy of invoice, challan and way bill (Machinery) 2 Authenticated copy of invoice, challan and way bill (Laboratory)
E.	FINANCIAL (INFO)	WORK IN HAND (OPTIONAL) PAYMENT CERTIFICATE	1 Authenticated copy 2 Only Payment Certificate of work issued by the Concerned Supervisor and not the TDS certificate
F.	DECLARATION	STRUCTURE & ORGANISATION AFFIDAVIT	1 Details of Structure and Organisation 2 An affidavit made that no adverse report against the bidder

8. Submission of Samples:

i. Submission of Root Trainer Samples: . The Technical proposal should be supported by submission of samples of Root Trainers of 300 CC volumes conforming to the size and specifications given in **Annexure 1**. The intending tenderers shall submit 25 (twenty five) samples of 300 cc Root Trainers in the office of The Divisional Forest Officer, Panchet Division, Satyajit Sarani, Bishnupur within before opening of technical bid, failing which the financial bid will not be considered for evaluation and the bid will be summarily rejected. The samples may be put through the following tests in addition to the physical examination of volume and dimensions:-

ii. Drop Test: - Random sample of 10 root trainers of 300 cc root trainers will be selected from the submitted sample lot of 25 of each type. The randomly selected root trainers will be filled tightly with sand completely soaked in water and dropped on a hard surface from a height of 1.5 meters. If the Root Trainer samples do

not crack or get deformed then it passes the test. The tenderers are requested to be present during the physical test to be conducted at the office of the Head Panchet DMU, Satyajit Sarani, Bishnupur on date and time specified in paragraph 16.

[Note : Failure of submission of any one of the above mentioned documents Root trainer Samples will render the tender liable to summary rejection.]

9. Earnest Money Deposit (EMD):

Mode of Payment The Earnest Money @ 5% of the Project cost as mentioned in the Schedule should be deposited by Bank Draft in favour of The **Head, Panchet D.M.U.** payable at Bishnupur Dist. Bankura as mentioned in the bracket (SBI, BOI, UBI, PNB, ICICI, AXIS,UCO & IDBI Bank) and a copy of original draft must be attached with Tender Paper.

Refund of EMD: The EMD of the unsuccessful Tenderers shall be released within 21 days of completion of basic tender formalities except of L₁&L₂ which will be released before issuance of work order or after deposited Security Deposit Money by L₁ Bidder.

10. Security Deposit:

(a) The successful tenderers will be required to deposit **Security Money of the project cost by Bank Draft** @10% of the re- tender value in favour of The Head, Panchet DMU payable at Bishnupur Dist. Bankura as mentioned in the bracket (SBI, BOI, UBI, PNB, ICICI, AXIS,UCO & IDBI Bank) and will sign agreement within 7 (seven) days from the date of acceptance of the tender, failing which the **Earnest Money** will be forfeited to the Society.

(b) If the accepted bid value is 80% or less of the Estimate put to tender the Additional Performance Security @ 10% of the tendered amount shall have to be submitted by the successful bidder in the form of Bank Guarantee from any Scheduled Bank before issuance of the Work Order. If the bidder fails to submit the Additional Performance Security within seven working days from the date of issuance of Letter of Acceptance, his Earnest Money will be forfeited and other necessary actions like black listing of the contractor, etc, maybe taken .The Bank Guarantee shall have to be valid up to end of the Contract Period and shall be renewed accordingly, if required.

(c) The Bank Guarantee shall be returned immediately on successful completion of the Contract. If the bidder fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during the pendency of the contract period

11 Financial Proposal

The financial proposal should contain the following document in one cover (folder).

- i) **Bill of Quantities (BOQ):** The tenderer is to quote the rate (percentage above or below) online through computer in the space marked for quoting rate in the BOQ. (Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor)

12. Submission of original copies of documents of Tender Cost and Earnest Money Deposit

- i. **Time of submission:** The original copies of DD towards cost of tender documents and EMD should be submitted on **07/01/2021 up to 1:00 PM** in a sealed envelope in the office as stated above within the date and time as specified in the schedule of dates provided above.

13. Penalty for suppression / distortion of facts

If any tenderer fails to produce the original hard copies of the documents (if necessary, especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Accepting Authority (TAA) within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended

from participating in the tenders on e-Tender platform of **The Head Panchet DMU, Bishnupur** for a period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeite to the undersigned. Besides, the undersigned may take appropriate legal action against such defaulting tenderer.

14 Opening of Technical Proposal

- i. Technical proposals will be opened by **The Head Panchet DMU, Bishnupur** or his authorised representative.
- ii. Technical proposals for those tenders whose scanned copies of DD towards EMD have been received will only be opened. Proposals corresponding to which the EMD have not been received will not be opened and will stand rejected.
- iii. Cover (Folder) for Statutory Documents (vide Clause 6.2 A) would be opened first and if found in order, Cover (Folder) for Non-statutory Documents (vide Clause 6.2.B) will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
- iv. Decrypted (transformed into readable formats) documents of the Non-statutory Cover will be downloaded, by the Tender Accepting Authority.
- v. The tenderers for which the Technical proposals are found to be in order shall only qualify for opening of financial bid. Technically qualified tenderers will be shortlisted and the shortlist will be uploaded in the website mentioned in clause 2 as per the time schedule given in clause.

15. Opening and evaluation of Financial Proposal

- i. Financial proposals of the tenderers declared technically eligible by the Tender Accepting Authority will be opened Financial Bid.
- ii. After evaluation of Financial Proposal, by **The Head Panchet DMU, Bishnupur** the final summary result, which will contain, name of contractors and the rates quoted by them against each work.
- iii. The Tender Accepting Authority, if required, may ask any of the tenderers to submit rate analysis to justify the rate quoted by that tenderer.

16. Bid Validity: The Bid will be valid **for current financial year 2020-21** from the date of opening of the financial bid.

17. Acceptance of Tender

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons and also reserves the right to distribute the work amongst more than one tenderer without assigning any reason.

18. Execution of Formal tender after acceptance of tender

The tenderer, who's tender is approved for acceptance, shall within 10 days of the receipt of "Work Order" (WO), will have to execute 'Formal Agreement' with the Tender accepting authority in quadruplicate copies.

19. Payment

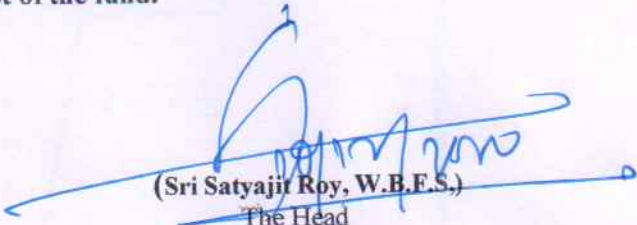
The payment of bill for any work will be made according to the availability of fund and approval of higher authorities wherever applicable and no claim to delay in payment will be entertained.

Part payment may be released depending upon satisfactory progress of work.

20. The undersigned reserves the right to cancel the contract on the ground of unsatisfactory or delayed work and thereby to forfeit the security Deposit in the terms of the agreement.

21. All materials to be used as per technical specification and should be approved by the undersigned or his authorised officer before use.

22. The terms and condition mentioned herein shall be deemed to form a part of the agreement.
23. In accordance with the provision of relevant section of Income Tax 1951. Deduction of IT as per prevalent rate shall be made from the gross value of the bill.
24. If any terms and conditions of the tender are altered the same will be notified.
25. Structural design may alter depending on need based at the site and purpose.
26. The acceptance of the tender will be subject to the receipt of approval of higher authority. The undersigned will not be responsible for any loss sustained by a tenderer in the event of non-receipt of Govt. Sanction.
27. All works are to be carried out as per plan, specification and estimate of works subject to modification made in writing by the undersigned or his authorised officer.
28. The rate is exclusive of the GST (CGST & WBGST). GST (CGST & SGST) shall be added over your offered rate as per prevalent rate. The intending bidder should quote there rate accordingly.
29. Work order will be issued after the receipt of the fund.

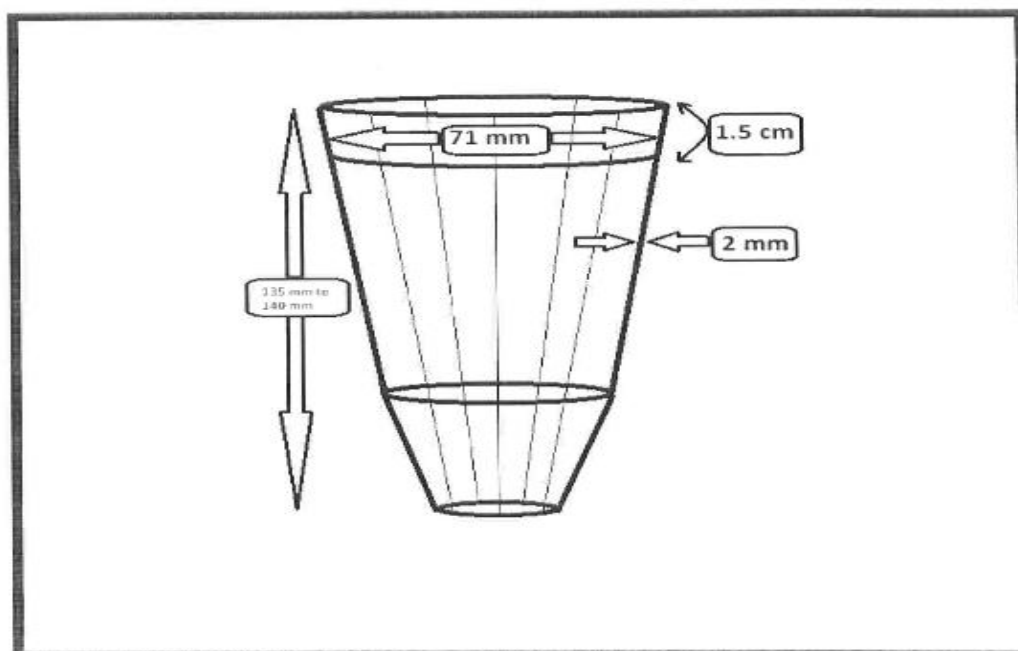

(Sri Satyajit Roy, W.B.E.S.)
The Head
Panchet DMU, Bishnupur

Annexure 1

A. Specification of Root Trainer :

Root Trainer made by Black HDPE material, 300 cc capacity, Inner Dia – 71 mm, Outer Dia – 75 mm, Wall Thickness – 2 mm, Length – 129 mm, Inner Ridges – 05 Nos., Inner Ridge height – 2mm, Outer Ring – 1.5 cm from top, Ring Thickness – 2 mm

DRAWING OF ROOT TRAINER (VOLUME: 300 C.C.)



Inner diameter – 71 mm, Outer diameter – 75 mm, wall thickness – 2 mm,
length – 135 mm to 140 mm, inner ridges 07 in nos.,
inner ridge height – 2 mm, outer ring – 1.5 cm from top, outer thickness – 2 mm.

(Sri Satyajit Roy, W.B.F.S.)
The Head
Panchet DMU, Bishnupur

Technical Bid Format

Form A – General Information about the Organization

S. No.	Particulars	Details to be furnished		
Details of the Bidder (Organization)				
1.	Name			
2.	Address			
3.	Telephone		Fax	
4.	E-mail		Website	
Details of Authorized person				
5.	Name			
6.	Address			
7.	Telephone		E-mail	
Information about the Organization				
	Status of Organization (Public Ltd./ Pvt. Ltd/ Institution/ University etc.)			
8.	Details of Registration of Organization	Date		
		Ref		
9.	Locations and addresses of offices (in India and overseas)			
10.	Enclose latest VAT Return (Y/N)			

Signature of the Bidder with seal

FORM-2

Certificate Regarding Summary Statement of Yearly Turnover from Contractual Business

This is to certify that the following statement is the summary of the audited Balance Sheet arrived from contractual business in favour of

.....
.....
..... for the three consecutive years or

for such period since inception of the Firm, if it was set in less than such three year's period.

Sl. No	Financial		Remarks
	Year	Turnover rounded up to Rs in lakh (two digit after decimal)	
1.	2017-2018		
2.	2018-2019		
3.	2019-2020		
Total			

Average Turnover: In Rs

Note:

1. Average Annual turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
2. Average Annual turnover for 3 years is to be obtained by dividing the total turnover by 3.If the Firm was set up in less than 3 year's period, consider the total turnover for the period from inception year to the year 2017-18 and divide by the no. of years.
3. In case, the firm was set up in less than 3 year's period, mention the year of inception in the 'Remarks' column.

Signature of the Bidder with seal

APPLICATION FOR TENDER

**To,
Divisional Forest Officer,
Panchet Division,
Bishnupur**

NIT No:-

Serial No of Work applied for :-

Amount put to tender : Rs

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby like to state that I/we wilfully accept all your conditions and offer to execute the works as per NIT no and Serial no stated above. We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated _____ day of _____ 20.

Full name of applicant: _____

In the capacity of: _____

Duly authorized to sign bids

For & on behalf of (Name of Firm): _____ (In block capitals or typed)

Office address:

Telephone no(s) (office): _____

Mobile No: _____

Fax No: _____

E mail ID: _____


Signature of the Bidder with seal

No. 2225(14)/13-3(A)/20-21

Dated, Bishnupur the: 10/12 2020

Copy forwarded for information and necessary action to:

1. The Chief Project Director, West Bengal Forest Biodiversity Conservation Project.
2. The Chief Conservator of Forests, Central Circle, West Bengal along with tender notice in duplicate and request to return one copy duly approved.
3. The District Magistrate, Bankura
4. The Sabhadhipati, Bankura Zilla Parishad.
5. The Superintendent of Police, Bankura.
6. The Divisional Forest Officers, Bankura (North)/Bankura (South)/Working Plan (South) II Division.
7. The District Information & Cultural Officer, Bankura.
8. The Sub-Divisional Officer, Bishnupur.
9. The Sub-Divisional Information & Cultural Officer, Bishnupur.
10. The Block-Development Officer, Bishnupur.
11. The Chairman, Bishnupur, Municipality.
12. All Range Officers, Panchet Division.
13. Computer Operator of this office to up lode in 'www.bankuraforest.in' website.
14. Notice Board of the Office.


Head
Panchet DMU