



**WEST BENGAL FOREST DEVELOPMENT CORPORATION LIMITED**

(A Government of West Bengal Undertaking)

**OFFICE OF THE DIVISIONAL MANAGER**

**MEDINIPUR FOREST CORPORATION DIVISION**

**HIJLI, KHARAGPUR, PASCHIM MEDINIPUR, 721306**

Tel; 03222-277138(0), 03222-277324

Email: mfc@wbfdc.com

CIN-U02005WB1974SG029535



**TENDER NOTICE NO.07/MFCD/2021-22 under Medinipur Forest Corporation Division.**

**I**n pursuance to the G.O No-5400-F(Y) dt 25.6.12 and its subsequent amendment No-2254-F dated 24.4.14, Sri Arup Mukherjee, WBFS, Divisional Manager, Medinipur Forest Corporation Division, invites Sealed tenders from authorized dealer/distributor/retailer, state & Central corporations/PSUs/Parastatals/Cooperatives &/or bonafied, experienced and reliable government order suppliers & contractors for supply of printing & Stationery articles as mentioned in the Schedule attached herewith. Tender should be sent by hand or by post or courier to the office of the undersigned, clearly superscribing tender notice number & name and complete address of sender. The tender to be addressed to **Sri Arup Mukherjee, W.B.F.S., Divisional Manager, Medinipur Forest Corporation Division, Hijli, Kharagpur, Paschim Medinipur, Pin-721306 superscribing against Tender Notice No.07/MFCD/2021-22".**

**SCHEDULE – I**

Division	Eco Tourism Centre	Item of works	Estimated annual cost including all taxes (Rs.)	Place of work	Date of Completion of work
Medinipur Forest Corporation Division	Kharagpur	Supply of Printing & Stationery articles for office use	2,00,000.00	Medinipur Forest Corporation Division Kharagpur - 721306	Within 10 (ten) days of issuance of work order.

**Divisional Manager,  
Medinipur Forest Corporation Division**

## **SCHEDULE-II**

- 1. Amount of Earnest Money Deposit: 2% of Estimated Cost (Refundable). Rs. 4,000/-**
- 2. Amount of Security Money Deposit: 10% of Tender Value (Refundable). Rs. 20,000/-**
- 3. Tender Paper Cost: Rs. 750/- (Rupees Seven Hundred Fifty) only. (non-refundable).**

**TABLE - I SCHEDULE OF DATE&TIME:**

<b>Key Activities</b>	<b>Date</b>	<b>Time</b>
Date of beginning sale of Tender Papers	02.02.2022	11:00 AM
Date of closing sale of Tender Papers	17.02.2022	05:00 PM
Last Date of Submission for Tender Paper	18.02.2022	05:00 PM
Date of Opening Technical Bids	21.02.2022	11:30 AM
Date of Opening of Financial Bids	To be notified in due course	

**TABLE - II**

Office from which the tender paper can be purchased in cash only.	Office of Divisional Manager, Medinipur Forest Corporation Division, Hijli, Kharagpur, Pin – 721306  <b>Landmark: Near to HIJLI ECO PARK</b>
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### **GENERAL TERMS & CONDITIONS**

1. Pattern of Tenders: Invitation of Sealed Papers Tenders are indicative in nature. It is being floated in anticipation of administrative approval and subsequent financial sanction. In case of non-availability of such approval the tender shall be cancelled out right without assigning any further causes. Cost of the tender papers, if any, is nonrefundable 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 others encumbrances.
2. The tender shall be made in two bid system is Technical Bid & Financial Bids. Following folders are required to be submitted with a single folder superscripting technical bid.
  - a. Company information folder- related all information including audit report, and relevant documents etc.
  - b. Financial Credential folder- All experiences related to similar nature of job.

The technical bids must not contain any pricing information under any circumstances. In such case the tender shall be liable to be cancelled.
3. The Technical bid should be submitted in separate folder other than financial bid. **For credential**, Work/supply of article of exact similar nature implemented in a particular financial year (Not more than three years old) shall only be considered. Other documents such as GST, P. Tax, IT File, License or Registration as applicable, additional information if any, shall also be put in the folder. The other credential like company details, machinery, technical person, other technical knowhow, as applicable, shall be required to be given. The technical bid must not contain any pricing information.
4. Financial Bid will not be opened unless the information and documents provided in the technical bid are as per the eligibility criteria and as per satisfaction of the undersigned.
  - i) Bank details information should be mentioned in Annexure – I for making payments online. This is obligatory.
  - ii) Technical documents should be mentioned in Annexure - II
  - iii) All Experience related to similar nature of job/supply only work complication report with an abstract mentioned in the Annexure - III
  - iv). Financial bid format is given in Annexure IV.
  - v). Financial bid must be open inclusive of all taxes.
  - vi). 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.
5. Eligibility Criteria: The intending bidders must be having at least 40% of the estimated cost as financial credentials for a Single contract, to be calculated for particular financial year which one is maximum (Not more than three years old) Requisite documents such as PAN, GSTIN, License etc. as applicable as per exiting rules must be submitted in the technical bids.
6. Similar nature of Job: Generally, supply and installation for generator set of similar power will be considered as similar nature of job. However, it shall be the discretionary power of the tender committee and overriding power of the undersigned to consider the job as similar nature or not. No correspondence in this regard shall be entertained under any circumstances.
7. Submission of EMD and Security –**The Earnest Money Deposit (E.M.D) & Security Deposit as mentioned in the schedule of tender should be deposited in form of Demand Draft by the Tenderer himself in favour Divisional Manager, Medinipur Forest Corporation Division.** Payable at **HDFC Bank Limited, Salt Lake, Sector-III branch** The Security Deposit will to be made by the successful bidder and will be released at least after 6 (Six) months from the last date of final payment of bill for the work, provided no irregularities are noticed during these periods. In case of any irregularities, the security deposit will be forfeited and in addition any legal action as deemed fit may be initiated. Security



deposits will not be adjusted with EMD. The EMD of the unsuccessful bidders shall be released with 7 (seven) working days of completion of basic tender formalities except of L1 & L2 which will be released after issuance of the work order.

8. The undersigned deserves the right to analyze the rate quoted by the intending tenderer at any point of time and for this the undersigned will not bound to show any reason what so-ever.

9. Tender inviting authority reserve his right of accepting/rejecting any/all intending bidders following the Finance Department G.O No. 925 F(Y) dated 14.02.2017

10. Please be noted that Additional Performance Security @ 10% of the tendered amount shall be obtained from the successful bidder, if the accepted bid value is 80% or less of the estimate put to tender as per Finance Department G.O. No. 4608- F(Y) dated 18.07.2018.

11. Any bidder having any quarry/questions in regard to the plan & estimates of the work should invariably be contacted with the tender inviting authority before submission of their tender. No quarries/questions will not be entertained after submission of the tender. In case of any dispute, the General Manager (Hq.) will be the appellate authority whose decision will be final and binding to all parties.

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### **ANY RATE QUOTED OVER & ABOVE ESTIMATED COST WILL NOT BE ACCEPTED**

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*In addition, under no circumstances, any rate should be tendered which is over & above the Maximum Retail Price (MRP) of the article. If such a thing comes to notice, at any stage of tendering, will be summarily rejected & quotationer will be barred to take part in any tender/quotation process. If such higher rates are found even at payment stage, no payment will be made beyond MRP. ANY APPLICABLE GUARANTEE/ WARRANTY/AMC OFFERED BY THE TENDERER TO BE MENTIONED IN FINANCIAL BID & TO BE SUBMITTED IN ORIGINAL AT THE TIME OF SUBMISSION OF BILL (BY L1 BIDDER).*

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### **OTHER TERMS & CONDITION**

1. The successful bidder is required to submit an affidavit made before either Notary or 1<sup>st</sup> class magistrate, before issuance of work order. The affidavit must contain the following,

- a. I have read and understood the meaning of the clauses mentioned in the tender notice no. in letter and spirit.
- b. The documents submitted and information provided by me are true to the best of my knowledge and belief.
- c. I shall abide by all the terms & conditions mentioned in the tender notice and such other terms and conditions issued by the tender inviting authority/other appropriate authority time to time for smooth implementation of the works.
- d. In case of any dispute, I vouch that the decision taken by Divisional Manager/Medinipur Forest Corporation Division, Hijli, Kharagpur shall be final.

2. **Validity of the tender will be one (01) year** from the date of submission of the tender or up to the end of financial year, as may be decided by the appropriate authority.

3. The undersigned reserves the right to place order for work for supply up to 20% more or 20% less of the quantity mentioned in the schedule of the tender.

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

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

6. The undersigned reserves the right to accept the tender only after verifying/testing the sample up to the satisfaction.

7. The undersigned or his representatives will inspect the total works, take necessary measurement and perform the required tests as and when required. The tenderers should render the required co-operation in this regard. If he needs to change any equipment/part of that during the process, no extra payment will be made for the same.

8. It shall be the discretionary power of the undersigned for accepting any prayer for part payment or not, in general no part payment prayer shall be entertained.



9. During the inspection by the undersigned or his representatives, if the quality of the work is not found up to the standard, the contractor/tenderer is found to rectify the work or supply up to the satisfaction of the undersigned or his representative. Otherwise, the work order will be cancelled and the security deposit will be forfeited to the West Bengal Forest Development Corporation Limited.

10. The work order will be issued to the successful contractor only after approval of Higher Authority.

11. **No extension of time will be allowed for delivery/execution of the work.** The tenderer/contractor shall not be considered in default, if delay in delivery/execution occurs due to causes beyond his/her control, such as acts of God, natural calamities, civil wars, fire, strike, frost, floods riot etc. In the event of delay due to such causes, the tenderer may apply to the Divisional Manager/Medinipur Forest Corporation Division, Hijli, Kharagpur for extension of time for that period. The Divisional Manager/Medinipur Forest Corporation Division, Hijli, Kharagpur at his own discretion may extend for a length of time equal to the period of **force majeure** or such period as he thinks suitable for that or may be cancelled. Such cancellation would be without any liability whatsoever on the part of the undersigned.

12. Materials supplied by the successful tenderer should be exactly of the specification given, subject to the approval of the undersigned or his official superior.

13. The intending tenderers are required to inspect the delivery site, and may check the quality asked for in the tender, from the office of the undersigned on or before 08.02.2022. But after submission of tender and no excuse on ignorance of quality/quantity of item will not be entertained.

14. All works are required to be carried out as per plan and estimates of the project, subject to the modification by the undersigned at any point of time during execution of the work duly notified to the contractor/supplier, within the project cost. It is not necessary & binding for the undersigned that all articles will be procured in exactly of the same quantity as mentioned in tender.

15. The successful tenderer may authorize any person to supervise the day-to-day work, attend the quality check/measurement when taken by the undersigned or by his authorized Officer and record his signature on the records/work measurement note books.

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

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

18. 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.

19. In case any dispute in execution of the work or supply, an application may be made to the Divisional Manager, Medinipur Forest Corporation Division and the decision of the undersigned is final and binding.

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

21. West Bengal Forest Development Corporation Limited, or Medinipur Forest Corporation Division/Divisional Manager or any staffs of the Division, shall in no way be held responsible under any circumstances for any accident or death of the laborer/driver etc. engaged by the contractor, happened during the time of implementation of the works. No compensation can be claimed or will be paid under such circumstances.

## **22. Payment System:**

i. Payment shall be made to the successful bidders through A/c Payee Cheque/NEFT after completion of actual work based on actual estimates made at the field as per compliance report of Range Manager/Divisional Manager concerned.

ii. Please be noted that while submitting the bill, the GST should be segregated as per govt. norms by tenderers, without GST segregation no bill will be entertained by the undersigned.

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

23. Payment shall only be made to the contractors after the concerned Range Manager, certified so ensuring the quality of the work and implementation of the works as per estimates subject to overriding power of the undersigned in this regard.



**Divisional Manager,  
Medinipur Forest Corporation Division**

**No. - 1377/28-38**

**Dated 31/01/2022**

Copy for information and wide Circulation to:

1. The Sabhadhipati, Paschim Medinipur/ Jhargram Zilla Parishad.
2. The Managing Director, West Bengal Forest Development Corporation Limited
3. The General Manager (Hq), West Bengal Forest Development Corporation Limited
4. The Chief Conservator of Forests, Western Circle, west Bengal.
5. The District Magistrate, Paschim Medinipur/Jhargram.
6. The Divisional Forests Officers, Medinipur, Jhargram, Kharagpur, Rupnarayan Division.
7. The Sub- Divisional Officer, Kharagpur& Jhargram.
8. The Block Development Officer, Kharagpur 1 Development Block/ Lodhashuli Development Block.
9. The Accounts Officer, Medinipur Forest Corporation Division.
10. The Range Manager, Lodhashuli Range.
11. Head Assistant/ Budget/Accounts section.



**(A. Mukherjee, W.B.F.S.)  
Divisional Manager,  
Medinipur Forest Corporation Division**

**ANNEXURE-I**

**PRAYER FOR PARTICIPATION IN TENDER**

Firm Name: .....

Prop. Name: .....

Address: .....

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Bank Details:.....

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Tender Notice No: .....07/MFCD/2021-22.....

Location name: ...MEDINIPUR FOREST CORPORATION DIVISION OFFICE, HIJLI ECO PARK,.....  
.....KHARAGPUR 721306, PASCHIM MEDINIPUR.....

Range Name: .....LODHASHULI RANGE.....

Signature of Tenderer with date.....



**Tender Notice No: 07/MFCD/2021-22 under Medinipur Forest Corporation Division**

**(Annexure-II)**

**Technical Bid Format**

Form IA-General Information about the Organization

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

1	Name	
2	Address (COPY OF SELF ATTESTED AADHAR CARD MUST BE ENCLOSED)	
3	Telephone/Mobile no.	
4	Email	
5	Fax	
6	Website	

**Details of Authorized Person**

7	Name	
8	Address (COPY OF SELF ATTESTED AADHAR CARD MUST ENCLOSED)	
9	Telephone/Mobile no.	
10	Email	



**Information about the Organization**

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

Signature of the Tenderer

**(Annexure-III)**

**Form I-B "Summary of Similar Projects Implemented (Year wise)"**

Sl. No.	Name of the Customer	Project Name	Start Date	End Date	Contract Value	Whether successfully completed

Signature of the Tenderer

**Form I-C: Year wise Details of the Similar Projects Implemented by the Tenderer**

(Use separate tables for each project)

Sl. No.	Item	Details
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**General Information:**

1.	Customer/ Name of the Govt. Dept./PSU etc.	
2.	Name of the contact person and contact details	

**Project Details:**

3.	Name of the Project	
4.	Start Date	
5.	End Date	
6.	Current Status	
7.	Contract tenure	

**Project Size:**

8.	Contract Value (Rs. In Lakhs)	
9.	Total Cost of services provided by the Tenderer	

Please provide work order and payment certificate as a proof of credential of successful implementation of the project.

Signature of the Tenderer



**Tender Notice No: 07/MFCD/2021-22 under Medinipur Forest Corporation Division**

**(Annexure-IV)**  
**Financial Bid-Format**

Form II-A

<b>Estimated Amount (Rs.) (Inclusive of all taxes)</b>	<b>Rate offered (inclusive of all taxes) (Rs.)</b>
2,00,000.00  (Rupees Three lakh only)	

**Signature of the Tenderer**