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

No. /

Dated, Jalpaiguri, the 27th September,2021

Notice Inviting e-Quotation: - NIQ No: 18/NIQ/JFCD/2021-22

The Divisional Manager, Jalpaiguri Forest Corporation Division, Jalpaiguri invites **e-Quotation** for the following work(s) from the eligible Contractors as detailed in the table below. [Collection (downloading) and Submission (uploading) of Quotation can be made online through the website www.wbtenders.gov.in.

NIQ NO: 18/NIQ/JFCD/2020-21.

Name of the project work
Supply of different items, at Lataguri Eco-Tourism Centre at urgent basis.

Quotation FEE : Rs. 1,000/- **EMD : Rs. 30,000/-**

Period of Completion :20 Days.

Cost of quotation document/quotation fees and Earnest Money Deposit (EMD) should be deposited online at the website www.wbtenders.gov.in through RTGS/NEFT Challan or through online payment gateway. Information is available in www.wbfdc.com.

Note: Cost of Quotation document/ Quotation fees and Earnest Money deposit (EMD) for 1st Call to be released the Bidder has to deposit the Cost of Quotation Document/ Quotation fees and Earnest Money Deposit (EMD) afresh for 2nd Call and so on, if any.

NOTICE INVITING QUOTATION No. NIQ No: 18/NIQ/JFCD/2021-22 DATED: 30.09.2021

General Guidance for e-Quotationing

1.1 Instructions / Guidelines for quotationers for electronic submission of the quotations online have been shown in Web site www.wbtenders.gov.in.

1.2 Registration of Contractors

Any contractor willing to take part in the process of e-quotationing 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 quotations.

1.4 Collection of Quotation Documents

The contractor can search and download NIQ and quotation 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 quotation documents.

1.5 Participation in more than one work

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. A prospective Quotationer (including his participation in partnership) shall be allowed to participate in a single work or more than one or as many project works as mentioned in the List of Work(s) of this NIQ.

2. Submission of Quotations

2.1General process of submission

Quotations 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. Quotationers should specially take note of all the addendum/corrigendum related to the quotation and upload the latest documents as part of the quotation.

2 Technical Proposal

The Technical Proposal should contain scanned copies and/or a declaration in standardized formats of the following in two covers (folders).

2.3Contractors Responsibility

A. Technical File (Statutory Cover) containing

i. NOTICE INVITING QUOTATION (Including Instructions to Bidders, General Terms & Conditions of Contract, Technical Specification.) **(To be submitted in "NIQ" Folder)**

ii. Section B (Form I,Form III, Form IV and AFFIDAVIT – Y) **(to be submitted in "EMD AND TECHNICAL DOCUMENTS" Folder.)**

b) Addenda/Corrigenda: if published. Contractors are to keep track of all the Addendum/Corrigendum issued with a particular quotation and upload all the above digitally signed along with the NIQ. Quotations submitted without the Addendum/Corrigendum will be treated as informal and liable to be rejected.

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 percentage rate (Presenting Excess / Less / Excess or Less 0.00% or to indicate at par) online through computer in the space marked for quoting rate in the BOQ.

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 quotation:

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

For 1st Call of NIQ :

i) Intending quotationer should produce credentials of similar nature of completed work of the minimum value of **40% of the estimated amount** put to quotation during 5(five) years prior to the date of issue of the quotation notice;

or,

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

or

iii) Intending quotationers should produce credentials of 1(one) single running work of similar nature which has been completed to the extent of **80% or more** and value of which is not less than the desired value at (i) above; In case of running works , only those quotationers who will submit the certificate of satisfactory running work from the Competent authority, or equivalent competent authority will be eligible for the quotation. 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 quotationer.

For 2nd Call of NIQ :

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

or,

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

or

iii) Intending quotationers should produce credentials of 1(one) single running work of similar nature which has been completed to the extent of **75% or more** and value of which is not less than the desired value at (i) above; In case of running works , only those quotationers who will submit the certificate of satisfactory running work from the Competent authority, or equivalent competent authority will be eligible for the quotation. 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 quotationer.

Call of NIQ :

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

or,

ii) Intending quotationers should produce credentials of 1(one) single running work of similar nature which has been completed to the extent of **70% or more** and value of which is not less than the desired value at (i) above; In case of running works, only those quotationers who will submit the certificate of satisfactory running work from the Competent authority, or equivalent competent authority will be eligible for the quotation. 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 quotationer.

(a) All categories of intending Quotationers shall have satisfactorily completed as a prime agency during the last 3 (three) years prior to the date of issue of this Quotation Notice at least one work of similar nature with an estimated cost equal to or more than the estimated cost put to this notice.

(b) Provided that such similar works should have been implemented in Government Department, Zilla Parishad, Government undertaking / Statutory Bodies constituted under the statute of the Government. Completion Certificate indicating Estimated Amount, Value of work-done, date of completion of the work and detail communicational address along with contact number of the Client should be submitted.

[Non-statutory Documents]

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

[Non-statutory Documents]

(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 quotation 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 quotation. 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 Quotationer nor any of the constituent partners had been debarred to participate in any Quotation by the P.W.D., P.W.(R)D & P.W.(C.B.)D, Housing Department, W.B. or C.P.W.D. or M.E.S or Railways; during the last 5 (five) years prior to the date of this NIQ. Such debarring will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format).

[Non statutory Documents]

(f) The partnership firm shall furnish the registered Partnership Deed and the Company shall furnish the memorandum of Association (MOA) and Article of Association (AOA)

[Non- statutory documents]

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

[Non statutory documents]

(i) Current **"No objection Certificate"** from the assistant Registrar of Co- operative Societies.

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

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

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

(i).Joint Ventures will not be allowed.

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

(k) Company / Supplies /Contractor should have Work experience 20 years at least.

B. My Document (Non-Statutory Cover)

Sl. No.	Category Name	Sub-Category Description		Document Name			
1.	CERTIFICATES	CERTIFICATES	1	P.T. deposit receipt Challan			
			2	All up-to-date documents regarding taxes & charges as applicable.			
			3	I.T.R. Acknowledgement Receipt			
			4	PAN Card			
			5	Voter ID Card			
			6	Enlistment Certificate			
			7	ESI, PF & GST Registration Certificate			
2.	COMPANY DETAILS	COMPANY DETAILS	1	Proprietorship Firm - Trade License.			
			2	2 Partnership Firm - Registered Partnership Deed, Registered Power of Attorney, Trade licence.			
			3	Pvt. Ltd. Company - Registration Certificate under Company's Act, MOA & AOA, Registered Power of Attorney, Trade licence.			
			4	Registered Un-employed Engineers and Labour Co-operative Societies Limited			
3.	CREDENTIAL	CREDENTIAL	1	Completion Certificate from the concerned Supervisor which is applicable for eligibility in this bid [According to Cl. 6(i) of NIQ]			
4.	**Technical Person**	**Contract/agreement/engagement of technical Person**	**1**	**As Applicable**			
			2	**As Applicable**			

Sl. No.	Category Name	Sub-Category Description		Document Name			
5.	Financial information	(Last 3 Financial Years P/L & Balance sheet)	1. 2. 3.	(Last 3 Financial Years Audit report)			

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 quotationers 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 Statutory Documents, the quotation will summarily be rejected.

Decrypted (transformed into readable formats) documents of the Non statutory Cover will be downloaded, and handed over to the Quotation Evaluation Committee (constituted for evaluation of quotations).

5. Uploading of summary list of technically qualified Quotationer (1st round)

Pursuant to scrutiny and decision will be evaluated by Technical Evaluation Committee (TEC) formed by the order of competent authority the summary list of eligible quotationers with the serial number of work(s) for which their Financial Proposals will be considered will be uploaded in the web portals. While evaluation, the Committee may summon the quotationers 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 Quotationer

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

7. Opening and Evaluation of Financial Proposal

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

9. Acceptance of Quotation (Technically eligible/qualified)

Lowest valid rate should normally be accepted. However, the Quotation Accepting Authority does not bind him/herself to do so and may reserves the right to reject any or all the quotations, for valid reasons and also reserves the right to distribute the work amongst more than one quotationer.

9. Penalty for suppression / distortion of facts

If any quotation fails to produce the original hard copies of the documents or any other documents on demand of the Quotation Evaluation Committee within a specified time frame or if any deviation is deleted in the hard copies from the uploaded soft copies or if there is any suppression, the quotationer will be suspended from participating in the quotations on e-Quotation platform as deemed fit. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the WBFOR may take appropriate legal action against such defaulting quotationer.

10. Schedule of Dates:

Sl No.	Particulars	Date	Time
1	Date of uploading N.I.T.Documents—Online (Publishing Date)	08.10.2021	11: 00 am
2	Documents download start date (Online)	08.10.2021	11: 30 am
3	Bid submission start date (Online)	08.10.2021	11:45 am
4	Documents download end date (online)	24.11.2021	05.15 pm.
5	Bid submission closing date (Online)	24.11.2021	05.20 pm
6	Bid opening date for Technical Proposal (Online)	25.11.2021	11.00 am

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

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

12. Brief details on the nature of work:

Sl No.	Name of the project work	Amount
1	Supply of different items, at Lataguri Eco-Tourism Centre.	NIQ

13. Quotation Document costs (Quotation Fees) & Earnest Money Deposit (EMD):

a) Cost of quotation document/quotation fees and Earnest Money Deposit (EMD) should be deposited online at the website www.wbtenders.gov.in. through RTGS/NEFT Challan or through online payment gateway.

b) There is no exemption of any kind for any of the eligible contractors towards cost of quotation document fee or EMD.

Refund of EMD: The EMD of the unsuccessful Quotationer deposited shall be automatically refunded through online process. The refund of EMDs will be paidto the bidders to the account from which the EMD transaction got initiated by the bidder. Accordingly, for internet banking transactions, the EMD will be refunded back to the internet banking account from which the bidder initiated the transaction. If the bidder has made EMD payment through RTGS/NEFT mode, the refund will go back to the account from which the RTGS/NEFT transaction got initiated.

HELPDESK

For any queries or issues on EMD payments made through Internet banking or Payment gateway, RTGS/NEFT mode or any Refunds Contact Helpdesk: 03340267513/ 03340267512

d) Intending Quotationers should download the Quotation Documents from the website www.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 Quotationer through the website http:/wbquotations.gov.in as per the 'Date & Time Schedule' stated in Sl. No.03 of this N.I.T. (Details of which has been narrated in 'Instruction to Bidders')

14. Opening of Quotation:

1. (a) The Technical Bid shall be publicly opened by the authority receiving quotation or by his authorized representative, as per the Date & time Schedule mentioned in NIQ. **(Stage I)**

(b) Prospective Quotationer or their authorized representatives may be present during the opening process.

(d) Financial Bids of only those Quotationer who would qualify in the Technical Bid Evaluation will be opened. **(Stage II).**

(e) The Division Manager, Jalpaiguri Forest Corporation Division or his authorized representative opening the Financial Proposal may call for Open Bid/Seal Bid after opening of the said quotation to obtain the suitable rate further, if required. If any of the Quotationers or their representatives fails to attend during this process no subsequent objection would be entertained under any circumstances at any later date or time.

2. The intending Quotationer shall clearly understand that whatever may be the outcome of the present Invitation of Quotation, no cost of Quotationing shall be reimbursable by the Government. The Divisional Manager, Jalpaiguri Forest Corporation Division reserves the right to reject any quotation or all Quotations without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Quotationer at any stage of Quotationing.

3. The acceptance of the quotation rests with the Divisional Manager, Jalpaiguri Forest Corporation Division, West Bengal who does not bind herself to accept the lowest quotation and reserves to herself the authority to reject any or all the quotations received without assigning any reason thereof.

The selected Contractor must arrange to procure all materials required for the proper maintenance work. The Employer will not on any account be responsible for procuring the same.

6. Emergency/Special direction works may be carried out through Divisional Manager, Jalpaiguri Forest Corporation Division & Range Officer, Chalsa Range as or when required.

7. Payment will be made as per actual work done in the field on monthly basis. The claim should be accompanied by completion certificate of concerned Divisional Manager, Jalpaiguri Forest Corporation Division and Range Officer, Chalsa Range.

8. If required in emergency or in exigency or in case of special direction from competent authority the successful quotationer or concerned Divisional Manager and Range Officer may take up same type & nature of additional work at same less & same rate & payment will be done accordingly on availability of fund within the completion of the project period based on the actual measurement of additional work.

9. The selected contractor will remain solely responsible for any liability in respect of works and labourers engaged by him for the said purpose. He shall make his own arrangement for temporary acquisition of land for storing his material and for the housing of his staff at his own expenses.

15. VALIDITY OF BIDS:

Bid shall remain valid for a period for 365 Days . Bid validity for a shorter period (than as given date) shall berejected by Quotation Accepting Authority as non-responsive. If any Quotationer withdraws his offer before Quotation Closing period without giving any satisfactory explanation for such withdrawals, he may be disqualified for submitted quotation to The Divisional Manager, Jalpaiguri Forest Corporation Division office for a minimum period of 1 (one) year and legal action will be taken against him.

16. VERIFICATION OF CREDENTIALS/ONSITE PROJECTS:

Before issuance of the work order, the Quotation Accepting Authority may verify the credential and other documents of the lowest Quotationer if found necessary. After verification, if it is found that such documents submitted by the lowest Quotationer is either manufactured or false in that case, work order will not be issued in favour of the Quotationer under any circumstances and legal action will be taken against him.

17. CANCELLATION OF QUOTATION:

The Divisional Manager, Jalpaiguri Forest Corporation Division 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:

The 2% EMD will be adjusted against Security Deposit & rest 3% of Security Deposit will be deducted from running bill as per Finance department order no. 201-F(Y), dt 18/01/2021

19. EXECUTION OF WORK: The Quotationer shall be bound to execute work according to the direction given from time to time by the undersigned authorized officer of this Division and any complaint against the quotationer from the said officer for deviation for his direction will cause violation of the condition of the contract and forfeiture of security money as well as discontinuation /dismissal of agreement and work order.

20. DEDUCTION OF TAXES ETC:

Deduction of Income Tax & other taxes from the Contractor's Bill will be made as per existing Govt. rules.

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. Quotation Form.
c. Technical Specifications including Sample materials Submission.
d. General Terms and Conditions.
e. Instructions to Bidders.
f. N.I.T.

22. MOBILISATION ADVANCE/ COST OVER RUN: No Mobilization Advance and Secured Advance will be allowed. . Time / cost overrun and consequent cost of escalation for any materials, labour, P.O.L. etc. will not be allowed.

23. Canvassing in connection with the quotation is strictly prohibited in the Quotation submitted by the Contractor.

24. The successful Quotationer will have to start the work as per the work order to commence the work.

25. The materials, tool and plants specifically lawn mower be required for the project will be of best quality and will have to be as per the full satisfaction of undersigned or his/ her authorized officer. The authority will have the power to reject at any stage the defective and/ or inferior materials and then the the replacement shall at once be made at the Contractors own expense.

26. The Successful Quotationer shall have to comply with the provision of the Minimum Wages Act, 1948 (d) and the subsequent amendments thereof or other laws relating thereto and the rules made and orders issued there under from time to time, failure to do so will be treated as breach of contract and the Divisional Manager, Jalpaiguri Forest Corporation Division may in his discretion cancel the contract. The contactor shall also be liable for any liability arising on account of any violation by him of the provisions of the Act and rules made there under time to time.

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

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

29. A Quotationer is to quote in figures as well as in words, his rates in the following forms as applicable in his cases against the estimated value put to quotation of the quotation form.

30. In the event of a quotation 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.

31. Scope of work of the Successful bidder may be changed during execution as per approval of Competent Authority or instruction of Project- in-charge deployed by the client.

32. The scope of work as floated in the quotation may also vary in physical and financial terms, based on site specificity.

33. **Payment will be done after receiving of fund from Competent Authority.**

34. **The primary scrutiny of technical bids will be done by Technical Analysis Committee .**

35. **All intending bidders or their authorized representatives may attend as schedule.**

36. **Experience on working of supply of materials along with supporting documents.**

37. **The rate to be putted shall be including GST. Other Taxes shall be applicable as per departmental guidelines.**

38. **Order will be placed as per requirement.**

Sd/-
(Bidisha Basak, WBFS)
Divisional Manager
Jalpaiguri Forest Corporation Division , Jal

Memo. No

Date: 20th September,2021

Copy for information and wide circulation through his office notice board to:

Sd/-
(Bidisha Basak, WBFS)
Divisional Manager
Jalpaiguri Forest Corporation Division , Jal

1. OPENING & EVALUATION OF QUOTATION A)
Opening of Technical Proposal

i) Technical proposals will be opened by the Quotation Opening Authority or his authorized representative as per the Date & Time schedule mentioned in the N.I.T. electronically from the website stated in Clause 2 of this NIQ using their Digital Signature Certificate.

ii) Intending quotationers are encouraged to be present for observing the quotationing opening procedure.

Iii) Statutory Cover shall be opened first and if found in order, Non-Statutory cover will be opened. If there is any deficiency in the statutory documents the quotation will summarily be rejected.

iv) Decrypted (transformed in to readable formats) documents of the Statutory and Non Statutory Cover will be downloaded by the Quotation Opening Authority.

V) Declaring summary list of technically qualified quotationers :-

a. Pursuant to scrutiny and decision of the Quotation Opening Authority, the summary list of technically qualified quotationers and the serial no. of work for which their proposal will be considered will be uploaded in the web portal and also that of the Divisional Manager, Jalpaiguri Forest Corporation Division as per feasibility. The list would be displayed vide notice board of the Quotation Inviting a authority, viz. Divisional Manager, Jalpaiguri Forest Corporation Division.

b. While evaluation, the Quotation Opening Authority may summon the quotationers and seek clarification /information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

c. All prospective quotationers who fulfill the eligibility criteria conditions of this NIQ become technically qualified for further process.

B) Opening of Financial Proposal

i. The financial proposal of the technically qualified quotationers will be opened by the Quotation Opening Authority or his Authorized representative electronically as per the Date & Time Schedule mentioned in the N.I.Q from the website using their Digital Signature Certificates.

ii) Intending technically qualified quotationers are encouraged to be present during this process.

iii) Decrypted (transformed in to readable formats) B.O.Q. would be downloaded by the Quotation Opening Authority.

PENALTY FOR SUPPRESSION / DISTORTION OF FACTS

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

AWARD OF CONTRACT

a) The Quotation Inviting Authority reserves the right to accept or reject any Quotation and to cancel the quotationing processes and reject all Quotations at any time and prior to the Award of Contract without thereby incurring any liability to the affected Quotationer or Quotationers or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

b) The Bidder who's Bid has been accepted will be notified by the Quotation Inviting & Accepting Authority through acceptance letter.

c) The notification of award will constitute the formation of the Contract.

d). The Agreement will incorporate all agreements between the Quotation Accepting Authority and the successful Bidder. All the quotation documents including NIQ & B.O.Q. will be the part of the Contract Document.

Sd/-
(Bidisha Basak, WBFS)
Divisional Manager
Jalpaiguri Forest Corporation Division , Jal

Section – B

FORM-I

APPLICATION

To

The Divisional Manager,
Jalpaiguri Forest Corporation Division,
Jalpaiguri

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

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

Dear Sir/Madam,

Having examined the Statutory, Non-statutory and NIQ 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) Quotation Inviting Authority and Accepting Authority can amend the scope and value of the Contract bid under this project
(b) Quotation Inviting Authority and Accepting Authority reserve the right to reject any quotation without assigning any reason.

The application is made by me/us on behalf of _____ in the capacity of _____duly authorized to submit the quotation.

Enclosure:
(1) Technical Proposal (Envelop-1/Folder)

Date:_____

Signature of authorized officer of the firm

Title & Capacity of the officer

Name of the Firm with Seal

Section – B

AFFIDAVIT – Y

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

(I) I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the undersigned.

(II) The undersigned also hereby certifies that neither our firm M/S_____ nor any of constituent partners had been debarred to participate in quotation by the Directorate of Forests /Government of West Bengal or any of the Statutory Bodies or Government Organizations in favour of whom credentials are preferred by the undersigned towards eligibility criteria claim; during the last 5 (five) years prior to the date of this N.I.Q.

(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, Jalpaiguri Forest Corportion Division. herein referred to as the Quotation 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 Quotation Inviting & Accepting Authority.

(V) Certified that I have applied in the quotation in the capacity of individual/as partner of a firm & I have not applied severally for the same job.

Date:_____

_____

Signature of authorized officer of the firm

_____

Title & Capacity of the officer

_____

Name of the Firm with Seal

Section – B
FORM – III

STURCTURE AND ORGANISATION

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

A.2. Office Address:

Telephone No.:

Fax No.:

A.3. Name and address of Bankers:

A.4. Attach an organization chart showing the structure of the company with names of key personnel and technical staff with Bio-data

Date:_____

_____
Signature of authorized officer of the firm

_____
Title & Capacity of the officer

_____
Name of the Firm with Seal

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

Section-B

FORM- IV

EXPERIENCE PROFOILE

LIST OF PROJECTS COMPLETED THAT ARE SIMILAR IN NATURE TO THE WORKS [REFER PARA 3 (a) (i) (ii) (iii) -ELIGIBILITY CRITERIA]

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

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

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

Date.....

Signature of authorized officer of the firm

Title and capacity of the officer

Name of the firm with seal

Section – A

1. GENERAL GUIDANCE FOR e-QUOTATIONING

Instructions / Guidelines for prospective quotationers for electronic submission of the quotations online may be obtained from the site, http://wbquotations.gov.in to participate in e-Quotationing process.

2.REGISTRATION OF CONTRACTOR

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

3. DIGITAL SIGNATURE CERTIFICATE (DSC)

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

4. COLLECTION OF NIQ & QUOTATION DOCUMENTS

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

5. PARTICIPATION IN MORE THAN ONE WORK

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. A prospective Quotationer (including his participation in partnership) shall be allowed to participate in a one or more than one project in this NIQ.

6. SUBMISSION OF QUOTATION

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

A) TECHNICAL PROPOSAL

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

A-1) **Statutory Cover** containing

i) Application (ITB, Section B (Form I, , Form III, Form IV))

Demand Draft towards cost of quotation documents (Quotation Fees) & Earnest Money as prescribed in the N.I.T.against each serial of work in favour of The Divisional Manager, Jalpaiguri Forest Corporation Division, Jalpaiguri

ii) NIQ (properly downloaded, digitally signed and uploaded) ITB (properly downloaded, digitally signed and uploaded)

iii) Quotation Form (properly download, digitally signed on both the pages and upload the same except quoting rate, quoting rate will only be encrypted in BOQ in Financial Bid). In case any rate is quoted in Quotation Form, the quotation is liable to be summarily rejected.

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

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

A-2) Non-Statutory Cover containing:

I) (i) Certificates:

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

(ii) Proprietorship Firm - Trade Licence

(iii) Partnership Firm - Registered Deed of partnership Firm, Registered Power of Attorney, Trade Licence.

(iv) Private Limited Company - Registration Certificate under Company Act, Memorandum of Association (MOA) & Articles of Association (AOA), Registered Power of Attorney, Trade Licence.

(v) Registered Unemployed Engineers' Co-operative Societies / Labour Co.- Op. Societies are required to furnish the following valid and up to date documents : -

a. Current "No Objection Certificate" from the Assistant Registrar of Co-operative Societies.
b. Supporting documents showing area of operation.
c. Bye-laws duly approved by the Assistant Registrar of Co-operative Societies.
d. Name with address and signature of the present Board of Directors of the Co-operative Society.
e. Minutes of last Annual General Meeting and Audit Report of the Co-operative Society with the evidence of submission of the same to the concerned Authorities.

vi) **Credential for satisfactorily completion as a prime agency during the last 3 (three) years prior to the date of issue of this Quotation Notice will be as stated below:**

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

(b) Provided that such similar works should have been implemented in Government Department, Zilla Parishad, Government undertaking / Statutory Bodies constituted under the statute of the Government. Completion Certificate indicating Estimated Amount, Value of work-done,

date of completion of the work and detail communicational address along with contact number of the Client should be submitted. In the case of works undertaken for P.W.D./ C.P.W.D./ M.E.S./ Railways, a Completion Certificate from the concerned Executive Engineer will be treated as valid credential.

[Non-statutory Documents]

(c) Completion Certificate indicating Estimated Amount, Value of work-done, date of completion of the work and detail communicational address along with contact number of the Client should be submitted by the quotationer. Completion Certificate from the concerned Executive Engineer only will be treated as valid credential. & Experience Profile (ITB, Section – B , Form - V)

Note:- Failure of submission of any of the above mentioned documents will render the quotation liable to be summarily rejected for both Statutory & Non Statutory Cover.

The above stated statutory/non-statutory/technical documents should be uploaded in the following manner Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents' to send the selected documents to Non-Statutory folder. Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Supply of Different items at Lataguri Eco-Tourism Centre (NIQ NO. 18/NIQ/JFCD/2021-22)			
Sl.	Description	Nos	Rate (inclusive of all taxes)
1	**Brochure Holders** Premium Quality-Tray Floor Portable Standing Magazine Rack or Newspaper Catalogue Brochure Stand (Black) or equivalent	1	
2	**Card Holders** Premium Quality Tent Card Holder Display Stand A4 Paper Holder Acrylic Signage Holder A4 Size Acrylic Photo Frame A4 Meeting Stand 8.5X12 Inches A4 Portrait (3MM, Cell Cast Acrylic) or equivalent	1	
3	**Organizers (Soap & Shampoo)** MEXFY Self-Adhesive Metal Bathroom Rack Storage Shelves - Bathroom Storage Rack Corner, Bathroom Corner Shelf Organizer Storage, Bathroom Shelf/Shelves Corner or equivalent	1	
4	**Tray -** Black Serving Tray Premium Quality Glass Tray, Black, Large (CLO_GLS_PLTNATRAY) 27 x 4 x 41.5 Centimeters or equivalent	1	
5	**Trash Cans-** Premium Quality Trash Can Pedal Bin, 11 Litter|Round Stainless Steel Garbage Bin with Soft Close Lid & Step Foot Pedal |with Removable Inner Bucket for Kitchen-Bedroom-Bathroom-Office Dustbin, 2.90 Gallan or equivalent	1	
6	**Hotel Room Hair Dryer-** Premium Quality 1500 Watts 3 Heat (Hot/Cool/Warm) Settings Hair Dryer with Ionic Air Flow for smooth shiny hair- Blue or equivalent	1	
7	**Room Service Table Tray-** Improvhome Serving Platter/Large Tray; Made of Premium Plastic; Rectangular Shape; Length 16 Inches X Breadth 12 Inches; (Black) (1 Black Tray) or equivalent	1	
8	**Air Purifier-** Sharp Air Purifier for Homes & Offices | Dual Purification - ACTIVE (Plasmacluster Technology) & PASSIVE FILTERS (True HEPA H14+Carbon+Pre-Filter) | Model:FP-F40E-W | White or equivalent	1	

9	**Heater-** Premium Quality 2500 Watts Oil Filled Radiator Room Heater or equivalent	1	
10	**Room Service Tray** WOOD ART STORE Tray - 12" x 8' X 2.5" inch Tray for Coffee Table, Breakfast, Tea, Food, Butler - Decorative Display, Countertop, Kitchen, Vanity Serve Tray with Handles or equivalent	1	
11	**Reusable Hotel Ice Bucket-** Premium Quality Insulated Ice Bucket I Double wall Apple Shaped Premium Ice Bucket I 'LIFETIME WARRANTY AGAINST RUST' I Stainless Steel I Food Safe Material I With Ice Tong, 30/60 Peg Measurer, Pourer and Bottle Opener or equivalent	1	
12	**Luggage cart -** Premium quality, standard size,150 kg capacity, 70 X 50 cm, 4 type wheels.	1	
13	**Ironing Board-** Premium Quality Sasimo Ironing Board/Iron Table Stand with Press Holder, Foldable & Height Adjustable/Ironing Board with Multi-Function Ironing Table/Ironing Board Covers with Foam pad or equivalent	1	
14	**Laundry Bag-** Homestrap Canvas Plain Foldable Laundry Hamper Storage Bags/Clothes Basket/Bin Organizer with Handles for Dirty Cloth, Baby Toys Bag (Brown | 43 Liter) or equivalent	1	
15	**Hangers -** Star Work Solid Wooden Hangers with Natural Finish 44.7 x 1.5 x 24.1 Centimeters or equivalent	1	
16	**Clothes Iron-** Premium Quality Iron GC2147/30-2400W, Quick Heat up with up to 30 g/min steam, 150g steam Boost, Scratch Resistant Ceramic Soleplate, Vertical steam, Drip-Stop or equivalent	1	
17	**Coat Rack's-** TradeVast | Standing Coat Rack Stand, Adjustable Coat Tree with 3 Sections & 7 Hooks| Easy to Assemble Coat Hanger Stand for Bedroom, Office, Hallway, Entryway, Bedroom, Natural (Bamboo Dark Brown) or equivalent	1	
18	**Ashtray-** Zesta Plastic Base Stainless Steel Tabletop Decor Closed Printing Unbreakable Ashtray, Multicolour or equivalent	1	

19	**Hotel Room Coffee Maker -** Premium Quality 1.2 litre Double Wall Kettle / 304 Stainless Steel Inner Body / Cool touch outer body / Wider mouth (Black, 1500 Watt) or equivalent	1	
20	**Electric Kettle-** Premium Quality -600 Watt 6 Cup filter coffee maker with Anti-drip valve & (Stainless Steel and Black) or equivalent	1	
21	**Bucket-** Premium Quality (Big size)	1	
21	**Bucket-** Premium Quality (Medium size)	1	
22	**Mug-** Premium Quality (Standered size)	1	
23	**Wall hanging photo-** Premium Quality (Standered size)	1	
24	**Flower vase-** Premium Quality (Standered size)	1	
25	**Pen stand-** Premium Quality (Standered size)	1	
26	**Clock-** Premium Quality (Standered size)	1	
27	**Floor sweper-** Premium Quality (Standered size)	1	
28	**Grass cutter-** Premium Quality, 1400 watt motor,3500 rpm, rotery type adjust cutting hight,25-75 mm, grass capacity 35 ltr.	1	
29	**Vacuum Cleaner-** Premium Quality,1.5 ltr, carded electric, light weight, 1900 Watt motor for suction, sound -82 dbs, 2 years warenty	1	
30	**Dust Bin-** Premium Quality (Standered size)	1	
31	**Study table lamp-** Premium Quality (10 watt, standard size)	1	
32	**Decorative lamp-** Premium Quality (09 watt, standard size)	1	

(Rate quoated in figure and words only)