

A GOVERNMENT OF WEST BENGAL
WEST BENGAL FOREST DEVELOPMENT CORPORATION LTD
KALIMPONG FOREST CORPORATION DIVISION



TENDER NOTICE NO __05 /K.F.C.D. of 2021-2022

Maintenance of Office of The Divisional Manager KFCD

Tender Notice No.05/K.F.C.D. of 2021-22
General Terms and Conditions

1. Sealed Tenders are invited in the prescribed form from the reputed, reliable, experienced and resourceful registered contractors/society/agency/firm etc. for **Maintenance and Renovation of Office of The Divisional manager, of Kalimpong Forest Corporation Division, Kalimpong- 734301** by registered post/courier as detailed in the schedules and as per Tender documents.

2. "Tender Documents" shall consist of –

(a) The detailed notice inviting Tender hereinafter referred to as the "Tender Notice".

(b) The "Tender Form" which can be obtained from the Office of the Divisional Manager Kalimpong forest Corporation Division, Kalimpong-734301 between 11:00 a.m. to 05:00 p.m. on payment of Rs.1,000.00/- [Rupees One Thousand]only [non-refundable] within 07th June 2021 to 15th June'2021

No tender document shall in any case be issued after the stipulated period. The tender documents and other relevant particulars, if any, may be seen by the intending Tenderers during office hours on any working day at the office of the undersigned at Kalimpong Forest Corporation Division, Kalimpong - 734301.

3. The sealed cover containing the Tender Form is to be superscripted with the Tender Notice No. and addressed to Mrs. D.S. Sherpa, W.B.F.S., Divisional Manager Kalimpong forest Corporation Division Kalimpong - 734301 so as to reach her office on or before 17th June, 2021 within 05:00 p.m. after which no Tender will be received/accepted. The Tenders so received will be opened on 18th June 2021 at 11:30 a.m. by the undersigned in presence of Tenderers or their authorized representatives [only written authorization is accepted] as may be present .If the Tenderers or his authorized representative fails to attend during opening of Tenders, tender will be opened in their absence and no subsequent objection shall be entertained under any

Circumstances .Tender forms have to be submitted by registered post/courier in sealed cover only. Under no circumstances hand delivery will be accepted.

4. Only Tenderer/authorized representative is allowed to remain present during opening of Tender.

5. In the exigency of circumstances necessitating postponement of the date of opening the tenders, the fresh date and time of opening of the tender will be notified and displayed in the notice board of the office of the undersigned.

6. (a) The undersigned does not bind himself to accept the lowest rate and reserves the right and authority to reject in part or in whole any or all of the tenders without assigning any reason thereof.

(b) Acceptance of the tender is subject to availability of fund/govt. order.

7. canvassing in connection with the tender is strictly prohibited and Tenderer who resort to this will render him liable for rejection.

8. The intending Tenderer will have to submit to the Tender Committee an application for purchase of *Tender form*. The application should be accompanied with the following documents for his/her application to be considered for issuance of Tender form. All the Xerox copies should be signed by the Tenderer and duly attested by the appropriate authority.

a. Copy of valid Trade License. [Xerox copy duly attested]

b. Copy of current Income Tax Clearance. [Xerox copy attested]

c. Xerox copy of the PAN card duly attested.

d. Copy of the current GST Clearance [if applicable] [Xerox duly attested]

e. Certificate of having adequate machineries for performing works.

The intending Tenderers shall have to satisfy the undersigned about their financial resources and past experience in such type of work involved in the present tender. In this connection discretion of the undersigned is final.

9. Work order to be issued subject to approval of Government and payment will be made after successful completion of work subject to receipt of fund. Work should be completed within **thirty days after the issue of work order**. If neither approval nor allotment of fund from Govt. is received, Tender may be cancelled if such situation arises.

10. Any association, by whatever it is known, intend to submit a tender, the association shall have to be constituted as such and registered under the company act and a copy of the registered deeds and memorandum of the said association shall have to be produced to the undersigned before opening the tender. If some of the intending Tenderers enter into partnership business they shall have to produce registered deed of partnership to the undersigned before opening the tenders. Representatives of the companies, corporate bodies or individuals authorized to represent the said companies, corporate bodies individuals in contractual and financial matters shall have to produce the original registered deeds of the power of attorney.

11. Tender form without the original signature and official seal of the Tenderer shall be treated as invalid. Only original Tender Form will be accepted. Photocopy of the tender form if found while opening of tender, it will be treated as cancelled.

13. After completion of work successful Tenderer will submit bill through The Range Manager to the undersigned. No part/advance payment will be made at any point of time.
14. The selected tenderer shall be responsible for obtaining required license for carrying out his business and shall be responsible for strict compliance of all rules and regulations that are in force or which may be forced from time to time by the appropriate authority.
15. Rate offered will be inclusive of carriage and unloading cost at the working site. Tenderer will have an arrangement for protection of all the materials and machineries at the working site. Department will not be held responsible for theft or damage of materials and machineries.
16. The Divisional manager K.F.C.D Ltd. Kalimpong reserves the right to reject any or all the Tenders or any condition of the Tender Notice without assigning any reason.
17. All intending Tenderers shall have to deposit an Earnest Money Deposit as per Schedule in form of Pay order / Banker's Cheque from a Nationalized Bank and the pay order / Banker's Cheque should be drawn in favour of The Divisional Manager Kalimpong Forest Corporation Division along with the tender papers in a separate envelop failing which Tenders will not be considered for competition.
18. The Earnest Money Deposit will be released to the unsuccessful Tenderers on written application after 15 days from the date of issuance of work order to the successful tenderer. If the successful tenderer fails to execute the required agreement within stipulated period, the Earnest Money Deposit will be forfeited to the Government.
19. The successful Tenderer will have to pay Security money @ 08 % of the Tender amount and sign an agreement within 07 (Seven) days from the date of receipt of acceptance letter, failing which the offer will be forfeited to Government. The security money will be released as per existing government order. In case of breach of conditions of any part of contract of agreement or in case of any damage caused to Govt. property by the laborer, the Security deposit or part thereof will be liable to forfeiture. If the Tenderer does not compensate the cost of the damaged property within a reasonable date after communication of such compensation, the work order shall be treated as cancelled.
20. Income tax and other taxes applicable will be deducted from the bills as per norms.
21. The Tenderer will be responsible for any loss or damage of Govt. property as only after completion of work it will be the liability of the department to protect the work.
22. Kalimpong Forest Corporation Division will not be responsible for any injury to, or accidental death of any person of successful tenderer while carriage, unloading or creation work. Successful Tenderer will have no right to claim any compensation or treatment cost what so ever on such event.
23. The Tenderer will remain solely responsible for any liability of labor/person in respect of work.

24. Prior to purchase of Tender Form the Tenderer should inspect the proposed location where construction works to be done. If the tenderer does not complete the work or leave in the midway, then the Divisional Manager Kalimpong Forest Corporation Division will forfeit the Security Money deposited by him/them.

25. The Terms and conditions of Tender Notice shall also form a part of the agreement from item no 1 to 24.

(Dawa S. Sherpa, WBFS)
Divisional Manager
Kalimpong Forest Corporation Division

Approved

General Manager (North)
West Bengal Forest Dev Corp Ltd

Schedule A
Tender Notice No. 5 / KFCD/ 2021-2022

| Project No. | Location of work and brief description of work item | Total Estimated cost (in RS) | Earnest Money @ 2% (in RS) | Period |
|--------------------|---|-------------------------------------|-----------------------------------|--|
| 1 | Maintenance of Office of The Divisional Manager KFCD | Rs 4,84,845.00 | 9,700.00 | Work to be completed within one month from the date of issue of Work order. |

(Dawa S Sherpa, WBFS)
Divisional Manager
Kalimpongh Forest Corporation Division

Approved

General Manager (North)
West Bengal Forest Development Corp ltd

TENDER FORM

I/We agree as per detail specification and item in the schedule as well as conditions of Tender Notice No. _____ and offer my / our rates herein below:-

| Tender Notice No. | Description of work | Total Rate Offered |
|---------------------------|--|---|
| 5/ K.F.C.D. of 2021- 2022 | Maintenance and Renovation of Office of The Divisional manager, KFC.D. | (Total amount..... Rupees _____ _____ _____)only |

(Note: Rate should be quoted clearly both in figure and words)

Full signature of the Tenderer
With seal and date

- 1 Bank account number :
- 2 Name of bank with Branch:
- 3 IFSC Code:
- 4 Name of Bank:
- 5 Pan card No. :
- 6 Valid mobile No :

Full signature of the Tenderer
With Seal and date