



**GOVERNMENT OF WEST BENGAL**  
**DIRECTORATE OF FORESTS**  
**OFFICE OF THE DIVISIONAL FOREST OFFICER**  
**COOCHBEHAR DIVISION**  
**EAST KAMESWARI ROAD, P.O. & DIST. COOCHBEHAR, WEST BENGAL – 736101**  
**Phone – 03582-227727, Fax 03582-230751, E-mail : cobdivn@gmail.com**

No. : 3324 / 2 - 65

Dated, Cooch Behar, 20/12/2019

**e-TENDER NOTICE NO. : COB / RMZ/NIT - 03 (e) / 2019-20**

**(OPEN TENDER FOR CONSTRUCTION OF LESSER CAT'S ENCLOSURE AT RASIKBEEL MINI ZOO, COOCHBEHAR, WEST BENGAL)**

The **Ex-Officio Director, Rasikbeel Mini Zoo & Divisional Forest Officer, Coochbehar Division**, West Bengal, on behalf of the Governor, West Bengal invites **e-tenders** for **CONSTRUCTION OF LESSER CAT'S ENCLOSURE** at **Rasikbeel Mini Zoo, Coochbehar, West Bengal**, and Selection of bonafide **agencies / companies**, including consortium and **partnership firms** to undertake the various works of Civil Work as detailed in the table below. [Collection (downloading) and Submission (uploading) of Tender can be made online through the website <https://wbtenders.gov.in> only].

**Last date of submission of Bid (online) : 10/01/2020 from 05.00 PM**  
**Bid opening date for Technical Proposal (online) : 13/01/2020 from 11.00 AM**

1	Nature of works	=	<b>CONSTRUCTION OF LESSER CAT'S ENCLOSURE</b>
2	Location / Site	=	<b>Rasikbeel Mini Zoo, Rasikbeel, Coochbehar.</b>
3	Estimated Value	=	Rs. 24,10,000.00 ( <i>Rupees Twenty Four Lakhs Ten Thousand</i> ) only.
4	Earnest Money - @ 2%	=	Rs. 48,200.00 ( <i>Rupees Forty Eight thousand Two hundred</i> ) only.

1. For e-tendering, intending tenderer may download the documents from the above said website directly with the help of digital signature certificate. Necessary Earnest Money (where required) shall be deposited by the intending tenderers by way of **Offline Payment** in favour of the **Ex-Officio Director, Rasikbeel Mini Zoo & Divisional Forest Officer, Coochbehar Division** and the same should be documented by e-tendering & virus free scanned copies be uploaded.
2. The 2% Earnest Money of the tender amount should be deposited through Offline in favour of Ex-Officio Director, Rasikbeel Mini Zoo & Divisional Forest Officer, Coochbehar Division.
3. Properly indexed & self attested documents & duly digitally signed of both the technical Bid and Financial Bid should be concurrently submitted in the website mentioned above as per time schedule given below.
4. Eligibility Criteria for participation in the Tender :-
  - a. The prospective tenderers as a primary agency should have satisfactorily completed at least one work of similar nature for a magnitude of 70% of the amount put to the tender under the **State Government or the Central Government during**

the last 03 (three) years from the date of issue of this Notice.

- b. Technical Bid documents should be accompanied with copies of tenderer's PAN Card, professional Tax Receipt / Challan, Income Tax, for the current year, GST Registration Certificate .
  - c. Registered Co-operative Societies of Unemployed Engineers and Diploma-Holders on Engineering are required to furnish valid Bye-Laws, Latest Audit Report, Valid Clearance Certificate from Assistant Registrar of Co-operative Societies for the year 2012-2013 along with other relevant supporting papers.
  - d. A company shall furnish the Articles of Association and Memorandum.
  - e. The Partnership Firm is requested to furnish the copy of Registered Partnership Deed.
5. Payment of bill on its production will be made after successful execution of the supply work subject to availability of fund and no claim, whatsoever, will be entertained against any e-NIT / any accepted Tender. Deduction of Income Tax, GST (if required) etc. will be made at source in accordance with the existing rules / orders.
  6. Neither any Mobilization Advance nor any Secured Advance will be allowed.
  7. Bids shall remain valid for the Current Financial Year. If the bidders withdraw the bid during the period of bid validity the Earnest Money as deposited will be forfeited forthwith assigning any reason thereof. No interest on the deposited Earnest Money shall be allowed if the said bid is cancelled.
  8. Date and Time Schedule :-

1	Date of uploading of NIT & other documents (online) (Publishing date)	=	27/12//2019 from 09:00 AM
2	Documents download / Sell start date (online)	=	27/12/2019 from 10:10 AM
3	Bid submission start date (online)	=	27/12/2019 from 10:10 AM
4	Bid submission closing date (online)	=	10/01/2020 from 05:00 PM
5	Bid opening date for technical proposals (online)	=	13/01/2020 from 11:00 AM
6	Last Date & Time of Submission of Earnest Money Deposit ( Physically) at the Office of the Ex-Officio Director, Rasikbeel Mini Zoo & Divisional Forest Officer, Coochbehar Division		10/01/2020 upto 04:00 PM

9. Financial Bids of those tenderers who qualify in Technical Bid will only be opened. Dates, if changed, due to un-avoidable circumstances, will be published in the said website and the office notice board only without any individual intimation.
10. No cost of bidding shall be reimbursable by the Office of the **Ex-Officio Director, Rasikbeel Mini Zoo & Divisional Forest Officer, Coochbehar Division** . Authority may accept or reject any tender without assigning any reason, whatsoever, and is not liable for any cost that might have incurred by a Bidder.
11. Refund of EMD : The Earnest Money of all the unsuccessful Bidders will be refunded on receipt of application at the Office of the **Ex-Officio Director, Rasikbeel Mini Zoo & Divisional Forest Officer, Coochbehar Division after issuing the Work order** .
12. The Earnest Money deposited by a successful Bidder will be converted into Security Deposit and the balance amount for Security Deposit of the Project Cost should be submitted as Demand Draft from any Nationalized Bank. Total 10% Security Deposit of Project Cost will be kept as Security Money for performance of work. No interest on Security Deposit will be paid by the Tender Accepting Authority.
13. The **Ex-Officio Director, Rasikbeel Mini Zoo & Divisional Forest Officer, Coochbehar Division** reserves the right to **cancel the e-NIT due to un-avoidable circumstances** and no claim in this respect will be entertained.
14. A tenderer's bid will be out rightly rejected with a forfeiture of his earnest money if it comes to the notice of the Tender Inviting

Authority's scrutiny that the credential or any other papers of a Bidder are manufactured / fabricated etc.

15. The Tender Inviting Authority may verify the original credential and other original documents of the lowest tenderer before issuance of the Work Order and the Work Order will not be issued in favour of the tenderer if it is found on verification that such documents submitted by him / her is either manufactured or fabricated etc.
16. A clause stated in the later notification will supersede the corresponding one mentioned in former notification in the following sequence :
  - a. Tender Form as prescribed.
  - b. NIT
  - c. Special Terms & Conditions
  - d. Technical Bid
  - e. Financial Bid
17. Evaluation of Technical & Financial Bid will be held at the Chamber of the **Ex-Officio Director, Rasikbeel Mini Zoo & Divisional Forest Officer, Coochbehar Division** as mentioned in Para 9 of this e-NIT.

### **INSTRUCTION TO BIDDERS**

1. **Download of Tender** : Tender to be downloaded only from the e-Tendering portal of Govt. of West Bengal i.e. <https://etender.wb.nic.in>.  
The tender will be submitted in two bid system i.e. Technical bid & Financial bid only through online.
2. **Online Bid submission procedure:**
  - i. **Registration of tenderer** : Any tenderer willing to participate in e-tendering will have to get himself enrolled & registered with the Government e-procurement system by logging on to <http://wbtenders.gov.in>. The tenderer is to click on the link for e-tendering site as given on the web portal.
  - ii. Digital Signature certificate (DSC): Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount or any service provide as may be allowed by the Finance Department, Govt. of West Bengal.
  - iii. Tender Download: The contractor can search & download NIT & Tender Documents electronically from computer once he logs in to the e-Tendering portal <https://etender.wb.nic.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
  - iv. Submission of Tenders: General process of submission, Tenders are to be submitted through online to the stipulated website in two folders at a time for each work, one in Technical Bid & the other is Financial Bid before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly digitally signed. The documents will get encrypted (transformed into non readable formats).
  - v. Submission of Earnest Money Deposit: The earnest money deposit has to be made and submitted following the clauses as mentioned in Sl. No. 02 of the tender notice.

**A. Technical Bid:** The Technical proposal should contain scanned copies of the following (all in PDF file),

**Cover A-1 >Statutory Cover file Containing**

1. NIT (Properly upload the same Digitally Signed).
2. Condition of Contract
3. Scanned Copy of Bank Draft/ Bank Guarantee for Earnest Money Deposit (EMD) as prescribed in the NIT
4. Duly filled in FORM-I (Declaration for Credential)
5. Duly Filled in FORM-II (Declaration for Turn-Over)
6. Duly Filled in Affidavit as given under Annexure-I

**Cover A-2 >Non- Statutory Cover (Mandatory Documents)**

All the documents as given under TECHNICAL BID (Clause 3.1.1 Mandatory Documents) Note: Failure of submission of any of the above mentioned documents (as applicable) i.e. statutory and non-statutory documents will render the tender liable to be rejected.

**B. Financial Bid:** The financial proposal should contain the following documents in one cover (folder): The contractor shall quote the rate (Offering percentage Above/Below/At par) online through Computer only in the space marked for quoting rate in the Bill of Quantities (BOQ). Only downloaded copies of the above documents, digitally signed by the contractor are to be uploaded (Excel file).

## COVER "A"

### TECHNICAL BID

(Technical Bid should contain scanned copies of the following in one cover & submit the Photocopies to the undersigned)

- i) Scanned copy of trade license.
- ii) Scanned copy of Payment Confirmation Challan towards Earnest Money (E.M.D.) and as prescribed in the NIT against each of the works in favour of the **Ex-Officio Director, Rasikbeel Mini Zoo & Divisional Forest Officer, Coochbehar Division** .
- iii) Scanned copy of proper Credential Certificate in form of Completion Certificate / Payment Certificate of at least one construction work of similar nature having a magnitude of 70% (fifty percent) of the amount put to tender under the State Government or the Central Government during the last 3 (three) years from the date of issue of this Notice.
- iv) Scanned copies of Professional Tax (P.Tax) Deposit Receipt / Challan for the Financial year 2018-19, the I.T., PAN Card, the VAT Registration Certificate (if any).
- v) Scanned copy of Registration Certificate under the Companies Act (if applicable).
- vi) Scanned copy of Registered Deed of Partnership Firm / Article of Association & Memorandum (if applicable).
- vii) Scanned copy of Power of Attorney (for Partnership Firm / Private Limited Company), (if applicable)
- viii) Scanned copy of upto date "No Objection Certificate" issued by the Assistant Registrar of Co-operative Societies (ARCS), (if applicable).
- ix) An engineering Co-operative Society, if not categorically mentioned in NIT, will have to submit credential as mentioned above and is exempted from deposit of Earnest Money only.
- x) Scanned copy of NIT with signature of the Bidder / Tenderer on each page of NIT.
- xi) Scanned Copy of a Financial Capability Certificate issued by a Bank.

N.B. : Original copies of all documents have to be produced on demand for checking, otherwise tender will be rejected.

## COVER "B"

### FINANCIAL BID

The Financial Proposal should contain the following documents in one cover (folder), i.e. the contractor is to quote the rate (percentage above / below / at par) online through computer in the space marked for quoting rate in Bill of Quantities (BoQ), only downloaded copies of the above documents are to be uploaded duly virus scanned & Digitally Signed by the contractor.

#### **Rejection of Bid :**

The Employer (Tender Accepting Authority) reserves the right to accept or reject any Bid and to cancel the Bidding process and reject all Bids at any time prior to the award of contract without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (Tender Accepting Authority) action.

#### **Tender Selection Committee :**

- i) The committee will act for recommendation of technically and subsequently financially qualified bidders.
- ii) Intending Tenderers may remain present during the Scrutiny of Technical & Financial Bids. Technical Bids will be opened first and the defective tender will be summarily be rejected.

## SPECIAL TERMS & CONDITIONS

### **C-1 General :**

Unless otherwise stipulated, all the Construction works are to be done as per general conditions and general specifications as mentioned in the SOR specification of the relevant State Government Department, Discrepancy, if any, found in the arithmetical calculation in B.O.Q. should be brought to the notice of the Ex-Officio Director, Rasikbeel Mini Zoo & Divisional Forest Officer, Coochbehar Division before execution of work.

### **C-2 Definition of DFO and Department :**

The word "DFO" means the Divisional Forest Officer. The word "Department" appearing anywhere in the tender document means Office of the Ex-Officio Director, Rasikbeel Mini Zoo & Divisional Forest Officer, Coochbehar Division, Cooch Behar.

### **C-3 Terms & Conditions in extended period :**

The extended time for completion of work allowed by the Ex-Officio Director, Rasikbeel Mini Zoo & Divisional Forest Officer, Coochbehar Division for cogent reason will automatically revalidate the tender to the extended period with all the same terms and conditions.

### **C-4 Supplementary / Additional Item of works :**

Notwithstanding the provisions made in the related printed tender for many items of the work which can be legitimately be considered as not stipulated in the specific price schedule of probable items of work but has become necessary as a reasonable contingent item during actual execution of work will have to be done by the contractor, if so directed by the Ex-Officio Director, Rasikbeel Mini Zoo & Divisional Forest Officer, Coochbehar Division, Cooch Behar and the rates will be fixed in the manner as stated below:-

i) Rate should be quoted without GST.

ii) Rate of supplementary items shall be analyzed in the 1<sup>st</sup> instant extended possible from the rates of the allied items of work appearing in the tender schedule.

iii) Rate of supplementary items shall be analyzed to the maximum extent possible from rates of the allied items of work appearing in the Department Schedule of Rates of probable items of work forming part of tender document rates for the working area enforce at the time of NIT.

iv) In case, addition items do not appear in the above Department Schedule of Rates, for the working area enforce at the time of NIT.

v) If the rates of the supplementary items cannot be computed even after applications of clauses stated above, the same shall be determined by analyzed from market rates of materials and carriage cost prevailing at the time of execution of such items work. Profit and overhead charges (both together) at 10% (ten percent) will be allowed only; the contractual percentage will not be applicable. Unbalanced market rates shall never be allowed, contractual percentage shall only be applicable with regard to the portions of the analysis based on clauses (i), (ii), (iii) & (iv) stated above only. It may be noted that the cases of supplementary items of claim shall not be entertained unless supported by entries in the Work Order Book or any written order from the tender accepting authority.

### **C-5 Approval of Sample :**

Samples of all materials to be supplied by the Supplier shall have to be approved by the Ex-Officio Director, Rasikbeel Mini Zoo & Divisional Forest Officer, Coochbehar Division and checking the quality of such materials shall have to be done by the concerned Department or as directed by the Ex-Officio Director, Rasikbeel Mini Zoo & Divisional Forest Officer, Coochbehar Division prior to utilization in the work.

### **C-6 Compliance of different Acts :**

The contractor shall comply with the provisions of the Apprentices Act, 1961. Minimum wages Act, 1884. Contractor Labour (regulation and abolition) Act, 1970 and the rules and orders issued hereunder from time to time. If he fails to do so, the concerned Authority may at his discretions, take necessary measure over the contract. The Contractor shall also make

himself for any pecuniary liabilities arising out on account of any violation of the provision of the Act(s). The contractor must obtain necessary certificate and license from the concerned registering office under the contract labour (Regulation and Abolition) Act, 1970. The contractor shall be bound to furnished the concerned authority all the returns, particulars of the above Acts and Rules and timely submission of the same, failing which the contractor will be liable for breach of contract and the concerned authority may at his discretion take necessary measures over the contract.

**C-7 Commencement of Work :**

The work must be made within the date as stipulated in the work order and failure of which may lead to cancellation of Work Order.

**C-8 Testing of qualities of materials & workmanship :**

All materials and workmanship shall be in accordance with the specifications laid down in the contract and also as per M.O.R.T. & H's specification for road and bridge works (latest revision) and relevant IS codes and the concerned authority reserves the right to test, examine and measure the materials / workmanship direct at the place of manufacture. The suppliers shall provide such assistance, instrument, machine, labour and materials as the concerned authority may require for examining, measuring, and testing the works and quality, weight or quantity of materials used and shall Construction samples for testing as may be selected and required by the concerned authority without any extra cost. Besides this, Supplier will carry out tests from outside laboratory as per instruction of the Ex-Officio Director, Rasikbeel Mini Zoo & Divisional Forest Officer, Coochbehar Division, Cooch Behar. The cost of all such tests shall be borne by the agency and that must be considered during quoting rate.

**C-9 Timely completion of work :**

All the construction work must have to be completed in all respects within the time specified in notice inviting Tender Form the date of commencement as mentioned in Construction order. Time for completion as specified in the tender shall be deemed to be the essence of the contract.

**C-10 Procurement of Materials :**

All materials to be supplied by the Supplier after procurement from authorized and approved source.

**C-11 Rejection of Materials :**

All materials must be approved by the concerned authority. Rejected materials must be removed by the Supplier within 24 hours of the issues of order to that effect. In case of non-compliance of such order, the Ex-Officio Director, Rasikbeel Mini Zoo & Divisional Forest Officer, Coochbehar Division, Cooch Behar shall have the authority to cause such removal at the cost and expense of the contractor and the contractor shall not be entitled to claim for loss or damage of that account.

**C-12 Implied elements of work in items :**

Except of such items as are included in the specific priced schedule of probable items and proximate quantities no separate charges shall be paid for traffic control measures, shoring, shuttering, watering, curing etc. and the rates of respective items or works are to be deemed as inclusive of the same.

**C-13 Tender Rate :**

The contractor should note that the tender in strictly based on the rates quoted by the contractor on the priced schedule of probable items of work. The quantities for various other items or works as shown in the priced schedule of probable items or works are based on the drawing and design prepared by the Department. If variations become necessary due to design consideration and as per actual site condition, those have to be done by the contractor at the time of execution at the rate prescribed in the tender condition. No conditional rate will be allowed in any case.

**C-14 Additional Conditions :**

A few additional conditions under special terms and conditions :

**C-14-1** Income Tax will be deducted from each bill of the supplier as per applicable rate and rules in force.

**C-14-2** In accordance with the West Bengal Taxation Laws (amendment) Ordinance, 1993 amending the West Bengal Finance (Sales Tax) Act, 1994 necessary S.T. / VAT / GST will be deducted as per rate in force from the Bill in addition to other deduction as per extent rules. Also the Taxes will be deducted as per the statutory Finance Laws of Govt.

**C-14-3** All supplied materials will be received by local Officer stationed under Ex-Officio Director, Rasikbeel Mini Zoo & Divisional Forest Officer, Coochbehar Division and there have to be upto standards. Poor materials will not be received and no payment shall be made against materials.

**C-15 Refund of Security Deposit :**

In respect of successful tenderers, the earnest money on acceptance of the tenders shall be converted as a part of security deposit (total security deposit – 10%). Balance part of security deposit must be submitted as demand draft from any nationalized bank to make the total amount of security equivalent to 10% (ten percent) of the total value of work so executed and the same will be released after one year from the date of completion of the work on due satisfaction of the concerned authority. Earnest money deposited by unsuccessful Bidders will be refunded on application to the Ex-Officio Director, Rasikbeel Mini Zoo & Divisional Forest Officer, Coochbehar Division, Cooch Behar after issuing of work Order.

**C-17 Additional Performance Security Deposit:**

**The 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**

**The Additional Performance Security shall be submitted 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 as per NIT like blacklisting of the contractor, etc. may be taken. The Bank Guarantee shall have to be valid up to end of the Contract Period and shall be renewed accordingly, if required.**

**The Bank Guarantee shall return 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 after serving proper notice to the contractor. Necessary provisions regarding deduction of security deposit from the progressive bills of the contractor as per relevant clauses of the contract shall in no way be altered /affected by provision of this Additional Performance Security.**

### **Additional Terms & Conditions.**

1. 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.

**2. Work should be started from 7 (Seven)days from the date of issuing work order, failure of which work order would be cancelled and will be offered to the next bidder.**

**3. Entire Work to be completed within 60 days from the date of issue of work order no delay will be entertained, failure of which work order will be cancelled.** The terms and condition mentioned herein shall be deemed to form a part of the agreement.

4. In accordance with the provision of relevant Section of Income Tax 1951. Deduction of Income Tax @ 2% shall be made from the gross value of the Bill for the company and it will be Income Tax @ 1% for others.



6. The acceptance of the Tender will be subject to the receipt of fund.
7. If any terms and conditions of the tender are altered the same will be notified.
8. The work will be executed under the direct supervision of the concerned authorized officer of Coochbehar – I Range or Beat Officer.
9. The successful tenderer will have to undertake such extra work(not specified in the Tender) which he would subsequently be asked to do in writing by the undersigned, the payment for such extra work will be made as per the rate of the current PWD schedule applicable to Coochbehar District less the rate quoted by tender.
10. Less amount if any after tender, may be utilized for extra work as per specification following schedule of Rates as in vogue.
11. Not with standing anything contained in the form in which the contract is executed the following shall constitute terms and conditions of contract and part of agreement and shall be binding on the contractor.
12. The Ex-Officio Director, Rasikbeel Mini Zoo & Divisional Forest Officer, Coochbehar Division or his authorised representative will be the **Officer-in-Charge** in respect of the contract and all correspondences concerning rates, claims, change in specification and/or design and similar important matters will be valid only if made by the **Officer-in-Charge**. If any correspondence of above tender is made with Officers other than the Officer-in-charge for speedy execution of works, the same will not be valid unless copies are sent to the **Officer-in-Charge** and approved by him. The instruction given by the **Ex-Officio Director, Rasikbeel Mini Zoo & Divisional Forest Officer, Coochbehar Division** who have been authorized to carry out the work on behalf of the **Officer-in-Charge** and his authorised representative shall also be valid regarding specification, supervision, approval of materials and work man ship. In case of dispute, the decision of **Officer-in-Charge** shall be final and binding.
13. The intending tenderers are to quote rate in terms of percentage higher or lower or at par which will apply to all the rates in the Tender Schedule irrespective of whether quantities are entered in the schedule or not i.e. all the items and rates as shown in the schedule with the tendered percentage increase or decrease will be applicable to this tender.
14. The acceptance of the tender will vest with the competent authority. The accepting authority reserves right to reject any or all tenders without assigning any reason thereof.
15. The Tenderer shall have to comply with the provisions of (a) Contract labour (Regulation & abolition) Rules, 1970(b) Minimum Wages Act 1948 or the modification thereof or any other laws relating there to as will be in force from time to time.
16. Ex-Officio Director, Rasikbeel Mini Zoo & Divisional Forest Officer, Coochbehar Division or his authorised representative shall not entertain any claim whatsoever from the contract or for payment of compensation on account of idle labour on any ground.
17. The Tender Inviting Authority shall not be held liable for any compensation due to machines be coming idle for any circumstances including untimely rains, other natural calamities, strike etc.
18. No Price preference will be applicable to W.B. Govt. Undertaking, as per Finance Deptt. G.O. No. 8648-F(Y), dated 12th October 2012.

19. Imposition of any duty/tax rules etc. what's over of its nature (after work order/Commencement and completion of the work) is to be borne by the tenderer.

20. GST/Sales Tax, Cess, Toll Tax, Income Tax, Ferry Charges and other Local Taxes if any are to be paid by the contractor. No extra payment will be made for these. The rates of Construction and finished work items are inclusive of these.

21. All working tools and plants will have to be arranged by the contractor at his own cost.

22. The final acceptance of the tender will be subject to the receipt of approval of higher authorities.

23. The undersigned reserves the right to cancel the agreement at any point of time during the execution of the work if it not done as per the specifications or any terms & conditions are violated by the Contractor.

24. The undersigned reserves the right to demand from the Tenderers the clarification and justification of their offer. The item wise statement of their proposed expenditure analysis with a view to construct the work mentioned in the schedule of this Tender Notice. On the item wise expenditure proposed labour cost should be specifically mentioned.

25. 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. The technical supervisor as engaged by the contractor to check work as per plan, specification and estimate of works & work measurement to be recorded time to time by the technical supervisor in the specified WMNB duly countersigned by the concerned Range Officer under whose jurisdiction the construction of earthen dam is being executed. All materials to be used as per P.W.D. specification and should be approved by the undersigned or his authorised officer before use.

**26. The undersigned reserves the right of cancellation of this tender at any time without assigning any reason thereof.**



Ex-Officio Director, Rasikbeel Mini Zoo

&

Divisional Forest Officer, Coochbehar Division

**Section – A**  
**FORM – I**  
**CREDENTIAL CERTIFICATE**  
**(100% PHYSICAL COMPLETION)**

01	Name of the work	
02	Name of the client	
03	Amount put to tender	
04	Contractual amount against the tender	
05	Date of commencement of work	
06	Date of completion as per work order	
07	Actual date of completion	
08	Final gross value of the bill or RA bills	

*Note: In case of completion of multiple natures of works in a single tender, then the value of work as specified in the NIT shall only be taken for the eligibility of the bidder.*

I hereby declare that all the statements made above are true to my knowledge. I also understand that any discrepancy found in the above statement will render me liable for cancellation of my tender.

Section – A

FORM – II

(TO BE FILLED UP BY TENDERER)

**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 Year	Turnover rounded up to Rs. In Lakh (Two digit after decimal)	Remarks
01	2016 – 17		
02	2017 – 18		
03	2018 – 19		
	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 3years 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 2016-17and divide by the no of years.
3. In case, the firm was set up in less than 3year's period, mention the year of inception in the ' Remarks' column.

**Signature of the Bidder with seal**

**Section – B**  
**FORM-I**  
**(TO BE FILLED UP BY TENDERER)**  
**APPLICATION**

To,  
The Ex-Officio Director,  
Rasikbeel Mini Zoo  
&  
Divisional Forest Officer, Coochbehar Division

Subject: Name of the Work with Tender reference no. \_\_\_\_\_.

Reference : (N.I.T No.)\_\_\_\_\_

Dear Sir,

Having examined the Statutory, Non-statutory and NIT documents; I/We hereby submit all the necessary information and relevant documents for evaluation.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for application and for completion of the contract documents is attached herewith.

I/We are interested in bidding for the work mentioned above.

I/We understand that

- (a) Tender Inviting Authority and Accepting Authority can amend the scope and value of the contract bid under this project
- (b) Tender Inviting Authority and Accepting Authority reserve the right to reject any tender without assigning any reason.

The application is made by me/us on behalf of \_\_\_\_\_ in the capacity of \_\_\_\_\_ duly authorized to submit the tender.

Enclosure:

- (1) Technical Proposal (Envelop-1/Folder)
- (2) Financial Proposal (Envelop-2/Folder)

Date:\_\_\_\_\_

Signature of authorized officer of the firm:\_\_\_\_\_

Title & Capacity of the officer:\_\_\_\_\_

Name of the Firm with Seal:\_\_\_\_\_

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

To,  
The Ex-Officio Director,  
Rasikbeel Mini Zoo  
&  
Divisional Forest Officer, Coochbehar Division

Dear Sir/ Madam,

Ref:- **Construction of Lesser Cat's Enclosure At Rasikbeel Mini Zoo, Coochbehar, West Bengal.**

Tender Reference No. ....

1. I/We refer to the tender notice issued by you for the work of Construction works in Divisional Forest Officer, Coochbehar Division vide tender reference no. \_\_\_\_\_ mentioned above.
2. I/ We do hereby offer to perform, provide execute, complete and maintain the works in conformity with the drawings, conditions of contract, specifications, Schedule of Quantities for the sum of Rs.....(quoted in Financial BOQ ) ..... only at the respective quoted ITEM WISE rates mentioned in the Schedule of Quantities.
3. I/ We have satisfied myself/ ourselves as to the site conditions, examined the drawings and all aspects of tender conditions, subject above, I/ We hereby agree, should this tender be accepted in whole or in part, to:  
(a) abide by and fulfil all the terms and provisions of the said conditions annexed hereto;  
(b) complete the works within.....days.
4. I/ We have deposited the earnest money of Rs.\_\_\_\_\_ only which, I/ We note that deposited EMD, will not bear any interest and is liable for forfeiture-  
(i) If our offer is withdrawn within the validity period of acceptance.  
(ii) If the contract is not executed within 15 days from the date of receipt of the letter of acceptance. Or  
(iii) If the work is not commenced within 10 days after issue of work order handing over of the site which ever is later.
5. I/ We understand that you are not bound to accept the lowest or any tender you receive.

Yours faithfully,

Signature.....  
Designation : .....  
Address : .....

Name of Partners of our Firm:

- 1) \_\_\_\_\_.
- 2) \_\_\_\_\_.

**Section – B**

**FORM – III  
STRUCTURE AND ORGANISATION**

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

A.2. Office Address:

Telephone No.:

Fax No.:

e-mail :

A.3. Name and address of Bankers:

A.4. Attach an organization chart showing the structure of the 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:\_\_\_\_\_

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

**Section-B**  
**Form – IV**  
**(TO BE FILLED UP BY TENDERER)**  
**AFFIDAVIT**

**(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 tender 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.T.
- (III) The undersigned would authorize and request any Bank, person, Firm, or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Ex-Officio Director, Rasikbeel Mini Zoo & Divisional Forest Officer, Coochbehar Division herein referred to as the Tender Inviting & Accepting Authority, to verify this statement.
- (IV) The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Tender Inviting & Accepting Authority.
- (V) Certified that I have applied in the tender in the capacity of individual/as partner of a firm & I have not applied severally for the same job.

Date: \_\_\_\_\_

Signature of authorized officer of the firm: \_\_\_\_\_

Title & Capacity of the officer: \_\_\_\_\_

Name of the Firm with Seal: \_\_\_\_\_



(TO BE FILLED UP BY TENDERER)

To,  
Ex-Officio Director,  
Rasikbeel Mini Zoo  
&  
Divisional Forest Officer, Coochbehar Division

Dear Sir/ Madam,  
Ref:- Tender NIT No. \_\_\_\_\_

1. I/We refer to the tender notice issued by you for **Construction of Lesser Cat's Enclosure At Rasikbeel Mini Zoo, Coochbehar, West Bengal** in vide tender reference no. \_\_\_\_\_ mentioned above.

2. I/ We do hereby offer to perform, provide execute, complete and maintain the works in conformity with the drawings, conditions of contract, specifications, Schedule of Quantities for the sum of Rs \_\_\_\_\_ (quoted in Tender Paper) only at the respective quoted ITEM WISE rates mentioned in the Schedule of Quantities.

3. I/ We have satisfied myself/ ourselves as to the site conditions, examined the drawings and all aspects of tender conditions, subject above, I/ We hereby agree, should this tender be accepted in whole or in part, to:

- (a) abide by and fulfil all the terms and provisions of the said conditions annexed hereto;
- (b) complete the works within \_\_\_\_\_ days.

4. I/ We have deposited the earnest money of Rs. \_\_\_\_\_ only which, I/ We note that deposited EMD, will not bear any interest and is liable for forfeiture-

- (i) If our offer is withdrawn within the validity period of acceptance.
  - (ii) If the contract is not executed within 15 days from the date of receipt of the letter of acceptance.
- Or
- (iii )If the work is not commenced within 7days after issue of work order/ handing over of the site whichever is later.

5. I/ We understand that you are not bound to accept the lowest or any tender you receive.

Yours faithfully,

Signature: .....

Designation: .....

Address : .....

Name of Partners of our Firm:

1) \_\_\_\_\_.

2) \_\_\_\_\_.