



**GOVERNMENT OF WEST BENGAL
DIRECTORATE OF FORESTS**

**Office of the Principal Chief Conservator of Forests & Chief Executive Officer,
West Bengal Compensatory Afforestation Fund Management and Planning Authority**

Aranya Bhawan, Block: LA-10A, Salt Lake City, Sector – III, Kolkata: 700106

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Visit us at: www.westbengalforest.gov.in

Memo. No. 603/CAMPA/2C-199

Date: 09.01.2024

Notice Inviting e-Tender: - e-Tender NIT No: 08/CAMPA/Tech Manpower/2023-24 (2nd Call)

The Conservator of Forests & Joint Chief Executive Officer, West Bengal Compensatory Afforestation Fund Management and Planning Authority, on behalf of the Governor, Govt. of West Bengal invites e-tenders from eligible Chartered Accountants / Cost Accountants firms for the following work(s) as detailed in the table below:

Schedule of Works for which the e-Tender is invited

NIT No.	Name of the Work	Estimated Amount (Rs)	Location of Work	Tender Fees (Rs.)	Earnest Money (Rs.)	Period of Completion of work (days)
E-tender NIT No. 08/CAMPA/Tech Manpower/2023-24(2 nd Call)	Technical support for closure and compilation of Accounts along with advisory services for Budgeting documentation, Audit Assistance and Taxation etc. and related MIS works of WB CAMPA.	Rs. 7,20,000/- (inclusive of all taxes and charges)	In O/o the PCCF & CEO, WB CAMPA, Aranya Bhawan, 1 st Floor, Block-LA, 10A, Sector-III, Kolkata-700106.	Tender Fees: Rs. 500/-	EMD: 2% of Rs. 7,20,000/- =Rs. 14,400/-	One year from the date of issuing of work order.

Important points of reference

Sl. No.	Items	Date & Time
1	Date of uploading N.I.T. Document Online(Publishing Date)	12/01/2024
2	Documents download start date (Online)	12/01/2024, 10.00 am
3	Documents download end date (Online)	19/01/2024, 04.00 pm
4	Bid submission start date (Online)	12/01/2024, 10.00 am
5	Bid submission closing date (Online)	19/01/2024, 04.00 pm
7	Bid opening date for Technical Proposal (Online)	22/01/2024, 05.00 pm
8	Date of uploading technically qualified bidders(Online)	To be notified in due course
9	Date of opening Financial Bids (Online)	To be notified during uploading of Technical Evaluation Sheet of bidders
10	Date of publication of list of bidders along with final rate(Online / Offline)	To be notified in due course.

Last date & time of submission of bids online is: 19/01/2024 at 04:00 pm.

Note:

1. In case of any unscheduled holiday or on days of Bandh or natural calamity on the aforesaid dates, the next working day will be treated as scheduled / prescribed date for the same purpose.
2. The Tender Inviting Authority may change the venue of opening the Technical or Financial Bids in case of exigent circumstances like breakdown of communications link or conditions of force majeure.
3. The Tender Inviting Authority reserves the right to defer the date of opening of either Technical Financial Proposal or both, if required.

INSTRUCTIONS TO BIDDERS (ITB)

Section – A

1. General Guidance for e-Tendering

1.1 Instructions / Guidelines for e-Tenderers for electronic submission of the e-Tenders online have been shown in Web site <https://wbtenders.gov.in>

1.2 Registration of Bidders

Any bidder willing to take part in the process of e-Tendering will have to be enrolled and registered with the Government e-Procurement System.

1.3 Digital Signature Certificate (DSC)

Each bidder is required to obtain a Class-III Digital Signature Certificate (DSC) for submission of e-Tenders.

1.4 Collection of e-Tender Documents

The bidder can search and download NIT and e-Tender 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 e-Tender documents.

1.5 Participation in proposed Internal Audit 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 or registered company.

2. Submission of e-Tenders:

2.1 General process of submission:

Tenders are to be submitted online through the website stated in Clause 1.1 in two folders, 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. Tenderers should specially take note of all the addendum/corrigendum related to the e-Tender and upload the latest documents as part of the e-Tender.

2.2 Technical Proposal

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

A. Technical File (Statutory Cover) containing

- i. NOTICE INVITING E-TENDER (NIT) **(to be submitted in “NIT” Folder)**.
- ii. Section B (Form I, Form II, Form III, Form IV, Form V, Form VI and AFFIDAVIT – Y)**(to be submitted in “FORMS” Folder)**, as the proposed tender will be evaluated under QCBS method.
- iii. **Earnest Money Deposit (EMD)** by the Tenderer as mentioned in the NIT document in favour of “The Conservator of Forests & Joint Chief Executive Officer, WB CAMPA”.
- iv. Instructions to Bidders. **(to be submitted in “ITB” Folder)**
- v. General Terms & Conditions of Contract. **(to be submitted in “GT AND CC” Folder)**
- vi. Technical Specification. **(to be submitted in “TS” Folder)**

- i) **Tender fee of Rs.500/-(Rupees Five hundred only) which is non-refundable and is required to be submitted by all intending bidders through GRIPS Portal. (<https://wbifms.gov.in/GRIPS/makePaymentInt.do>)**

Select <Forest Department> - <Receipt of Tender Fees relating to works under CAMPA>.

Select 'Circle' as WB CAMPA (HQ).

Earnest Money Deposit (EMD) @2% on estimated value of the tender (i.e., Rs.7,20,000/-) amounting to Rs.14,400/-(Rupees Fourteen thousand four hundred only) is required to be paid by all intending bidders through ICICI Payment Gateway. Under any circumstances the Earnest Money so deposited shall not bear any interest.

(Detailed procedure is described in order no. 3975-F(Y) dated 28th July, 2016 of Finance Department, Govt. of WB).A copy of challan / receipt obtained after deposition of tender fee and EMD should be submitted along with tender documents.

- ii) **Addenda/Corrigenda, if published:** Bidder are to keep track of all the Addendum/Corrigendum issued with e-Tender and upload all the above, digitally signed, along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as invalid and liable to be rejected.

NATURE & SCOPE OF WORK:

e-Tenders are invited from Chartered Accountant firms / Cost Accountant firms for providing technical support & compilation for:-

1. Cash book of WB CAMPA.
2. Cash book of DDO of HQ. WB CAMPA
3. Submission of returns of GST & IT TDS and reply of queries in this regard.
4. Maintaining records / transactions of State Compensatory Afforestation Fund & Deposit accounts.
5. Compilation of PR & UC on monthly basis, quarterly basis & annual basis.
6. Preparation of Annual Accounts & Balance Sheet.
7. Preparation of Annual Report.
8. Form VI under rule 35 of CAF Act, 2018
9. Form VII under rule 37 of CAF Act, 2018.
10. Form VIII under rule 37 of CAF Act, 2018 (monthly Report)
11. Form IX under rule 37 of CAF Act, 2018 (Annual Report)
12. Form X under rule 37 of CAF Act, 2018 (Records to be maintained at accounting Unit)
13. Form XI under rule 38 of CAF Act, 2018 (Statement of accounts for the state authority).
14. ANB (Atma Nirbhar Bharat) report for sending to National CAMPA.
15. Billing through IFMS & generation of subsidiary reports.
16. Drafting of replies to audit paras.
17. Preparation of reports of Query of Rajya Sabha and Lok Sabha questions & RTI.
18. Other works as directed by WB CAMPA authority from time to time.

The above-mentioned works have been estimated to be accomplished by at least 02 (two) competent manpower who are required to be engaged by the successful Chartered Accountants / Cost Accountants firm in WB CAMPA (Headquarters) during office hours on a regular basis.

Necessary information for accomplishment of item of work mentioned above will be provided from WB CAMPA (Headquarters), Aranya Bhawan, Salt lake.

The details of Divisional units are given in **Annexure- I**.

GENERAL TERMS & CONDITIONS FOR E-TENDERING

1. Participation in work

A prospective bidder shall be allowed to participate in the tender in the capacity of a firm.

2. Eligibility Criteria for participation in tender:

(a) No firm shall submit more than one Tender. In case any tenderer submits more than one, his tender will be rejected. All the documents in the offer should be marked with signature and seal of authorized person of the firm.

(b) Provided that such similar works should have been implemented in Government Department, Government undertaking / Statutory Bodies. 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 organization should be submitted.

(c) All categories of prospective Tenderers shall have to submit valid and up to date Professional Tax receipt Challan, GST Registration Certificate, Income Tax Return for last three years, PAN Card issued by Income Tax Department, Aadhaar Card and Trade License in respect of the prospective Tenderer and Certificate of Practice against the firm.

(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 tender for and on behalf of such company or firm, invariably submit a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to submit such tender. The Power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.

(e) Neither prospective Tenderer nor any of the constituent partners had been debarred to participate in any Tender by any department of Govt. of WB / Central Govt. or any office under its control / Public sector undertaking under the control of WB State / Central Govt. during the last 05 (five) years prior to the date of this NIT. 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).

(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)

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

(h) Joint Ventures will not be allowed.

(i) If the prospective Tenderer is found to have applied severally in a single job, all his applications will be rejected for that job.

(j) Conditional / Incomplete Tender will not be accepted under any circumstances.

3. Submission of Tenders

3.1. General process of submission:

Tenders are to be submitted online through the website in two folders, at a time for the proposed 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 shall be virus scanned and digitally signed.

Tenderers should specially take note of all the addendum/corrigendum related to the tender uploaded time to time will be as part of the tender.

3.2. Technical Proposal:

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

Technical File (Statutory Cover) containing:

i) NOTICE INVITING TENDER (Including Instructions to Bidders, General Terms & Conditions of Contract, Technical Specification.) (To be submitted in “NIT” Folder)

ii) Section B (Form I, Form II, Form III, Form IV, Form V and AFFIDAVIT) (to be submitted in “EMD AND TECHNICAL DOCUMENTS” Folder.)

Note:

a) Document for Tender Fee must be submitted duly digitally signed in the Website <https://wbtenders.gov.in>. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender Schedule.

b) Addenda/Corrigenda: If published, Tenderers are to keep track of all the Addendum/Corrigendum issued with this tender and upload all the above digitally signed along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as informal and liable to be rejected.

Statutory Documents

- i. Copy of PAN Card
- ii. Copy of GST Registration Certificate
- iii. Copy of Professional Tax Registration Certificate
- iv. Copies of valid Certificate of practice issued by Institute of Chartered Accountants of India / Institute of Cost Accountants of India etc. / Trade license.
- v. Firm Profile.
- vi. Income tax return for last three years.
- vii. **Desirable:** Experience in Preparation of Accounts, Budgetary Documents, Taxation matters, Closure & Compilation of Accounts under the applicable Government Guidelines and Statutory Acts, MS-Office, TALLY and preferably experience in Integrated Financial Management System (IFMS) and experience in accounts which are oriented towards Forestry operations & procedure and returns as per CAF Act, 2018.

3.3. Submission of Proposals

Two Bid System is to be followed for submission of bids.

a) Technical proposal:-

SL NO.	Details	Documents Required
1	Mandatory Statutory Documents	i. Copy of PAN Card ii. Copy of GST Registration Certificate iii. Copy of Professional Tax Registration Certificate iv. Copies of valid Certificate of practice issued by Institute of Chartered Accountants of India / Institute of Cost Accountants of India / Trade license v. Firm Profile. vi. Income tax return for last three years.
2	Firm Constitution details	1. Proprietorship - Firm Detail / Trade License. 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.
3	Average Turnover	Copy of Profit & Loss A/c. and Balance Sheet of F.Y. 2020-21, 2021-22 and 2022-23
4	Credential	Copy of Work Order / Completion Certificate in same or similar assignments.

5	List of team members with experience in IFMS and Tally and having experience in accounts oriented towards forestry operations	List with details of name, age, academic & professional qualifications and experience (in years) in working in IFMS & Tally etc. Further, experience/exposure of the firm and team in forestry related works is desirable.
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b). Financial proposal: The financial proposal should contain the Bill of Quantities (B.O.Q) in one cover (folder). The tenderer is to quote the rate 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 tenderer.

The financial quote should be the **annual charges comprehensive of all expenses and taxes** along with advisory & executionary services of the firm for the purposes as mentioned in scope of work. The financial quote should be written in both figures and words. The Financial Bids will be opened for successful tenderers of Technical Bid on the scheduled date and time.

Annual estimated financial involvement (expenditure) of the proposed work is Rs. 7,20,000/-.

4. Opening of Technical Proposal

Technical proposals will be opened by the authorized representative electronically from the website using Digital Signature Certificate.

Intending tenderers may remain present, if they so desire.

Cover (Folder) for Statutory Documents shall 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 tender will summarily be rejected.

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

5. Norms for Finalisation of the Bids:

The Evaluation of the tender will be done on the principle of **Quality and Cost Based Selection (QCBS)** system.

The details of the process are described below:

The evaluation of the proposal shall be carried out in two stages.

In the first stage, evaluation of the technical proposal will be taken up. Proposals which are received unsigned or are incomplete (i.e. when the required bid formats and /or supporting documents have not been submitted) will be summarily rejected. Then technical documents of firm and its team experience will be evaluated amongst qualifying bidders.

In the second stage, evaluation of the financial proposal of the technically qualified bidders will be taken up.

The weightage assigned for bids is Technical bids: Financial Bids = 70:30. The final assessment will be based on the 70 % of Technical + 30 % of Financial scores.

Any modification subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criterion, General Terms and Conditions and compliance to the scope of work requirement etc.

6. Evaluation of Technical Bids

The Technical Bid will be examined by the Tender Committee constituted by the PCCF & CEO, WBCAMPA. Decision of the Tender Committee regarding awarding of marks will be final. No representation will be accepted from the bidders in this regard. Technical Evaluation will be done on the basis of the evaluation criteria and scoring pattern as stated below:

Sl. No.	Criteria / Sub-criteria	Max. Marks	Documentary Proof
A	Establishment of the firm relevant to the assignment, Date of establishment (< 3 years = 8 marks) (> 3 – 5 years = 16 marks) (> 5 – 7 years = 20 marks) (> 7 – 10 years = 24 marks) (> 10 years = 30 marks)	30	Certificate of Practice and Constitution Profile of the firm issued by Institute of Cost Accountants of India / Institute of Chartered Accountants of India.
B	Number of Partners / Proprietor: 1 mark for each Partner / Proprietor (Maximum 5 Marks).	5	List of Partners / Proprietor with Qualification (In case of Proprietorship Firm – Certificate of Practice vide Point No. A will be considered) – <u>Form- II.</u>
C	Average Annual Turnover: < 10 Lakh = 2 marks, >= 10 Lakh < 20 Lakh=8 marks, >= 20 Lakh < 40 Lakh = 10 marks, >= 40 Lakh < 50 Lakh = 12 marks, >= 50 Lakh = 15 marks.	15	Copy of Profit & Loss A/c. and Balance Sheet of F.Y. 2020-21, 2021-22 and 2022-23 along with <u>Form- III.</u>
D	Experience of the firm in same or similar assignments, preparation / compilation/ auditing of accounts oriented towards forestry operations during the last 10 years. 5 marks for each project (Max. 30 marks)	30	Statement of Experience - <u>Form- IV,</u> along with Copies of Work Orders/ Completion Certificates *
E	Experience of the firm in same or similar assignments, preparation / compilation / auditing of accounts, filing of returns	5	Statement of Experience - <u>Form- V,</u> along with Copies of Work Orders / Completion Certificates *

	towards works involving other than forestry operation. (1 mark for each work order – 5 Marks maximum)		
F	List of team members with experience in IFMS, MS-Office & Tally and having experience in accounts oriented towards forestry operations required for execution of scope of work for advisory and execution of works. 5 marks for each member (Max. 15 marks)	15	List with details of name, age, academic & professional qualifications and experience (in years) in working in IFMS, MS-Office, Tally and experience in accounts oriented towards forestry operations (Form-VI).

*** Multiple work orders / Completion Certificates obtained from a single source for accomplishment of same work(s) in different years will be considered as a single work for the purpose of technical evaluation as stated in sl. no. D and E above.**

Bidders securing Technical score of 70 or above, will qualify for evaluation in the financial bid. Priority shall be given to the firm having HQ at Kolkata if more than one firm score equal number.

7. Uploading of summary list of technically qualified Tenderer (1st round)

Pursuant to scrutiny and decision of the **Tender Evaluation Committee (TEC)**, the summary list of eligible tenderers 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 tenderers 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.

8. Opening and Evaluation of Financial Proposal:

Financial proposals of the Tenderer declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal stated on the prescribed date, normally immediately after publication of final summary list of the Tenderer but may vary as per the time requirement for procedural formalities.

9. Evaluation of Financial bids

The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria mentioned below:

- The total financial score for evaluation of financial bids is 100
- The list of Bidder will be ranked in ascending order, i.e. the Bidder who quoted the lowest amount (L1) will be ranked first and so on. For the purpose of this tender the participating bidder who would quote the lowest gross amount as Financial quote, will be ranked L1 and will be assigned 100 points. Other bidders, viz: L2, L3 etc. will be compared against the financial quote of the L1 and points assigned accordingly.

For example, if the quote of L1 is Rs.200/- & that of L2 is Rs. 400/-, then L1 will be awarded 100 points (maximum) and L2 will be awarded $(200/400) \times 100 = 50$ Points.

Total Score Secured = 70% of Technical Score (achieved) + 30 % of Financial Score (Achieved).

10. Uploading of summary list of finally qualified Tenderer (2nd round)

After evaluation of Financial Proposal, may upload the final summary result containing inter-alia, name of tenderers and the rates quoted by them against each work provided Tender evaluation committee is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate.

11. Procedures to be followed when one / two technically qualified Tenderer participated in any tender:

Financial bid of technically qualified single / two Tenderer may not be opened and action will be taken as per government order in this regard.

12. Acceptance of Tender (Technically eligible/qualified)

Tenderer who got the highest normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and may reserves the right to reject any or all the tenders, for valid reasons and also reserves the right to distribute the work amongst more than one tenderer.

13. Award of Contract and Issue of Work Order:

After selection of the successful bidder, a Letter of Acceptance of tender with agreement will be issued to the successful bidder by the Tender Inviting Authority in due course. The successful bidder should submit an acceptance letter within two weeks from the date of receipt of the 'Letter of Acceptance'. If the same is not executed within two weeks, the bidder may be held as non-responsive and, in such cases, next bidder will be given an offer. Work Order will be issued to the successful bidder only after receipt of the 'Letter of Acceptance' from the successful bidder and after signing of Memorandum of Understanding agreement & after depositing of security deposit.

14. Duration and Extension of Work Order:

The work order will initially be for one year from the date of initiation of work as mentioned in the work order which may be extended up to **02 (Two) year** under the same Terms and Conditions as mentioned in agreement, based on performance and subject to approval of the Administrative Department.

15. Penalty for suppression / distortion of facts:

If any tender fails to produce the original hard copies of the documents (especially completion certificates and audited balance sheets), or any other documents on demand of the Tender 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 tenderer will be suspended from participating in the tenders on e-Tender platform for 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money

Deposit will stand forfeited. Besides, the WB CAMPA authority may take appropriate legal action against such defaulting tenderer.

16. Cancellation of Tender:

The WB CAMPA Authority reserves the right to cancel this N.I.T. due to circumstances which seem appropriate to him and no claim from the tenderer in this respect will be entertained.

17. Security Deposit:

The successful Tenderer has to deposit Security Deposit 10% (Ten Percent) security money through Treasury Challan under Head of Service: 8443-00-109-003-07-Security Deposit (Operator ID 155 & Scheme ID-999997) by the Tenderer himself, within 7 (seven) days from the date of acceptance of Tender and a contract paper has to be signed otherwise the earnest money shall be forfeited to the State. Under any circumstances the Security Deposit so deposited shall not bear any interest.

18. Execution of Work:

The successful Tenderer and the manpower engaged by them shall be bound to execute work according to the direction given from time to time by the undersigned being the authorized officer of the WBCAMPA and any complaint against the tenderer 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.

19. Deduction of Taxes etc.:

Deduction of Income Tax, TDS on GST from the Tenderer's bill will be made as per Govt. rules. Rate in the B.O.Q. is inclusive of all incidental charges stated above.

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

21. Mobilization Advance / Cost over Run:

No Mobilization Advance and Secured Advance will be allowed.

22. Canvassing in connection with the tender is strictly prohibited in the Tender submitted by the Tenderer.

23. The Successful Tenderer will have to submit 01 set of all the Tender Documents along with BOQ in connection with this Tender in hard copy within 5 (Five) days from the date of receipt of Letter of Acceptance of the Tender. Failure to do so will be liable to termination/rejection of Tender with forfeiture of Earnest Money without any reference to the Tenderer.

24. The Successful Tenderer will have to do the work as per the work order to commence the work.

25. The Successful Tenderer 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.

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

27. In the event of a tender 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.

28. The Tenderer must upload all the papers/documents that is digitally signed as a proof of acceptance of terms and conditions of the Tender.

29. In case of any dispute, whatsoever in connection with the tender, the decision of Chief Executive Officer, WB CAMPA shall be final and binding.



**Conservator of Forests
&
Jt. CEO, WB CAMPA**

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

1. The Principal Chief Conservator of Forests (HOFF), West Bengal.
2. The Principal Chief Conservator of Forests & CEO, WBCAMPA.
3. The Deputy CEO, WBCAMPA.
4. The Chief Account Officer. WBCAMPA.
5. The Deputy Conservator of Forests, MIS, WB, Aranya Bhawan. He is requested for making arrangement of uploading the enclosed "Tender Notice" in our official website.
6. Publicity Division for display in Notice Board and circulation in local office.
7. Office Notice Board.
8. The Accounts Section.
9. The Guard File.



**Conservator of Forests
&
Jt. CEO, WB CAMPA**

**FORM-I
APPLICATION**

**To
The Conservator of Forests
& Jt. CEO, WB CAMPA**

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

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

Dear Sir/Madam,

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)

Date: _____

Signature of authorized officer of the firm

Title & Capacity of the officer:

Name of the Firm with Seal

STRUCTURE AND ORGANISATION

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

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 as per format given below.

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

List of Partners / Proprietors with details:

SL. NO.	NAME	QUALIFICATION	EXPERIENCE IN YEARS	NATURE OF EXPERIENCE
1				
2				
3				
4				
5....				

Stamp & Signature

FORM-III

Average Annual Turnover Certificate

This is to certify that the following statement is the summary of the Average Annual Turnover required as per requirements of this Tender by the firm (Name of the Firm)-

Sl. No.	Financial Year	Turnover rounded up to Rs. in lakh (two digits after decimal)
1	2020-2021	
2	2021-2022	
3	2022-2023	
Total		

Average Annual Turnover of Last Three (03) Years : Rs. lakhs.

Stamp & Signature

**FORM-IV
EXPERIENCE PROFILE**

**LIST OF COMPLETED PROJECTS THAT ARE SIMILAR IN NATURE OF WORK AS STATED IN
(POINT 6D OF GENERAL TERMS AND CONDITIONS OF E-TENDERING)**

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 & Capacity of the officer:

Name of the Firm with Seal:

**FORM-V
EXPERIENCE PROFILE**

LIST OF COMPLETED PROJECTS THAT ARE SIMILAR IN NATURE OF WORK AS STATED IN
(POINT 6 OF GENERAL TERMS AND CONDITIONS OF E-TENDERING)

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 & Capacity of the officer:

Name of the Firm with Seal:

FORM-VI

DETAILS OF TEAM MEMBERS

LIST OF TEAM MEMBERS WITH EXPERIENCE IN IFMS, MS-OFFICE, TALLY AND HAVING
EXPERIENCE IN ACCOUNTS ORIENTED TOWARDS FORESTRY OPERATIONS
(POINT 6F OF GENERAL TERMS AND CONDITIONS OF E-TENDERING)

SL. NO.	NAME	QUALIFICATION	TOTAL EXPERIENCE (IN YEARS)	NATURE OF EXPERIENCE IN IFMS AND ACCOUNTS ORIENTED TOWARDS FORESTRY OPERATIONS (mention details of work) *
1				
2				
3				
4				
5....				

Certified that above mentioned team members are experienced in **IFMS and accounts oriented towards Forestry Operations** along with adequate experience in MS-OFFICE and TALLY.

Stamp & Signature of Authorized Officer of the Firm

*No mark will be credited if a team member has no experience either in IFMS or accounts oriented towards Forestry Operations.

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 Conservator of Forests & Jt. CEO, WBCAMPA herein referred to as the Tender Inviting 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 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

ANNEXURE - 1
List of Circles & Divisions

SL NO.	CIRCLE	DIVISION
1	Hill Circle	Kurseong Division
2		Kalimpong Division
3		Darjeeling Division
4	Central Circle	Bankura North Division
5		Bankura South Division
6		Panchet Division
7	Sundarban Biosphere Reserve	24 Parganas South Division
8		24 Parganas North Division
9		Nadia-Murshidabad Division
10	Western Circle	Rupnarayan Division
11		Medinipur Division
12		Kharagpur Division
13		Purba Medinipur Division
14		Jhargram Division
15	South -West Circle	Kangsabati North Division
16		Kangsabati South Division
17		Purulia Division
18		Purulia Extension Forestry Division
19	South- East Circle	Birbhum Division
20		Burdwan Division
21		Durgapur Division
22	Soil Conservation Circle	Kurseong Soil Conservation Division
23		Jalpaiguri Soil Conservation Division

24	North-West Circle	Malda Division
25		Raiganj Division
26		Siliguri Social Forestry Division
27		Jalpaiguri Social Forestry Division
28	Parks & Gardens Circle	Howrah Division
29		Parks & Gardens (North) Division
30		URF Division
31	Wildlife North Circle	Darjeeling Wildlife Division (WL-1)
32		Gorumara Wildlife Division (WL-2)
33		Jaldapara Wildlife Division (WL-3)
34	Northern Circle	Jalpaiguri Division
35		Coochbehar Division
36		Baikunthapur Division
37	Buxa Tiger Reserve (BTR)	Buxa Tiger Reserve (East)
38		Buxa Tiger Reserve (West)
39	Sundarban Tiger Reserve	Sundarban Tiger Reserve (STR)
40	Research & Development Circle	Silviculture South Division
41		Silviculture North Division
42		Silviculture Hill Division
43	Monitoring Circle	Monitoring South Division
44		Monitoring North Division
45	Working Plan	Working Plan (North) Division
46		Working Plan (South) Division -I
47		Working Plan (South) Division -II



Jt. CEO, WB CAMPA