



GOVERNMENT OF WEST BENGAL
Directorate of Forests
Office of the Divisional Forest Officer,
RUPNARAYAN DIVISION.
Rangamati, Midnapore. PO-Vidyasagar University,
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Quotation for "Celebration of Various Forestry, Wildlife and Environment Days as awareness generation
Programmes" under RUPNARAYAN DIVISION, RANGAMATI, MIDNAPORE.

No. 686 /2- Quot Dated The Midnapore 18/05/18

As a part of Awareness generation programmes, each Divisions of Forest Directorate has to take up various programmes at filed level involving JFMCs and Students from schools and colleges. Celebration of Vanmohotsav, World Forestry Day, Forest Martyr's Day, Wildlife Week are but few fixed programmes of such nature. Thus, in pursuance to the G.O No-5400-F(Y) dt 25/6/12 and its subsequent amendment No-2254-F dt 24/4/14, The Divisional Forest Officer, Rupnarayan Division, Rangamati, Midnapore, on behalf of Governor of West Bengal, invites Item wise cluster wise sealed quotations from bonafide, resourceful suppliers/contractors for taking up following works as per the estimate given in the table below.

LOCATION AND CLUSTERS

Type of Awareness generation programme	Max Adm Amt for Divn Lev programme	Max Adm Amt for range level programme	Cluster and Location	remarks
Vanmohotsav	98,000	49,000	Divn Hq-1	Works to be carried out as it is where it is basis as per direction of concerned Range Officer Maximum admissible limit for each cluster are Rs 98,000 & 49,000 for Division Level & range level programmes respectively.
Wildlife Week Celebration	98,000	49,000	Amlagora-2	
Martyrs day	98,000	49,000	Garbeta-3	
World Forestry day	98,000	49,000	Hoomgarh-4	
			Mahalaisai-5	In case of no participation is made in any of the clusters, the lowest rate shall be accepted if the lowest bidder agrees otherwise next lowest bidders will be approached for the job
			Goaltor-6	Bills shall be prepared accordingly as per actual works implemented in the field. In no case bill amount shall be more than the accepted offered rate. If any item of works is not implemented in the field, the same should not be incorporated in the bill on the ground of accepted offered rate. This shall be view seriously and legal action shall be initiated against the bidder/s.

MODEL ESTIMATE FOR ORGANISING DIVISION LEVEL PROGRAMME

Sl No	Item of Works	Unit	Qty	Rate	Amount
1	Publishing & printing of invitation Card as per requirement-2 Page Colour	No	200	30	6000
2	Publishing & printing of flex, Cheques Replica etc	No	50	200	10000
3	Arrangement of small pandals and stages	No	2	8000	16000
4	Carriage and transportation of seedlings at various points including loading and unloading	Trip	8	1500	12000
5	Hiring of vehicle as requirements for movemnt of staff, officers and other dignatories	No	8	2000	16000
7	Arrangements for light refreshments for school studiens and FPc members	No	400	50	20000
8	Arrangements of refreshments for dignitaries	No	50	100	5000
	Total				86000
	Contingency not exceeding 3%				820
	Add GST @12%				10320
	Add labour Cess 1%				860
	Grand Total				98,000
	For range level Programme it will be ½ of the total ie				49,000

The above estimates are indicative in nature where Division Level programme/s will be celebrated, involving nearly 600 persons and range level programmes will be celebrated involving nearly 300 persons.. The details of cluster along with indicative costs for the clusters are given in the table above. Intending bidders are required to participate in the quotation from **21 /05//2018 to 07 /06/2018** from 11.00 AM to 4.00 PM on the working days and will be **opened on 07 /06/2018 at 5.00 p.m** in front of quotationers as they remain present.

FORMAT FOR SUBMISSION OF QUOTATION


Tender Notice No	Type of Awareness generation programme	Max Adm Amt for Divn Levl programme	Max Adm Amt for range level programme	Exclusive of GST, Labour Cess and Contingency but inclusive of all other taxes	Exclusive of GST, Labour Cess and Contingency but inclusive of all other taxes	Location details & Cluster
	Vanmohotsav	98,000	49,000			
	Wildlife Week Celebration	98,000	49,000			
	Martyrs day	98,000	49,000			
	World Forestry day	98,000	49,000			

NB :- Work order will be issued after getting approval from appropriate authority & placement of fund.

Terms & Conditions.


1. Quotation is floated with an anticipation of administrative and financial approval from appropriate authority. If approval is not received or fund is not there, the quotation shall be cancelled outright without assigning any further reason. Work order, after completion of due formalities shall be issued accordingly. Payment for availing quotation paper, if any shall not be refunded under any circumstances
2. All the arrangements are required to be made within as per direction of concerned range officer. Information to the successful bidder/s will be given well in advance over telephone at least 7 days ahead of the actual programme to be implemented in the field.
3. **Rate Quoted should be Exclusive of GST, Labour Cess and Contingency but inclusive of all other taxes for the time being in vogue**
4. **The intending bidders shall be allowed to participate in any or all of the clusters of his/her own choice. However, he must possess credentials of similar nature of job not more than 3 years old. The financial credentials should be at least 60% of the maximum admissible rate for maximum 3 contracts within this 3 years span. He must also possess sufficient manpower to implement the work.**
5. It is mandatory to pay Minimum Wage, if any, as per the latest Minimum Wage Act. It shall be the discretionary power of the Range Officer to deploy labourers from among the JFMC members having the requisite skills to raise the nursery seedlings.
6. The Divisional Forest Officer, Rupnarayan Division, shall have the liberty to cancel any part/cluster or the entire quotation without assigning any reasons thereof.
7. The requisite certificate such as PAN, GST/ VAT, Bank A/c Details shall have to be submitted along with quotation.
8. Security, as applicable, shall have to be deposited by the successful bidders.
9. Work Order shall be issued as per exact field situation. Bill shall be processed as per actual work done in the field and not based on lowest rate quoted only, subject to the limit mentioned in the table above.
10. **Work should be done as and when required basis. Work Orders shall be issued accordingly.**
11. **It shall be the discretionary power of the undersigned to impose penalty to the tune of 10% of the total value of the work in case of delay/mismanagement in completing/implementing the work, if applicable**
12. The quotationer/supplier/contractor should have valid license from concerned authority.
13. **Sample, if applicable, should be supplied to the AFR section before quoting the rate through quotation.**
14. Broken / Damaged materials / materials of below quality against the sample supplied, if found after receiving by this office, the same should be replaced with new one / fresh supply at the earliest.
15. Guarantee / Warranty of the supplied materials if any, should be indicated in the quotation.
16. **Delivery (carriage part) of the materials like light refreshments etc should be free of cost.**
17. The rate offered should be valid for 3(three) months. However the same can be increased up to 1 year subject to satisfactory service of the quotationer.

18. Actual work at field level shall be dependent on the field level situation as per recommendation of the concerned Range Officer. Payment will be made based on actual supply / work done.
19. It shall be the responsibility of the successful bidder to pay minimum wages to the labourers engaged for the work. In no case minimum wages shall be compromised under any circumstances.
20. Concerned Range Officer will be at his liberty to engage skill labourers from among the FPCs; but payment as per minimum wage act, shall be required to be made by the contractor concerned.
21. If required, and if decided by the Range Officer concerned, payment to the labourers shall be given directly to the respective bank accounts of the labourers. Successful bidder shall not have any say regarding the matter.
22. In that case bill shall be prepared accordingly based on the certificate provided by the concerned Range Officer in this regard referring the same quotation no. & work order no.
23. Work order will be issued to the successful quotationer as and when required and subject to availability of fund from appropriate authority.
24. In no case, the Department of Forest, any staffs of Rupnarayan Division, shall be held responsible for any accident/death of the labourer engaged in the field during the time of work. Safety and security shall be exclusively the concern of the successful bidders and he/she shall have to pay the compensation for such incidences as per existing rules.


Divisional Forest Officer,
Rupnarayan Division
Rangamati, Midnapore

No. 686 /2- Quot Dated The Midnapore 18/05/18

1. The Sabhadhipati, Paschim Medinipur Zilla Parishad.
2. The Addl PCCF & Chief Conservator of Forests, Western Circle, West Bengal.
3. The District Magistrate, Paschim Medinipur.
4. The Superintendent of Police, Paschim Medinipur.
5. The Sub-Divisional Officer, Sadar, Paschim Medinipur.
6. The Treasury Officer, Midnapore Treasury
7. All Divisional Forest Officer's, Western Circle, West Bengal.
8. The Treasury Officer, Midnapore Treasury.
9. The Block Development Officer, _____ Block.
10. The Assist. Divisional Forest Officer, Rupnarayan Division.
11. The Head Clerk, Rupnarayan Division.
12. The Budget, Accounts & Revenue Section.
13. AFR, Rupnarayan Division.
14. All Range Officers (Territorial), Rupnarayan Division.
15. Notice Board, Rupnarayan Division.


Divisional Forest Officer,
Rupnarayan Division,
Rangamati Medinipur