



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 "Conducting AGM, BLCC, RLCC Meeting
"under RUPNARAYAN DIVISION, RANGAMATI, MIDNAPORE.**

No. 685 /2- Quot Dated The Midnapore 18/05/18

All the Joint Forest management Committees have now become an integral part of Forest Management in South Bengal. Starting from the planning process to implementation of the development works, management of Forest and wildlife are generally maintained by in consultation with the concerned JFMCs. Now for smooth functioning the Annual general meeting, meeting with the beat and range level coordination committees are very much essential as per the mandate of the JFMC resolution of 40-For dt 03/01/17. 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, Divisional Forest Officer RUPNARAYAN Division, Rangamati, Midnapore, on behalf of Governor of West Bengal, ,invites **Location wise, Cluster Wise Sealed QUOTATION/S** from bonafide, resourceful suppliers/contractors for carrying out the following works at various places of Rupnarayan Division as per the following schedules.

Sl No	Item of Works	Rate	Amt (Rs)	AGM Amt(Rs)	BLCC Amt(Rs)	RLCC Amt(Rs)	Cluster
1	Cost of Supply of Tea and Biscuits & light tiffin for carryout the meeting, for average 100 Nos members	25	2500	2500			Garbeta (CL-1) AGM-10 BLCC-5 RLCC-2 Amlagora (CL-2) AGM-10 BLCC-5 RLCC-2
2	Cos of hiring of 1 nos vehicle as per requirement on contractual basis for whole day	2500	2500		5000		Hoomgarh (CL-3) AGM-10 BLCC-5 RLCC-2
3	Cost of supply of training materials for 100 nos of members	30	3000				Mahalisai (CL-4) AGM-10 BLCC-5 RLCC-2
4	Remuneration fees for 2 experts for training in livelihood support activities to the JFMC members	1000	2000			10000	Goaltor (CL-5) AGM-10 BLCC-5 RLCC-2

Intending quotationers are requested to submit their quotations by name "Shri Arnab Sengupta, W.B.F.S, D.F.O., Rupnarayan Division", Rangamati, Midnapore **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 the presence of the quotationers as remain present. Quotations shall be submitted at the quotation box only, ear-marked for the purpose. The quotationers shall have to enclose valid I.T., VAT/GST Clearance certificate with their quotation.

FORMAT FOR SUBMISSION OF QUOTATION


Quotation No	Sl No	Item of Works	Cluster No	Max Admissible Amt(Rs)	Rate Offered Inclusive of all taxes and statutory deduction
	1	Cost of Supply of Tea and Biscuits & light tiffin for carryout the meeting, for average 100 Nos members	Garbeta (CL-1) AGM-10 BLCC-5 RLCC-2	70,000	
	2	Cos of hiring of 1 nos vehicle as per requirement on contractual basis for whole day	Amlagora (CL-2) AGM-10 BLCC-5 RLCC-2	70,000	
	3	Cost of supply of training materials for 100 nos of members	Hoomgarh (CL-3) AGM-10 BLCC-5 RLCC-2	70,000	
	4	Remuneration fees for 2 experts for training in livelihood support activities to the JFMC members	Mahalisai (CL-4) AGM-10 BLCC-5 RLCC-2	70,000	
	5	Explanation- Sl No-1 is applicable to AGM, SL-1 +2 are applicable to BLCC, SL No-1+2+3+4 are applicable to RLCC	Goaltor (CL-5) AGM-10 BLCC-5 RLCC-2	70,000	

GENERAL TERMS AND 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. The intending bidders shall be allowed to participate in any or all of the clusters and any or all of the items of his/her own choice.
3. The cluster and location shown in the tender notice are indicative in nature. Location may vary as per exact field situation. Successful bidder/s shall have to make their own arrangement to carry out the works in new location on their own. No claim of excess payment shall be entertained in such cases.

4. **Eligibility Criteria-** The intending bidders must be having experience of implementing similar nature of jobs. Job related to supply of food items and vehicle will be sufficient. The financial credential should be atleast 70 % of the estimated cost and not be more than 3 yr's old for maximum 3 contracts.
5. **Dispute Resolution** – The decision taken by the undersigned shall be final in case of any dispute while implementing the work at field level or otherwise. Appeal, if any shall be made to the Chief Conservator of Forests, Western Circle, within 30 days. The decision taken by the Chief Conservator of Forests, Western Circle, shall be final and binding.
6. **No payment shall be made under any circumstance, if the work is not completed.**
7. **Rate quoted should be inclusive of all Taxes.**
8. **Intending bidder/s shall be allowed to participate in any or all of the clusters, subject to having the requisite financial potential which should be at least 80 % of estimate for each cluster for which the intending bidder/s is willing to participate.**
9. **Intending bidders shall have to quote the rate only. However, if any of the items is not required to be implemented or modified as per field situation; bills should be prepared accordingly on pro rata basis based on the offered rate of the successful bidders and item wise allocation of the maximum admissible cost.**
10. **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.**
11. **The Divisional Forest Officer, Rupnarayan Division, shall have the liberty to cancel any part/cluster or the entire quotation without assigning any reasons thereof.**
12. **The requisite certificate such as PAN, VAT/GST, Bank A/c Details shall have to be submitted along with quotation.**
13. **Security, as applicable, shall have to be deposited by the successful bidders.**
14. **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.**
15. **Work should be done within 10 (Ten) days from the date of issue of work order.**
16. **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 subject to the limit mentioned in the table above.**
17. **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 in completing the work, if applicable**
18. **The quotationer/supplier/contractor should have valid license from concerned authority.**
19. **Sample, if applicable, should be supplied to the AFR section before quoting the rate through quotation.**
20. **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.**
21. **Guarantee / Warranty of the supplied materials if any, should be indicated in the quotation.**
22. **Delivery of the materials should be free of cost.**
23. **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.**
24. **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.**
25. **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.**
26. **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.**
27. **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.**
28. **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.**
29. **Work order will be issued to the successful quotationer as and when required and subject to availability of fund from appropriate authority.**

30. 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. 685 /2- Quot Dated The Midnapore 18/05/18

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


Divisional Forest Officer,
Rupnarayan Division,
Rangamati Rupnarayan