

**PROJECT FOR FOREST AND BIODIVERSITY CONSERVATION
FOR CLIMATE CHANGE RESPONSE IN WEST BENGAL
OFFICE OF THE CHIEF PROJECT DIRECTOR
BLOCK LB-2, SECTOR III, SALT LAKE CITY, KOLKATA -700106
Email ID: wfbcccr@gmail.com; Phone Number: 033 2335 2247**

SET OF TENDER DOCUMENTS (ONLINE)

for

e-Tender for Selection of Cost/Chartered Accountant Firm, for Development of component wise detailed Chart of Accounts (COA) for PMU, DMU & FMU, Mapping of COA with the Tally software in base data files along with Preparation and submission of accounting manual & procedure of WB-FBCCCR (PMU, DMUs & FMUs) throughout West Bengal for the Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal (WB-FBCCCR).

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**NIT NO. : WBFBCCCR/NIT-2/2023-24 vide Memo No. 235/WBFBCCCR/3-1(1)/23-24
Date: 19.05.2023**

DECLARATION OF INTENT:

The West Bengal Forest and Biodiversity Conservation Society, a registered society constituted under the aegis of Government of West Bengal, is implementing the Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal.

The Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal is a JICA assisted project launched to mitigate and adapt to climate change, conserve and restore ecosystems by ecosystem based climate change measures, biodiversity conservation and restoration, livelihood improvement activities and institutional strengthening, thereby contributing to sustainable socio-economic development in West Bengal.

The Society has three levels of operation-Project Management Unit (PMU) at headquarter, Divisional Management Unit (DMU) at Divisional level and Field management Unit (FMU) at Range level under each DMU.

The Society, intends to engage bona fide Chartered /Cost Accountant Firms, for Development of component wise detailed Chart of Accounts (COA) for PMU, DMU & FMU, Mapping of COA with the Tally software in base data files along with Preparation and submission of accounting manual & procedure of WB-FBCCCR (PMU, DMUs & FMUs) throughout West Bengal.

e-Tender for Selection of Cost/Chartered Accountant Firm, for Development of component wise detailed Chart of Accounts (COA) for PMU, DMU & FMU, Mapping of COA with the Tally software in base data files along with Preparation and submission of accounting manual & procedure of WB-FBCCCR (PMU, DMUs & FMUs) throughout West Bengal for the Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal (WB-FBCCCR).

(Submission of Bid through NIC e- tender portal --- <http://wbtenders.gov.in>)

The tender is invited on-line through <https://wbtenders.gov.in>. The bidders should have the necessary portal enrolment with their own Digital Signature Certificate (DSC).

Bid documents consisting of specifications, the schedule of quantities and the set of terms and conditions of contract and other necessary documents can be seen in the website: <https://wbtenders.gov.in>. Corrigendum/amendment to this notice, if required, shall be published only on <https://wbtenders.gov.in> and the web site of **WB-FBCCCR** (www.wbfbc.org) and Forest Department web site of (www.westbengalforest.gov.in) and will not be published in any newspaper.

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General Terms and Conditions:

1. Login by Bidder:

For e-tendering, the intending bidders are advised to note carefully the information and instructions as mentioned in 'Instructions to Bidders' stated in Section – A before tendering the bids. The intending bidders are further advised to keep in mind that the scanned copies of duly filled in different Forms and Affidavits as given in Section – B are to be uploaded in the respective folders as indicated in 'Instructions to Bidders'.

In the event of e-filing, intending bidder may download the tender documents consisting of this N.I.e-T., Instruction to Bidders, different Forms, Schedule of Work (BOQ), and Addenda & Corrigenda (if any) from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

2. Earnest Money:

2.1 The Bidder has to make payment of pre-defined Earnest Money Rs.10,000/- (Rupees Ten Thousand Only) against the work for which they applied, by RTGS/NEFT in offline payment mode through Bank Account (Account Name: West Bengal Forest and Biodiversity Conservation Society; Bank Name: Union Bank of India; Branch Name: NUJS-Campus Branch; Address: 12, LB Block, Sector-III, North 24 Parganas, Pin Code-700106; Account No.: 520141001392847; IFSC Code: UBIN0906638)

2.2 Earnest Money Refund/Settlement Process:

a) The EMD of the bidders disqualified at the technical evaluation will be refunded through an automated process to the respective bidders' bank accounts from which they made the payment transaction.

b) Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded through an automated process to the respective bidders' bank accounts from which they made the payment transaction.

c) If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction.

d) As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal, The Earnest Money Deposit of successful bidder will be refunded after submission of Security Deposit on receipt of application.

3. NO INTEREST SHALL BE PAYABLE BY WB-FBCCCR FOR THE SECURITY DEPOSIT and "EARNEST MONEY DEPOSIT".

4. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>

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5. Collection of Tender Documents

The tenderer can search and download NIT and 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 tender documents.

6. Participation in more than one 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. A prospective Tenderer (including his participation in partnership) shall be allowed to participate in a single work or more than one or as many project works as mentioned in the List of Work(s) of this NIT.

7. Eligibility Criteria for participation in tender:

(a) All categories of intending Tenderers shall have satisfactorily completed as a prime agency during the last 3 (three) years prior to the date of issue of this Tender Notice at least one work of similar nature.

(b) No person or firm shall submit more than one Tender for the same item. No offer should have more than one model quoted; in case of more than one alternate offer only the first option will be considered. If offers for more than one item are clubbed together, tender will be rejected. All the leaflets in the offer should be marked with signature and seal of authorized person.

(b) Provided that such similar works should have been implemented in Government Department, Government undertaking / Statutory Bodies constituted under the statute of the Government. Work Order indicating Amount, Value of work-done/in progress, and communicational address of the Client should be submitted.

(c) All categories of prospective Tenderers shall have to submit valid and up to date Professional Tax Registration Certificate, GST Registration Certificate, Income Tax Return Acknowledgement Receipt, PAN Card issued by Income Tax Department, and Aadhaar Card in respect of the prospective Tenderer.

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

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(e) Neither prospective Tenderer nor any of the constituent partners had been debarred to participate in any Tender by the Government Department, Government undertaking / Statutory Bodies constituted under the statute of the Government; during the last 5 (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 / LLP shall furnish the registered Partnership Deed / LLP Deed.

(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) A prospective Tenderer shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. 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.

8. Submission of Tenders

8.1 General process of submission:

Tenders are to be submitted online through the website in two folders, at a time for each 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 virus scanned and digitally signed. Tenderers should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

8.2 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, Annexure 2, Annexure 3, Annexure 4 and Annexure 5) (to be submitted in "EMD AND TECHNICAL DOCUMENTS" Folder.)

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Note:

a) Document for the EMD and cost of Tender Documents 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 a particular 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. Photo Copy of PAN Card

ii. Photo Copy of GST Registration Certificate

iii. Photo Copy of Professional Tax Registration Certificate

iv. Photo Copies of valid Certificate of practice issued by Institute of Chartered Accountants of India / Institute of Cost Accountants of India etc.

v. Firm Profile.

vi. **Desirable:** Experience in Preparation of Accounting Systems, Chart of Accounts, Preparation of Accounts, Taxation, Closure & Compilation of Accounts under the applicable Government Guidelines and Statutory Acts, TALLY and experience in accounts which are oriented towards Forestry operations.

8.3. 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 GST Registration Certificate ii.) Copy of PAN CARD iii.) Copy of P. Tax Enrolment & Registration Certificate iv) Aadhaar Card of Proprietor/Partner v.) Firm Profile vi) Copy of IT Return Acknowledgement of F.Y. 2019-20, 2020-21 and 2021-22 vii) Certificate of Practice |

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| | | |
|---|--|---|
| 2 | Firm Constitution details | 1. Proprietorship - Firm Detail as per Institute of Chartered Accountants of India / Institute of Cost Accountants of India etc. 2. Partnership Firm / LLP - Registered Partnership Deed/LLP Deed, Registered Power of Attorney. |
| 3 | Average Turn Over | Copy of Profit & Loss A/c. and Balance Sheet of F.Y. 2019-20, 2020-21 and 2021-22 |
| 4 | Credential | Copy of Work Order with Completion Status in same or similar assignments. |
| 5 | List of team members with experience in 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 Tally etc. Further, experience/exposure of the firm and team in forestry related works is desirable. |

b). Financial proposal:

The financial quote should be **comprehensive of all professional fees including training workshop fees and taxes (like GST etc. if applicable)** along with advisory & executionary services of the firm for the purposes as mentioned above. The Financial Bids will be opened for successful tenderers of Technical Bid. **Estimated financial involvement (expenditure) of the proposed work as mentioned above is Rs. 5,00,000/- (Rupees Five Lakh Only).**

Only downloaded copy of the financial proposal are to be uploaded quoting the rate & digitally signed by the tenderer.

Financial quote of bidders who pass the Technical Evaluation shall be opened on the scheduled date and time.

9. Opening of Technical Proposal

Technical proposals will be opened by the authorized representatives electronically from the website using their 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).

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10. NORMS FOR FINALISATION OF THE BIDS:

The Evaluation of the tender will be done by a Committee based on the principle of **Quality cum Cost Based Selection (QCBS)**.

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.

11. Evaluation of Technical Bids

The Technical Bid will be examined by a Committee to be constituted by the Chief Project Director, WB-FBCCCR. Evaluation will be done on the basis of the evaluation criteria and scoring pattern.

| Sl. No. | Criteria / Sub-criteria | Max. Marks | Documentary Proof |
|---------|--|------------|---|
| A | Establishment of the firm relevant to the assignment | | Certificate of Practice and Constitution Profile of the firm issued by Institute of Cost Accountants of India / Institute of Chartered Accountants of India |
| | Date of establishment (< 3 years = 0 marks) (> 3 – 5 years = 6 marks) (> 5 – 7 years = 10 marks) (> 7 – 12 years = 14 marks) (> 12 years = 20 marks) | 20 | |
| B | Location of Head Office : | 3 | |

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| Sl. No. | Criteria / Sub-criteria | Max. Marks | Documentary Proof |
|---------|--|------------|--|
| | Kolkata : 3 Marks / Out of Kolkata : 1 Mark | | |
| C | Number of Partners / Proprietor : 1 Mark for each Partner / Proprietor | 4 | List Of Partners / Proprietor with Qualification (In case of Proprietorship Firm – Certificate of Practice vide Point No. A will be considered) – <u>Annexure 2</u> |
| D | MSME Registration : Udyog Aadhaar | 3 | Copy of MSME - Udyog Aadhaar Registration Certificate (If Registered) |
| E | Average Annual Turnover : < 10 lakh = 0 marks, >= 10 lakh < 20 lakh = 10 marks, >= 20 lakh < 30 lakh = 12 marks, >= 30 lakh < 40 lakh = 14 marks, >= 40 lakh = 15 marks | 15 | Copy of Profit & Loss A/c. and Balance Sheet of F.Y. 2019-20, 2020-21 and 2021-22 along with <u>Annexure 3</u> |
| F | Experience of the firm in same or similar assignments of preparation of Accounts and Accounting Systems oriented towards forestry operations during the last 10 years. (3 marks for each project (Max. 30 marks)) | 30 | Statement of Experience - <u>Annexure 4</u> , along with Copies of Work Orders |
| G | List of team members with experience in 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) | 25 | List with details of name, age, academic & professional qualifications and experience (in years) in working in Tally etc. having experience in forestry related works <u>Annexure 5</u> |

Bidders securing Technical score of 60 or above, will qualify for the evaluation in the financial bid. In exceptional circumstances, to be recorded in writing, the Evaluation Committee may recommend lower/higher qualifying marks.

12. 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.

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13. 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.

14. 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 + 30% of Financial Score.

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

After evaluation of Financial Proposal, by the appropriate Authority ie. Tender Inviting Authority, WB-FBCCCR, may upload the final summary result containing inter-alia, name of tenderers and the rates quoted by them against the 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.

16. 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 immediately. 2nd call may be invited immediately after technical evaluation and uploading the list of the technically qualified bidder(s) of the 1st call. If such bidder(s) technically qualified in the 1st call intend(s) to change their rates quoted in the 1st call, they are to purchase tender paper afresh. In case of non-purchase, the rates quoted in the 1st call would remain valid. After selection of technically qualified tenderers for 2nd call (in case new tenderer other than the existing tenderer of the 1st call), financial bid of both 1st and 2nd call would be opened. Financial evaluation would be made in a combined way considering both 1st and 2nd call. However, in case tenderer(s) of 1st call submit(s) fresh tender in 2nd call, rates of 2nd call should be considered in the process of evaluation.

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17. Acceptance of Tender (Technically eligible/qualified)

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind him/herself 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.

18. AWARD OF CONTRACT AND ISSUE OF WORK ORDER:

After selection of the successful bidder, a Letter of Acceptance of tender 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.

19. DURATION AND EXTENTION OF WORK ORDER

The offer submitted by the bidder shall be valid till the completion of the assignment. However, the work order, will initially be for six months from the date of issue, within which the work is expected to be completed.

20. Penalty for suppression / distortion of facts

If any tender fails to produce the original hard copies of the documents submitted 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 a 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the WBFOR may take appropriate legal action against such defaulting tenderer.

21. Cancellation of Tender:

The Tender Inviting Authority, WB-FBCCCR reserves the right to cancel this N.I.T. due to circumstances which seem appropriate to him/her and no claim from the tenderer in this respect will be entertained.

22. Security Deposit:

The successful tenderer will have to pay the security money at the rate of **3% (three percent) (G.O. 201-F(Y), Date: 18th January 2021 of Finance Department, Govt. of West Bengal)** of the tendered amount failing which the offer will be forfeited to government. The security money will be released to the tenderer after 6 (six) months from the day of successful completion of work. Work order will be issued subject to the availability of fund.

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23. Execution of Work:

The Tenderer shall be bound to execute work according to the direction given from time to time by the undersigned being the authorized officer of the WB-FBCCCR 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 work order.

24. Deduction of Taxes etc:

Deduction of Income Tax from the Tenderer's Bill will be made as per Govt. rules. GST & all other applicable statutory levy/ Cess will have to be borne by the tenderer as per Govt. Rules and the rate in the financial proposal is inclusive of all the taxes as stated above.

25. 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. Tender Form.
- b. Technical Specifications.
- c. General Terms and Conditions.
- d. Instructions to Bidders.
- e. N.I.T.

26. Mobilization Advance / Cost over Run:

No Mobilization Advance and Secured Advance will be allowed. Time / cost overrun and consequent cost of escalation for any services, materials, P.O.L. etc. will not be allowed.

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

28. 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.

29. 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

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Tenderer is found to be incomplete/incorrect/ manufactured / fabricated or false, his Tender will be out rightly rejected at any stage and legal action may be taken against him.

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

31. In case of any dispute, whatsoever in connection with the tender, the decision of the Chief Project Director, WB-FBCCCR shall be final and binding.

32. Date and Time Schedule:

| Sl.No | Particular(s) | Date & Time |
|-------|---|-----------------------------------|
| 1. | Date of Publishing of e-Tender | 23.05.2023 at 10.00 AM |
| 2. | Documents download / sale start date (online) | 23.05.2023 at 11.00 AM |
| 3. | Pre-Bid Meeting | Not Applicable |
| 4. | Bid submission start date (online) | 23.05.2023 at 12.00 P.M |
| 5. | Bid Submission closing date (online) | 06.06.2023 at 05.00 P.M. |
| 6. | Bid opening date for Technical Proposals (online) | 09.06.2023 at 12:00 PM onwards |
| 7. | Date of uploading list for Technically Qualified Bidder (online) | After evaluation of Technical Bid |
| 8. | Date & Place for opening of Financial Proposal (online) | To be notified later on |
| 9. | Date of uploading of list of bidders along with their rates through (online), also if necessary for further negotiation through. | To be notified later on |

Sd/-
Conservator of Forests and
Additional Project Director
(Implementation)
WB-FBCCCR

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FORM-1

APPLICATION FOR TENDER

**To
The Chief Project Director
Project for Forest and Biodiversity Conservation for
Climate Change Response in West Bengal
West Bengal**

**NIT No: - WBFBCCCR/NIT-2/2023-24 vide Memo No. 235/WBFBCCCR/3-1(1)/23-24
Date: 19.05.2023**

Project Name- Selection of Cost/Chartered Accountant Firm, for Development of component wise detailed Chart of Accounts (COA) for PMU, DMU & FMU, Mapping of COA with the Tally software in base data files along with Preparation and submission of accounting manual & procedure of WB-FBCCCR (PMU, DMUs & FMUs) throughout West Bengal

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby like to state that I/we wilfully accept all your conditions and offer to execute the works as per NIT no and Serial no stated above. We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this _____ day of _____ 20__

Full name of applicant: _____

Signature: _____

In the capacity of: _____

Duly authorized to sign bids

For & on behalf of (Name of Firm): _____

(In block capitals or typed)

Office address:

Telephone no(s) (office): _____

Mobile No: _____

Fax No: _____

E mail ID: _____

Date.....

Signature of the Authorised Signatory
On behalf of the bidder

**PROJECT FOR FOREST AND BIODIVERSITY CONSERVATION
FOR CLIMATE CHANGE RESPONSE IN WEST BENGAL
OFFICE OF THE CHIEF PROJECT DIRECTOR
BLOCK LB-2, SECTOR III, SALT LAKE CITY, KOLKATA -700106
Email ID: wfbcccr@gmail.com; Phone Number: 033 2335 2247**

FORM-2

Declaration against Common Interest

I/We, Shri/Smt. _____, the authorized signatory
on behalf do hereby
affirm that I/We/any of the member of
..... bidding against NIT No.....

Sl. No do not have any common interest either as a partner on any partnership
firm / joint venture as a Proprietor / Owner of any other firm in the same serial for the
work I / We want to participate.

Date.....

Signature of the Authorised Signatory
On behalf of the bidder

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FORM- 3

Consultant's Organization Profile and Experience

A. Consultants Organization Profile

B. Consultants Experience

Date.....

Signature of the Authorised Signatory
On behalf of the bidder

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ANNEXURE 2

Name of Proprietor / Partner with experience in Tally and having experience in accounts and accounting systems development oriented towards forestry operations

| SL. NO. | NAME | AGE | ACADEMIC & PROFESSIONAL QUALIFICATION | EXPERIENCE IN YEARS |
|---------|------|-----|---------------------------------------|---------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5.... | | | | |

Date.....

Signature of the Authorised Signatory
On behalf of the bidder

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ANNEXURE 3

Certificate regarding Average Annual Turnover

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

| Sl.No. | Financial year | Turnover rounded up to Rs in lakh (two digit after decimal) | Remarks (If any) |
|--------|----------------|---|------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| Total | | | |

Average Annual Turnover of Last Three (3) Years : In Rs _____ lakhs

Note:

1. Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
2. Average turnover for 3 years is to be obtained by dividing the total turnover by 3.

Date.....

Signature of the Authorised Signatory
On behalf of the bidder

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ANNEXURE 4

STATEMENT OF EXPERIENCE OF SAME OR SIMILAR WORKS

| Sl. No. | Name of Project / Scheme / Organisation | Location | Date of Work Order | Work Order Value (Before GST) In INR | Work Period (Year / Month) | Nature of Work | EXECUTION STATUS (Executed / Under Execution) |
|----------------|--|-----------------|---------------------------|---|-----------------------------------|-----------------------|--|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |

Date.....

Signature of the Authorised Signatory
On behalf of the bidder

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ANNEXURE 5

List of team members with experience in Tally and having experience in accounts oriented towards forestry operations

| SL. NO. | NAME | AGE | ACADEMIC & PROFESSIONAL QUALIFICATION | EXPERIENCE IN YEARS |
|----------------|-------------|------------|--|----------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

Date.....

Signature of the Authorised Signatory
On behalf of the bidder

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ANNEXURE 1

LIST OF UNITS: PMU, DMUs and FMUs (DMU wise)

| Sl.No. | Name of DMUs | Tentative No. of FMUs |
|---------------|----------------------------|------------------------------|
| 1 | PMU | - |
| 2 | Medinipur | 6 |
| 3 | Kharagpur | 4 |
| 4 | Rupnarayan | 4 |
| 5 | Jhargram | 6 |
| 6 | Bankura (North) | 6 |
| 7 | Bankura (South) | 8 |
| 8 | Panchet | 4 |
| 9 | Burdwan | 2 |
| 10 | Birbhum | 3 |
| 11 | Durgapur | 1 |
| 12 | Purulia | 4 |
| 13 | Kangsabati (North) | 4 |
| 14 | Kangsabati (South) | 4 |
| 15 | Purulia Extension Forestry | 1 |
| 16 | Darjeeling | 3 |
| 17 | Kalimpong | 3 |
| 18 | Kurseong | 2 |
| 19 | Baikunthapur | 2 |
| 20 | Cooch Behar | 1 |
| 21 | Jalpaiguri | 2 |
| 22 | Darjeeling Wildlife-I | 2 |
| 23 | Gorumara Wildlife-II | 1 |
| 24 | Jaldapara Wildlife-III | 4 |
| 25 | Buxa Tiger Reserve (East) | 1 |
| 26 | Buxa Tiger Reserve (West) | 1 |
| 27 | Raiganj Social Forestry | 1 |
| 28 | Nadia-Murshidabad | 1 |
| 29 | South 24 Parganas | 1 |
| 30 | North 24 Parganas | 1 |
| 31 | Sundarban Tiger Reserve | 3 |
| 32 | Silviculture Hill | 1 |

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| Sl.No. | Name of DMUs | Tentative No. of FMUs |
|---------------|---------------------|------------------------------|
| 33 | Silviculture North | 1 |
| 34 | Monitoring North | 1 |
| 35 | Monitoring South | 1 |
| Total | | 90 |