



GOVERNMENT OF ASSAM
OFFICE OF THE DIVISIONAL FOREST OFFICER, GUWAHATI SOCIAL FORESTRY
DIVISION
BASISTHA, GUWAHATI-29

SHORT-TENDER NOTICE

Dated Guwahati the 22nd July/2019

Sealed tender in the prescribed form, affixing non refundable Court Fee Stamp of Rs. 8.25 (Rupees eight and paise twenty five only) duly signed by the Tenderer (s) are hereby invited from Intending Tenderer (s) for creation of single planting and maintenance under scheme SOPD "SFG" which will be received by the Divisional Forest Officer, Guwahati Social Forestry Division, Basistha, Guwahati-29 in his office w.e.f 23.07.2019 to 30.07.2019 upto (03.00 P.M. IST).

Intending Tenderer (s) may collect the tender documents on payment of Rs. 500.00 (Rupees five hundred) only in the form of Banker Cheque/Demand Draft payable in favour of the Divisional Forest Officer, Guwahati Social Forestry Division on any working day during office hours from 9.30 am to 5.00 pm or the tender document may be downloaded from [https:// forest.assam.gov.in](https://forest.assam.gov.in) and submit the same with the tender document fee of Rs. 500.00 (Rupees five hundred) only as prescribed above.

Divisional Forest Officer
Guwahati Social Forestry Division
Basistha, Guwahati-29



GOVERNMENT OF ASSAM
OFFICE OF THE DIVISIONAL FOREST OFFICER:: GUWAHATI SOCIAL FORESTRY
DIVISION, BASISTHA, GUWAHATI-29

TENDER DOCUMENT

No :B/SOPD(SFG)T/2902

Dated.. 22.07.2019

1. Sealed tenders in prescribed form affixing Court fee stamp worth Rs. 8.25 (Rupees eight and paise twenty five) only are invited from the valid registered contractors having experience in planting of trees which will be received by the undersigned till 30.07.2019 in his office up to 3.00 PM (I.S.T) for implementation of "SFG(SOPD) Scheme". The tenderers may drop their tender papers in the Tender Box placed in the office of the Divisional Forest Officer, Guwahati Social Forestry Division during the office hours for the purpose. The tender delivered by Registered post will also be considered but the same must reach the undersigned within the specified date and time.

The tender shall be opened on the same day as mentioned above at (IST) 3.30 p.m. in presence of the tenderers or their authorised representative at the office mentioned above.

Intending tenderers may collect tender paper documents on payment of Rs 500.00 (Rupees five hundred) only in the form of Banker cheque/ Demand draft payable in favour of the Divisional Forest Officer, Guwahati Social Forestry Division on any working day during office hours till 3 pm of the day of opening the tender. In case this date falls under any declared Govt. holiday/any eventuality which prevents to receive the tender paper then the next working day shall be considered for receiving and opening of tender paper.

(a)Name of work - **Creation of single planting & maintenance under scheme SOPD "SFG "**

Consisting of items of works :-

- (i) Making tree guard and fitting fixing in place
- (ii) Planting of seedlings as per norms and other related works.
- (iii) Maintenance of single planting (creation in the year 2017-18)
23Nos.

(b) Place of work ---

The place of work is as mentioned below:

- (i) Pragjyotishpur Police Station to Morigaon Road, 40Nos.
- (ii) Maintenance of single planting (23 nos.) at Pragjyotishpur
A/c Beat (Ahom Gaon)

- (c) Earnest money--- Rs 1660.00 (2% of work value Rs.82760.00)
- (d) Time of completion -- – for a time period of “**30 days**” from the date of issue of formal work order.
2. For plantations the required seedlings (preferably from the Root Trainer based nursery) will be supplied by the department and the contractor will collect the seedlings from the departmental nursery free of cost. However the contractor is free to use his own good quality seedlings preferably from the Root Trainer based nursery.
 3. The work site must be inspected by the intending tenderers before submitting the tender in the office contacting the Divisional Forest Officer, Guwahati Social Forestry Division or Beat Officer, Pragjyotishpur A/C Beat, Chandrapur, Guwahati-50 and any objection regarding the site shall not be entertained afterwards.
 4. Daily Diary (DD) shall be maintained by the contractor. DD is to be countersigned against the work done by the contractor for each day by designated forest field staff. It will be signed by the Range Officer twice every week and shall be signed once in 15 days by the DFO.
 5. Rates offered by the tenderers against each item of work as per norms annexed “(1)Creation of Single Planting Norms (2) Maintenance of Single Planting Norms” should include all taxes and duties etc. No subsequent offer to increase or decrease the amount of original tender shall be considered under any circumstances.
 6. Cost of additional transportation/labour etc. to the work site has to be borne by successful tenderer at his/her own risk for which no subsequent request shall be accepted.
 7. **The tender must be accompanied by the following items without which no tender shall be considered for acceptance.**
 - (a) The tenderers must pay a sum of Rs..1660.00 (Rupees One Thousand Six Hundred and Sixty) only being *Earnest Money* in the form of Bank Draft of any scheduled bank duly pledged in favour of the Divisional Forest Officer, Guwahati Social Forestry Division and the Bank Draft in original must accompany the tender paper without which no tender shall be considered.
 - (b) The unsuccessful tenderer shall have their Earnest Money refunded to him/her 1 (one) month after the issuing of final work order. However the Earnest Money of the successful tenderer shall be retained until the conditions 7, 9 and 11 below are fulfilled.
 - (c) The amount of Earnest Money payable by the members of scheduled castes/scheduled tribes and State Government recognised other backward classes shall be 50% of the stipulated amount.
 - (d) Tenderers entitled to preferential treatment should clearly state in the tender to which Scheduled Caste/Scheduled Tribes or Other Backward Classes he/she belongs to. A *Certificate* from the President of the SC/ST or OBC Board as the case may be,

countersigned by the Deputy Commissioner of the District or the Sub-Divisional Officer (Civil) of the Sub-Division to which the tenderer belongs to should be submitted along with his/her tender in support of his/her claims for belonging to such communities without which no consideration as per clause of this notice shall be made.

- (e) Valid ***Income Tax Clearance Certificate*** either in original or copy attested by the Gazetted Officer or **PAN Card** of Income Tax Department.
 - (f) Valid ***GST Registration Certificate, PAN card*** in original or copy attested by the Gazetted Officer.
 - (g) The tenderers should be financially sound and in this regard ***Income Tax return copy of last two financial years*** is to be attached.
 - (h) The tenderer must have working experience in the field of plantation related works and is to be substantiated/ authenticated by ***Experience Certificate*** in original or attested copies, issued by offices of Central, State Government or State/Central undertakings.
 - (i) The tenderer shall execute the works on his /her own if the tender is settled with him/her.
- 8. Successful tenderer must provide a Security Deposit within three working days of the communication of the final acceptance of the tender in form of a Bank Guarantee of any Government approved Scheduled Bank pledged in favour of the Divisional Forest Officer, Guwahati Social Forestry Division with a value which is**
- a. **not less than the first year (creation year) cost of the project in case of plantations.**
 - b. **not less than the thirty (30)% cost of the project in case of nursery creation/maintenance.**
9. The successful tenderer shall have to sign an agreement in the prescribed form within 5 (five) working days from the date of communication of the acceptance order but only after depositing of the security deposit as prescribed in clause above and before commencement of the works allotted to him/her.
10. The successful tenderer cannot revoke his/her tender and must not fail to implement his/her tender.
11. The security deposit money of the successful tenderer shall be retained up to 6 (six) months from the date of final payment and refund shall be effected if no subsequent defect is noticed within six months after completion of the allotted work etc. If any defects are noticed after completion of works in which case security money would be released only after the defects are rectified by the contractor, otherwise rectifying works would be completed by the Divisional Forest Officer through another agency and deduction of such expenditure would be made from security deposit and only remaining balance, if any, would be released.
12. The successful tenderer shall have to start works within 7 (seven) days time from the date of signing of the agreement.
13. If the successful tenderer fails to complete the works assigned to him/her in time satisfactorily, then all claims for any payment under clauses above shall be forfeited to the Government and the contract will be cancelled with one month notice and the tenderer shall be liable for payment of any loss to the Government.
14. If the successful tenderer fails to fulfil any of the conditions in clause 8 and 10 of this notice, the Earnest Money and Security paid vide clauses above shall be forfeited to the Government.

15. The Competent Authority reserves the right to accept or reject the tender in whole or in part without assigning any reason thereof.
16. All quoted rates shall include the cost of labour and materials and cost of supply and carriage and including all taxes, royalty, cess, duties etc. to the work site. The rates should be quoted **both in figures and words**.
17. Notwithstanding the fact the tender shall be received by the authority above, the orders of settlement or the work may be given by Superior authority.
18. The works shall have to be completed within specified time and as per the estimates mentioned in the schedules.
19. On completion of the works, the contractor shall have to submit the Bills in duplicate through the concerned Range Forest Officer being the supervising officer of the works. The payment shall be made only after inspection of the works by:

a. In case of plantations:

The Division Level Committee which shall use the following performance criteria:

Sl	Year	Minimum height of plant in metre
1	First	1.0
2	Second	2.0
3	Third	2.75
4	Fourth	3.25
5	Fifth	3.75

However the height may vary based on species and spacing. Therefore these criteria may be adjusted on approval by a Circle Level Committee.

b. In case of other works :

The Circle Level Committee which shall use the prescribed norms as performance criteria.

It shall be the responsibility of the contractor to employ watch and ward at his/her own cost for safety and for prevention from theft of the seedlings / tree guard etc. In case of theft the responsibility of timely replacement shall rest fully with the contractor at his/her own cost.

20. The tenderer shall submit a **Declaration** duly self signed along with the tender (given at end) without which no tender shall be considered for acceptance.
21. Canvassing directly or indirectly will disqualify a tenderer.

22. Tender shall not be accepted for more than one person jointly except in the case Of Co-Operative Society or a Firm or a Joint Stock Company. In that case, in addition to requirements of the above clauses, the following documents shall have to be produced.

- a. The original or certified copy of the registration Certificate of the Society, Firm or the company issued by respective Registrar in Assam.

- b. The copy of resolution authorising the person eligible to sign the tender to manage the business of such Society, Firm or Company on its behalf.
 - c. Information regarding authorised, subscribed and paid up capital of the concerned Society, Firm or Company etc.
23. The successful tenderer must complete the works within the stipulated time from the date of communication of the acceptance and no extension shall be allowed. If the tenderer fails to complete the works within stipulated time, Security Deposit furnished by the contractor shall be forfeited to the Government, and any part payment for the works done shall not be entertained and the contract is liable to be cancelled and works shall be settled with others at the risk of the original successful tenderer.
 24. Final payment shall be made only after completion of the works as per the plan and estimate and submission of report regarding satisfactory completion of work by the District Level Committee.
 25. Statutory obligations like GST/cess/taxes etc will be deducted/paid as per applicable rules.
 26. In the event of the failure on the part of the successful tenderer to show satisfactory progress within 15 (fifteen) days of communication of the work order, not only the Security Deposit/Earnest Money etc. shall be forfeited to the Government but also the balance works may be settled with others at the risk of the successful tenderer forfeiting all claims for the works done.
 27. The Competent Authority reserves the right to alter the specifications and work plan during the execution of works if it is considered necessary.
 28. The settlement of the work shall be made only on the basis of the ***Administrative Approval*** accorded by the Government of Assam.
 29. During execution of the works, the tenderer shall observe/comply with all applicable statutory provisions/procedures.

FORM OF DECLARATION

"I agree that-

1. I will not withdraw the tender offered by me during the time that will be required by the government authorities for intimation of acceptance of the above tender of mine for the works to be done under SOPD "SFG", nor I will withdraw it afterwards should my tender be accepted.
2. If I withdraw the tender then I am liable to pay the whole sum of the tender or such amount on account of deficiency as in the opinion of the competent authority may be considered necessary to make good the whole or the loss and damage that may be suffered by the Government in consequent thereof and I shall pay it when demanded and if I fail to pay it then it shall be recovered from me as an arrear of Land Revenue."

Tender offered for (Name of works)- SOPD "SFG" *under Guwahati S. F. Division Basistha, Guwahati - 29*

Tender amount of Rs. (In figures).....

(In words) Rupees..... only.

Signature of the Tenderer

Name of the Tenderer

Date:

Place:

TENDER FORM

(Proper Court Fee Stamp to be affixed)

To,

The Divisional Forest Officer, Guwahati S. F. Division, Basistha, Guwahati - 29

Madam/Sir,

I do hereby submit my tender as follows:

1. Name in full (In block letters):

2. Address:

Village/Town:

Police Station:

District:

Mobile Number:

Post Office:

Telephone No.:

E-mail:

3. Name of the father:

Address:

Village:

District:

Mobile Number:

Post Office:

Telephone No.:

E-mail:

4. Previous experience, if any: -

5. Name & Description of the item of

works for which tender is given :

6. The minimum rate offered by the Tenderer.

In figures **Rupees****only**

In words **Rupees****only**

7. Caste/Community: -

Signature of the tenderer

Name:

Date: _____

Place:.....