

DURGAPUR MUNICIPAL CORPORATION

City Centre, Durgapur – 713 216, Burdwan

Notice inviting e-Expression of Interest

Notice Inviting e-EOI No.: WBDMC/COMM/PWD/EEOI-394/23-24

(Submission of EOI through online)

Memo.No.:DMC/1506

Dated: 07/02/24

On behalf of the Corporation, The Commissioner, Durgapur Municipal Corporation, invites e-expression of interest (electronic expression of interest process), to obtain a “quoted rate lump sum”, for the under mentioned works, from suitable bonafide company for the work as per list published with this notice. The intending bidder if finds himself eligible to participate in the E-EOI should download the detail E-EOI Notice along with the document from “e-tender” link under <http://wbtender.gov.in> website. Earnest Money, as specified in this NIT shall be paid by online internet bank transfer or NEFT or RTGS (as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Deptt., Govt. Of West Bengal). Every such Transfer shall be done on or after the date of publish of NIT. The bidder will have to submit their bid on-line in two cover/folder system containing pre qualification document (Technical Bid) in one and Financial Bid in another. The name of works & other details are also given in

Table-I of this Notice and Standard Bidding Document (SBD).

The detailed tender notice along with Tender Documents and other forms is available at “e-tender” link under <http://wbtenders.gov.in> website.

TABLE-I

Sl No	Name of Work	Amount put to tender (Rs)
1	Dense Forestation through Miyawaki Technique (with Two Years Maintenance) at Shankarpur, Kaliganj, Paschim Bardhaman	Quoted rate in lump sum with including all taxes.

TABLE - II

2. DATE, SCHEDULE & DESCRIPTION OF WORK:-

A. a)	Eligible for submission of Tender	:	<p>a) Should be well versed with the subject.</p> <p>b) Should have led plantation related activities/similar work for at least 5 years.</p> <p>c) Should have experience in successfully completion of Biodiversity or Forest survey related activities.</p> <p>d) Tenderers should have Valid Trade License, PAN no., GSTIN, PF & ESI Registration</p> <p>e) Intending tenderers should produce credentials of a similar nature of completed Work within Last five year. Similar nature of work done & completion certificate from Govt/Semi Govt, Public Sector, Govt autonomous body & Govt undertaking body which is applicable for eligibility in this tender.</p> <p>f) i) Payment certificate will not be treated as credential;</p> <p>ii) Credential certificate issued by the Executive Engineer or equivalent or competent authority of a State/ Central Government, State /Central Government undertaking, Statutory/ Autonomous bodies constituted under the Central/ State statute, on the executed value of completed/ running work will be taken as credential.</p> <p>g) Income Tax Acknowledgement Receipt for the latest Assessment year.</p> <p>h) In case of Proprietorship, Partnership Firms and Company, Tax Audit Report in 3CD Form are to be furnished along with the Balance Sheet and Profit and Loss Account of Last three years, and all the documents along with schedules forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant. No other name along with applicant's name in such enclosure will be entertained</p>
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b)	Name & Address of the Engineer-in-Charge	:	Executive Engineer, Durgapur Municipal Corporation
c)	Price per copy of the set of Tender documents	:	Rs. Nil.
d)	Earnest money:-	:	<p>a) 2% of the Quoted Bid price in two parts, vice. Rs. 100000/- (Rupees One Lakh only) as an Initial Earnest Money with Bid Proposal and rest as mentioned below.</p> <p>b) Initial earnest money is to be deposited either online by net Banking through using ICICI Bank Payment Gateway or offline through RTGS/NEFT. Please refer Memo 3975-F(Y) dated 28.07.2016 of the Finance Department, Govt. of West Bengal.</p> <p>c) Earnest Money Deposit i.e. 2% of bid amount beyond Rs. 100000.00 (if any) shall have to be deposited after acceptance of Bid Proposal in the form of Bank Draft from any nationalised/scheduled Bank in favour of "Durgapur Municipal Corporation", Payable at Durgapur.</p> <p>*Bidders will have to submit supporting documents for exemption from deposit of Earnest Money</p>

B. Date and Time Schedule as follows :

i)	Date of uploading of e-NIT, and Tender Documents online (Publishing Date)	:	07/02/2024 from 6.55 PM
ii)	Document downloaded / sale start date (on line)	:	07/02/2024 from 6.55 PM
iii)	Tender submission start date (on line)	:	07/02/2024 from 6.55 PM
iv)	Tender submission closing date (on line)	:	04/03/2024 upto 11.00 AM
v)	Tender opening date for Technical proposals (on line)	:	06/03/2024 after 11.00 AM
vi)	Prebid meeting to be held at Conference Hall, DMC	:	Prebid meeting will be held on 20-Feb-2024 at 12.00 noon if any queries please send us via email to durgapurcorporation@gmail.com within 16.02.2024
vii)	Date of uploading list for Technically Qualified Tenders (on line)	:	To be notified later on.
viii)	Date and place for opening of Financial proposals (on line)	:	To be notified later on.
ix)	Authority who recommend the Prequalification of Tenderer.	:	Tender will be checked for Pre-Qualification mentioned in point 'A(b)' of this table by the Tender Committee of Durgapur Municipal Corporation co-ordination with Bio-Diversity Board, GoWB
x)	Work order issuing authority	:	The Commissioner, Durgapur Municipal Corporation, DURGAPUR.
xi)	Authority for making payment to the contractor.	:	The Commissioner, Durgapur Municipal Corporation, DURGAPUR.

xii)	Period of Completion:	As per time period mentioned in page no.6
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NOTE :-

- 1. In case of Bandh/strike/holiday etc. falls on the schedule dates as mentioned above, the same will be treated next working day of the fixed dates and time as scheduled above only for Sl. No. 2 B) of Table-II.**

3) Bid shall remain valid for a period not less than 120 (*one hundred twenty*) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof

4) 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:

- 1) E EOI
- 2) Technical Bid
- 3) Financial Bid

5) Qualification criteria:

The tender inviting and Accepting Authority through a "Tender Evaluation Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria as mentioned:

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in (1), (2) above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder/tenderer will be rejected at any stage without any prejudice.

6. No. price preference and other concession as per order no. 1110F dated: 10/02/2006 will be allowed.

Joint Ventures will not be allowed.

A prospective bidder shall be allowed to participate in a particular job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job, without assigning any reason thereof.

Adjustment of price in respect of construction materials shall not be applicable. The bidders shall quote their rate accordingly.

Bid shall remain valid for a period not less than 120 (*one hundred twenty*) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

7. Earnest Money, as specified in this NIT shall be paid by online internet bank transfer or NEFT or RTGS (as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Deptt., Govt. Of West Bengal). Every such Transfer shall be done on or after the date of publish of NIT. Any Bid without such Transfer of EMD shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as Statutory document.

8.. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the E.O.I., before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

9. The intending Bidders shall clearly understand that whatever may be the out come of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The tender accepting authority of DMC reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.

10. **Refund of EMD** : Refund will be made as per Para-3 (Refund and Settlement process) of GO No. 3975-F(Y) dt. 28.07.2016 of Finance Deptt., Govt. Of West Bengal.

11. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in '**Instructions to Bidders**' stated in Section - 'A' before tendering the bids

12. Conditional / Incomplete tender will not be accepted under any circumstances.

13. The intending Tenderers are required to quote the rate *online*.

14. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.

15. The Tender inviting authority, DMC reserves the right to cancel the E.O.I. due to unavoidable circumstances and no claim in this respect will be entertained.

16. If there be any objection regarding prequalifying the Agency that should be lodged on line to the Chairman of Tender Evaluation Committee within 2 (*two*) days from the date of opening of technical bid and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee

17. Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances

18. Escalation of Price on any ground and consequent cost over run shall not be entertained under any circumstances. Rates should be Quoted accordingly.

19 No. price preference and other concession as per order no. 1110F dated : 10/02/2006 will be allowed.

20. GST will be paid as per Govt. Norms.

21. That rate will be accepted from the agency for which the both item will stand as lowest bidder. No lowest bidder for single item will be entertained.

Terms of Reference (TOR)

Dense Forestation through Miyawaki Technique (with Two Years Maintenance) at Kaliganj, Paschim Bardhaman

Title of proposed project	Dense Forestation through Miyawaki Technique (with Two Years Maintenance) at Shankarpur, Kaliganj, Paschim Bardhaman
Sector	Biodiversity
Location of the project	Durgapur Municipal Corporation (DMC) area
Rationale	<p>Urban forests play a crucial role in fostering the sustainable growth of cities. They contribute to various ecosystem services, encompassing provisioning, cultural, regulatory, and supporting functions. These forests yield a range of advantages, including flood control, water and food security, enhanced human health, pollination support, climate change mitigation, pollution reduction, livelihood generation, and aesthetic improvements. Additionally, urban forests aid in bolstering regional biodiversity. The mounting evidence underscores the interplay between the loss of biodiversity and forests and the emergence of zoonotic diseases through intricate connections.</p> <p>The presence of urban forests can notably ameliorate the urban environment, mitigating the urban heat island effect through their role as ecological balancers. By curbing environmental degradation, they contribute to maintaining a healthy habitat for humans, wildlife, and plant species within densely developed urban settings. Consequently, urban forests play a pivotal part in promoting sustainable urban development, necessitating their integration into holistic city planning.</p> <p>Among the most effective methodologies for establishing urban forests is the Miyawaki technique. Conceived by Dr. Akira Miyawaki, a Japanese Botanist and an expert in plant ecology, this approach leverages the concept of Potential Natural Vegetation (PNV) to regenerate forests by densely planting a diverse array of tree species tailored to the specific locality.</p> <p>Durgapur, a city boasting a green cover exceeding 27 percent, has actively pursued initiatives to enhance its verdant landscape. To further this endeavor, the city has identified various plots for the implementation of urban forests using the Miyawaki technique.</p> <p>This project's objective is to create an urban forest, employing the Miyawaki technique, on a designated plot measuring approximately 2676 square meters at Kaliganj, Paschim Bardhaman (see Annexure A). The initiative aligns with Sustainable Development Goals (SDGs) 11, 14, and 15, thereby contributing to the broader global agenda for sustainable development.</p>
Concrete deliverables expected	<ol style="list-style-type: none"> 1. Demonstrate a detailed design for the urban forest by conducting an in-depth forest survey and soil testing report. Present the execution plan to the Durgapur Municipal Corporation (DMC) and the experts from the Biodiversity Department, Paschim Bardhaman. 2. Establishing a board of 6ft*4ft at the site to showcase the approved design and specifying name of each species. 3. Initiating plantation based on the approved design. 4. Developing urban forest (comprising of a mixed plantation of native species) through complete implementation of the Miyawaki technique in the selected plot, having an area of around 2676 sq m (refer Annexure A).

	<p>– This includes land preparation; sourcing of high-quality seedlings; initial care of the seedlings before plantations and care of the seedlings for 24 months, after planting</p> <ol style="list-style-type: none"> 1. Establishment of 5 boards around the plot (6ft*4ft) detailing the species planted and other aspects of the Miyawaki technique and tree labels for each seedling planted (developed in consultation with Biodiversity Department, Paschim Bardhaman and DMC) 2. Subsequent maintenance of the plot for two years, after the plantation and ensuring the development of dense and healthy forest.
Time Period	<p>Identification and hiring of consultant –</p> <p>Detailed design to be produced by selected bidder – 21 days from date of issuance of work order (Tentative)</p> <p>Establishing a board of 6ft*4ft at the site to showcase the approved design – 30 days from date of issuance of work order (Tentative)</p> <p>Installation of watering facilities and fence the selected area using sustainable materials, Development of Rest House with attached Bio-toilet for labour- 70 days from date of issuance of work order (Tentative) Prepare the suitable land for implementing the Miyawaki Technique- 110 days from date of issuance of work order (Tentative) (Tentative)</p> <p>Initiating plantation based on the approved design- 135 days from date of issuance of work order (Tentative) (Tentative)</p> <p>Development of the urban forest through complete implementation of the Miyawaki technique- 140 days from date of issuance of work order (Tentative) (Tentative)</p> <p>Establishment of 5 boards around the plot (6ft*4ft) detailing the species planted and other aspects of the Miyawaki technique and tree labels for each sapling planted (developed in consultation with Biodiversity Department and DMC)- 160 days from date of issuance of work order (Tentative)</p> <p>Subsequent maintenance of the plot Two years from date of issuance of work order (Tentative)</p>
Payment Schedule	<p>Payment to be made after submitting the bill and certification from Biodiversity Board, GoWB along with competent authority of DMC.</p> <p>20% on approval of Detailed Project Report based on Forest Survey and Soil test report and establishment of the board with the design at the site.</p> <p>20% on Installation of watering facilities, developing labor rest room with Bio-toilet and fence the selected area using sustainable materials.</p> <p>20% on preparation of land.</p> <p>20% on initiating plantation based on the approved design.</p> <p>10% on completion of one year of maintenance</p> <p>10% on completion of second year of maintenance</p>

Description of the Project

The Miyawaki technique, renowned for its effectiveness in reinvigorating degraded lands, is considered among the most efficient methods for cultivating forests. The number of trees established through the Miyawaki technique is approximately 30 times higher than the count achievable via traditional plantation methods. In areas where the Miyawaki technique has been applied to regenerate forests, a notable increase of at least 300 percent in species diversity has been observed. This method results in the creation of self-sustaining, untamed, and indigenous forests that require minimal maintenance. These forests operate without the need for chemical fertilizers and actively uphold native biodiversity.

A prominent focus area for the Durgapur Municipal Corporation is the enhancement and preservation of green cover. Already boasting an impressive green cover exceeding 27 percent, the corporation consistently endeavors to expand this coverage.

An additional point of interest for the city corporation lies in the development of urban forests using the Miyawaki technique. The site identified for the pilot demonstration of urban forest (comprising of a mixed plantation of native species), through the Miyawaki technique is located at Kaliganj. The area spanning over an area of around 2676 sq m.

These urban forests will serve several ecosystem services – regulatory, provisional, cultural and aesthetic. They will also act as connectivity corridors for the movement of pollinators, birds and lower vertebrates. In a city facing rapid urbanization, such connected urban forests are critical in order to ensure sustainable urban development. This implementation will also help the city corporation to choose the correct assemblage of native species and their associates for planting in new areas where they intend to develop urban forests.

The assignment will be broadly based on following aspects which are detailed in the activity plan.

Table 1: Activity Plan

Output	Activity
1. Demonstration the Detailed design of the urban forest to the DMC and Biodiversity Department, Paschim Bardhaman	1.1 Detailed site visit
	1.2 Determination of native species through Forest Survey
	1.3 Soil test of the selected area.
	1.4 Demonstrate the design of Miyawaki Forest (detailing the location and name of each species to be planted) to the DMC and Biodiversity Department, Paschim Bardhaman.
2. Establishing a board of 6ft*4ft at the site to showcase the approved design	2.1 Printing the design (with all relevant logos)
	2.2 Establishing the board at the site
3. Installation of watering facilities and fence the selected area using sustainable materials.	3.1 Fencing the area with sustainable and green building material.
	3.2 Installing solar water pumps and piped water supply around the area.
	3.3 Building of Bamboo House with attached Bio-toilet.
4. Developing urban forest (comprising of a mixed plantation of native species) through complete implementation of the Miyawaki technique in the selected plot, having an area of around 2676 sq m	4.1 Land preparation and pit digging etc
	4.2 Sourcing high quality seedlings
	4.3 Initial care of the seedlings before plantation
	4.4 Undertaking plantations
	4.5 Watering and other rigorous care of the seedlings for 6 months, after planting and necessary replacement of seedlings if required.
5. Establishment of 5 boards around the plot (6ft*4ft) detailing the species planted and other aspects of the Miyawaki technique and tree labels for each sapling planted (developed in consultation with Biodiversity Department and DMC)	5.1 Developing and finalizing the content and the design of the boards and tree labels (in consultation with Biodiversity Department and DMC)
	5.2 Establishing the boards and tree labels at appropriate locations at the site
6. Subsequent maintenance of	6.1 Maintenance and after care of saplings

the plot for two years, after the plantation and ensuring the development of dense and healthy forest	6.2 Replacement of dead saplings with new ones of the same species
	6.3 Watering, adding manure, nutrients etc, as needed

Objectives of the project

Development of an urban forest (comprising of mixed plantation of native species) through the Miyawaki technique in the identified site of around 2676 sq m

Outputs of the project

1. Demonstrate the detailed design of the urban forest in front of Biodiversity Department and DMC.
2. Establishing a board of 6ft*4ft at the site to showcase the approved design
3. Initiating pilot plantation based on the approved design
4. Developing urban forest (comprising of a mixed plantation of native species) through complete implementation of the Miyawaki technique in the selected plot, having an area of around 2676 sq m
5. Establishment of 5 boards around the plot (6ft*4ft) detailing the species planted and other aspects of the Miyawaki technique and 15000 tree labels for each sapling planted.
6. Subsequent maintenance of the plot for two years, after the plantation and ensuring the development of dense and healthy forest

Mode of implementation (stakeholders involved and type of involvement)

The various stakeholders and their roles are described below in brief:

- i) Biodiversity Department: Coordination with the consultant/ external agency and city government; monitoring of overall activities; offering technical assistance to consultant/ external agency
- ii) Consultant/ External Agency: Carry out all activities listed in Table 1.
- iii) Durgapur Municipal Corporation: Providing support that might be required during the entire implementation.

Activity Plan

Output	Activity	Timeline
1. Demonstration the Detailed design of the urban forest to the DMC and Biodiversity Department, Paschim Bardhaman.	1.1 Detailed site visit	15 days
	1.2 Determination of native species through Forest Survey	
	1.3 Soil test of the selected area.	
	1.4 Demonstrate the design of Miyawaki Forest (detailing the location and name of each species to be planted) to the DMC and Biodiversity Department, Paschim Bardhaman.	
2. Establishing a board of 6ft*4ft at the site to showcase the approved design	2.1 Printing the design (with all relevant logos)	7 days
	2.2 Establishing the board at the site	
3. Installation of watering facilities and fence the selected area using sustainable materials.	3.1 Fencing the area with sustainable and green building material.	30 days
	3.2 Installing solar water pumps and piped water supply around the area.	
	3.3 Building of Bamboo House with attached	

	Bio-toilet	
4. Developing urban forest (comprising of a mixed plantation of native species) through complete implementation of the Miyawaki technique in the selected plot, having an area of around 2676 sq m	4.1 Land preparation and pit digging etc	45 days
	4.2 Sourcing high quality saplings	
	4.3 Initial care of the seedlings before plantation	
	4.4 Undertaking plantations	
	4.5 Watering and other rigorous care of the seedlings for 6 months, after planting and necessary replacement of seedlings if required.	
5. Establishment of 5 boards around the plot (6ft*4ft) detailing the species planted and other aspects of the Miyawaki technique and tree labels for each sapling planted (developed in consultation with Biodiversity Department and DMC)	5.1 Developing and finalizing the content and the design of the boards and tree labels (in consultation with Biodiversity Department and DMC)	7 days
	5.2 Establishing the boards and tree labels at appropriate locations at the site	
6. Subsequent maintenance of the plot for two years, after the plantation and ensuring the development of dense and healthy forest	6.1 Maintenance and after care of saplings	2 Years
	6.2 Replacement of dead saplings with new ones of the same species	
	6.3 Watering, adding manure, nutrients etc, as needed	

Annexure A: Site Details



Figure 1: Site photographs



Plot Area for the Urban forest-Miyawaki

Length: 167 M (approx)

Area: around 2676 sq. m. (approx)

Width: 16 M (approx)



Figure 2: The exact plot

Annexure B: Bidders Eligibility Criteria and List of Required Documents

(A) Bidder Eligibility Criteria

Technical requirements

- a) Should be well versed with the subject.
- b) Should have led plantation related activities/similar work for at least 5 years.
- c) Should have experience in successfully completion of Biodiversity or Forest survey related activities.
- d) Tenderers should have Valid Trade License, PAN no., GSTIN.
- e) Intending tenders should produce credentials of a similar nature of completed Work within Last five year. Similar nature of work done & completion certificate from Govt/Semi Govt, Public Sector, Govt autonomous body & Govt undertaking body which is applicable for eligibility in this tender.
- f) i) Payment certificate will not be treated as credential;
ii) Credential certificate issued by the Executive Engineer or equivalent or competent authority of a State/ Central Government, State /Central Government undertaking, Statutory/ Autonomous bodies constituted under the Central/ State statute, on the executed value of completed/ running work will be taken as credential.
- g) Income Tax Acknowledgement Receipt for the latest Assessment year.

Should not be under declaration of ineligibility for corrupt or fraudulent practices or deficiencies of services or blacklisted with any Government/Non-Government agencies at the time of bidding

Financial requirements

Copy of valid PAN card, GST registration and TIN.

(B) Documents to be submitted by participating bidders

Technical Bid

The Technical bid should provide the following information/ documents

- a) Agency profile
- b) Bidder's experience on assignments of plantation related activities, the outline should indicate, inter alia, the profiles and names of the staff provided (if in case of a firm), duration of the assignment, contract amount, and firm's involvement.
- c) Details of at least two plantation related projects implemented by the organization(s) with documentary proof for the same.
- d) Detailed Approach and Methodology for undertaking the current Assignment
- e) Project Schedule with activity and duration to accomplish the task within the scheduled project duration along with detailed work plan.
- f) All relevant CVs shall be provided in full detail. If the CV of a proposed staff is found incorrect, the award of the consultancy to the bidder may also be liable to cancellation in such an event.
- g) List of all plant species that are proposed to be planted needs to be provided.
- h) Template for the technical bid is provided in Annexure D.

Financial Bid:

The Financial bid should provide the following information/ documents:

- a) Financial bid for the tasks listed in the ToR document. The total cost should include all the expenses for required to complete all the tasks mentioned in this ToR. Financial bid should be inclusive of all taxes.
- b) Item wise break up for all components.
- c) Detailed BOQ needs to be provided
- d) Financial details of the organization(s) to confirm its eligibility
- e) Template for the technical bid is provided in Annexure E.

Please note:

- a) The bidder shall acquaint with the work and working conditions at site and locality. No claim shall be entertained on this issue after the bid has been submitted.
- b) All or any accessories/consumables/items required for satisfactory commissioning of the study/work shall be deemed to be included in the contract and shall be provided by the bidder without extra charges

Failure to comply with or provide the above listed items in the Technical and Financial Bids may result in disqualification. The bidder shall produce, original documents for cross verification as and when requested by DMC or Biodiversity De partment, Paschim Bardhaman.

-The bid shall be valid for a period of 120 days from the date of submission of bid document

- A bidder shall submit the bid documents that satisfies each and every condition laid down in this notice, failing which, the bid will be liable to be rejected by DMC & Biodiversity Department, Paschim Bardhaman.

- In case the bidder wishes to sub-contract part of his deliverables, the final responsibility of delivery and performance solely lies with the bidder

Annexure C: Proposal/Bid Submission Form

To
The Commissioner
Durgapur Municipal Corporation
City Center, Durgapur, West Bengal 713216

I/We have read and examined the terms of reference (ToR) documents relating **“Dense Forestation through Miyawaki Technique (with Two Years Maintenance) at Shankarpur, Kaliganj, Paschim Bardhaman”** including the main tender document and all the annexures.

I/We hereby submit our proposal for execution of the work referred to in the aforesaid documents in accordance with the terms and conditions contained or referred to therein and in accordance in all respects with the specifications, designs, drawings and other relevant details at the rates furnished in the bid document and within the period(s) of completion as stipulated in Annexure documents and our proposal.

If I/We fail to keep the proposal open as aforesaid or make any modifications in the terms and conditions of the proposal which are not acceptable to DMC or after signing of contract are unable to provide work or services to the satisfaction of DMC as per the terms of the contract and annexure documents, I/We agree that DMC shall without prejudice to any other right, be at liberty to forfeit earnest money absolutely. Should this proposal be accepted, I /We agree to abide by & fulfil all the terms conditions of aforesaid document and the annexure documents.

If after the proposal is accepted, I/we fail to commence the execution of the work, I/We agree that DMC shall without prejudice to any other right or remedy is at liberty to forfeit the said earnest money absolutely.

I/We understand that if any false information/document submitted by me/us in the bidding process is detected at a later date, any contract/agreement made between ourselves and ICLEI South Asia will be treated as invalid by DMC and I/We will be solely responsible for the consequences.

I/We agree that the decision of DMC in selection of the agency will be final and binding on me/us.

I/We agree that I/We have no objection if enquires are made about the information/documents submitted by me/us here in above and /or in the accompanying sheets.

Signature and stamp of applicant.....

Name.....

Organization.....

Date and place.....

PARTICULARS OF THE AGENCY SUBMITTING THE BIDS

S.N o.	Particulars	Response
1.	Name and address of the agency	
2.	PAN number TIN number GST number Registration number	
3.	Details of contact person with mobile number and email address	

Annexure D: Template for Technical Bid

(please attach testimonials for all information stated in the technical bid)

1. Total number of Plantation activities and Biodiversity/Forest Survey related activities in last five years in India

S.N o.	Location	State	Client (including name and contact details of contact person)	Year of completion

I. Detailed methodology to address the TOR**II. Time plan for implementation and maintenance****III. CVs of team leader and other senior staff involved in the assignment****IV. Agency profile**

Annexure E: Contract Terms

1. Specific conditions of contract

1.1 Contractor to study conditions:

-The bidder shall be deemed to have carefully examined the work and site conditions'. In this regard, he/she will be given necessary information to the best of knowledge of DMC & Biodiversity Department, Paschim Bardhaman but without any guarantee to it.

-If he/she shall have any doubt as to the meaning of any portions of these general contract terms, or the scope of the work, or any other matter concerning the contract, he/she shall in good time, before submitting his tender, set forth the particulars thereof and submit them to the point of contact, as given in this TOR, by email in order that such doubts may be clarified authoritatively before tendering. Once a tender is submitted, the matter will be decided according to the tender conditions in the absence of such authentic pre clarification.

2. General conditions of contract

2.1 The contractor/ consultant shall address all aspects of the proposed outputs and deliverables mentioned in this TOR

2.2 The comments and suggestions provided by the bidder on the TOR are not binding and shall not affect the financial proposal

2.3 It should be noted that the project is being implemented by DMC and hence instructions to bidders will be given by DMC. DMC will be overall in-charge for all the works that would be executed under the present scope of work

2.4 The bidder shall also obtain necessary permission, from concerned government departments related to the work/data collection if deemed necessary, in coordination with Biodiversity Department.

3. Tender Evaluation & Bid Assessment

3.1 The bids received will be scrutinized and evaluated by DMC and Biodiversity Department.

4 Award of contract:

4.1 Letter of acceptance will be issued to the lowest bidder after that an agreement shall have to be executed between DMC & Accepted competent Agency within 7 days from the date of issue of acceptance letter and after deposition of balance EMD amount in terms of 2% quoted bid price at our Cash Section by Bank Draft or NEFT/RTGS from any nationalised/scheduled Bank in favour of "Durgapur Municipal Corporation", Payable at Durgapur before obtaining the work order.

4.2 In case the lowest bidder fails to indicate his intent to undertake the said work within the stipulated time of 7 (seven) days and observe the formalities as above, the Letter of Intent will be cancelled, Earnest money will be forfeited & legal action will be taken as per govt. norms.

5 Compensation for delay

5.1 Time is the essence of the contract and as such all works shall be completed within the time stipulated in the contract/ work order

5.2 If the bidder, without reasonable cause or valid reasons, commits default in commencing the work within the aforesaid time limit, DMC shall without prejudice to any other right or remedy, be at liberty, by giving 15 days' notice in writing to the contractor to commence the work, to forfeit the balance payment depending on the status of work, and to cancel the Work Order.

6 Extension of date of completion

On occurrences of any events causing delay as stated hereunder, the bidder shall intimate immediately in writing to DMC-

6.1 Force Majeure:

- Natural phenomena, including but not limited to abnormally bad weather, unprecedented flood and draught, earthquakes & epidemics.
- Political upheaval, strikes, lockouts, acts of any Government (domestic/foreign) including but not limited to war, properties, and quarantine embargoes.

7 Materials/Appliance at site

7.1 DMC does not undertake any responsibility for supply of any materials/ equipment/ Appliance/ tool for site analysis to the bidder

7.2 All materials/ equipment/ tools brought to site by the bidder shall be the responsibility of the bidder. DMC shall extend help as and when approached by the bidder to keep any materials/ equipment/ Appliance/ tool, however not liable for any loss, theft or damage due to fire or other cause, the responsibility for which shall lie entirely on the bidder.

8 Final Inspection of Work

8.1 DMC and Biodiversity Department Team shall make final inspection of all work included in the contract/work order, or any portion thereof, or any completed structure forming part of the work of the contract, as soon as practicable after notification by the bidder that the work is completed and ready for acceptance.

8.2 At the time of such inspection DMC and Biodiversity Department Team shall the bidder in writing as to the particular concerns to be remedied before final acceptance can be made.

Commissioner
Durgapur Municipal Corporation

Dated:

Memo No: DMC/

Copy to :

1. The Chairman, GoWB Biodiversity Board
2. The District Magistrate, Burdwan
4. The Chief Executive Officer, ADDA
7. MMIC (Roads & Engineering, Food Supply, Social Welfare)
9. MMIC (Water Supply & Market)
11. The SDM, Durgapur
13. The Chairman, Borough 1,2,3,4,5
15. Executive Engineer, MED, GoWB, Asansol Division, S B Gorai Road, Baraf Kal, PHE Office Complex, Asansol
16. Dy. Chief Engineer, (Civil), DSP, T A Building, DGP-5
18. Executive Engineer, DCL
3. The Chairperson (BOA), DMC
5. Chairperson (MBOA), DMC
6. DFO, Durgapur
8. MMIC (Sewerage Drainage, Pumping station, Environment)
10. MMIC (Lighting & Electricity, non-conventional Energy)
12. The Chairman, DMC
14. The Superintendent Engineer, West Circle MED, Burdwan
17. Executive Engineer, DPL
19. Sub Div. Information & Cultural Officer, Dgp

Seal and Signature of the Tenderer

Commissioner
Durgapur Municipal Corporation

SECTION - A INSTRUCTION TO BIDDERS

General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

i. **Registration of Consultant:**

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in> (the web portal of DMC the contractor is to click on the link for e-Tendering site as given on the web portal).

ii. **Digital Signature certificate (DSC):**

Each consultant is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

iii. The consultant can search & download E.O.I. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

iv. **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. If found to have applied severally in a single job all his applications will be rejected for that job.

v. **Submission of Expression of Interest:**

Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders).

5(a). Statutory Cover containing the following documents:

i) **PREQUALIFICATION DOCUMENTS:**

Prequalification Application (Sec-B, Form - I)

ii) **Notice Inviting E-Expression of Interest.**

(Corrigendum downloaded properly and upload the same Digitally Signed).

iii) **TECHNICAL DOCUMENTS**

- Ref. Format undertaking Section -B form II on company's letter head.
- Structure and organization [Form No-III] Section B.
- Experience profile [Form No-IV] Section B.

iv) **TECHNICAL OFFER**

Upload the conceptual drawings of the multi-storied office cum commercial complex as per guide lines of concern municipal authority and as enumerated within the scope of work.

v) **FINANCIAL PROPOSAL:-**

a) **The rate will be quoted lump sum basis in the B.O.Q.** Quoted rate will be encrypted in the B.O.Q. under Financial Bid. Downloaded properly and upload digitally signed.

(b). **Non-statutory Cover Containing the following documents:**

- i. Valid Trade License, Pan Card, GSTIN,
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm / Article of Association & Memorandum.
- iv. Power of Attorney (For Partnership Firm / Private Limited Company, if any).

N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No. A.5.(a). and Sl. No. : A.5.(b). will render the tenderer liable to be rejected for both statutory & non statutory cover.

Seal and Signature of the Tenderer

Commissioner

Durgapur Municipal Corporation

**THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS
SHOULD BE ARRANGED IN THE FOLLOWING MANNER**

Click the check boxes beside the necessary documents in the My Document list and then click the tab “ Submit Non Statutory Documents’ to send the selected documents to Non-Statutory folder.

Next Click the tab “ Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	GSTIN. PAN. PF & ESI Registration
B.	Company Detail(s)	Company Detail	Proprietorship Firm (<i>Trade License</i>) -Structure & Org.] Partnership Firm (<i>Partnership Deed, Trade License</i>) Ltd. Company (<i>Incorporation Certificate, Trade License</i>) Society (<i>Society Registration Copy, Trade License</i>) Power of Attorney, Memorandum of Association and Articles of Association of the Company.
C.	Credential	Credential	Similar nature of work done & completion certificate from Govt/Semi Govt, Public Sector, Govt autonomous body & Govt undertaking body which is applicable for eligibility in this tender as per Form -IV Section - B.

Tender Evaluation Committee (TEC)

Evaluation Committee constituted by the Competent Authority of DMC will function as Evaluation Committee for selection of Technically Qualified Consultant.

Opening of Technical Proposal:

Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

Intending Tenderers may remain present if they so desire.

Cover (folder) for Statutory Documents (Ref. Sl. No. A.5.(a) will be opened first and if found in order, cover (folder) for Non-Statutory Documents (Ref. Sl. No. A.5.(b) 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 & handed over to the Tender Evaluation Committee.

Summary list of technically qualified tenderers will be uploaded online.

Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

1. Financial Proposal

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The consultant is to quote the rate (lump sum basis) online through computer in the space marked for quoting rate in the BOQ.

Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

Financial capacity of a bidder will be judged on the basis of information furnished in Section - B.

Rejection of Bid:

Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer’s action.

Award of Contract

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

The Agreement will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including EOI. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website stated in Sl. No. 1 of EOI

Seal and Signature of the Tenderer

Commissioner
Durgapur Municipal Corporation

SECTION - B

FORM - I

PRE-QUALIFICATION APPLICATION

To
 The Commissioner
 Durgapur Municipal Corporation
 City Centre, Durgapur - 713 216

Ref. : Expression of interest for _____

(Name of work) _____

E-EOI No.:

Dear Sir,

Having examined the Statutory, Non-statutory & EOI documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of _____ in the capacity
 _____ duly authorized to submit the order.

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.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- 1) Tender Inviting & Accepting Authority / Engineer-in-Charge can amend the scope & value of the contract bid under this project.
- 2) Tender Inviting & Accepting Authority / Engineer-in-Charge reserve the right to reject any application without assigning any reason.

Enclosure(s) : e-Filling -

- 1) Statutory Documents.
- 2) Non Statutory Documents.

Date :

Seal and Signature of the Tenderer

SECTION - B
Form-II

[To be furnished on Company's Letter Head]

- 1) I, the under-signed 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 under-signed.
- 2) The under-signed also hereby certifies that neither our firm M/S _____ nor any of constituent partner had been debarred to participate in any tender by any Govt. Organization / Undertaking during the last 5 (*five*) years prior to the date of this Notice inviting E-EOI.
- 3) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
- 4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- 5) Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

Signed by an authorized officer of the firm

Title of the officer

Name of the Firm with Seal

Date : _____

Seal and Signature of the Tenderer

SECTION - B

FORM - III

STRUCTURE AND ORGANISATION

1) Name of Consultant : _____

2) Office Address : _____

Telephone No. : _____

Fax No. : _____

3) Name and Address of Bankers : _____

BANK IFSC Code: _____

Account No: _____

4) Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Biodata : _____

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation

Signature of applicant including title
and capacity in which application is made

Seal and Signature of the Tenderer

SECTION - B**FORM - IV****Experience Profile**

Name of the Firm : _____

List of projects completed the works having more during the last 5 (*five*) years.

Name of Employer	Name, Location & nature of work	Name of Consulting Engineer responsible for job	Contract price in Indian Rs.	Percentage of Participation of company	Original Date of start of work	Original Date of completion of work	Actual Date of starting The work	Actual Date of completion of work	Reasons for delay in completion (if any)

Note :

- 1) Certificate from the Employers to be attached
- 2) Non-disclosure of any information in the Schedule will result in disqualification of the firm

Signature of applicant including title
and capacity in which application is made

Seal and Signature of the Tenderer