

Forest Department, Govt. of Haryana

O/o: Principal Chief Conservator of Forests (HoFF), Haryana, Panchkula
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No: PS/PCCF/312-14

Dated: 21/05/2021

To

1. All CCFs, Haryana.
2. All CFs, Haryana.
3. All DFOs, Haryana.

Subject:- Revised Guidelines for the execution of works of the Forest Department, Government of Haryana through item rate contract system.

The Department of Forest, Government of Haryana vide Memo No. 668-Ft.-5-2017/2868 dated 28.02.2017 and U. O. No. PS/PCCF/929 dated 02.03.2017 has reiterated that the plantation and wood harvesting works be executed through item rate contract system. The approval of the Govt. for the said system was conveyed earlier vide letter no. 3534-Ft.-5-2000/11339 dated 06.07.2000. The detail guidelines were issued vide Standing Order No. 1/2020 dated 11.02.2020 for implementation of item rate contract system to execute forestry works. It was gathered from the field functionaries that there is a need for further improvisation of guidelines for its smooth implementation at field level. Accordingly, based on suggestion and inputs received from the field officers, the necessary changes have been incorporated in the guidelines. With a view to observe uniformity in the procedure in the execution of the departmental works, the following revised guideline is enclosed for further necessary action and strict compliance. These guidelines supersedes the earlier guidelines issued vide Standing Order No. 1/2020 dated 11.02.2020.

Encl. / As above.

V. Anwar 21.5.2021
Principal Chief Conservator of Forests (HoFF),
Haryana, Panchkula.

Endst. No. PS/PCCF/315

Dated. 21/5/2021

A copy is forwarded to Principal Secretary to Government, Forest and Wildlife Department, Haryana, Chandigarh in respect to Government Memo dated 23.01.2020.

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Principal Chief Conservator of Forests (HoFF),
Haryana, Panchkula.

Standing Order No. 2/2021
By
Sh. Virbhan Singh Tanwar, IFS
Principal Chief Conservator of Forests (HoFF)
Haryana, Panchkula

Guidelines for the execution of works of the Forest Department Haryana, through item rate contract system.

1. Introduction

The State Government decided vide Commissioner-Cum-Secretary to Government of Haryana, Forest Department Letter No. 3534-Ft.-5-2000/11339 dated 06.07.2000, that the works of the Forest Department be executed by calling tenders on item rate contract basis. However, due to lack of provision of budget for Contractor's profit (service charge) and other allied statutory payments which are a corollary to any contract system, the matter remained dormant. Now the Additional Chief Secretary, Department of Forest and Wildlife Letter vide Memo No. 668-FT-I/2017/3035 dated 02.03.2017 has made provisions for the budget in the schemes of the Department, to take care of Contractor's profit and other statutory payments. Again, Government vide letter No. 988-Ft-5-2019/775 dated 23.01.2020 has reiterated that executive instructions/ guidelines be issued in form of standing order for execution of works of Forest Department through item rate contract system. Hence, the detail guidelines were issued vide Standing Order No. 1/2020 dated 11.02.2020 for implementation of item rate contract system to execute forestry works. Again, it was gathered from the field functionaries that there is a need for further improvisation of guidelines for its smooth implementation at field level. So, based on suggestion and inputs received from the field officers, the necessary changes have been incorporated in the guidelines

For execution of works through the item rate system, the Department needs to follow a uniform procedure in all Forest Divisions. Accordingly, it has been decided to follow the procedure as provided hereinafter. These revised guidelines are meant for all forestry works other than Soil and Moisture Conservation and Civil Works. These guidelines supersedes the earlier guidelines issued vide Standing Order No. 1/2020 dated 11.02.2020.

2. Registration of Contractors:

The Forest Divisions shall maintain a list of Contractors, who intend to work with the Department. The objective of such an enlistment is to have a ready list of suitable and experienced Contractors pertaining to works generally executed in the Department. The list of

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registered Contractors will have to be renewed annually. The registration of Contractors can be made at any point of time subject to satisfaction of laid down eligibility criteria.

3. Registration / Renewal:

The registration / renewal of Contractors shall be done by the Divisional Forest Officer for his area of jurisdiction, on payment of non-refundable prescribed fee.

4. Registered Persons / Firms:

Only persons / firms who have registered themselves with the Forest Division shall be entitled to submit tenders for works advertised by the said Forest Division where they are registered.

5. Application for registration of Contractors:

The application for registration can be made at any point of time in a year on the application **Form- I** which can be obtained from office of Divisional Forest Officer or downloaded from the website of Haryana Forest Department. The application must accompany all the listed documents to establish correctness of the facts stated in the application. The Contractor shall also submit three passport size photographs.

6. Application Forms:

Application form can be obtained from the concerned office of the Divisional Forest Officer, free of cost, on request or can be downloaded from the official website of Haryana Forest Department i.e. www.haryanaforest.gov.in.

7. Non-refundable Registration Fee:

The non-refundable registration fee shall be Rs. 2000.00 or as revised from time to time.

8. Eligibility for Registration of Contractor's:

- 8.1 An Indian National residing in India, who is legally competent to execute a valid contract, Sole Proprietorship Firm, Partnership Firm, Registered Company, Statutory Organization, Co-operative Society or Corporate Body may apply for enlistment as a Contractor.
- 8.2 A Government employee or an employee working in Government owned Company / Board / Corporation or any statutory organization shall not be entitled for registration as a Contractor.
- 8.3 No employee of Government, Government Department, Government Company or Statutory Organization shall be entitled to enlistment in his individual capacity or as a partner of firm or director of a company for a period of two years after retirement, unless has obtained permission from the competent authority of his former employer i.e. Head of Department.

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- 8.4 No retired employee of the Forest Department or his family members and relatives shall be entitled to enlistment in his individual capacity or as a partner of firm or director of a company for a period of five years after retirement, unless has obtained permission from the competent authority i.e. head of department.
- 8.5 Near relative or family member means: member of a Hindu undivided family, husband or wife, father, mother, son(s), son's wife (daughter -in- law), daughter(s), daughter's husband (Son -in- law), Brother(s), Brother's wife, sister(s), and sister's husband (Brother -in- law).
- 8.6 The intending Contractors shall have three years experience in similar work with Government organizations and undertakings. They shall produce relevant documents supporting past experience in forestry and similar works issued by the concerned competent authority of Government organization where he / she has worked as a Contractor. In case of Forest Department Haryana, Divisional Forest Officer shall be competent authority to issue experience certificate. Application for registration as Contractors should be supported by documentary evidence / certificate in support of satisfactory and timely completion of the works so far executed.
- 8.7 The applicant / Firm / Society should not have been blacklisted by the Government or any other competent authority.
- 8.8 The applicants shall enclose the following documents along with the application form:
- i. Proof of identity - Voter Card and Aadhar Card. In case the applicant is a Partnership Firm, attested copies of Proprietorship / Partnership Deed / Memorandum of Association and Articles along with copy of the Registration Certificate from the Concerned Authority.
 - ii. Bank Account Details – Name of Account Holder, name of the bank, bank account number, IFSC code and MICR code.
 - iii. Copy of the PAN Card.
 - iv. Copy of the GST number.
 - v. Copy of the Certificate of Registration under the Contract Labour (Regulation and Abolition) Act, 1970 to be provided within one month of award of work by the Forest Division.
 - vi. Proof of ESI and EPF registration number.
 - vii. Experience Certificate issued by competent authority.

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- viii. Authorization letter on behalf of Firm / Society to sign and submit the application.
- ix. Certificate that Firm / Society / Contractor is not blacklisted by any Government Organization.

Note:- No payment of bills will be made till the Registration Certificate under Contract Labour (Regulation and Abolition) Act, 1970 is furnished to the respective Divisional Forest Officer.

9. Scrutiny of the Application for registration as a Contractor

- 9.1 Mere submission of an application does not entitle applicant to get registered as a Contractor. The Divisional Forest Officer is the competent authority for the registration of the Contractors and shall have full authority to scrutinize, verify or get verified any information and details furnished by the applicant in the Application Form.
- 9.2 The registering authority will maintain a list of Contractors registered in the Forest Division in **Form -VII**. The registering authority will forward the list of registered Contractors to other Forest Divisions in the State.
- 9.3 Eligible Contractor's will be informed about their registration eligibility in **Form - II**. After they deposit the prescribed registration fee, a registration certificate in **Form -III** will be issued to the Contractor under the seal and signature of the registration authority.

10. Appeal against rejection of Application for registration as a Contractor

If any application for registration as a Contractor is rejected, the registering authority shall record in writing the reasons for the same and will give a written intimation to the applicant. An appeal against the decision or rejection for registration will lie before the next higher authority to the concerned Divisional Forest Officer. The appeal shall be preferred within one month from the date of order of rejection of the application. The decision of the Appellate Authority shall be final. There shall be no second appeal.

11. Renewal of Registration

- 11.1 The registration shall be valid till the last day of the financial year i.e. 31st of March. Registration Certificate is to be renewed for every financial year. Applications for renewal of registration certificate for the next financial year may be submitted in **Form IV** latest by the month of March. However, competent authority may renew the registration upto 30th April subject to consideration of valid reasons submitted by the applicant. No renewal would be carried out after 30th April and the applicant

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would have to apply afresh for registration. Renewal fee will be Rs. 1000.00 or as revised from time to time.

11.2 The registering authority may renew the registration or refuse to do so. He may refuse the renewal of the registration certificate on the following grounds.

- i. Failure to execute a previous contract satisfactorily.
- ii. Violation of Labour Laws, Statutory provisions and rules.
- iii. Criminal / Civil misconduct.
- iv. Blacklisting by any Government Authority / PSU / Societies.
- v. A registered Contractor who has not participated in minimum 10% of the eligible tenders in a year.
- vi. Any other reason which, in the opinion of the registering authority makes the applicant unsuitable for such registration.

11.3 A non-refundable fee of Rs. 1000/- or as prescribed would be payable for renewal of registration. Such renewal fee should be remitted after receiving intimation for the same in **Form V**.

11.4 A Contractor who fails to get his registration renewed in time can only apply afresh for registration.

11.5 The registering authority shall, before end of February of the year, issue the renewal certificate in **Form VI** or intimate the fact of having refused the request for renewal of registration.

12. Conditions governing the conduct of the Contractor

12.1 Cancellation of work order given to the Contractor-

- i. Cancellation of the work order may be ordered when the competent authority is prima facie of the view that the Contractor is guilty of an offence involving moral turpitude in relation to business dealings which if established, would result in his removal / blacklisting or
- ii. He fails to execute the work order to the satisfaction of the concerned Divisional Forest Officer.

12.2 Cancellation of registration:-

The Registering Authority may remove the name of a Contractor from the approved list if the Contractor:

- i. Fails to execute a contract or executes it unsatisfactorily; or
- ii. does not have adequate equipment, skilled personnel or financial resources to carry out the work or
- iii. violates any important condition of the contract / work order; or

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- iv. fails to abide by the conditions of Registration or is found to have given false particulars at the time of registration, or
- v. Violates the provisions of Labour Laws and rules there under.
- vi. Has become insolvent or of unsound mind.

12.3 Blacklisting:-

A Contractor may be blacklisted by the concerned DFO for the following reasons:

- i. Where there is sufficient and strong justification for believing that the Contractor or his workman/employee has been guilty of malpractices such as violation of labour laws, fraud, substitution of or
- ii. Interpolation in tenders, pilfering or unauthorized use or disposal of Government materials issued for specific work, etc. or
- iii. Where the Contractor refused to pay Government dues/taxes without sufficient reasons and where the Registering Authority is satisfied that no reasonable dispute attracting reference to arbitration, or Court of law exists for the Contractor's action; or
- iv. Where a Contractor has been convicted by a Court of law for offences involving moral turpitude in relation to business dealings; or
- v. Where a Contractor is found to have abetted or induced public servants to indulge in corrupt practices; or
- vi. Sub- tendering / sub-letting of contract/ work will made Contractor liable to black listing.

Before passing the order of blacklisting, the Contractor may be asked to Show Cause and he would also be given an opportunity of personal hearing.

A show cause notice should be issued and the Contractor be heard before an order to blacklist any Contractor is passed.

13. Restoration of the Registration of a Contractor:-

If an appeal is preferred within one month by the Contractor against the order of blacklisting passed against him, the same shall be decided by the CF/CCF of the concerned Forest Circle, within a period of 30 days and his decision would be final. There would be no second appeal.

14. Application for registration from debarred Contractors:-

Applications from Contractors debarred / blacklisted by Haryana Forest Department or any other Government Department shall not be entertained. In case at a later stage, it is known that the enlisted Contractor is debarred by any other Government Department he/she shall be removed from the list of registered Contractor's without any notice.

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15. Procedure and Guidelines for Tender Process

15.1 Preparation of Estimates:

The total estimated cost of the tender shall be worked out by multiplying physical quantity of proposed work by Cost Norm of the Scheme of the work. The Divisional Forest Officer may divide the plantation area on the basis of Forest Blocks and a separate tender will be invited for each Forest Block for the convenience of execution of works.

15.2 Tender Evaluation Committee:

The Tender Evaluation Committee will consist of the following officers / officials: -

- i. DFO of the concerned Forest Division (Chairperson).
- ii. Concerned Range Forest Officer.
- iii. Dy. Superintendent of concerned Forest Division (Member Secretary).
- iv. Accountant of Concerned Division.

Member Secretary of the committee shall be responsible for timely processing of the E-tenders.

Note: Tender Evaluation Committee shall be responsible for ensuring compliance of all tendering procedures to be followed for each tender. The said Committee shall be present for all important meetings with respect to the tender including pre-bid meeting, technical bid opening and financial bid opening.

15.3 Inviting Tender:

The notice inviting tender shall be published in newspapers through the Directorate of Public Relation, Govt. of Haryana. Bids are to be invited through online mode only. The bidders should get minimum 10 (ten) days time (10x24 hours) for bidding the tender having estimated value of Rs. 50 lakh and above and minimum 7 (seven) days time (7 x 24 hours) for the tenders having estimated value less than Rs. 50 lakh. The minimum period of time to be given to the bidders for submission of tenders should be counted from the date on which the notice inviting tenders including e-tender is actually published on the e-tender sites.

15.4 Preparation of Tender Document:

The notice inviting tenders (NIT) shall incorporate the following:

- i. Nature of work.
- ii. Approximate value of work.
- iii. Detail of the website for online submission of bids (Techno-Commercial and Price Bid in case of two part bids).
- iv. Last date and time for submission of tenders.
- v. Date and time of opening of tenders.
- vi. Time period for completion of work.

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- vii. Details of the Tender cost and its mode of submission.
- viii. Details of Earnest Money Deposit (EMD) and its mode of submission.
- ix. Validity period of the tender.
- x. Date, time and place of pre-bid meeting (if any).
- xi. The general conditions of contract (GCC).
- xii. Special conditions of contract, if any.
- xiii. Detailed technical specifications, if any.
- xiv. Drawings, if any, with the list.
- xv. Copy of the Departmental SOR
- xvi. Any other relevant information required
- xvii. The tender document should also specify the right of the Department to reject any tender or accept any tender in full or in part by passing a well-reasoned order in writing.

15.5 Tender Document (Bid Document).

A. PART - I TENDER (Technical bid/ eligibility criteria)

The tenderer should furnish the following documents signed on all pages with seal along with the details and certificates required therein.

- a) Detailed tender conditions of the work duly accepted.
- b) Any other stipulation that may be prescribed in the NIT.

B. PART - II TENDER (Financial Bid)

Price bid are to be submitted online only in prescribed format.

15.6 Pre-bid Meeting:

It may be held with the registered Contractors to explain the scope, terms and conditions of tender. Non-attendance at the pre-bid meeting will not be a cause for disqualification of a prospective bidder.

15.7 Bid Validity Period:

Bid Validity Period for all tenders will be up to the 31st of March of the relevant financial year.

15.8 General Guidelines.

- i. The Tender Evaluation Committee of Four members will be the quorum for evaluation of bids.
- ii. Normally, for a decision on the offered bids, at least three valid offers will be required. Single bid or tenders are not acceptable in first instance. If single bid is received in first call, then re-tender will be done. In re-tendering two valid offers would be required, however, if single bid is received, even after re-tendering, the

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- competent authority may award the work giving detailed justification in support of single tender indicating the urgency and importance of work to the bidder provided the profit margin sought in the bid is less than 10%.
- iii. In their offers, the bidders are required to quote the percentage of SOR (Schedule of Rates) at which they are willing to undertake the tendered works. Example:- if the bidder is willing to work at 105% of the rates specified in the SOR then he has to write just 105% in the relevant column.
 - iv. The financial bids are to be opened online presence of the bidders or their representatives who wish to attend the proceedings as per the schedule specified in the tender document. The comparative statement (CST) for deciding the successful bidder will be arrived at based on the quoted percentage mentioned in (iii) above. The work will be awarded to lowest bidder (L-1). In the event of identical bid, the bidder / firms having more experience in similar works will be preferred. The tender Evaluation Committee will decide the matter based on quantum of similar projects executed by the agency in last three years. In case the experience is identical then a draw of lot will be done in the presence of the bidders to decide the successful bidder. The Departmental Schedule of Rates (SOR) are based on prevailing wage rate and are therefore, payable by statute. Therefore, the maximum and minimum percentage permissible is 110% and 102% respectively. The figures can have maximum one place of decimal and any thereafter will not be taken into consideration.
 - v. The applicable SOR will be attached with the tender document to facilitate the bidders. There are many items in the SOR and it is possible that the agency may be willing to work at different percentage for different items but for this tender purpose quoting item-wise percentage is not permissible. The agency is required to assess the work composition and indicate only one percentage figure which will be applied to all the items listed in the SOR list.
 - vi. If the lowest bidder fails to sign agreement within stipulated period of time, the offer will be given to second lowest bidder. In such a case the earnest money of L-1 will be forfeited.
 - vii. In the case of the tenderer quoting different total amount in words and figures also, the lower figure will be considered valid and shall be binding on him / her.
 - viii. In the event of natural calamities, forest fires, severe drought, floods, VIP visits and shortage of time to executed the time bound works, prior approval of concerned Conservator of Forests, will be obtained for execution of works by obtaining spot

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quotations from among the registered Contractors within the Forest Circle and get the work executed within the norms of SOR and permissible Contractors profit. In case, the expenditure involved in the offers is more than the above norm, the permission of PCCF shall be obtained. However, the Divisional Forest Officer may execute the work valuing upto Rs. 50,000/- at an instance by obtaining spot quotations from registered Contractors without prior approval of Conservator of Forests.

- ix. The works of Forest Department are mainly raising of nursery and plantations and other allied activities. The geographical spread of the work is very vast as compared to other Departments, where work is localized at a particular place. Moreover, at most locations of work, access is not easy. For example, in Shivalik Hills, Aravali Hills and along Canals / Drains / Railway Lines, the approach during rainy season may or may not be entirely motorable. In view of this peculiarity, it is necessary to restrict the geographical area where a Contractor has chosen to work at a particular time. If this is not restricted, the Contractor will not be able to effectively supervise the work and this will lead to prevalence of sub-Contractors or absentee Contractors. Such a situation will lead to degeneration of work quality and management issues. The works of Forest Department are season dependent and delays in maintaining the schedule of activities generally leads to failure of plantations. In view of the aforesaid reasons, a Contractor will be eligible for award of work in a maximum of two Forest Blocks of a Forest Division, at a time and only in one Forest Division at a time.
- x. The responsibility of timely and satisfactory execution of tendered work shall vest with the concerned Range Forest Officer, Block Officer and Forest Guard in charge of work executed.

16. Earnest Money Deposit (EMD)

The tenders of Forest Department are item rate based and works are done intermittently all the year round, being seasonal in nature. Most activity is concentrated during monsoon months. The tender on item rate contract will be valid for the financial year and work order will be issued to the successful bidder as and when a particular work is required to be done at a point of time. Therefore, consistency and commitment of the Contractor is essential for success of work and survival of plantation. The tender will involve Earnest Money Deposit to the extent of 2% of the estimated cost of the tendered work at the time of filling of tender. The EMD of unsuccessful bidders will be refunded without any interest. The EMD of successful bidder can be converted in to Security Deposit / Performance Guarantee.

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17. Conditions of Agreement

- i. The successful bidder herein after referred to as the "Contractor" shall commence execution of work after signing the agreement in the prescribed form [Form-IX] and on receiving the work order [Form-XII] from concerned Range Forest Officer in-charge of work, from time to time, as may be required, he / she should complete all works as per the prescribed time schedule and the specifications given in the tender. The quantities of work shown in the schedule are approximate and it may vary on actual execution of work/ revision of targets.
- ii. The area of work shown in the tender form/tender schedule is approximate. The actual extent of the area of work may vary which will be binding on the successful tenderer.
- iii. It shall be open to the Divisional Forest Officer to cancel/reduce the quantity of work mentioned in the work order to be executed, based on site conditions and his decision will be binding on the successful Contractor. If any additional item/s of work which is not included in the schedule of rates of the Department, is required to be carried out during the course of contract period, the Contractor is bound to execute that work for which payment will be made at the Haryana Forest Department's estimated rate to be decided by the tender evaluation committee, of which the Contractor will be a special invitee.
- iv. Haryana Forest Department reserves the right to invite tender and award the contract to any person other than the registered Contractors, if the tender offered by him / them is not found to be responsive to the norms of Government of Haryana.
- v. The tenderer's are particularly advised to inspect the field / soil and working conditions before submitting tender offer. Concerned Range Forest Officer may be contacted for any assistance for field inspections.
- vi. The period of contract shall be as in the tender schedule. The Haryana Forest Department may also short-close the contract in case the area is taken over by the Government for a different land use or the Department is not able to continue with the works to be executed in the area due to reasons beyond the Department's control. The Department is not bound to pay any compensation in such cases.
- vii. The Contractor, his employees/workman shall carry out all orders issued by the Divisional Forest Officer or any other Forest Officer in charge of the work.
- viii. The Contractor shall not sublet the work to any other agent or agents under any circumstances.

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- ix. The Contractor, his authorised agents and other employees / workman engaged by him shall be bound to render such assistance as may be required of them, by any Forest Officer of and above the rank of a Forest Guard, in putting out fires and in preventing the commission of any forest offence or its detection.
- x. The Contractor may execute works through mechanized means only if it increases the quality and speed of work and without causing any damage to forests and wildlife of the area.
- xi. The Contractor shall be fully responsible for the acts of omissions and a commission of the labourer's engaged by him in connection with the execution of the work. The Haryana Forest Department will not undertake any responsibility of the illegal acts of the laborer's engaged by the Contractor.
- xii. The works shall be done only under the supervision of departmental officers and as directed by them.
- xiii. The Contractor will give preference to workers / labourers residing in the vicinity / locality for the tender work.
- xiv. In case the work is abandoned mid-way, all the bills due to the Contractor will be impounded and the performance guarantee will be forfeited. The Haryana Forest Department will make necessary arrangements to carry out balance work at the risk and cost of the Contractor.
- xv. No extension of the period of the contract shall ordinarily be granted. In case the delay, in completing the work within the period specified in the schedule attached, is due to circumstances beyond the control of the Contractor, extension of time may be granted by the Divisional Forest Officer for one month and beyond that with the permission of his Circle CF/CCF.
- xvi. On the expiry of the period of the contract, all rights of the Contractor shall cease absolutely.
- xvii. The Divisional Forest Officer may add such other special conditions as would be deemed necessary, considering the nature of circumstances of the work.
- xviii. In case of any dispute arising between the Divisional Forest Officer and the Contractor, on any matter arising out of this contract other than one as to which the decision of the Divisional Forest Officer is final, the Contractor may within one month of the date of the order of the Divisional Forest Officer, appeal to the Conservator of Forests or the Officer in charge of the Forest Circle whose decision thereon shall be final and legally binding on the Contractor.

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- xix. The Contractor should have no relationship to any government servant who is in charge of the work or who has any direct control over the work. Relationship in this case will mean father, mother, son, daughter, brother, sister, direct uncle, nephew, father-in-law, mother-in-law, brother-in-law, sister-in-law and first cousin of the officer concerned.
- xx. On acceptance of tender, the Contractor shall remain available at site of work to receive the instructions of the concerned department employee and to ensure prompt compliance thereof.
- xxi. In case Contractor defaults in plantation work until new work tender been floated and allocated, which should be completed as soon as possible and in no condition shall be delayed more than one month, the ongoing unavoidable operations could be allowed to be executed by Contractor of adjoining block if he / she ready to execute work at the same quoted rates.
- xxii. Contractor should employ or engage his own workmen and should strictly abide by all requirements under the labour laws in force from time to time, including the payment of Wages Act, the minimum Wages Act, Industrial Disputes Act, Employees' Provident Fund Act, Workmen's Compensation Act, the Contract Labour (Regulation and Abolition) Act etc. Contractor should comply with the provisions of Employees State Insurance Act and Employees Provident Fund and Miscellaneous Provisions Act.
- xxiii. All other conditions contained in Commissioner-Cum-Secretary to Government of Haryana, Forest Department letter No. 3534-Ft.-5-2000/11339 dated 06.07.2000 and as may be modified from time to time shall be complied with.
- xxiv. Special Conditions for wood harvesting works.
- i. The harvesting of trees will be done in such a way so as not to cause damage to other trees and vegetation in the forests. Penalties on account of any damage to the existing vegetation, if avoidable, will have to be borne by the Contractor.
 - ii. Harvesting of trees will be done as per departmental technical note / guidelines / prescriptions.

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NOTICE INVITING TENDER
HARYANA FOREST DEPARTMENT
FOREST DIVISION.....

Online bids, under the two bid system are hereby invited from the eligible bidders / agencies on behalf of the Governor of Haryana. The interested bidders may submit their bids at website <http://haryanaeprocurement.gov.in>, for executing out various forestry operations in.....Forest Division. For further details please visit website <http://haryanaeprocurement.gov.in> or etenders.hry.nic.in.

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On behalf of Governor of Haryana

Sd/-

Divisional Forest Officer

Forest Division.....

HARYANA FOREST DEPARTMENT
FOREST DIVISION.....
DETAILED NOTICE INVITING TENDER
TENDER NO. DATED

Name of work: Online bids, under the two bid system, are hereby invited from the eligible bidders / agencies on behalf of the Governor of Haryana. The interested bidders may submit their bids at website <http://haryanaeprocurement.gov.in> for executing various forestry operations in.....Forest Division. The bidders are to submit their offers only for the Contractor's profit (Service charge) in terms of the percentage of the amount payable for the work done, on the basis of the departmental schedule of rates. The tentative details regarding the nature of work, specification of work, time schedule for completing the work, approximate quantity and amount is given as under:-

Name of Forest Area (Range/Block/Beat/Site)	Particulars of the Work	Approximate Quantity of work	Estimated Amount of expenditure as per Departmental SOR (in Rs)	Tentative Time Schedule for completing the work

2. Key Dates:

- a) Time / date of online publication 00.00.2021.
- b) Downloading of tender document from time -----Hrs on DD/MM/YYYY
- c) Pre- Bid Meeting, if required, at -----Hrs on DD/MM/YYYY
- d) Last Date for submission of bids is upto -----Hrs on DD/MM/YYYY
- e) Technical bid opening at 11.00 AM on DD/MM/YYYY
- f) Financial / price bid opening at 15.00 Hrs on dated DD/MM/YYYY
- g) Bidding Documents can be downloaded online from the Portal <http://haryanaeprocurement.gov.in> by the Contractor/agency registered on the Portal by paying document fee and e-service charge.

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TERMS AND CONDITIONS

1. Conditional / Telephonic bids will not be accepted and are liable to be rejected.
2. All Bids will be opened by the Tender Evaluation Committee at the specified time in his office or other designated place.
3. Bidder should have through knowledge of forestry operations and at least three years of experience in forestry activity.
4. The validity of bid is up to 31st march of the current financial year.
5. The tender issuing authority reserves the right to accept or reject any or all the bids received without assigning any reasons thereof.
6. Rates shall be quoted in the prescribed format of the Tender Schedules clearly in percentage of SOR up to one decimal both in words and figures.
7. The Contractor should have no relationship with any Government servant working in Forest Department who is in charge of the work or who has any direct control over the work.
8. The bid of the bidder, who does not satisfy the qualification criteria in the bid documents, are liable to be rejected summarily without giving any reason.
9. The details of items of work/plan, sanction, drawing, specification can be seen in the office of the DFO _____ on any working day.
10. Tenderer's are advised to go through all the tender conditions, special conditions and agreement conditions.
11. In case of dispute, the jurisdiction of Civil Court will be at

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Divisional Forest Officer,

HARYANA FOREST DEPARTMENT
FOREST DIVISION.....
TENDER APPLICATION FORM (TECHNICAL BID DOCUMENT)
(To be filled by the tenderer)
TENDER APPLICATION FORM – PART- I

Tender No

Date

Tender for (Name of Work)

.....
.....

From:

(Name in block letters) _____

(Address in full) _____

To

The Divisional Forest Officer

.....

Sir,

In response to the Tender Notice No. _____ dated _____,
I..... hereby declare that I am authorized representative of Firm / Society / Agency
and I have read all the conditions carefully and having agreed to them fully and unconditionally,
I submit the Financial Bid attached with this document. The details mentioned above are true to
my knowledge and the documents as listed below are attached herewith.

Documents to be submitted:-

- a) Signed copy of Tender Document along with the terms and conditions (each page duly signed and stamped).
- b) Proof of Online payment of Earnest Money Deposit / Tender Fee and E-Service Charges.
- c) Self-attested copy of PAN Card.
- d) Self-attested copy of Bank Account Details.
- e) Copy of the Registration Certificate issued by Haryana Forest Department.
- f) EPF and ESI registration number issued by Competent Authority.
- g) Affidavit to the effect that Firm is not blacklisted by any authority.

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h) Detail of similar projects executed by Contractor during last three years:

Sr. No.	Name of the Department / Organization	Brief narration of the type of work implemented	Contract Value (only net checked amount issued by Authority)	Financial year of the completion of the work	Supporting documents against the claim
1.					
2.					
3.					
4.					

Signature of Contractor or Authorized representative of Agency

Date _____

Place _____

W. H. Anwar

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HARYANA FOREST DEPARTMENT
FOREST DIVISION.....
TENDER APPLICATION FORM (FINANCIAL BID DOCUMENT)
(To be filled by the Tenderer)
TENDER APPLICATION FORM- PART-II

Tender No. _____

Dated: _____

Tender for (Name of Work) _____

From: _____

(Name in block letters) _____
 (Address in full) _____

To _____

The Divisional Forest Officer

Sir

In reference to your Tender No _____ Dated _____.

I submit my financial bid as under.

Name of Forest/ Site	Amount payable by the Forest Department towards SOR (in %)	The Percentage of SOR at which I am/ we are willing to work (Contractor's Profit cannot be less than 2% and more than 10%, hence rate to be quoted may vary between 102% to 110%)	
		In Figures	In Words
	100		

Note:

1. Haryana Forest Schedule of Rates (SOR) are based on prevailing Minimum Wage Rate.(Profit rate quoted by the Contractor being less than 2% will be summarily rejected).The tenderer should quote service charges in % age upto one decimal place only.
2. All statutory obligations under Minimum Wages Act, Contract Labour (R&A) Act 1970, Service Tax, Service Charges, etc. as applicable shall be followed by the Contractor. Any report of deviation may lead to termination of contract.
3. The quoted figures can have maximum one place of decimal.
4. Whenever the minimum wage rate increases, the department will pay the corresponding premium on the SOR rate.
5. In addition, the reimbursement of ESI and EPF actually paid by the Contractor shall be made by the department for which claim has to be made by the Contractor.

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Undertaking

Having read all the mentioned terms and conditions including the Schedule of Rates of Works prevalent in Haryana Forest Department carefully, and having agreed to them fully and unconditionally, my financial bid is submitted as above.

Signature of the Contractor

Name _____

Dated.

Place:-

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TERMS AND CONDITION OF TENDER

1. The bidders are required to submit their offers only for the Contractor's profit (Service charges), as a percentage of the amount payable for the work done at the Schedule of Rates (SOR) of the Forest Department. The said amount payable does not include the statutory payments of ESI/EPF, Labour Cess, GST etc. The tentative work and approximate cost is as under:-

Name of Forest Area (Range/Block / Beat/Site)	Particulars of the Work	Approximate Quantity of work	Estimated Amount of expenditure as per Departmental SOR (in Rs.)	Tentative Time Schedule for completing the work

2. Tender Application Forms, terms and conditions and e-tendering schedule can be downloaded from the Forest Department Website (www.haryanaforest.gov.in), etendershry.nic.in and <http://haryanaeprocurement.gov.in>. Payment of prescribed tender fee and e-services fee will have to be made online as per government instructions issued from time to time. The cost of tender forms once paid is not refundable on any account, nor will the amount be adjusted towards cost of any other tender forms.
3. The first requirement to participate in e-tender is to have a digital signature and get registration as a tenderer with Haryana Government e-procurement site.
4. The bidders should submit their offers only for the Contractor's profit (Service charge) in terms of the percentages of the amount payable for the work done on the basis of departmental schedule of rates. The Haryana Forest Schedule of Rates is based on prevailing minimum wage rate and these do not include Contractors profit/service charge. If the rate quoted by the Contractor is less than 102 % of the Schedule of rates, it will be considered to be a non-responsive offer and shall be summarily rejected. The tenderer should quote service charges in % age upto one decimal place only.
5. The presently applicable SOR can be readily obtained from the office of Range Forest Officer or Divisional Forest Officer anywhere in Haryana and can also be seen / downloaded from the Forest Department Website www.haryanaforest.gov.in. There are many items in the SOR and it is not

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possible that the Contractor/ agency may be willing to work at different % for different items of work. Hence, for this tender purpose, quoting item wise percentage is not permissible. The Contractor/ Agency is required to assess the work and indicate only one percentage figure maximum upto one place of decimal (figure beyond one place will not be taken into consideration for evaluation of the bid) which will be applied to all the items listed in the departmental SOR. However, the billing will be made for the work done only for those items of SOR which will be mentioned in the work order and in respect of which actual work is done and certified by the authorized forest officials viz. Beat Officer, Block Officer and the Range Forest Officer.

6. The quantities of work shown in the tender document are approximate and it may vary on actual execution of work. The actual execution of work at a place will depend on many factors like rainfall during the year, undertaking of other development works by government agencies like upgradation of roads/canals etc. The actual quantity, nature of work and place/ site in the concerned forest block will be informed by the concerned RFO from time to time which will be binding on the Contractor.
7. The bid offer is an estimated quantity of work. Though the rate contract will be for all items of work specified in the Schedule of Rates, the actual work requirement at any particular time may be only for certain activities specified in the Schedule of Rates. The bidder / tenderer should not presume that all activities specified in the Schedule of Rates will be executed as only the activities needed for raising or maintenance of plantations etc. at a particular time are executed. The activities to be undertaken at a particular time shall be conveyed to the Contractor in the work order to be issued by the Range Officer with prior approval of the Divisional Forest Officer, during the contract period.
8. It shall be open to the Divisional Forest Officer to cancel/reduce the quantity of work to be executed in the attached schedule based on site conditions in each year and the Divisional Forest Officer's decision will be binding on the Contractor. If any additional item/s of work which is not included in the schedule are required to be carried out in the contract area during the course of contract period, it will be binding on the Contractor to execute that work for which payment will be made at rates finalized by the Tender Evaluation Committee.
9. Participation in the online bid shall amount to bidder's acceptance of the terms and conditions of the tender. The right to participate in the tender is restricted to

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registered Contractors of Haryana Forest Department.. Tenders submitted by ineligible tenderers will not be considered and the same will be summarily rejected.

10. The Divisional Forest Officer reserves the right to accept or reject any or cancel any or all the tenders without assigning any reason thereof.
11. The tenderer/ bidders is expected to examine all instructions, forms, departmental technical notes, terms and conditions in the tender document before participation in the tender.
12. In case the tenderer/bidder has any doubt about the meaning of anything contained in the tender document, he shall seek clarification on any working day during office hours from the office of the concerned Divisional Forest Officer
13. The tenderer shall arrange the material, tool, implements, machinery, equipment, stores etc. required for successful completion of works at his / her own cost as this cost is inbuilt in the SOR of the Department. The use and payment of/for the material arranged by the Contractor shall be made only after quality and quantity certification of the material by the range forest officer. In case of any specific requirement which does not figure in the SOR, its rate shall be decided by the tender evaluation committee on basis of discreet market survey. The saplings/tall plants / seeds and any other such planting material shall be provided by the forest department.
14. Information regarding the sites, nature of work, technical specifications, terrain, locality, approximate quantity, amount etc. can be collected from the office of the Divisional Forest Officer_____ during office hours on all working days. The concerned Range Office may be contacted for any assistance in site inspection/ field visits. They are also requested to study the detailed tender conditions attached to the tender document. No plea of ignorance regarding existence of any agreement condition or any complaint regarding the said conditions having been received after putting in the tender will be entertained. At all times during the contract period, the Forest Guard, Block Forest Officer and Range Forest Officer will be the immediate technical and administrative supervisors of the work. The bill raised by the Contractor on completion of the work order has to be certified and verified by the above said officials of the departments as per the provisions contained in departmental rules/Forest Manual.

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15. Before submitting the tender, the tenderer is advised to visit the area of work to study all the field conditions and nature of work and quote his rate accordingly. No enhancement in rate due to any reason will be entertained thereafter.
16. All the corrections in the tender form shall be initialled by the tenderer himself. The tenderer shall submit the filled up tender form together with all pages intact duly signed by the Contractor on the online web portal.
17. The tenders shall be submitted in two parts, i.e. Part-I (Technical Bid) and Part-II (Financial Bid) on the concerned online web portal.
18. The Tender Evaluation Committee will open the bid in the presence of the Tenderers / Bidders or their representatives who choose to attend at the appointed place and time. The qualification for the technical bid shall be based on the online receipt of all the documents required on or before the closing date and time of the bidding. Financial Bids/Price Bids of only the technically qualified bidders will be opened for evaluation before the bidders present at the time of opening of the Financial Bids.
19. The offers of tenders not accompanied by documentary proof or which do not meet the eligibility criteria as mentioned above, shall not be considered. Canvassing or negotiation, direct or indirect, would render the tender liable for exclusion from consideration.
20. The Tender issuing authority is not bound to accept the lowest rate/cost or any bid and may at any time by notice in writing to the bidder(s), terminate the tendering process.
21. The lowest tender will ordinarily be accepted, but the authority competent to accept the tender reserves to himself the power of accepting or rejecting any tender by passing a speaking order.
22. In case the Contractor defaults or withdraws from discharge of the work order before its completion, no payment even for the partly executed work shall be made. Further his earnest money deposit shall also be forfeited.
23. The tenders submitted by tenderers shall remain valid for acceptance upto 31st march, from the date of opening of the tender. However this period can be extended with the consent of both parties. During the said period or the extended date as the case may be, the tenderer shall not be entitled to revoke or cancel his tender or to vary the tendered rates given or any terms thereof, without the written consent of the Haryana Forest Department.

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24. EMD of the unsuccessful Tenderer / Bidder will be returned online after end of bidding process.
25. The tenderer whose tender is accepted will be informed regarding acceptance of his tender by a Confirmation Order issued by registered letter bearing the address mentioned in the tender. The successful tenderer within seven days of the receipt of the confirmation of his tender, shall execute an agreement in the prescribed form on a proper non-judicial stamp paper (worth Rs.100/-) to be supplied by him at his cost, failing which the acceptance of his tender shall be considered as withdrawn and the EMD submitted by the tenderer shall stand forfeited to the Haryana Forest Department. A further period up to 3 days shall be allowed by the Divisional Forest Officer for signing the agreement if the successful bidder is able to furnish sufficient justification for the delay.
26. The EMD equivalent to 2% of the estimated cost of work shall be payable at the time of bid submission. The amount of EMD will be released after the successful completion of the contract work and on producing the Non Liability Certificate from the concerned officer.
27. The period of contract initially shall initially be upto 31st March of the year which may be extended for two more financial years, on mutual consent. This is so because the raised plantation requires minimum three years of maintenance before it gets established. The Divisional Forest Officer may also short close the period of contract in case the area is taken over by the Government, period of maintenance of plantation / nursery is over, or the department is not able to continue with the works to be executed in the area due to reasons beyond the department's control.
28. The tender issuing authority may terminate the work order if it is found that the Contractor has been blacklisted by any of the Government Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertakings etc. The entire amount paid for the said work with damages, if any, will be recovered from the Bidder.
29. The Contractor, his agent and other employee working in the contract area shall carryout all orders issued by the DFO and the Range Officer in connection with the contract work. The work order will be issued by the Range Forest Officer in writing to the Contractor from time to time, as and when work becomes available. The Contractor will execute the work within specified time period, as per specification provided in the work order. The responsibility of satisfactory

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- execution of tender work through proper supervision and timely corrective measures vests with concerned RFO and staff in charge of the work.
30. All statutory obligations under Minimum Wages Act, Contract Labour (Regulation and Abolition) Act, 1970, Service Tax / GST, Service Charges etc. shall be complied with by the Contractor. The Contractor shall be fully responsible for making all statutory payments including service tax, ESI, EPF, labourer cess etc. Any report & deviation of violation may lead to termination of contract.
 31. The Department shall not be responsible for payment of any compensation on account of any loss caused to the tenderer due to natural calamities or other supervening impossibilities.
 32. The bills will be submitted in the Format enclosed at Form - XI. The DFO shall also issue a serially numbered Measurement Book to the Range Forest Officer in Form - X. The Forest Guard and Forester shall be responsible for recording measurement in the Measurement Book. Measurement Book will be presented before the DFO at the time of sanction of the bills.
 33. The Contractor shall submit the bills against completed work to concerned Range Forest Officer within the first week of every month. The concerned Forest Guard, Block Officer and Range Forest Officer will verify the works within next 5 days and submit the bills to Divisional Forest Officer. The DFO will release the payment to Contractor latest by 15th day of every month. In case, any liability arises due to late submission of bills of completed works by the Contractor, the concerned Contractor will be responsible for the same. In case the Contractor is habitual of submission of late bills, then it may be considered as a ground for blacklisting him.
 34. Payment as per the prevailing wage rate will be done by the Contractor in accordance with government rules. As the departmental SOR are based as minimum wages, whenever the minimum wage rate increases, the department will pay the corresponding premium on the SOR payable to labourers, by the Contractor.
 35. The successful bidder shall not construct any permanent structure at the site of work and shall have no right on the land or asset of the Government. Any complaint of less wage payment/delay in payment of wages may also lead to imposition of penalty including forfeiture of security amount.

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36. The tenderer shall abide by the provisions made under the Labour Laws and other relevant Statutes as applicable in execution of the work and shall be responsible for making payment of compensation, if any, to any workman during execution of the contract.
37. Contractor should apply and obtain the License prescribed under the Contract Labour (Regulation and Abolition) Act 1970 and rules there under within one month of the award of the contract, provided the Contractor employs more than twenty workers on any day.
38. The DFO will have full right to issue any clarification regarding the interpretation of any of the terms and conditions, in the interest of better execution at work, and the same will be binding on the Contractor.
39. The successful bidder should ensure adequate protection for the plantation created at the site as well as the Govt. infrastructure existing at the site.
40. Under no circumstance, the successful bidder would be allowed to sublet the works in part or whole of the contract, assigned to him.
41. Any dispute or difference arising out of this contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by the joint discussions, then the matter will be referred to the Conservator of Forests in-charge of Forest Circle and his decision shall be final and binding on both parties.
42. All disputes arising out of the execution of the agreement shall be subject to the jurisdiction of the Court at _____.

Signature of Contractor or Authorized
representative of Agency

Date:

Place:

Mobile _____

Address _____

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FORM-I
FORM OF APPLICATION FOR REGISTRATION OF CONTRACTORS FOR
FORESTRY WORKS IN HARYANA FOREST DEPARTMENT

To:

Divisional Forest Officer

PHOTO

1. Name of applicant / Firm (in block letters)
2. Full address
3. Contact telephone / Mobile No.
4. E - mail address:
5. Name of Circle / Division / Range to which registration is sought
6. Detail of Financial Capacity (optional):
 - i. National Saving Certificate.
 - ii. Saving Bank Account.
7. State whether he is registered Contractor in any office in the Forest Department (if so indicate name of office and registration number.
8. State whether the applicant was penalized in connection with any contract with Government, if so give details.
9. State whether any of his previous applications for registration in any office of Haryana Forest Department has been rejected. If yes, give details
10. Details of relatives working in Haryana Forest Department. *

Sr. No.	Name of Employees	Designation	Office	Relationship with employee of Forest Department

11. In this connection, I enclose the following documents for your information for your kind information.
 - i. Identity Proof like Voter Card, Ration Card, Aadhar Card.
 - ii. Certified copy of PAN Card.
 - iii. Detail of Bank Account No.
 - iv. Certified copy of partnership deed (in case of Firm).
 - v. Experience certificate issued by competent authority.

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vi. Authorization letter of the Firm / Society to make correspondence on behalf of the Firm / Society.

You are requested to kindly register me as Contractor for works in..... Forest Division and communicate suitable orders of registration. It is certified that I / my Firm / Society has never been blacklisted by any competent authority.

I have read and understood the rules regarding the registration of Contractors in Haryana Forest Department. I shall obey all rules and regulations applicable to Contractors and contract work in Haryana Forest Department.

Date.....

Signature of applicant.

V. Anwar
21.5.2021

FORM-II
HARYANA FOREST DEPARTMENT

Intimation memo of registration of Contractors

From:

Divisional Forest Officer

.....

To:

.....

Name and Address of Contractor

With reference to application dated for registration as a Contractor, Sh. / Messrs..... is / are hereby informed that he/ they can be registered as Contractor in Haryana Forest Department subject to the rules governing of Contractors. He / they will remit a sum of Rs.....through a Treasury Challan deposited under Major Head:- “ 8782-51-103-99-51” Remittances into Treasury or through Bank Demand Draft in favour of Divisional Forest Office on or before.....

Date:

Signature

V. Kumar

21.5.2021

Divisional Forest Officer

FORM-III
HARYANA FOREST DEPARTMENT
Registration Certificate

Office of Divisional Forest Officer

.....

No.

Dated

Sh. / Messrs.....(Name and Full Address).....is / are
registered as Contractor(s) in Haryana Forest Department. The Registration No. is
The validity of Registration is one year from date to issuance of certificate.

Signature and Designation of Registering Officer.

(Seal of Registering Officer)

Identification

Photograph- passport size of Registered Contractor must be Perforated and signed by
Registering Authority.

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21-5-2021

FORM-IV
HARYANA FOREST DEPARTMENT
APPLICATION FOR RENEWAL OF REGISTRATION AS CONTRACTOR

1.	Name of Applicant / Firm (in Block letters)	
2.	Full Address with Contact telephone number.	
3.	Full Correspondence address with E- mail id.	
4.	Officer to whom application of renewal is made.	
5.	Previous Registration No. and the year from which he continues to be on the rolls.	
6.	Date of Expiry of present License	
7.	No. of Tenders participated during the previous year.	
8.	State whether the applicant was penalized/ blacklisted in connection with any contract with Government. If so give detail.	
9.	Whether the applicant under his employment, has any dismissed Government Servant.	
10.	Whether there is any change of address. If so provide present address.	

Declaration:

1. Information furnished in the application is correct.
2. I am authorized to sign the application as Contractor / on behalf of the Contractor.

Signature of the applicant

Station.....

Date.....

V. Kumar
21-5-2021

FORM-V

HARYANA FOREST DEPARTMENT

INTIMATION MEMO OF RENEWAL OF REGISTRATION AS CONTRACTOR

From:

Divisional Forest Officer

.....

To:

.....

Name and Address of Contractor

With reference to application datedfor renewal of registration as a Contractor, Sh. / Messrs.....is / are hereby informed that he/ they can be renewed Registration in Haryana Forest Department subject to the rules governing of Contractors. He/ they will remit a sum of Rs.....through a Treasury Challan deposited under Major Head:- “ 8782-51-103-99-51” Remittances into Treasury ”or through Bank Demand Draft in favour of Divisional Forest Office on or before.....

Date:

Signature

V. Anwar

21.5.2021

Divisional Forest Officer

.....

FORM-VI
HARYANA FOREST DEPARTMENT
CONTRACTOR'S RENEWAL REGISTRATION CARD

From:

Divisional Forest Officer

.....

To:

.....

Name and Address of Contractor

Shri / Messrs (Name
and full address) is / are informed that
his / their registration card bearing No. has been renewed for the financial year ending
.....

Signature and Designation of the Registering Officer
(Seal of the Registering Officer)

V. Hanwar

21.5.2021

HARYANA FOREST DEPARTMENT

REGISTER OF CONTRACTORS

Year

[illegible]

Signature of Registration Authority.

*This register should be in the custody of the registering Authority.

VALTANWAY
24.5.2021

FORM-VIII
HARYANA FOREST DEPARTMENT
BID ACCEPTANCE/ CONFIRMATION ORDER

ORDER NO:

Dated

Sub: -

Ref: - 1) Tender No.

Dated

With reference to the above, we are pleased to Inform you that your tender for the above work is accepted and the work is awarded to you at your quoted amount of Rs.---/- (Rupees -----Only) / percent service charges% as per the accompanying schedule and under the following terms and conditions.

1. The period of contract shall be from the date of issue of Confirmation Order till.....
2. The work shall be started immediately and should be completed before
3. Within 3 days of the issue of the confirmation order you have to execute an agreement on a proper non-judicial stamp paper worth Rs.100/- to be supplied by you at your cost failing which the EMD, shall stand forfeited to the Department and acceptance of the tender shall be considered as withdrawn. Failure to execute the agreement and to perform the contract entail risk and cost of the defaulter)
4. The work should be carried out as items of work as per the specifications of works mentioned in the tender notification, the time schedule mentioned therein and as per directions given by the officials of the Haryana Forest Department from time to time. . The time schedule of different items of work as instructed by the Department officials should be strictly adhered to. In case the work is not executed in time and if the department incurs any loss on account of the same, that loss will be recovered from you.
5. The area shown in the tender form/tender schedule is approximate. The actual extent of the contract area may vary as per the ground situations, which will be binding on you.
6. The quantities and amount as noted in the schedule of items are approximate and are liable to vary on actual execution of the work. The quantity of work actually carried out and accepted only will be measured and paid for.

V. Kumar
21.5.2021

7. The Department reserves the right to cancel any item of work in the attached schedule based on site conditions in each year and the Department's decision will be binding on you. If any additional work, which is not included in the schedule, is required during the course of contract period such work shall be executed by you for which payment will be made at the rate quoted.
8. You should be responsible to keep the boundary lines of the contract area intact.
9. All the references/conditions stated in the Tender Documents as well as this letter will form part of the contract agreement. This letter is issued in duplicate and you are requested to return the duplicate copy duly signed in token of acceptance of the terms and conditions contained in this letter.

Vatanwar
21.5.2021

Sd/-
Name & Designation of the officer

FORM-IX
HARYANA FOREST DEPARTMENT
STANDARD AGREEMENT FORM
(TO BE EXECUTED ON A NON -JUDICIAL STAMP PAPER OF RS.100/-)

AGREEMENT made this _____ day of _____ 20____ Between Shri / Ms. _____ of _____ (hereinafter referred to as the "Contractor", which term shall unless the context indicates otherwise, include, besides the said Contractor his heirs, executors, administrators, legal representatives and assigns) of the one part and the Governor of Haryana (hereinafter called the "Government") of the other part.

WHEREAS tenders were invited by the vide Reference No. _____ dated _____ issued by the Divisional Forest Officer for the forestry work _____ in the _____ Range of _____.

WHEREAS the Contractor has in his tender dated _____ addressed to the Divisional Forest Officer _____ Division, submitted his tender for the _____ work given in the land mentioned in the schedule hereto attached for a period ending on _____ and has undertaken to carry out all works according to the specifications contained in the conditions hereinafter appearing, at his own cost.

WHEREAS the said tender of the Contractor has been accepted by the DFO/ tender committee _____ subject to the terms, covenants, conditions and provisions hereinafter appearing.

WHEREAS the Contractor has deposited Rs. _____ as EMD for the due fulfillment by him of the terms, covenants, conditions and provisions hereinafter contained and same will be converted into Security Deposit.

WHERE AS it is understood by and between the parties that the terms and conditions set out in the tender notice and the conditions of contract together with all schedules, drawings, sketches, rules appended here to form part of this agreement.

NOW THESE WITNESS that for carrying out the said agreement into execution the Contractor for himself, his heirs, executors, administrators, legal representatives and assigns and the Divisional Forest Officer _____ Division acting for and on behalf of the Governor of Haryana and his successors and assigns do here by mutually contract with the other and others of them as follows:-

Contractor

Witness

Divisional Forest Officer

VALMUNAR
24.5.2021

FORM - X
WORK MEASUREMENT BOOK
Forest Department Haryana

Tender No..... Work Order No.....
 Name of Plantation Scheme..... Target Fixed (No. of Plants / RKM / Ha.)
 Name of Area / site Location
 Division Range Block Beat

Sr. No.	Item No.	Description of Work	No.	Length (M)	Width (M)	Height (M)	Quantity	Unit

Verification:

1. Certified that 100 percent work has been measured by me on dated and found correct in quality and quantity which has been duly entered in the measurement book.

Signature of Block Officer

Signature of Beat Officer

2. Certified that 25 percent work has been checked and measured by me on dated.....and found correct in quality and quantity as per entered in the measurement book.

V. L. M. War
 21.5.2021

Signature of Range Forest Officer

FORM- XI
Forest Department
RUNNING BILL

Name of Work : NURSERY WORKS / PLANTATION WORKS

DIV. / Range / / Month / 20

Tender No. Work Order No.

Contractor's Name : PAN :

Scheme Component:..... Target:.....

Name of Reach..... Month of execution of Work

Item of Work	SOR	Premium	Quantity of Work done	Amount

TOTAL AMOUNT		
1)	Amount of Current Bill	
2)	Contractor's Profit/Service Charges @% of (1) above	
3)	Total Admissible Amount (1+ 2)	
4)	Any other statutory payments	
Total		
TDS		
Net Amount Payable		

Certified that the above work has been executed on site as per work order and as per conditions/ standards mentioned in tender document. The running bill of Rs.submitted for release of payment.

Signature of Contractor

Certified that the payment for this work has not been charged before and rated charges are commensurate with the approved tender rates. The work has been 100% measured by me and found to be correct both in quality and quantity and the charged work is same as recorded in the Measurement Book No..... at page Number

Forest Guard

Forester

Certified that 25% of the work charged above has been checked by me and found to be correct in quality and quantity. The bill is submitted to DFO for sanction and release of payment.

Range Officer

V. Kumar

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Certified that the expenditure charged is commensurate with SOR and work order issued by RFO and correct as per the approved tender rates in favour of the Contractor.		
Accountant	Deputy Superintendent	
Approval of the competent authority (sanction by DDO)		
Certified that all the payments has been received agaist above Running bill. It is certified that no payment of any kind including statutory payment is pending against this charged bill.		
		Contractor
Certified that all the labour, material and statutory payments have been disbursed by the Contractor to the all persons/ firms engaged in execution of above work.		
Forest Guard	Block Officer	Range Forest Officer
Bill passed by the competent authority (DDO)		

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21.5.2021

[Form-XII]

Work Order

Forest Department, Haryana

Office of Range Forest Officer, Division

To

Name of Firm / Contractor

Address.....

Subject : Work order against the tender No.

With reference to the above mentioned tender no....., you are directed to start the execution of following works within seven days from the receipt this work order as per terms and conditions mentioned in the agreement:-

Sr. No.	Name of Work	Quantity
1.		
2.		
3.		

You are also directed to contact the concerned In-charge Forester and Forest Guard immediately.

Range Forest Officer,

.....

No.

Dated

A copy is forward to the following for information and necessary action:-

1. Divisional Forest Officer,.....
2. Block Forest Officer, Block

VATAMWAT

21.5.2021

Range Forest Officer,

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