

FOREST DEPARTMENT
PRINCIPAL CHIEF CONSERVATOR OF FORESTS, HARYANA
Van Bhawan, Sector-6, Panchkula (Haryana)
Telephone No: 0172-2563988, Fax No: 0172-2583158,
E-mail: pccf-hry.gov.in

No: C-18-95/568

Dated: 11/09/2020

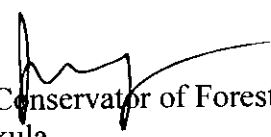
To

All PCCFs/ APCCFs / CCFs / CFs / DCFs / DFOs,
Haryana.

**Subject:- Standing Order for the execution of works of the Forest Department,
Government of Haryana through item rate contract system.**

The 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 are to be executed through item rate contract system in accordance with the Government decisions conveyed earlier vide letter no. 3534-Ft.-5-2000/11339 dated 06.07.2000. In order to bring uniformity in the procedure to be followed throughout the State, the Forest Department submitted a proposal to the Government. After consideration of the said proposal of the Department the Government has advised vide letter No. 9883-Ft.-5-2019/775 dated 23.01.2020, that with a view to observe uniformity in the procedure in the execution of the Departmental works, a standing order be issued. Accordingly, the instructions in form of a Standing Order are enclosed for strict adherence and compliance.


Encls. / As above.


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

Endst. No.

Dated:

A copy is forwarded to Addl. Chief Secretary to Government of Haryana, Forests and Wildlife Department, Chandigarh in respect to Government Memo dated 23.01.2020.


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

Standing Order No. 1/2020
by
Dr. (Mrs.) Amarinder Kaur, 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. 9883-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.

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.

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

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

4. 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. The works of Forest Department are mainly of afforestation/wood harvesting/soil and moisture conservation 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.

6. 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.

7. 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.

8. The non-refundable registration fee shall be Rs. 500.00 or as revised by Government from time to time.

9. Eligibility for Registration of Contractor:

9.1 An adult Indian National who is resident of India, sole proprietorship firm, partnership firm, company, statutory organization, co-operative society or corporate body may apply for enlistment as a contractor.

9.2 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.

9.3 The applicants shall enclose the following documents along with the application form:

- i. Proof of identity- voter card and aadhaar 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.

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.

10. Scrutiny of the Application for registration as a Contractor

- 10.1. 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.
- 10.2 The registering authority will maintain a list of contractors registered in the Forest Division in **Form II**. The registering authority will forward the list of registered contractors to other Forest Divisions in the State.
- 10.3 Eligible Contractor's will be informed about their registration eligibility in **Form III**. After they deposit the prescribed registration fee, a registration certificate in **Form IV** will be issued to the Contractor under the seal and signature of the registration authority.

11. 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 on the 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.



12. Renewal of Registration

- 12.1. The registration shall be valid till the last day of the financial year i.e. 31st of March. Registration Certificate is to be renewed every year. Applications for renewal of registration certificate for the next financial year may be submitted in **Form V**, in the month of January/February. Renewal fee will be Rs. 250 or as revised from time to time.
- 12.2. 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.
 - iii. Criminal / Civil misconduct.
 - iv. Blacklisting by any Government Authority / PSU / Society.
 - v. Any other reason which, in the opinion of the registering authority makes the applicant unsuitable for such registration.
- 12.3 A non-refundable fee as prescribed will be payable for renewal of registration. Such renewal fee should be remitted after receiving intimation for the same in **Form VI**.
- 12.4 A contractor who fails to get his registration renewed in time can only apply afresh for registration.
- 12.5 The registering authority shall, before end of February of the year, issue the renewal certificate in Form VII or intimate the fact of having refused the request for renewal of registration.

13. Conditions governing the conduct of the Contractor

13.1 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 Divisional Forest Officer.

13.2. **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
- 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 thereunder.

13.3 Blacklisting:- A contractor may be blacklisted 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 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 make contractor liable to black listing.

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

14. Restoration of the Registration of a Contractor:- If an appeal is preferred by the Contractor against any adverse order passed against him, the same shall be decided by the CF/CCF of the concerned Forest Circle.

15. 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 without any notice.



16. Procedure and Guidelines for Tender Process

16.1 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.

16.2 Tender Evaluation Committee:

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

- i. CF/CCF of the Forest Circle (Chairperson).
- ii. One Divisional Forest Officer to be nominated by the Chairperson from amongst the DFO's posted in his / her Forest Circle.
- iii. Divisional Forest Officer of the Concerned Forest Division where work is to be executed (Member Secretary).

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.

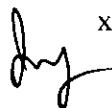
16.3 Inviting Tender:

The notice inviting tender shall be published in newspapers through the Directorate of Public Relation, Govt. of Haryana. Bids are to be invited through an online mode only.

16.4 Preparation of Tender Document:

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

- iv. Nature of work.
- v. Approximate value of work.
- vi. Detail of the website for online submission of bids (Techno-Commercial and Price Bid in case of two part bids).
- vii. Last date and time for submission of tenders.
- viii. Date and time of opening of tenders.
- ix. Time period for completion of work.
- x. Details of the Tender cost and its mode of submission.
- xi. Details of Earnest Money Deposit (EMD) and its mode of submission.
- xii. Validity period of the tender.
- xiii. Date, time and place of pre-bid meeting (if any).
- xiv. The general conditions of contract (GCC).



- xv. Special conditions of contract, if any.
- xvi. Detailed technical specifications, if any.
- xvii. Drawings, if any, with the list.
- xviii. Copy of the Departmental SOR.
- xix. Any other relevant information required.
- xx. 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 speaking order in writing.

16.5 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

16.6 Pre-bid meeting:

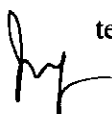
It may be held with the registered contractors to explain the scope, terms and conditions of tender. Non-attendance at the pre-bid meeting will not be a cause for disqualification of a prospective bidder.

16.7 Bid Validity Period:

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

16.8 General Guidelines.

- i. The Tender Evaluation Committee of three members will be the quorum for evaluation of bids.
- ii. Normally, for a decision on the offered tenders/bids, at least three offers will be required. If the participation is less than three, then re-tender will be done. However, in situations of urgency of work or any emergent requirement to be recorded in writing with due justification, work may be awarded to the lowest 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 column.

- iv. The financial bids are to be opened in 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. In the event of identical bid, the bidder elder in age will be preferred and in case of firm/agency, the date of registration of the firm with the Forest Department shall be taken into consideration for decision. In case the date is identical then a lottery will be held 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 etc. prior approval of concerned Conservator of Forests, will be obtained for execution of works by obtaining spot quotations from among the registered contractors within the Forest Circle and get the work executed within the norms of SOR and

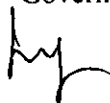
permissible contractors profit. In case, the expenditure involved in the offers is more than the above norm, the permission of PCCF shall be obtained.

17. 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 1% 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.

18. 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, 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.



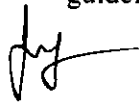
- v. The tenderer's are particularly advised to inspect the field/ soil and working conditions before submitting tender offer. Concerned Range Forest Officer may be contacted for any assistance for field inspections.
- vi. The period of contract shall be as in the tender schedule. The Haryana Forest 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.
- 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 omission and commission of the labourer 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 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.
 - 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. 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.
 - xxi. 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.
 - xxii. 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.

A handwritten signature in black ink, consisting of a stylized 'J' followed by a horizontal line and a small flourish.

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://haryanacprocurement.gov.in>.

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 DD/MM/YYYY.
- 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 am on DD/MM/YYYY
- f) Financial / price bid opening at 1500 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.



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. The validity of bid is up to 31st march of the current financial year.
4. The tender issuing authority reserves the right to accept or reject any or all the bids received without assigning any reasons thereof.
5. 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
6. The contractor should have no relationship with any Government servant who is in charge of the work or who has any direct control over the work.
7. The bid of the bidder, who do not satisfy the qualification criteria in the bid documents, are liable to be rejected summarily without giving any reason.
8. The details of items of work/plan, sanction, drawing, specification can be seen in the office of the DFO _____ on any working day.
9. Tenderers are advised to go through all the tender conditions, special conditions and agreement conditions.
10. In case of dispute, the jurisdiction of Civil Court will be at



Divisional Forest Officer,

HARYANA FOREST DEPARTMENT
FOREST DIVISION.....
TENDER APPLICATION FORM (TECHNICAL BID DOCUMENT)
(To be filled by the tenderer)
TENDER APPLICATION FORM-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 have read all the conditions carefully and having agreed to them fully and
unconditionally, have submitted 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.
- c) Self-attested copy of PAN Card.
- d) Bank Account Details.
- e) Copy of the Registration Certificate issued by Haryana Forest Department.
- f) ESI and EPF registration number.

Signature of contractor or Authorized
representative of Agency

Date _____

Place _____



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

Tender No. _____ Date _____
Tender for (Name of Work) _____

From:

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

To

The Divisional Forest Officer

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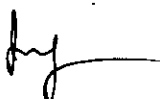
Sir

In reference to your Tender No. _____ Dated _____
_____, I submit my financial bid as under.

Name of Forest	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).
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.

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:-



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 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) 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 percent of the Schedule of rates, it will be considered to be a non-responsive offer and shall be summarily rejected.
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



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

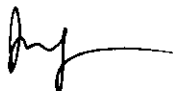


registered contractors of Haryana Forest Department.. Tenders submitted by ineligible tenderers will not be considered and the same will be summarily rejected.

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/ bidder 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 of the agreement conditions or complaint regarding the said conditions 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 department as per the provisions contained in departmental rules/Forest Manual.

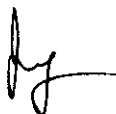


15. Before submitting the tender, the tenderer is advised to visit the area of work to study all the field conditions and nature of work and quote his rate accordingly. No enhancement in rate due to any reason will be entertained thereafter.
16. All the corrections in the tender form shall be initialed 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. Divisional Forest Officer 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 feasible according to the Haryana Forest Department.
22. The lowest tender will ordinarily be accepted, but the authority competent to accept the tender reserves to itself the power of accepting or rejecting any tender by giving a speaking order.
23. 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.
24. The tenders submitted by tenderers shall remain valid for acceptance up to 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.

25. EMD of the unsuccessful Tenderer/Bidder will be returned at the earliest.
26. 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 three days of the issue 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.
27. The EMD equivalent to 1% of the estimated cost of work shall be payable at the time of bid submission. Thereafter, on award of contract to the successful bidder, an additional amount equivalent to 2% of the estimated cost will be deducted from the first running bill of the contractor and retained as performance guarantee. No interest will be allowed on the performance guarantee with the department. The security deposit/performance guarantee will be adjusted and paid with the final bill after the successful completion of the contract work and on producing the Non Liability Certificate from the concerned officer.
28. The period of contract initially shall initially be up to 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 get 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.
29. 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. All the amount paid for the said work with damages, if any, will be recovered from the Bidder.



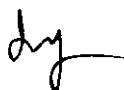
30. The contractor, his agent and other employee working in the contract area shall carryout all orders issued by the DFO and the Range Officer in connection with the contract work. The work order will be issued by the Range Forest Officer in writing to the contractor from time to time, as and when work becomes available. The contractor will execute the work within specified time period, as per specification provided in the work order. The responsibility of satisfactory execution of tender work through proper supervision and timely corrective measures vests with concerned RFO and staff in charge of the work.
31. 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. Any report & deviation of violation may lead to termination of contract. Next running bill shall be entertained only after the Contractor has enclosed the due challan showing discharging of all statutory payments including Service Tax, ESI, EPF etc. The contractor will produce the details of mandatory statutory payments made to the labourer as under:-

Sr. No.	Name of Workman	ESI No.	EPF No.	Daily Wage Rate (in ₹)	Mandays Worked	Total wages (in ₹)	ESI Contribution	
							(0.75%)	(3.25 %)
							Workman Share	Employer share
1	2	3	4	5	6	7	8	9

EPF contribution		Labour Cess (0.2%)		Net Deduction			Total deduction	Net Wages Paid
(12%)	(13%)							
Workman Share (in ₹)	Employer share (in ₹)	Workman Share (₹ 25)	Employer share (₹ 50)	ESI 0.75 % (in ₹)	EPF 12 % (in ₹)	Cess (₹ 25)	(14+15+16) (in ₹)	(7-17) (in ₹)
10	11	12	13	14	15	16	17	18

dy

32. 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.
33. The bills will be submitted in the Format enclosed at **Form- X**. The DFO shall also issue a serially numbered book containing leaves of prescribed daily work progress sheet to the Range Forest Officer in Form- XI. The Forest Guard and Forester shall be responsible for making daily entries in the work sheet. The daily sheet will be presented before the DFO at the time of sanction of the bills. The daily sheet book will be the Measurement Book for all purposes. The contractor shall also maintain the attendance detail of labourer engaged by him for execution of work.
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 on 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.
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 _____

A handwritten signature in black ink, appearing to be 'dy' followed by a long horizontal stroke.

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

To:

Conservator of Forests/ Divisional Forest Officer

PHOTO

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

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

10. In this connection, I enclose the following documents for your information for your kind information.

- i. Identity Proof like Voter Card, Ration Card, Aadhaar Card
- ii. Certified copy of PAN Card
- iii. Detail of Bank Account No.
- iv. Certified copy of partnership deed (in case of Firm)

You are requested to kindly register me as contractor for works in..... Forest Division and communicate suitable orders of registration.

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.



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 datedfor 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

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.



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

1.	Name of Applicant (in Block letters)	
2.	Full Address with Contact telephone number	
3.	Officer to whom application of renewal is made	
4.	Category of Registration	
5.	Previous Registration No. and the year from which he continues to be on the rolls.	
6.	Detail of financial capacity (enclose solvency Certificate or Bank Guarantee/ NSC/ TSB if the period of Bank Guarantee already produced in previous years has elapsed)	
7.	Particulars of experience on works, labour force equipment and other facilities on hand and technical assistance available.	
8.	State whether the applicant was penalized in connection with any contract with Government. If so give detail.	

Signature of the applicant

Station.....

Date.....



FORM-V

HARYANA FOREST DEPARTMENT

INTIMATION MEMO OF RENEWAL OF REGISTRATION AS CONTRACTOR

Office of the

Station

File No.

Dated

With reference to application dated for renewal of
registration as a contractor, Shri/ Messrs
..... is/
are hereby informed that his/ their registration can be renewed for the financial year
..... ending March He/ they to remit a sum of Rs.
..... (Rupeesonly)
towards fee for renewal on or before

Signature.....

Designation.....

To

Mr/ Ms

.....



FORM-VI
HARYANA FOREST DEPARTMENT
CONTRACTOR RENEWAL REGISTRATION CARD

Office of the

Dated

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)



FORM-VII
HARYANA FOREST DEPARTMENT
REGISTER OF CONTRACTORS

Year

Sr. No	Date of application	Name and address of contractor	Whether application is for fresh registration or renewal	If renewal, Reg. No. of previous registration and year from which he continues to be on rolls	Details of fee remitted	Whether application is accepted or rejected if rejected state reasons in detail.	Regn. Number of card issued	Signature of Officer.	If the application is rejected whether the contractor has been intimated or not. If so details.
1	2	3	4	5	6	7	8	9	10

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



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) per 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 10 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 final survey report, 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.
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 estimated rate of the Department plus or minus the tender difference of this contract. The tender difference of this contract for the purpose is (\pm)% of the estimated rate.

8. You would 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.

Sd/-
Name & Designation of the officer

A handwritten signature in black ink, consisting of a stylized 'M' followed by a horizontal line.

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 Government as per Ref _____ 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 security for the due fulfillment by him of the terms, covenants, conditions and provisions hereinafter contained.

WHEREAS 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 hereby mutually contract with the other and others of them as follows:-

Contractor

Witness



Divisional Forest Officer

Division Range Block Beat

[illegible]

A handwritten signature in black ink, appearing to be "Hj".

FORM - XI
Forest Department
RUNNING BILL

NURSERY WORKS/PLANTATION WORKS		Bill No.	
DIV/Range/...../Month/2020			
Tender No. & Date		Issuing Date/No.	
.....		D.F.O.	
.....			
Work Order No.	Name of Area	Duration of Work	
.....			
Contractor's Name :		Regn. No. :	PAN :
.....			
Item of Work	SOR	Premium	Quantity of Work done
			Amount
(1)			Total
(2)			Labour Wages
(3)	EPF (Employees Share) @% of (2) above		
(4)	ESI @% of (2) above		
(5)	Welfare charge @% of (2) above		
(6)	Material and Machinery Cost		
(7)	Contractor's Profit/Service Charges @% of (1) above		
			G/Total
			TDS
			Net Amount Payable
Submitted and certified that the work as above has been checked for quality and quantity by me and found to be correct as per norms. The total bill amount on basis of above amount of Rs. is			
			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 daily work sheet.			
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.			
			Range Officer
Certified that the expenditure charged is commensurate with SOR and correct as per the approved tender in favour of the contractor.			
Accountant		Deputy Supdt.	
Approval of the competent authority (sanction by DDO)			
Certified that the payment has been made by the contractor to all concerned in my presence/online into the accounts to the concerned to my satisfaction.			
Forest Guard		Range Officer	
Forester			
Bill passed by the competent authority (DDO)			

