



WEST BENGAL FOREST DEVELOPMENT CORPORATION LIMITED
(A Government of West Bengal Undertaking)
Office of the Divisional Manager
Bankura Forest Corporation Division
Machantala, P.O. Bankura, Dist. Bankura, 722101
E-mail: bfgd@wbfdcl.com, CIN: U02005WB1974SGC029535



Memo No 824

Dated: 20/07/ 2022

NOTICE INVITING e Tender for Empanelment of Vendors for Supply of Manpower for Joinery, Carpentry and Polishing works at the Joinery Carpentry Units of the Corporation for engagement on purely temporary basis

1.	Name of Work	West Bengal Forest Development Corporation Limited (WBFDCL) intends to empanel firm/ companies involved in manufacturing of furniture having experienced manpower at their disposal and who can supply carpenters, polish men and Helpers/Assistants for Joinery, Carpentry and polishing works at the Joinery Carpentry Unit, Salt Lake of the Corporation for engagement on purely temporary basis.
2.	Earnest Money Deposit	The bidder shall furnish, as part of its Bid, an amount equivalent to Rs.1,00,000.00 towards earnest money deposit. The application fee has to be payable in ONLINE mode.
3.	Period of Work	1 (One) year
4.	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	25.07.2022
5.	Application submission start date (On line)	26.07.2022 from 11 AM onward
6.	Application Submission closing (On line)	10.08.2022 by 5.00 PM
7.	Opening of Application (Online)	12.08.2022 at 5.00 PM
8.	Name & address of office inviting tender	The Divisional Manager, Bankura Forest Corporation Division Machantala, P.O. Bankura, Dist. Bankura, 722101 E-mail: bfgd@wbfdcl.com, CIN: U02005WB1974SGC029535

Project details: Applicants are advised to go through the Tender document for Project related information. The Applicants shall submit its Application in online form and also in Hard Bound manner in a sealed envelope.

Note:

- WBFDCL reserves the right to cancel or modify the Tender process without assigning any reason and anyliability.
- Further details can be seen on website <https://www.wbfdcl.com> and <https://wbtdenders.gov.in>

Sd/-
Divisional Manager
Bankura Forest Corporation Division

e TENDER for
Supply of Manpower for Joinery, Carpentry and Polishing works
at the Joinery Carpentry Units of Durgapur under Bankura
Forest Corporation Division for engagement on purely
temporary basis



NIT No.: 01/Supply of Manpower for Joinery Carpentry Units/Durgapur/BFC
Division/WBFDC Ltd/2022-23

Date: 25.07.2022

Issued by:
West Bengal Forest Development Corporation Limited (WBFDC)
Bankura Forest Corporation Division,
Machantala Bankura Pin 722101
Web site: <https://www.wbfdc.com>
E-mail: bfcd@wbfdc.com

DISCLAIMER

1. The information contained in this TENDER or subsequently provided to interested parties (Applicants), whether verbally or in documentary or in any other form by or on behalf of West Bengal Forest Development Corporation Limited, (hereinafter referred to as “**Wbfdcl**”) or any of its employees or advisors, is provided to the Applicants on the terms and conditions set out in this TENDER and such other terms and conditions subject to which such information is provided.
2. Wbfdcl has prepared this document to give interested parties background information on the Project. While Wbfdcl have taken due care in the preparation of the information contained herein and believe it to be accurate neither Wbfdcl, nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors gives any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document
3. or any information which may be provided in association with it. The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely on the information in submitting an TENDER. The information is provided on the basis that it is not binding on Wbfdcl, any of its authorities or agencies or any of their respective officers, employees, agents or advisors. Wbfdcl reserves the right not to proceed with the Project or to change the configuration of the Project, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the Project further with any party expressing interest.
4. No reimbursement of cost of any type will be paid to persons or entities expressing interest

Sd/-

**Divisional Manager
Bankura Forest Corporation Division**

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Expression of Interest - Bidder

1. Background

- 1.1. The West Bengal Forest Development Corporation Limited (WBFDCCL) (hereinafter also referred to as the "Authority") came into existence in 1974 as per Companies Act 1956, on the recommendation of National Commission of Agriculture. The Broad Objectives of setting up WBFDCCL was to offer timber, non-timber forest produce and value-added forest products at reasonable prices for the public in general, to develop awareness for conservation of nature and wild life through responsible eco-tourism and to uplift social economic status of Joint Forest Management Committees (JFMCs).
- 1.2. The WBFDCCL is running one Joinery and Carpentry Units at Durgapur under BFC Division. WBFDCCL generally supplies furniture to all State Government Departments, Corporations and to various Government Institutions and also to the public in general.
- 1.3. The furniture is made of Teak, Sal, Mahogany, Jarul, Akashmani, or any species based on the buyer's choice.

2. Broad Objective of the Expression of Interest

- 2.1. The broad objective of WBFDCCL through this tender document is to empanel firm/ companies involved in manufacturing of furniture having experienced manpower at their disposal and who can supply carpenters, polish men and Helpers/Assistants for Joinery, Carpentry and polishing works at the Joinery Carpentry Unit of the Corporation for engagement on purely temporary basis.

3. Empanelment of Vendors/ tenderer

- 3.1. The Bankura Forest Corporation Division of WBFDCCL Invites applications for empanelment of Firms/ Companies involved in manufacturing of furniture having experienced manpower at their disposal for supply carpenters, polish men and Helpers/Assistants for Joinery, Carpentry and polishing works at the Joinery Carpentry Unit of the Corporation for engagement on purely temporary basis for a period of 3 Years.
- 3.2. Interested Firms/ Companies who are able to comply the requirements may submit the application duly filled in and supplemented with all relevant documents to WBFDCCL for further processing as per laid Procedures. Applications not completed in any respect are liable to be rejected summarily.
- 3.3. Interested Applicants can submit their Application only through electronic means, as per guidelines provided in subsequent sections.

4. General Guidance for E-Submission of Application

- 4.1. Any organization/ agencies willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to [https:// wbtenders.gov.in](https://wbtenders.gov.in) (the web portal of West Bengal Tenders

maintained by NIC). The organization / agencies are required to click on the link for e-Tendering site as given on the web portal

- 4.2. Each organization / agency is required to obtain a Class-II /Class III company Digital Signature Certificate (DSC) for submission of Application from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount.
- 4.3. An Applicant desirous of taking part in TENDER process shall login to the e-Procurement portal of the Government of West Bengal <http://wbtenders.gov.in> using his login ID and password.
- 4.4. The organization / agencies can search & download N.I.T. & e tender Document(s) electronically from computer once they log on to the website.
- 4.5. Applications are to be submitted through online before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly digitally Signed. The documents will get encrypted (transformed into non-readable formats).
- 4.6. The Applicants are advised to submit the Application well in advance of the deadline as the Bankura Forest Corporation Division will not be liable or responsible for non-submission of the bids or submission of incomplete bid on account of any technical glitches or any problems in connectivity services used by the Applicant

5. Calendar of Events

Sl. No.	Particulars	Date & Time
1.	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	25.07.2022 at 11.00 am
2.	Application submission start date (Online)	26.07.2022 at 11.00 am
3.	Application Submission closing (Online)	10.08.2022 at 05.00 pm
4.	Opening of Application (Technical Proposal) (Online)	12.08.2022 at 05.00 pm
5.	Opening of Financial Proposal (Online)	To be notified in due course

Note: The above time is tentative and the Corporation may at its discretion change the same by issuing An Addendum. WBFDCCL reserves the right to modify the said schedule of the Bidding Process at any time during the Bidding

6. Venue and Deadline for submission of Application

Sealed Application forms (as per clause 9) shall be super scribed as “Application for Empanelment of Vendors for Supply of Manpower for Joinery, Carpentry and Polishing works at the Joinery Carpentry Units of the Corporation for engagement on purely temporary basis”.

7. Eligibility Criteria

7.1. An Applicant submitting the response in response to this TENDER shall hereinafter be referred to as applicant. Only those applicants who fulfill the following credentials should respond to this invitation:

7.1.1. The Applicant may be Proprietor/Partnership/ Company formed under the Companies Act 1956/ 2013. The Applicant must have Office in West Bengal with minimum four years' experience (up to 31-03-2020) in manufacturing of wooden/ MDF furniture.

7.1.2. The Applicant must have at least 15 people working under it for Joinery, Carpentry, MDF and polishing works.

7.1.3. The Applicant should have annual turnover of Rs. 50 lakh in any of the 3 years in the last 4 financial years preceding the last date of submission of TENDER (Application).

8. Documents (Online Submission) to be submitted by Applicant

8.1. Scan copy of receipt of EMD Trade License (in case of proprietorship firm/ partnership firm)

8.2. In case of Company – Please enclose Memorandum and Articles of Association along with certificates of incorporation, and date of commencement of business etc.

8.3. In case of Partnership Firm, registered under the Partnership Act., 1932 – Please enclose details of partners, details of their business and partnership deed etc. duly attested by Notary

8.4. GST Certificate

8.5. Documentary evidence with respect to manpower on rolls

8.6. Balance Sheet for the last 4 years

8.7. Copy of the produce ITRs the last Three Financial Years i.e. 2018-19, 2019-20 and 2020-21.

8.8. Annexure I to VI as per the format enclosed

This TENDER is non-binding in nature. A response to this TENDER does not automatically ensure that you will be selected to participate in tender or be selected for procurement. The Authority shall not be responsible for the costs incurred by you in preparing and submitting your expression of interest.

9. Document to be submitted offline (Hard Copy)

Hard copy in hard bound manner of the document as listed in Clause 8.

10. TENDER (Application for Empanelment) Submission by the Applicant

The Applicant can submit its Application by given date and time as mentioned under Clause 5. Hard copy of the document shall be submitted on the address given below.

The Divisional Manager, Bankura Forest Corporation Machantala Bankura
Pin 722101, E-mail: bfcd@wbfdc.com

The Hard Copy of the Document shall be submitted in sealed envelope and should be superscripted on envelop “Application for Joinery, carpentry & Polishing Works for Supply of Manpower for Joinery, Carpentry and Polishing works at the Joinery Carpentry Units of the Corporation for engagement on purely temporary basis”.

11. Empanelment Procedure

11.1. The objective of evaluation methodology is to facilitate the empanelment of financially as well as technically superior vendors. The applicant's will be evaluated on the basis of Eligibility Criteria as mentioned under Clause 7 and documents as listed under Clause 7 & 8 of this TENDER document.

11.2. The vendor will be empaneled as per the following process:

11.2.1. Vendors satisfying the eligibility criteria will be short listed and will be empaneled with Wbfdcl after due scrutiny of documents submitted by the Applicant. Wbfdcl may, at its sole discretion, decide to seek more information from the Applicants. The clarification shall be given in writing immediately.

11.2.2. The Evaluation committee constituted for the purpose, may waive any informality or non- conformity or irregularity in an application which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any applicant. Decision of the EvaluationCommittee would be final and binding upon the Applicants.

11.2.3. The Applicant will be called to make detailed presentation in from of the evaluation committee on a suitable date as informed by Wbfdcl.

11.2.4. Decision of Wbfdcl in respect of evaluation methodology and short listing of Applicants will be final.

12. EMD

12.1. The Bidder shall furnish, as part of its Bid, a EMD equivalent to Rs. 1,00,000/- (Rupees One lakh only) (exempted for applicants who are registered with MSME and NSIC for the services for which enlistment is sought on production of documentary evidence).

- 12.2 EMD has to be payable in ONLINE mode as per Finance Department G.O. No 3975F (Y) dated 28th July 2017.
- 12.3 The EMD of the selected Bidder will be returned through the online payment portal as per guidelines issued by Finance Department G.O. No. 3975 F(Y) dated 28th July 2017.
- 12.4 as per guidelines issued by Finance Department G.O. No 3975 F (Y) dated 28th July 2017.
- 12.5 The EMD of unsuccessful Bidders, will be returned through the online payment portal as per guidelines issued by Finance Department G.O. No.3975 F (Y) dated 28th July 2017.
- 12.6 The EMD of the selected Bidder may be forfeited if the organization fails to sign the contract in accordance with the terms and conditions.
- 12.7 The EMD shall be forfeited as damages without prejudice to any other right or remedy that may be available to the Corporation under the Bidding Documents and/or under the Contract Agreement, or otherwise, under the following conditions:
- a) If a Bidder submits a non-responsive Bid;
 - b) If the Bidder withdraws its Bid during the Bid Validity Period as specified in this TB and as extended by mutual consent of the respective Bidder(s) and the Corporation;
 - c) If the Bidder submits a conditional Bid which would affect unfairly the competitive position of other Bidders who submitted substantially responsive Bids.
 - d) If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice;
 - e) In the case of the Successful Bidder, if the Bidder fails within the specified time limit to
 - a. To sign and return the duplicate copy of LOI;
 - b. Sign the Contract Agreement;
 - f) any other conditions, for which forfeiture of EMD has been provided under this TENDER.

13. Security Deposit

The selected bidder will be required to submit a Security Deposit before entry into Agreement/ Contract a lump sum amount of Rs.1,50,000/- (Rupees One Lakh Fifty Thousand) only in the form of demand draft/ pay order in favour of Divisional Manager, Bankura Forest Corporation Division payable at Bankura. No interest will be paid on Security Deposit. The Security Deposit shall be refunded within 30 days after the expiry of the Contract Period, after making due adjustment against any dues towards the Corporation.

14. Notification of Empanelment

- 14.1 Wbfdcl shall notify the successful applicant/s in the notice board of Wbfdcl, in its official website, writing by registered letter or by email, that its application has been accepted.
- 14.2 The applicant shall acknowledge in writing, receipt of the notification of empanelment and shall send his acceptance within seven (7) days of receiving the notification.
- 14.3 Failure to abide by this, may lead to termination of the empanelment.

15 Terms & Conditions

- 15.1.1 The undersigned reserves the right to withdraw or include any item without assigning any reason thereof.
- 15.1.2 The undersigned reserves the right to reject the Application of any Applicant who is a defaulter to the Wbfdcl Ltd. & the Forest Directorate, W B in respect of payment of dues.
- 15.1.3 Empanelment would be for a period of one year from the date of issuance of empanelment letter/agreement subject to satisfactory services and yearly review. If services provided by the vendor is found to be unsatisfactory or at any time it is found that the information provided for empanelment or any tender is false or irregular while applying for the tenders Wbfdcl shall reserve the right to remove such vendors from the empaneled list without giving any notice to the vendors in advance.
- 15.1.4 The response should be submitted in a structured format as per the checklist appended with number on every page. Each page of the application should be signed by person(s) on behalf of the organization having necessary Authorization / Power of Attorney to do so, duly affixing the company seal. Applications containing false or inadequate information are liable for rejection. (Authorization Letter from the company should be furnished along with the application)
- 15.1.5 The evaluation of the applications for empanelment shall be carried out by the committee constituted for the purpose.
- 15.1.6 Any un-authenticated, alterations, erasures, overwriting, blanking out or discrepancies may render the TENDER submission invalid. The evaluation of the response will only be based on the documents submitted and evaluation committee reserved the right to relax the evaluation criteria.
- 15.1.7 Response submitted by Fax or E-mail or any form other than mentioned above will not be acceptable and liable for rejection by Wbfdcl
- 15.1.8 During empanelment period, Wbfdcl reserves the right to de-panel, if the service provided by the vendor is found to be unsatisfactory or if, at any time, it is found that the information provided for empanelment is false, the Wbfdcl reserves the right to remove such vendors from the empaneled list without giving any notice to the vendor in advance. Wbfdcl's decision will be final in this regard.

- 15.1.9 In order to allow prospective Applicants reasonable time in which to take the amendment into account in preparing their response, WBFDCCL, at its discretion, may extend the deadline for the submission of response.
- 15.1.10 WBFDCCL shall conduct limited tendering process for selection of successful Applicant/s to provide manpower on temporary basis and will enter into a suitable agreement with the Successful Applicant for the same.
- 15.1.11 The successful Applicant shall have to deploy manpower at the joinery units in different parts of West Bengal post signing of the Contract.
- 15.1.12 If so, desire by WBFDCCL, the successful Applicant shall allow WBFDCCL to use its showroom to promote its brand at a pre-determined rate/ commission.

Sd/-

**Divisional Manager
Bankura Forest Corporation Division**

SPECIAL TERMS & CONDITIONS

1. The undersigned reserves the right to withdraw or include any item without assigning any reason thereof.
2. The undersigned reserves the right to reject the tender of any tenderer who is a defaulter to the WBFDC Ltd. & the Forest Directorate, W B in respect of payment of dues.
3. The undersigned is not bound to accept the lowest rates and may reject any or all of the offers without assigning any reason whatsoever. Moreover, participating in the quotation process does not under circumstances imply any commitment for the work order from the undersigned.
4. Joinery & Carpentry Unit at Durgapur of this Division is semi-mechanized. Carpenters and Helpers/Assistants to be engaged for joinery, Carpentry & Polishing Works should be experienced and competent enough in handling of the wood working machineries. In case of any damage of the machineries due to mishandling or by intention, the actual amount as well as be required for repairing of the machines will be recovered from contractor.
5. The contractor should supply modern carpentry tools to his workers for manufacturing of products to the best satisfaction to the customers. In case any complain received from any customer on the workmanship, the contractor should be liable to rectify it to the satisfaction of the customers but no further payment will be made for the same. In case of money refunded to the customers for bad workmanship, the cost will be recovered from the Contractor.
6. Timber, fitting materials and the basic machineries will be supplied to the Contractor departmentally. Working tools for the carpentry works shall have to be supplied by the Contractor.
7. Any breach of contract from the part of the successful tenderer either in respect of workmanship or any other condition of the tender, the work order issued to the tenderer shall be liable to cancellation with 15 days' notice and the Security Money deposited by the tenderer shall be liable to forfeiture to this Corporation.
8. An Agreement shall be required to be executed by the successful tenderer. The requisite Non-Judicial Stamp worth Rs. 100.00 (Rupees one hundred) and the Demy Papers required for preparation of the Agreement shall have to be deposited by the tenderer as and when will be required by this office.
9. Poor craftsmanship, poor performance and breach of any other conditions of the tender shall be liable to cancellation of the contract apart from forfeiture of the Security Money.
10. The undersigned will have the authority to discontinue any skilled/ unskilled labourer if here is any specific complaint against him or finds any criminal offence against any loss suffered for any misconduct/misbehavior etc. on the part of his/her engaged workers.
11. The Contractor may require to send his authorized person along with one assistant to visit the customers place for taking measurement and in such cases actual fare for traveling by public conveyance or negotiable fare, as will be agreed upon by the customer, will be paid to the contractor.
12. Day to Day work of the Unit will be supervised by the Range Manager and his Deputy Range Manager or other staff. Any problem of machineries, electric supply or any other problem that may cause hindrances

in undertaking the works properly shall have to report to either the Range Manger or his staff immediately after the problems are noticed by the workers for rectification.

13. This Corporation will supply timber to the contractor against each order. The contractor or his authorized workers has to accept the timber under acknowledgement in the Timber Issue Register and shall return the unused/excess timber. Any other authorized staff of the Divisional Manager will check the Timber Issue Register and the Timber Return Form maintained for the purpose. In case of any discrepancy is noticed, the price of Timber will be recovered from the contractor.
14. Payment will be made by Account Payee Cheque. The contractor has to open an Account in any Bank for encashment of the Cheque.
15. Income Tax at the admissible rate will be deducted from each bill of the contractor and TDS Certificate will be issued by this Corporation against such deduction.
16. Workmanship against any job order would have 6 months' warranty from the date of delivery, any defect due to poor craftsmanship and polishing shall have to be repaired/ mended by the contractor, immediately after it is reported, at his own cost. Otherwise it will be treated as a breach of contract and action will be taken in terms and condition.
17. Delay in delivery of ordered materials due to slow progress of works on the part of the contractor in spite of supply of requisite timber by this Corporation and machineries are in operative condition, fine @ 1% or more, as will be considered appropriate, will be deducted from the bill of the contractor as penalty.
18. This Corporation do not commit for any specific volume of works or number of orders during the contract period. It may be as and where required basis.
19. The tenderer contractor is required to send a list to this office for his engaged workers mentioning Name, Designation, Age, Father's Name, and Permanent Address will name of Police Station.
20. No unhealthy or child and over aged inactive workers will be engaged by the contractor.
21. Labourers working in different sectors of the Government or Government undertaking sectors should not be engaged by the tendered contractor for this Corporation's Joinery Carpentry works.
22. Minimum Wages Act is applicable in case of payment to each skilled / unskilled worker by the contractors.
23. In case of Wax polishing, only transparent Kusum Wax or Kusum Fleck Wax / Kusum Wax of Chandi quality should be used with belched wax in the proportion of 80:20 in adulteration with high quality spirit for smooth polishing shine so that decorative grain of wood becomes prominently visible. Wax and spirit may be supplied by this Corporation in case of fuse of poor quality of Wax and Spirit by the Contractor and the actual cost will be deducted from the bill of the Contractor.
24. Other polishing materials like sand paper, making cloth, sponge, French chalk, etc. peuri, bhusha, sindur, putty, kerfa etc. shall have to be supplied by the Contractor.
25. In case of using synthetic enamel paint only high gloss/ Super gloss paint of appropriate brand and shade shall be used for the top coats and under coat of priming shade to match the top shade as recommended ad to allow to dry overnight.

26. No workers of the contractor will be allowed to stay inside the Joinery & Carpentry Unit at night unless specific permission is given by the Divisional Manager, Bankura Forest Corporation Division for any specific reason.
27. The Range Manager of the Unit shall issue certificate on the performance of the Contractor. In case of adverse report, the Contractor will be issued warning notice. But repetition of such bad performance may be liable to cancellation of the contract apart from forfeiture of Earnest Money together with Security Money. Decision of the Divisional Manager in this regard will be final and binding on the Contractors.
28. The Contracts shall remain valid for the period up to one year. Continuation or Discontinuation the contract, after expiry of the contract period, will solely depend on the decision of the Divisional Manager subject to satisfactory services and yearly review.
29. The Divisional Manager reserves the right to amend / modify any condition of the tender, if considered necessary.
30. The WBFDC Ltd will not give any type of accidental benefit; it will be fully vested on the contractor(s) or carpenter(s) side got the work order.
31. The tenderers have to submit different drawing & design in the carpentry and joinery works and also produce sample for the same.
32. In case of any dispute the decision of the General Manager (HQ), WBFDC Ltd. shall be final and binding on both the parties.

Date:

**Divisional Manager
Bankura Forest Corporation Division**

**Annexure – I Format of Undertaking
(on Company's Letter Head)**

(The Applicant shall submit together with CHECK LIST & other documentary evidences)

To,
The Divisional Manager,
Bankura Forest Corporation
Machantala Bankura
Pin 722101
E-mail: bfgd@wbfgd.com

Dear Sir/ Madam,

TENDER Ref No:

**Subject: Supply of Manpower for Joinery, Carpentry and Polishing works at the
Joinery Carpentry Units at Durgapur under Bankura Forest Corporation
Division for engagement on purely temporary basis.**

Dear Sir/Ma'am,

1. With reference to your TENDER reference no_____ dated_____,
M/s_ _____hereby submit the TENDER application for the subject project.
2. I/We certify that all information provided in the application is true and correct.
3. I/We understand that this TENDER is non-binding in nature.
4. I/We acknowledge that the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. I/We understand that the Authority reserves the right to modify, cancel, suspend or terminate any aspect of the TENDER process at any time, for any reason, without giving prior notice and the Authority (including their officers, employees, consultants) will not be bound by this TENDER.
6. I/ We understand that this TENDER is non-binding in nature and the Authority reserves the right to follow a competitive bidding process for selection of Vendor/s, subsequent to thisTENDER.

Yours faithfully,
(Signature, name and designation of the Authorized signatory)

(Name and seal of the applicant)

Annexure II – Applicant's Profile

Sl. No.	Particulars	Documentary Evidence (Page no.)
A	Profile	
1	Name of the Applicant / firm/Agency/ Vendor	
2	Status of Applicant (Company, Partnership, Prop., etc.)	
3	Year of Establishment & Details of Registration/Trade License/Company registration documents (attach Documentary Proof)	
4	Number of years' experience in Supply of	
5	Address	
6	Telephone number	
7	Fax number	
8	Email Address	
9	Website address of the Company, if any	
10	Key person (s) with contact details a) Head Office / registered Office	
11	Authorized Official with Name, Designation, Contact Phone No/Mobile No / FAX No. etc. for the TENDER	
12	Service Tax No. / GST No	
13	Provisional GSTIN (attach GST certificate)	
14	3 Years ITRs	
15	Annual turnover for the last 4 financial years	
16	Balance Sheet for the last 4 years	
17	Documentary evidence with respect to manpower on rolls	

** Wherever applicable submit documentary evidence to facilitate verification.

We hereby declare that the information submitted above is true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us our TENDER is liable to be rejected.

Signature of the Authorized Signatory with date & seal

Annexure III– Applicant's Experience

Sl. No.	Name and complete Postal Address of the Customer	Name, Designation, Telephone, Fax, Telex Nos., email	Nature and Description, Quantity of Goods ordered by the customer during last 3 years	Value of Goods ordered in last 3 years	Whether reference Letter Enclosed (Y/N)	No of manpower on the rolls (category wise)
1	2	3	4	5	6	7

(*Enclose necessary documentary proof – PI mark necessary page No for each of the enclosures)

Applicant to provide details of the manpower at its disposal.

Annexure IV: Self Declaration on Blacklisting
(To be submitted on Vendor's letter head)

Ref:
TENDER No.

I/ We hereby declare that presently our Company/ firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the Application/ Tender if any to the extent accepted may be cancelled.

Thanking you,

Date: Signature of Authorized Signatory.....

Place: Name of the Authorized Signatory.....

Designation: Name of the Organization

Annexure V: Format of Power of Attorney for Authorizing Signatory of the Applicants

Know all men by these presents, We _____
(name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./ Miss (name), _____ son/daughter/wife of _____ and presently residing at _____, who is [presently employed with us and holding the position of _____], as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for the ***** Project[s] proposed or being developed by the ***** (the "Authority") including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Bid and other conferences and providing information/ responses to WBFDC, representing us in all matters before WBFDC, signing and execution of all contracts and undertakings consequent to acceptance of our proposal, and generally dealing with WBFDC in all matters in connection with or relating to or arising out of our proposal.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS _____ DAY OF _____, 20**

For,

.....

(Signature)

(Name, Title and Address)


Witnesses:


- 1 [Notarized]
- 2 Accepted

(Signature)

(Name, Title and address of the Attorney)

Notes:

 The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.

 Also, wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

ANNEXURE-VI: BOQ

Tender Notice No /BFGD/I & C Works for the Year 2022-23

Tender for engagement of Contractor for joinery & carpentry & polishing works at the joinery & carpentry unit

Sl No	Particulars of words	Description /Section/size	Rates to be quoted should be based on the proposed rates shown in Annexure				Remarks
			Carpentry Works	Wax Polishing	White Printing	Coloured	
1	DOORWINDOW FRAMES						
1	DOORWINDOW FRAME						
2	DOOR window FRAME						
3	Fan Light Frame						
4	Arch for Door/Window Frame						
5	Double Grove for Door/ Window Frame						
6	Any special Design the rate will be on actual basis will be on actual basis						
	DOORWINDOW SHUTTERS						
7	DOORWINDOW SHUTTERS						
8	DOORWINDOW SHUTTERS						
9	Door WINDOW SHUTTERS						
10	DOORWINDOW SHUTTERS						
11	Fixed Lower Shutter for Door / Window						
12	Door Shutter (Designed)						
13	Arch for Door/Window shutter						
14	Window Shutter	Full glazed					
15	Window Shutter	1/3 rd Glazed					
16	Window Shutter	1/2 Glazed					
17	Making moulded Board with fittings	1'x1/2",1"x3/4",11/2"x3/4"					
18	Making plain Bead with fittings						
19	Making wooden pallet for Brick Field						

	FURNITURES						
20	Box Cot (plain)	5'x7", 6'x7" (Double)					
21	Box Cot (Designed)	5'x7" 6'x7" (Double)					
22	Box Cot (plain)	3'x7", 3.5'x7" (Single)					
23	Box Cot (Designed)	3'x7", 3.5'*7" (Single)					
24	Box Divan (plain)	5'x7", 6'x7" (Double)					
25	Box Divan (Elegant Designed)	5'x7,6'x7 (Double)					
26	Box Divan (plain)	3'x7, 3.5'x7" (Single)					
27	Box Divan (Elegant Designed)	3'xT, 3.5x7" (Single)					
28	English Cot (plain)	5'x7',6'x7 (Double)					
29	English Cot (Designed)	5'x7, 6'x7 (Double)					
30	English Cot (plain)	3'x7,3.5'x7 (Single)					
31	English Cot (Designed)	3'x7 ,3.5'x7" (Single)					
	Any special design of Cot, the rate will be on negotiation with the highest rate of Rs.7,000.00						
32	Mosquito Net Stand	5'x7,6'x7 ,3.5'x7", 3'x7					
33	Bed side Table (plain)						
34	Bed side Table (Designed)						
35	Sofa Making& Fitting Fixing of Cushion	6'x2 (3 seater)					
36	Sofa Making & Fitting Fixing of Cushion	4'x2' (2 seater)					
37	Sofa Making & Fitting Fixing of Cushion	2'x2(one seater)					
38	Canter Table (Glass Top)	3'x1.5'x1.5					
39	canter Table (Sun mica Top)	3'x1.5x1.5					
40	Dressing Table (one drawer/shutter)	Up to 3' width					
41	Dressing Table (Both side drawer/shutter)	Above 3' to 5'					
42	Wooden Alna Plain (Length & Height)	5'x 4.5					
43	Wooden Box Alna	5' length x 4.5' Height					
44	Wooden Alana with wardrobe	5' length x 5' Height					
45	Dining Table (4 footed Sun mica Top)	Below 6'x3.5'					
46	Dining Table (4 footed Glass Top)	Below 6'x3.5'					

47	Dining Table (Designed Leg Sun mica Top)	Below 6'x3.5"					
48	Dining Table (Designed Leg glass Top)	Below 6'x3.5"					
49	Dining Table (Frame) (4 footed without Top)	Below 6'x3.5'					
50	Dining Table Designed Leg (without Top)	Below 6'x3.5'					
51	Dinning chair (without Arm Plain)						
52	Dinning chair (with Arm Plain)						
53	Dinning chair (Elegant Design with Arm)						
54	Dinning chair (Elegant Design without Arm)						
55	Dinning Chair with cushion Making & Fitting						
56	Wooden Chair with Arm	All purpose chair					
57	Wooden Chair without Arm						
58	Wooden Table (Sun mica Top) Without Drawer	4'x2.5'x2.5					
59	Wooden Table (Sun mica Top) Nith Drawer	4'x2.5'x2.5					
60	Wooden Table (Wooden Top) Without Drawer	4'x2.5'x2.5'					
61	Wooden Table (Wooden Top) With Drawer	4'x2.5'x2.5					
62	Half Secretariat Table (Sunmica Top) with one side	5'x2.5'x2.5					
63	Half Secretariat Table (Wooden Top) with one side	4-5'x2.5'x2.5"					
64	Full Secretariat Table (Sunmica Top) both side	5-6'x3'x2.5					
65	Full Secretariat Table (Wooden Top) both side	5-6'x3'x2.5					
66	Arm Bench	6'x1.5'x39					
67	Seat Bench	6'x1'x1.5					

68	High Bench (plain)	6'x14 x30					
69	High Bench with Desk	6'x14 x30					
70	High & Low combined Bench(plain)	6'x1.5'x2.5					
71	High & Low combined Bench (with Desk)	6'x1.5'x2.5					
72	Stool Extra Ordinary / Design	16"x12"x18" (Carved)					
73	Stool(Ordinary)	16"x12"x18" (Carved)					
74	Book salve / File Cabinet (wooden & Plywood)						
75	Wall Almirah with Shelves & Shutter						
76	Wooden Almirah with Shelves & Shutter						
77	Stair Case Railing	4"x2.5", 5"x2.5"					
78	Stair Case Railbend	4"x2.5", 5"x2.5					
79	Stair Rail Post Making (Tonned)	3"x3", 4"x4"x2.5" Height					
80	Pelmet (All Wooden)						
81	Pelmet (plywood & Sun mica)						
82	Computer Table (plywood & Sun mica)						
83	Computer Table (All Wooden)						
84	Door Window Shutter Fitting (without Lock) with Tower Bolt & Has bolt						
85	Wall Almirah with Wooden Shutter & Fitting of Lock & Tower Bolt						
86	Wall Almirah with Glass & Panel Shutter & Fitting of Lock & Tower Bolt						
87	Fitting of Wall Almirah						
88	File Rack (sal) with pigeon hole	8'x6.5'x2					
89	File Rack (Teak) with pigeon hole	8'x3'x2					
90	File Rack (T. Janul) with pigeon hole	12'x4'x2					
91	Wooden platform						
92	Chest o/ Drawer	2'x1.5'x2.5					
93	Almirah cum Wardobe (Wooden)	6'x4'x1-9					

94	Almirah cum Wardobe (Wooden & Plywood)	6'x4'x1-9"					
95	Kitchen Showcase (Wooden & Fitting of Glass)	5'x1.5'%5					
96	Kitchen Showcase (Wooden & ply)	5'x1.5'%5					
97	Shoe Rack (Wooden & Ply)	Below S'x1'x4*					
98	Letter Box (Wooden)	1.5'x1:5'x1					
99	Corner Table without Drawer below 5' x High protencey 2.5'						
100	Reception Table including Fitting at side	2.5' Height					
101	Pannelled Wall with wood including Frame works &Fittings						
102	Pannelled Wal with plywood including Frame works & Fittings						
103	Ceiling making and Fittings						
104	Loft/ Shelf						
105	Ejlash						
106	Wittiness Box						
107	Custody Box						
108	Wooden Podium						
109	Foot Rest						
110	Black Board	Normal Size					