



**Office of the Divisional Manager, Kolkata Forest Corporation Division**  
**West Bengal Forest Development Corporation Limited (WBFDC)**  
**‘Aranya Bikash’, KB-19, Sector-III, Salt Lake City, Kolkata-700106**  
Visit us at : [www.wbfdc.com](http://www.wbfdc.com)  
E-mail: [kfcd@wbfdc.com](mailto:kfcd@wbfdc.com)

Memo no. 305/17/JC/T/24-25/P-III

Date: 19.03.2025

**EOI No.: 06/17/JC/T/24-25/P-III (2nd Call)**

**EOI for Selection of bona-fide persons/agencies/companies and partnership farms for making and polishing of wooden furniture as per specification (sample kept as sample in the display area of Joinery, Carpentry Units of Kolkata Forest Corporation Division, West Bengal Forest Development Corporation Limited.)**

1.	Name of Work	Selection of bona-fide persons/agencies/companies and partnership farms for making and polishing of wooden furniture as per specification (sample kept as sample in the display area of Joinery, Carpentry Units of Kolkata Forest Corporation Division, West Bengal Forest Development Corporation Limited.)
2.	Earnest Money Deposit	Rs. 1,00,000.00 only
3.	Period of Work	Up to 31.03.2027 (extendable up to 2 years subjected to satisfactory performance by the bidder, based on same terms & conditions of this EOI and same rate quoted in this EOI)
4.	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	20/03/2025 at 10.00 AM
5.	Application submission start date (Online)	20/03/2025 at 10.00 AM onward
6.	Application Submission closing (Online)	03.04.2025 by 05.00 PM
7.	Opening of Application (Online)	05.04.2025 by 05.00 PM

Bidders are advised to go through the EOI document for Project related information.

Collection (downloading) and Submission (uploading) of EOI can be made online only through the website <https://wbtenders.gov.in>.

**Note:**

1. WBFDC reserves the right to cancel or modify the EOI process without assigning any reason and any liability.
2. Further details can be seen on website <http://www.wbfdc.com> and <https://wbtenders.gov.in>

**Divisional Manager**  
**Kolkata Forest Corporation Division**



**Expression of Interest (EOI)  
for**

**Selection of bona-fide persons/agencies/companies and partnership farms for making and polishing of wooden furniture as per specification (sample kept as sample in the display area of Joinery, Carpentry Units of Kolkata Forest Corporation Division, West Bengal Forest Development Corporation Limited).**

**EOI No.: 06/17/JC/T/24-25/P-III (2<sup>nd</sup> Call)**

**Issued by:**

**West Bengal Forest Development Corporation Limited (WBFDC)  
Kolkata Forest Corporation Division, 'Aranya Bikash',  
KB-19, Sector-III, Salt Lake City, Kolkata-700106 Website:  
<https://www.wbfdc.com>  
E-mail: [kfcd@wbfdc.com](mailto:kfcd@wbfdc.com)**

### **DISCLAIMER**

1. The information contained in this Expression of Interest document (the “EOI) 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 EOI 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 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 EOI. 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.
3. No reimbursement of cost of any type will be paid to persons or entities expressing interest

**Divisional Manager**  
**Kolkata Forest Corporation Division**

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## Expression of Interest

### **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 produces 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 Four Joinery and Carpentry Units. 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 Expression of Interest (EOI) document is to Select firm/companies involved in manufacturing of furniture ,who can supply expert carpenters, polish men and Helpers/Assistants for Joinery, Carpentry, making of furniture and polishing works at the Joinery Carpentry Unit of the Corporation for engagement on purely temporary basis.

### **3. Selection of Vendors**

3.1. The Kolkata Forest Corporation Division of WBFDCCL Invites applications for selection of vendor for Joinery, Carpentry and Polishing works at the Joinery Carpentry Unit of the West Bengal Forest Development Corporation at Kolkata on as and when required basis.

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 section/s.

### **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> (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 EOI 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. & Expression of Interest (EOI) Document(s) electronically from computer once they log on to the website.

4.5. Applications are to be submitted through online to the website as stated in two folders, one is Technical Proposal (BID A) & the other is Financial Proposal (BID B) [as BOQ] 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 Kolkata 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 EOI Documents - Online (Publishing Date)	20/03/2025 at 10.00 AM
2	Documents download start date (Online)	20/03/2025 at 10.00 AM
3	Documents download end date (Online)	03/04/2025 at 05.00 PM
4	Bid submission start date (Online)	20/03/2025 at 10.00 AM
5	Bid submission closing date (Online)	03/04/2025 at 05.00 PM
6	Bid opening date for Technical Proposal (Online)	05/04/2025 at 05.00 PM
7	Date of uploading technically qualified bidders (Online)	To be notified in due course
8	Date of opening Financial Bids (Online)	To be notified in due course

Note:

1) In case of any unscheduled holiday or on days of Bandh or natural calamity on the aforesaid dates, the next working day will be treated as scheduled / prescribed date for the same purpose.

2) The Tender Inviting Authority may change the venue of opening the Technical or Financial Bids in case of exigent circumstances like breakdown of communications link or conditions of force majeure.

3) The Tender Inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.

## 6. Venue and Deadline for submission of Application

6.1. Application for Selection of Vendor for Joinery, Carpentry and Polishing works at the Joinery Carpentry Units of Kolkata Forest Corporation Division, West Bengal Forest Development Corporation Limited can be made online through the website <https://wbtenders.gov.in> only.

6.2. Deadline - As stated in clause 5 of this EOI document.

## 7. Eligibility Criteria

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

7.1.1. The Bidder may be Proprietor/Partnership/ Company formed under the Companies Act 1956/ 2013. The Bidder must have Office in West Bengal with minimum four years' experience during 4 years prior to the date of issue of tender notice in manufacturing of wooden/ MDF furniture.

7.1.2. The Bidder should have annual turnover of at least Rs. 50 Lakhs in any of the 1 years in the last 2 financial years preceding the last date of submission of this EOI.

7.1.3. Bidder should submit satisfactory work completion certificate from any State or Central Govt. Department / organization worth Rs 38 Lakh or more during 4 years prior to the date of issue of tender notice in manufacturing of wooden/ MDF furniture..

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

- 8.1. Trade License
- 8.2. In case of Company – Please enclose Memorandum and Articles of Association along with certificates of incorporation, and Registered Power of Attorney.
- 8.3. In case of Partnership Firm, registered Partnership Deed and Registered Power of Attorney.
- 8.4. GST Registration Certificate for the state West Bengal and latest GST return of the last month.
- 8.5. I.T. Pan Card
- 8.6. Voter ID Card
- 8.7. Latest professional tax deposit challan to the Government of West Bengal.
- 8.8. Income Tax Return Acknowledgement (last three Assessment years).
- 8.9. Annexure I to V & Annexure A as per the format enclosed
- 8.10. ESI & EPF Registration Certificate (if ESI & EPF is not required by law, declaration is to be submitted on letter head of the Company/Firm properly stamped and signed).
- 8.11. Experience Profile (List of completed project of similar nature).
- 8.12. Bidder's profit should have made after taxes of each of these last 3 financial years.
- 8.13. Profit & Loss Accounts, Balance Sheet for last 3 financial years.
- 8.14. Audit Report with all notes/Tax audit report with all annexure for last 3 financial years.

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

## **9. The queries for above EOI, must contact to the following address:**

**The Divisional Manager,  
Kolkata Forest Corporation Division, 'Aranya  
Bikash',  
KB-19, Sector-III, Salt Lake City,  
Kolkata-700106.  
E-mail: [kfcd@wbfdc.com](mailto:kfcd@wbfdc.com)**

## **10. Selection Procedure**

10.1. The objective of evaluation methodology is to facilitate the selection 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 EOI document.

10.2. The vendor will be selected as per the following process:

10.2.1. Technical proposals will be opened by the authorized representatives electronically from the website stated in Clause 6.1 using their Digital Signature Certificate. Wbfdcl may, at its sole discretion, decide to seek more information from the Applicants. The clarification shall be given in writing immediately. The summary list of eligible tenderers considered for opening their Financial Proposals will be uploaded in the web portals. Financial proposals of the tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal stated in Clause 6.1 on the stipulated date. After evaluation of Financial Proposal, by the appropriate Authority of West Bengal Forest Development Corporation, the final summary result containing inter-alia, name of contractors and the other details will be uploaded to the web portal stated in Clause 6.1.

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, at its own discretion.

10.2.2. The Evaluation committee constituted for the purpose, may waive any 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 bidder. Decision of the Evaluation Committee would be final and binding upon the Bidders.

10.2.3. Decision of Wbfdcl in respect of evaluation methodology and short listing of bidders will be final.

## **11. Notification of selection**

11.1. Wbfdcl shall notify the successful bidder/s in the notice board of Wbfdcl, in its official website, writing by registered letter or by email, that its application has been accepted.

11.2. The bidder shall acknowledge in writing, receipt of the notification of selection and shall send his acceptance within seven (7) days of receiving the notification.

11.3. Failure to abide by this, may lead to termination of the selection.

## **12. Bid Security**

Tenderer will select the tender to bid and initiate payment modes (vide Finance Department Memorandum no. 3975-F(Y) Dated 28/07/2016)

- a) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment gateway.
- b) RTGS/NEFT in case of offline payment through bank accounts in any bank.

12.1 Refund of EMD: The EMD of the unsuccessful Tenderer will be refunded as per notification issued by Finance Department, Government of West Bengal, Memo no. 3975-F(Y) dated 28/07/2016.

12.2 The Bid Security 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 EOI 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 Bid Security has been provided under this EOI.

## **13. Security Deposit**

While making any payment to the contractor whose tender has been accepted for work done under the contract, the authority making payment shall deduct such sum which together with the Earnest Money already deposited and converted into security deposit, shall amount to 10% of the value of works executed at the material



point of time and paid during the progressive running accounts bills, so that total deduction together with Earnest Money constitute 10% of the tendered value of work actually done.

In case of excess/and supplementary work over the tendered amount, additional security @ of 10% of such additional amount is to be deposited for all such excess/ and supplementary works beyond the tendered amount before payment of final bill.

Compensation of all other sums of money payable by the contractor to the WBFDCCL under the terms of the contract may be deducted from the security deposit.

However, even though the earnest money deposited exceeds the prescribed percentage, due to reduction of tendered amount due to any reason whatsoever, such additional earnest money shall be deemed to have been converted into security and further deductions from progressive bills shall be made, taking into consideration the enhanced component of earnest money so converted into security.

## **14. Terms & Conditions**

14.1 The undersigned reserves the right to withdraw or include any item in mentioned in Annexure -A without assigning any reason thereof.

14.2 The undersigned reserves the right to reject the bid of any bidder who is a defaulter to the WBFDC Ltd. & the Forest Directorate, W B in respect of payment of dues.

14.3 Selection would be for up to 31/03/2027 (extendable up to 2 years subjected to satisfactory performance by the bidder, based on same terms & conditions of this EOI and same rate quoted in this EOI). If services provided by the vendor is found to be unsatisfactory or at any time it is found that the information provided is false or irregular while applying for the tenders WBFDCCL shall reserve the right to reject such vendors after giving him an opportunity of being heard.

14.4 The bid 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 given by any authorized official should be furnished along with the application)

14.5 The evaluation of the applications for bid shall be carried out by the committee constituted for the purpose.

14.6 Any un-authenticated, alterations, erasures, overwriting, blanking out or discrepancies may render the EOI submission invalid. The evaluation of the bid will only be based on the documents submitted and evaluation committee reserves the right to relax the evaluation criteria.

14.7 Bid submitted by Fax or E-mail or any form other than mentioned above will not be acceptable and liable for rejection by WBFDCCL

14.8 In order to allow prospective Bidder 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.

14.9 The selected bidder shall be given Job Orders by Divisional Manager, Kolkata Forest Corporation Division, WBFDCCL time to time stating clearly item of work, specification, rate of work and total value of work. The selected bidder shall submit the bill on completion of the Job Orders time to time.

14.10 .1 If the Selected bidder request for any advance , the Divisional Manager, Kolkata Forest Corporation Division, WBFDCCL may allow interest free advance payment to the contractor with approval from Competent Authority of WBFDCCL. However advance shall be given for Job Orders valued above Rs 5 lakh. and total advance shall not exceed 10% of the total value of work at any point of time.

14.10.2 Advance amount will be adjusted from the bills proportionately.

## **SPECIAL TERMS & CONDITIONS**

1. DM/KFCD 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 any circumstances imply any commitment for the work order from authority.
2. Joinery & Carpentry Unit at Salt Lake 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 that will be required for repairing of the machines will be recovered from contractor.
3. 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 customer for bad workmanship, the cost will be recovered from the Contractor.
4. Timber, fitting materials and the basic machineries will be supplied to the Contractor by WBFDCCL. Working tools for the carpentry works shall have to be supplied by the Contractor.
5. 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.
6. 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.
7. 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.
8. DM/KFCD will have the authority to instruct to discontinue any skilled/ unskilled labourer if there is any specific complaint against him or finds any criminal offence against such labourer or any loss suffered for any misconduct/misbehavior etc. on the part of his/her engaged workers.
9. 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.
10. 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.
11. 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 of the contractor
12. Payment will be made through RTGS/NEFT. The contractor has to open an Account in any Bank .Contractor has to provide his Bank Account details.
13. Income Tax and GST 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.
14. 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 as per terms and condition.

15. Fine @ 1% or more of the bill amount, as will be considered appropriate, will be deducted from the bill of the contractor as penalty due to 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.
16. This Corporation does not commit for any specific volume of works or number of orders during the contract period. It may be as and where required basis.
17. 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 with photo ID card, name of Police Station.
18. No unhealthy or child and over aged inactive workers will be engaged by the contractor
19. 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.
20. Contractor should ensure that payment to the labourers will be made as per the Minimum Wages Act. .
21. 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 use of poor quality of Wax and Spirit by the Contractor and the actual cost will be deducted from the bill of the Contractor.
22. Other polishing materials like sand paper, marking cloth, sponge, French Chalk, etc. peuri, bhusha, sindur, putty, kerfa etc. shall have to be supplied by the Contractor.
23. 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 and to be allowed to dry overnight.
24. 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, Kolkata Forest Corporation Division for any specific reason.
25. 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.
26. The Contracts shall remain valid up to 31/03/2027 (extendable up to 2 years subjected to satisfactory performance by the bidder, based on same terms & conditions of this EOI and same rate quoted in this EOI). 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.
27. The WBFDC Ltd will not give any type of accidental benefit; it will be fully vested on the contractor(s) or carpenter(s) side who got the work order
28. In case of any dispute the decision of the General Manager (HQ), WBFDC Ltd. shall be final and binding on both the parties.

Divisional Manager  
Kolkata Forest Corporation Division

**Annexure – I Format of Undertaking  
(on Letter Head of Bidder)**

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

To,  
The Divisional Manager,  
Kolkata Forest Corporation Division, 'Aranya Bikash',  
KB-19, Sector-III, Salt Lake City, Kolkata-700106  
E-mail: [kfcd@wbfdc.com](mailto:kfcd@wbfdc.com)

Dear Sir/ Madam,

EOI Ref No:

**Subject: EOI for Selection of bona-fide persons/agencies/companies and partnership farms for making and polishing of wooden furniture as per specification (sample kept as sample in the display area of Joinery, Carpentry Units of Kolkata Forest Corporation Division, West Bengal Forest Development Corporation Limited.)**

Dear Sir/Ma'am,

1. With reference to your EOI reference no \_\_\_\_\_ date \_\_\_\_\_, M/s \_\_\_\_\_ hereby submit the EOI 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 EOI 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 EOI 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 EOI.
6. I/ We understand that this EOI is non-binding in nature and the Authority reserves the right to follow a competitive bidding process for selection of Vendor/s, subsequent to this EOI.

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.)
<b>A</b>	<b>Profile</b>	
1	Name of the Bidder / 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, ContactPhone No/Mobile No / FAX No. etc. for the EOI	
12	GST Registration Certificate for the state West Bengal and latest GST return of the last month	
13	Pan Card, Votar Card	
14	Latest professional tax deposit challan to the Government of West Bengal	
15	Last three years ITR acknowledgement	
16	ESI & EPF Registration Certificate (if ESI & EPF is not required by law, declaration is to be submitted on letter head of the Company/Firm properly stamped and signed).	
17	Experience Profile (List of completed project of similar nature)	
18	Profit & Loss Accounts, Balance Sheet for last 3 financial years	
19	Audit Report with all notes/Tax audit report with all annexure for last 3 financial years	

\*\* 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 EOI is liable to be rejected.

Signature of the Authorized Signatory with date & seal

**Annexure III– Bidders’s Experience**

Sl. No.	Name and complete Postal Address of the Customer	Name, Designation, Telephone, Fax, email	Nature and Description, Quantity of Goods ordered by the customer during last 3 years	Value of Goods ordered in last 3 years	Whether work completion certificate Enclosed (Y/N)
1	2	3	4	5	6

(\*Enclose necessary documentary proof – Pl mark necessary page No for each of theenclosures)

**Annexure IV: Declaration**

(To be furnished in Non-judicial stamp paper of appropriate value duly notarized)

Ref: EOI No.

- (I) I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted, proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the undersigned.
- (II) The undersigned also hereby certifies that neither our Firm/ Company \_\_\_\_\_ nor any credentials are preferred by the undersigned towards eligibility criteria claim; during the last 5 (five) years prior to the date of publication of this N.I.T.
- (III) The undersigned would authorize and request any Bank, person, Firm, or Corporation to furnish pertinent information as deemed necessary and/or as requested by The Tender Inviting Authority herein referred to as the Tender Inviting & Accepting Authority, to verify this statement.
- (IV) The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Tender Inviting & Accepting Authority.
- (V) Certified that I have applied in the tender in the capacity of individual/as partner of a firm & I have not applied severally for the same job.
- (VI) I do not have any litigation in past or present with any Govt./PSU/Semi-Govt. organisation of the State/ Central Government.
- (VII) I or any of my constituent partner shall neither have abandoned any work nor any of our contract have been rescinded during the last 5 (five) years from the date of publication of this NIT. Such abandonment or rescission will be considered as disqualification towards eligibility

Date: \_\_\_\_\_

Authorized signatory of the Firm/Company: \_\_\_\_\_

Title & Capacity of the officer: \_\_\_\_\_

Name of the Firm with Seal: \_\_\_\_\_

**Annexure V: Format of Power Of Attorney for Authorizing Signatory of the Bidders**

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./Ms (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 Wbfdcl, representing us in all matters before Wbfdcl, signing and execution of all contracts and undertakings consequent to acceptance of our proposal, and generally dealing with Wbfdcl 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 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.*