

Wbfdcl

WEST BENGAL FOREST DEVELOPMENT CORPORATION LIMITED.

(A Govt. of West Bengal Enterprise) CIN U02005WB1974SGC0295

EOI Wbfdcl/ECO-RESOTS//E01/4/09 dated 26-09-2019.

West Bengal Forest Development Corporation Limited

Invites Expression of Interest from bona fide Organisation(s) /business school(s)/Hotel Management Institute(s) / Firm(s) /Companies experienced in the field of / Hospitality Management/House Keeping for imparting training to the eco tourism staff engaged in the different divisions of West Bengal Forest Development Corporation Limited. The details of which are available in the below mentioned website from 27-09-2019 onwards.

Address: West Bengal Forest Development Corporation
Limited

-KB-19, Aranya Bhikash ,Salt Lake , Sector-III, ,

Kolkata - 700 106

Phone: 2335 0064/2335-5203

website: www.wbfdc.com

_Emailid:

cs@wbfdc.com

The West Bengal Forest Development Corporation Limited (Wbfdcl) , (A Govt of West Bengal Undertaking) came into existence in 1974 as per Companies Act 1956.

Corporation has diversified its activities into e-auctioning of Forest harvested Produce, Carpentry and Joinery works, Non-Timber Forest Produce (NTFP) including Sundarban's Honey Production and Marketing and Eco-Tourism. Wbfdcl's has its set up almost all over the state of West Bengal.

Broad objectives of the West Bengal Forest Development Corporation Limited is as follows.

- 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.
- To uplift social economic status of Joint Forest Management Committees (JFMCs).

FIRST PART:-

FIRST PART AND TO BE TREATED AS TECHNICAL CRITERIA:-

Expression of interest from bonafide organisations /business school(s)/Hotel Management Institute(s) / Firm(s) /Companies experienced in the field of Hotel Management Institutes/ Hospitality Management/House Keeping in the nature of hospitality Industry to provide training to the staff engaged in the eco tourism centres/eco resorts/home stay etc at all the divisional offices of west Bengal Forest Development Corporation Limited.

[On the letterhead of the Organisation /business school(s)/Hotel Management Institute(s) / Firm(s) /Companies.

Expression of Interest No.: EOI Wbfdcl/ECO-RESOTS//E01/4/09 Dates 26-09-2019

- (1) Name of the participants Institute(s) / Business school(s)/Hotel Management School Firm(s) /Companies etc. :
- (2) Registered Address with Contact Telephone No. with email* :
- (3) Name of the contact person and designation:
- (4) Contact no. of the contact person with email:

Hotel management Institute /Business school(s)/ Firm(s) /Companies having registered office outside Kolkata are also eligible to apply provided they have full functional branch office at Kolkata. Such Hotel management Institute /business school(s)/ Firm(s) /Companies are required to provide the address and contact details of the branch office located at Kolkata with contact details of the person-in-charge of Kolkata branch in addition to the details of their Registered Office.

- 5) It is the responsibility of participant Organisation /firms/ business School/companies & others to deliver the application within the specified time period. The offer shall be sent in a sealed envelope by registered post/speed post/courier.
- 6) The offer must be submitted in English language. All documents, correspondences or any other written material in connection with this work shall be in English language.
- 7) Wbfdcl will examine and review the applications to determine whether they are complete, properly signed, and whether the offer is generally in order. On scrutiny, the EOIs found not in appropriate format /illegible/incomplete/ not containing clear information or failing to fulfil the relevant requirement will not be entertained and will be rejected without assigning any reason thereof.
- 8) Before the last date for the receipt of EOI, Wbfdcl preserves the right to amend any of the EOI conditions as may be desired if such an amendment is necessary and the same shall be up-loaded as a corrigendum and will be made available on the website www.wbfdc.com. Hence, the participants in EOI are advised to keep visiting the above website regularly for any updates in this regard.
- 9) If the date mentioned above for opening of EOI is declared as a Government holiday or a holiday declared under NI Act, the EOI will be opened on the next working day at the same time as mentioned in the schedule.
- 10) The EOI shall be evaluated on the basis internal rating of the Company based upon the various eligibility criteria, viz., year of the experience of the firm, partners of the firms, exposure of the firm, etc. and such criteria is completely internal & confidential and shall not be disclosed to any participant(s) under any circumstances.
- 11) Wbfdcl reserves the right to verify the validity of information provided in the EOIs and to reject any bid where the contents appear to be incorrect, inaccurate or inappropriate at any time during the process of EOI or even after award of contract.
- 12) Any application received by Wbfdcl after the scheduled closing date and time, shall not be accepted.

13)The Company reserves the right to request additional submissions or clarification from one or more participant (s) at any stage or to cancel the process entirely at its sole discretion without assigning any reason whatsoever.

14)Matter relating to any dispute or difference arising out of present EOI, and subsequent contract based on the submission of the offer shall be subject to exclusive jurisdiction of courts, at Kolkata.

15)The final financial proposal shall considered from those participant Organisation /firms/ business School/companies &others who get the minimum cut off marks assigned by the Company on the basis of the internal rating system and rating of the presentation, as to be determined by the Company. Cut marks will be given on the basis of technical criteria satisfaction.Final financial /proposal bid shall contain all the detail terms and conditions, including the last date of submission of the proposal, date of opening of the bid place of opening of the proposal, etc. The same shall be uploaded on the website of the Company.

Provided further, that the participant Organisation /firms/ business School/companies &others will be called for making presentation before the Company only after qualifying internal assessment based upon internal rating system to be adopted by the Company, as stated in first paragraph herein above. Rating of the presentation shall be summed up with the said internal rating system .

The tenure of the contract shall remain valid for a period of 3 (three) years, initially which are likely to be extended upto 5 (five) years based upon satisfactory performance evaluation by the Company. However, it is expressly stated here that the said tenure is not to be construed as .assurance for appointment and the Company reserves the right to appoint any of the empanelled Organisation /firms/ business School/companies &others at a stretch of 3(three) years or on yearly basis at its sole discretion without assigning any reason thereof. Wbfdcl reserve the right to cancel the engagement any time before the expiry of 3(three) years or such extended time without assigning any reason thereof.

16) Overwriting / corrections / erase and / or use of white ink shall not be accepted and the offer shall be liable for rejection.

17) Copies of PAN Card, GST Registration (if any), Partnership Deed, Certificate of incorporation (for Firms) and Certificate of Practice/ Registration (for Partners) shall be invariably attached to the EOI.

Further all the details of the contact person or authorised Partner with complete address of the participant Organisation /firms/ business School/companies & others and telephone ,fax number along with email id shall also have to be submitted.

18)The application shall be signed by the person(s) on behalf of the organization having necessary Authorization/Power of Attorney to do so. Each page of the application format, EOI document, testimonials and other documents shall be signed and copy of Power of Attorney /Partnership Deed/Memorandum of Association/Understanding wherever applicable shall be furnished along with application.

19)The EOI Proposal should be submitted strictly as per the terms & conditions laid down in the document. Proposal should not contain any conditions other than the prescribed ones. The proposal, which deviates from these terms and conditions, shall be liable to be rejected.

20)The Offer in the prescribed Format together with all relevant documents and testimonials must be submitted in physical form to the address as given. Offers submitted in any other form shall not be considered.

21)The last date for receipt of the EOI proposal is up to 14.00 Hrs by 22nd October, 2019 at the following address:

General Manager West Bengal Forest Development Corporation Limited
Regd. Office: Address: West Bengal Forest Development Corporation Limited
-KB-19, Aranya Bhawan ,Salt Lake , Sector-III, Kolkata – 700106

In case of any queries pertaining to the EOI the participating firm may visit the undersigned at the above mentioned address within the business hour or may send email at: cs@wbfdc.com

22) Pre bid meeting will be held on 17th October,2019 at 12.noon.

Disqualifications: Organisation /firms/ business School/companies &Others falling under any of the following conditions would be liable for disqualification.

- a. The Organisation /firms/ business School/companies &Other or any partner / designated partner / director/owner thereof has been cautioned or any action has been taken against the Firm or any partner /director /owner thereof by any Judicial or quasi Judicial Authority etc.
- b. Wilful misrepresentation of any fact in the Expression of Interest.
- c. Any court case or arbitration relating to disciplinary case pending against the Organisation /firms/ business School/companies &Other or any partner / designated partner / director/owner thereof.
- d. Any action/ disqualification taken by any Government Company / Govt. Body / Govt.Authority / State or Central Govt. relating to any ground.

Further the Company reserves the right to cancel the empanelment/contract at any stage if the Organisation(s) /firm(s)/ Business School/Companies &Others falls under the conditions mentioned at 21 (a to d) subsequent to its empanelment/award of contract.

N.B.: Where the word firm appears in this document, it also includes Limited LiabilityPartnership (LLPs).

DECLARATION / ACCEPTANCE
ON STAMP PAPER OF RS. 10/-]

I.....S/o Shri....., working as
.....in..... (Name of the Organisation(s) /firm(s)/ Business
School/Companies &Others with address in full) hereby solemnly affirm and declare that I have been
authorized by the Organisation(s) /firm(s)/ Business School/Companies &Others to sign the EOI
proposal. I hereby declare and certify through the firm that I have carefully read and understood all the
eligibility criteria, terms & conditions mentioned in this EOI and I shall abide by all the terms &
conditions of the EOI document and hereby convey unconditional acceptance for the same.

I hereby affirm that the information/ documents furnished herewith are true and authentic to the best of
my Knowledge and belief.

I..... also affirms that the Organisation(s) /firm(s)/ Business School/Companies &Others or
any partner/ director /designated partner /employee of the said Organisation(s) /firm(s)/ Business
School/Companies &Others does not possess any disqualification as envisaged in the detailed terms &
conditions of the EOI.

(Signature of the authorised person with seal of the
The Organisation(s)Hotel Management Institute
/firm(s)/ Business School/Companies &Others)

Place:

Name:

Date:

Designation:

The EOI documents embodying details related to eligibility criteria, scope of the work and other instructions can be downloaded from the website of the Company, i.e., www.wbfdc.com , which is in the Tender Auction &Tenders Column on the right hand side of the webpage from 27th September,2019 onwards.

The EOI document is required to be submitted in the Head Office of West Bengal Forest Development Corporation Limited latest by 22nd October, 2019.

BID OPEN DATE:-25TH OCTOBER, 2019 AT 2.P.M BEFORE THE SELECTION COMMITTEE CONSTITUTED IN THIS BEHALF AT WEST BENGAL FOREST DEVELOPMENT CORPORATION LIMITED (HQ).

Sd/
General Manager

TECHNICAL CRITERIA CRITERIA FOR ENGAGEMENT OF OUTSOURCED ORGANISATION(S) /BUSINESS SCHOOL(S)/HOTEL MANAGEMENT INSTITUTE(S) / FIRM(S) /COMPANIES EXPERIENCED IN THE FIELD OF HOTEL MANAGEMENT INSTITUTES/ HOSPITALITY MANAGEMENT/HOUSE KEEPING AND SHOULD BE IN PRACTICED /EXPERIENCED FOR PROVIDING CONSULTANCY TRAINING /HOSPITALITY TRAINING PROGRAMME TO THE STAFF ENGAGED IN THE ECO TOURISM CENTRES/HOTELS//RESTAURANTS/ORGANISATION/GOVT ORGANISATION(PREFERABLY) ETC .

1.The participant Organisation(s) /firm(s)/ Business School/Hotel Management Institute /Companies &Others should be experienced in skill development programme / consultancy training programme /hospitality training programme of the staff engaged in the eco tourism centres/Hotels/motels /restaurants etc.

2 Faculties members should have at least 5 years experience of conducting such training programme / consultancy training programme /hospitality training programme of the staff engaged in the eco tourism centres/Hotels /restaurants/organisation in the nature of hospitality industry etc.

3.There should be at least 2(two) qualified partners/faculties — who should have experience not less than 10 (years) of skill development programme / consultancy training programme /hospitality training programme etc. of the staff /students and preferably Hotel management degree from any reputed Hotel Management Institute of India and abroad.

4.The Organisation(s) /firm(s)/ Business School/Hotel Management Institute /Companies &Others should have adequate number of employees to visit and check compliance as per the applicable laws to the divisional Office /Corporate Office of the Company.

5. The Organisation(s) /firm(s)/ Business School/ Hotel Management Institute /Companies &Others should have worked with Central/State Public Sector Undertaking/ Private Sector Organisation and in hand experience of a reputed Hotel Management Institute would be preferable;

N.B.: Where the word firm appears in this document, it also includes Limited Liability Partnership (LLPs).

FORMAT OF THE APPLICATION FOR THE EMPANELMENT OF THE ORGANISATION(S) /FIRM(S)/ BUSINESS SCHOOL/HOTEL MANAGEMENT INSTITUTE /COMPANIES &OTHERS.

| SL NO. | CRITERIA | |
|--------|---|--|
| 1 | NAME OF THE ORGANISATION(S) /FIRM(S)/ BUSINESS SCHOOL/COMPANIES &OTHERS | |
| 2. | ADDRESS OF THE ORGANISATION(S) /FIRM(S)/ BUSINESS SCHOOL/COMPANIES &OTHERS | |
| 3. | YEAR OF INCORPORATION/FORMATION | |
| 4. | NAME OF THE PARTNERS/DIRECTORS/DESIGNATED PARTNERS/OWNER(S) ETC. | |
| 5. | QUALIFICATION OF THE PARTNERS/ DIRECTORS/ DESIGNATED PARTNERS/OWNER(S) ETC. | |
| 6. | TOTAL WORK EXPERIENCE OF PARTNERS/ DIRECTORS/ DESIGNATED PARTNERS/OWNER(S) ETC. | |
| 7. | EXPERIENCE OF THE PARTNERS/ DIRECTORS/ DESIGNATED PARTNERS/OWNER(S) ETC. ESPECIALLY IN FIELD OF SKILL DEVELOPMENT PROGRAMME FOR CONSULTANCY TRAINING OF THE STAFF ENGAGED IN THE ECO TOURISM CENTRES/HOTELS/MOTELS /RESTAURANTS/GOVT ORGANISATION | |
| 8. | NO. OF QUALIFIED EMPLOYEES / SEMI QUALIFIED EMPLOYEES /PARTNERS/FACULTIES AND THEIR QUALIFICATION | |
| 9. | EXPERIENCE OF THE QUALIFIED EMPLOYEES / SEMI QUALIFIED EMPLOYEES/FACULTIES OF THE ORGANISATION(S) /FIRM(S)/ BUSINESS SCHOOL/COMPANIES &OTHERS WITH SPECIAL EMPHASIS IN TRAINING OF THE STAFF ENGAGED IN THE ECO TOURISM. | |
| 10. | NO. OF TOTAL FACULTIES OF THE ORGANISATION(S) /FIRM(S)/ BUSINESS SCHOOL/COMPANIES &OTHERS FIRM | |
| 11. | EXPERIENCE OF THE FACULTIES IN THE TRAINING OF HOTEL INDUSTRIES | |

| | | |
|-----|---|--|
| | <p>BRIEF PROFILE OF THE FIRM WITH THE FOLLOWING:</p> <p>(1) NUMBER OF TRAINING PROVIDES IN ANY ECO CENTRE /HOTELS/SCHOOLS / INSTITUTIONS /GOVT ORGANISATION/SEMI GOVT ORGANISATIONS ETC.</p> <p>(2) EXPOSURE IN THE HOTEL INDUSTRY SECTOR</p> <p>(3) EXPOSURE IN THE CENTRAL/STATE PUBLIC SECTOR UNDERTAKINGS</p> | |
| 12. | <p>TURNOVER OF THE THE ORGANISATION(S) /FIRM(S)/ BUSINESS SCHOOL/COMPANIES</p> | |
| | | |

SCOPE OF THE WORK AND OTHERS:-

Training in the following fields.

- a) Cookery and kitchen operations
- b) Restaurant and dinning room operation
- c) Food Safety and Personal hygiene
- d) Environmental and work safety
- e) Fire Safety & Security
- f) Room Management & Housekeeping
- g) Administrative knowledge
- h) Capacity Building Programme
- i) Soft Skill
- j) Safety in Guest House and kitchen

Venue of training: - Venue will be provided by the West Bengal Forest Development Corporation Limited. However, training will be provided in four locations/spots (A- to D) of North Bengal and Two locations in South Bengal p.

Venue of training for North Bengal will cover the following spots:-

- A) Venue of training will be in Rajabhatkawa which will cover the following spot.
 - 1) Rajabhatkawa
 - 2) Murti
 - 3) Rasilbill
 - 4) Suntalekhola
 - 5) Samsing
 - 6) Paren
 - 7) Jhalong
 - 8) Barodabari

B) Venue of training will be in **Lava** which will cover the following spot

- 1) Lava
- 2) Lolegoan
- 3) Kalimpong

C) Venue of training will be in **Alipurduar** which will cover the following spot

Alipurduar
Jalpaiguri

D)

Venue of training will be in Lecha Jagat, (Darjeeling area) which will cover the following spot 1)Darjeeling

- 2)Lecha Jagat
- 3) Takdaha

Venues of training in South Bengal will which will cover the following spot and venue of training will be two locations.

A)

- 1) Mukutmonipur
- 2) Garpanchkot
- 3) Garchumuk
- 4) Jhargarm

Time of Training: - Training will be provided to the staff two times in a year and there shall be gap between the two times training is at least 3 months. Time of Training will be decided by the West Bengal Forest Development Corporation Limited as per its own convenience.

Training period: - Training period will be 3 to 4 days for one location for one time.

No of faculties provide training: - maximum two faculties.

Both parties will enter into an agreement after final selection.

No of Incumbents for getting training:-Maximum 30 trainees per locations.

N.B:-After the conclusions of the each training period the selected organization/institutions will give its report to the selecting authority .

SECOND PART :-

SECOND PART TO BE TREATED AS FINANCIAL CRITERIA

FINACIAL CRITERIA:-

- 1) Organization will quote the faculties fees per day basis which shall include study material in the related fields (if any required) for each location for both the options.

Option I: - faculties fees per day basis which includes study material in the related fields (if any required) for each locations individually.

Option II:-Jointly/combined.

Combined means and includes all training centres.

- 2) Fooding lodging, boarding and travelling expenses etc. of faculties will be provided by West Bengal Forest Development Corporation Limited (as per actual).
- 3) No other fees will be provided to the selected parties /organizations by West Bengal Forest Development Corporation Limited(except 1 and2 of the finalcial criteria).
- 4) Financial bid should be submitted in their letter head.

N.B:- DECISION OF THE AUTHORITY OF WEST BENGAL FOREST DEVELOPMENT CORPORATION LIMITED WILL BE FINAL UNDER ANY CIRCUMSTANCES FOR SELECTION OF THE PARTY/PARTIES / AGENCIES IN THIS REGARD. THE SAID AUTHORITY HAS THE POWER TO CANCEL ANY BID/EOI UNDER ANY CIRCUMSTANCES WITHOUT ASSIGNING ANY REASONS.