



West Bengal Forest Development Corporation Limited
(A Govt. Of West Bengal Undertaking)
Registered Office :
“AranyaBikash”, KB-19, Sector-III, Salt Lake City
Kolkata-700106



Ref : EOI No. 519/EOI/4/AD/WBFDCL/2021-22

Dt: 08-06-2021.

From,
Divisional Manager,
Kolkata Forest Development Corporation Limited
'AranyaBikash',
KB-19, Sector-III, Salt Lake City,
Kolkata-700106.

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Subject: Quotation called from suitable Consultant for consultancy work for Empanelment of Agency for Supply of Saplings and Agri-inputs under MGNREGA

West Bengal Forest Development Corporation Limited (WBFDC) intends to appoint a consultant for providing consultancy services for the Subject Work.

The Scope of Work of the Consultant shall be as follows:

1. Preparation of Notice Inviting Tender (NIT) for both offline and online medium
2. Preparation of Expression of Interest Document for Empanelment of Agency to Market Eco Resorts of WBFDC to Corporate Houses for Organizing their Meetings, Incentives, Conferences and Exhibitions (MICE)
3. Evaluation of Application received from the Applicants
4. Provide complete handholding to WBFDC in empanelment of the Firm/s

The Minimum Qualification Requirement for the consultant to submit their application are as follows:

- The applicant shall be a single entity, registered as a Company under the Companies Act 2013 or Companies Act, 1956, Partnership Firm registered under the Indian Partnership Act, 1932, LLP registered under the Limited Liability Partnership Act, 2008 or a Society registered under the Societies Registration Act, 1860. Consortium/ Joint Venture not allowed
- The firm must have provided consultancy services under Forest Department under Government of India/ States or must have a resource having at least 5 years of experience in procurement process



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Along with the Minimum Qualification Requirements, the Applicant shall also need to submit the following:

- EMD/ Security Deposit equivalent to Rs. 5,000/- (Rupees five thousand only) in the form of Bank DD/Cheque favoring Divisional Manager, Kolkata Forest Corporation Division, payable at Kolkata. Bid Security is exempted for applicants who are registered with MSME and NSIC for the services for which enlistment is sought on production of documentary evidence
- Trade License (in case of proprietorship firm/ partnership firm)
- In case of Company – Please enclose Memorandum and Articles of Association along with certificates of incorporation, and date of commencement of business etc.
- 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
- GST Certificate
- MSME Certificate

The Applicant also need to submit their quotation as lumpsum fee in INR (inclusive of GST) to undertake the subject project.

The undersigned reserves the right to reject the Application/ Bid of any Applicant who is a defaulter to the WBFDC Ltd. & the Forest Directorate, W B in respect of payment of dues.

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

During Technical Evaluation, the Applicants will be required to make a presentation before the committee at, AranyaBiskash, Kolkata on a date as decided by WBFDC

Interested firm to submit the above documents in sealed envelope to the undersigned on or before 15.06.2021.

Thanking you

Divisional Manager