

**Expression of Interest (EOI)**

**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**



**Eoi No: 05/Manpower for Joinery Carpentry Units/West  
Bengal/2020-21**

**Date: 15.02.2021**

**Issued by:**

**West Bengal Forest Development Corporation Limited (Wbfdcl)**

**Kolkata Forest Corporation Division, 'Aranya Bikash',**

**KB-19, Sector-III, Salt Lake City, Kolkata-700106**

**Web site: <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 “**WBFDC**”) 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. WBFDC has prepared this document to give interested parties background information on the Project. While WBFDC have taken due care in the preparation of the information contained herein and believe it to be accurate neither WBFDC, 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 WBFDC, any of its authorities or agencies or any of their respective officers, employees, agents or advisors. WBFDC 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

**Sd/-**

**Divisional Manager  
Kolkata Forest Corporation Division**

## Table of Content

1.	Background.....	4
2.	Broad Objective of the Expression of Interest .....	4
3.	Empanelment of Vendors.....	4
4.	General Guidance for E-Submission of Application .....	4
5.	Calendar of Events .....	5
6.	Venue and Deadline for submission of Application.....	6
7.	Eligibility Criteria .....	6
8.	Documents(Online Submission) to be submitted by Applicant.....	7
9.	Document to be submitted offline (Hard Copy).....	7
10.	EOI (Application for Empanelment) Submission by the Applicant.....	7
11.	Empanelment Procedure .....	8
12.	Notification of Empanelment .....	8
13.	Terms & Conditions .....	8
	Annexure – I Format of Undertaking.....	10
	Annexure II – Applicant’s Profile .....	11
	Annexure III– Applicant’s Experience .....	12
	Annexure IV: Self Declaration on Blacklisting .....	13
	Annexure V: Format of Power Of Attorney for Authorizing Signatory of the Applicants .....	14

## **Expression of Interest - Empanelment of Vendors**

### **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 Four Joinery and Carpentry Units at Siliguri, Raiganj, Saltlake and Durgapur. 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 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**

- 3.1. The Kolkata 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 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](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 Vendors are requested to submit the details as per the prescribed format along with the non- refundable empanelment fee of Rs. 5,000- in the form of Bank DD/Cheque favoring **Divisional Manager, Kolkata Forest Corporation Division, payable at Kolkata**. Cost of application is exempted for applicants who are registered with MSME and NSIC for the services for which enlistment is sought on production of documentary evidence.
- 4.6 Applications must be received at the address specified below not later than dates specified. Wbfdcl will not be responsible for the late receipt due to postal delay or any other reason.
- 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 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 of N.I.T. & other Documents (online) (Publishing Date)	18.02.2021
2.	Application submission start date (On line)	19.02.2021 from 11 AM onward
3.	Application Submission closing (On line)	12.03.2021 by 5 PM
4.	Last date of submission of hard copies of Application	14.03.2021 by 5 PM
5.	Opening of Application (Online)	15.03.2021 at 11 AM

## **1. Venue and Deadline for submission of Application**

- 1.1. Sealed Application forms 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”.
- 1.2. Vendors are requested to submit non-refundable Application Fee of an amount equivalent to Rs. 5,000- in the manner as mentioned under clause 4.5 of this document.

## **2. Eligibility Criteria**

- 2.1. An Applicant submitting the response in response to this EOI shall hereinafter be referred to as applicant. Only those applicants who fulfill the following credentials should respond to this invitation:
  - 2.1.1. The Applicant may be Proprietor/Partnership/ Company formed under the Companies Act 1956/ 2013. The Applicant must have Office in West Bengal
  - 2.1.2. with minimum four years’ experience (up to 31-03-2020) in manufacturing of wooden furniture
  - 2.1.3. The Applicant must have at least 15 people working under it for Joinery, Carpentry and polishing works and must have a showroom for furniture of approximately 2000 sq. ft in any part of West Bengal and an in-house designing

capability. The Applicant needs to provide details/ proof of the manpower and of the showroom.

- 2.1.4. The Applicant should have annual turnover of Rs. 5 Crores in any of the 3 years in the last 4 financial years preceding the last date of submission of EOI (Application).

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

- 3.1. Scan copy of receipt of Application Fee
- 3.2. Trade License (in case of proprietorship firm/ partnership firm)
- 3.3. In case of Company – Please enclose Memorandum and Articles of Association along with certificates of incorporation, and date of commencement of business etc.
- 3.4. 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
- 3.5. GST Certificate
- 3.6. Copy of EPF & ESI registration certificates, if applicable
- 3.7. Documentary evidence with respect to manpower on rolls
- 3.8. Audited Balance Sheet for the last 4 years
- 3.9. Copy of the produce ITRs Certificate from the Company's Chartered Accountant for the last Three Financial Years i.e. 2016-17, 2017-18, 2018-19 and 2019-20
- 3.10. Annexure I to V as per the format enclosed

This EOI is non-binding in nature. A response to this EOI 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.

### **4. Document to be submitted offline (Hard Copy)**

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

### **5. EOI (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,  
Kolkata Forest Corporation Division,  
'Aranya Bikash',  
KB-19, Sector-III, Salt Lake City,  
Kolkata-700106  
E-mail: [kfcd@wbfdc.com](mailto:kfcd@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’.

## **6. Empanelment Procedure**

- 6.1. 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 EOI document.
- 6.2. The vendor will be empaneled as per the following process:
  - 6.2.1. 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.
  - 6.2.2. 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 Evaluation Committee would be final and binding upon the Applicants.
  - 6.2.3. The Applicant will be called to make detailed presentation in front of the evaluation committee on a suitable date as informed by Wbfdcl.
  - 6.2.4. Decision of Wbfdcl in respect of evaluation methodology and short listing of Applicants will be final.

## **7. Notification of Empanelment**

- 7.1. 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.
- 7.2. 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.
- 7.3. Failure to abide by this, may lead to termination of the empanelment.

## **8. Terms & Conditions**

- 8.1. The undersigned reserves the right to withdraw or include any item without assigning any reason thereof.
- 8.2. 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.
- 8.3. Empanelment would be for a period of three years 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 WBFDCCL shall reserve the right to remove such vendors from the empaneled list without giving any notice to the vendors in advance.

- 8.4. 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)
- 8.5. The evaluation of the applications for empanelment shall be carried out by the committee constituted for the purpose.
- 8.6. Any un-authenticated, alterations, erasures, overwriting, blanking out or discrepancies may render the EOI 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.
- 8.7. Response submitted by Fax or E-mail or any form other than mentioned above will not be acceptable and liable for rejection by WBFDCCL
- 8.8. During empanelment period, WBFDCCL 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 WBFDCCL reserves the right to remove such vendors from the empaneled list without giving any notice to the vendor in advance. WBFDCCL's decision will be final in this regard.
- 8.9. 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.
- 8.10. 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.
- 8.11. The successful Applicant shall have to deploy manpower at the joinery units in different parts of West Bengal post signing of the Contract.
- 8.12. 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  
Kolkata 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,  
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: Expression of Interest (EOI) for Supply of Manpower for Joinery, Carpentry and Polishing works at the Joinery Carpentry Units of the Corporation for engagement on purely temporary basis**

Dear Sir/Ma'am,

1. With reference to your EOI reference no \_\_\_\_\_ dated \_\_\_\_\_, 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 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 EOI	
12	Service Tax No. / GST No	
13	Provisional GSTIN (attach GST certificate)	
14	4 Years ITRs certificate from Chartered Account.	
15	Annual turnover for the last 4 financial years (certificate from Auditor)	
16	Copy of ESI & EPF Registration certificates	
17	Audited Balance Sheet for the last 4 years	
18	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 EOI 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 and also of the showroom operating in West Bengal.

**Annexure IV: Self Declaration on Blacklisting**

(To be submitted on Vendor's letter head)

Ref: EOI 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./ 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.*