



West Bengal Forest Development Corporation Limited (WBFDC)
Kolkata Forest Corporation Division,
'Aranya Bikash',
KB-19, Sector-III, Salt Lake City,
Kolkata-700106

Web site: <https://www.wbfdc.com>

ENDER DOCUMENT NUMBER: 635 / KFCD / Advt. / 2021-22

Date: 01.07.2021

NOTICE INVITING TENDER for SUPPLY OF AIR CONDITIONER

1.	Name of Work	WBFDC requires Split Inverter AC's for its various divisions/ offices/ resorts across West Bengal, to comply with the requirement WBFDC invites tenders for supply, installation, testing and commissioning of AC's at various locations across West Bengal and seeks bid from suitable agency for the same.
2.	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	02.07.2021 (11:00 AM)
3.	Bid submission start date (On line)	02.07.2021 (11:00 AM)
4.	Last date of Receipt of any query by the private partner in relation to tender documents	12.07.2021 by (5:00 PM)
5.	Bid Submission closing (On line)	23.07.2021 by (5:00 AM)
6.	Last date of submission of hard copies of Technical Bids	26.07.2021 by (5:00 PM)
7.	Bid opening date for Technical Proposals (Online)	27.07.2021 (11:00 AM)
8.	Opening of the Financial Proposal (Online)	To be informed
9.	Name & address of office inviting tender	The Divisional Manager, Kolkata Forest Corporation Division, 'Aranya Bikash', KB-19, Sector-III, Salt Lake City, Kolkata-700106. E-mail: kfcd@wbfdc.com

Project details: Bidders are advised to go through the Tender document for further information.

The Bidders shall submit its Bid online through e-bidding process as detailed out in the tender document.

Note:

1. WBFDC reserves the right to cancel or modify the Tender process without assigning any reason and any liability.
2. Further details can be seen on website [https:// wbtenders.gov.in](https://wbtenders.gov.in)

Sd/-
Divisional Manager, KFCD/ WBFDC

TENDER DOCUMENT FOR SUPPLY OF AIR CONDITIONER



TENDER DOCUMENT No: 635 / KFCD / Advt. / 2021-22

Date: 02.07.2021

Issued by:

West Bengal Forest Development Corporation Limited (WBFDC)

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

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Tender Document

1. Background

- 1.1. The West Bengal Forest Development Corporation Limited (WBFDCCL) (hereinafter also referred to as the “Corporation”) 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.
- 1.2. WBFDCCL requires Split Inverter AC’s for its various divisions/ offices/ resorts across West Bengal.
- 1.3. The detailed Technical Specifications and quantity required of the AC’s are provided in Appendix 3.

2. Selection of Agency

- 2.1. WBFDCCL invited tenders for supply, installation, testing and commissioning of AC’s at various locations across West Bengal (The Project)
- 2.2. This Tender Document contains information about the Project, Bidding Process, Bid submission, Qualification and Financial Proposal requirements
- 2.3. The Bid shall be valid for a period of not less than 180 (one hundred and EIGHTY) days from the Bid Due Date (“Bid Validity Period”).
- 2.4. Interested Firms/ Companies who are able to comply the requirements may submit the tender duly filled in and supplemented with all relevant documents to WBFDCCL for further processing as per laid procedures. Tender not completed in any respect are liable to be rejected summarily.
- 2.5. Interested Bidder can submit their Application only through electronic means, as per guidelines provided in Appendix 3.
- 2.6. Tenders 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 free scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).
- 2.7. The Technical Proposal of the Bidder will be opened first and evaluated and Bidder having the minimum Technical Qualification will be qualify opening of their Financial Bid.
- 2.8. Successful bidder shall be that bidder who has submitted the lowest qualified bid

3. Calendar of Events

Sl. No.	Particulars	Date & Time*
1.	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	02.07.2021 (11:00 AM)
2.	Bid submission start date (On line)	02.07.2021 (11:00 AM)
3.	Last date of Receipt of any query by the private partner in relation to tender documents	12.07.2021 by (5:00 PM)
4.	Bid Submission closing (On line)	23.07.2021 by (5:00 AM)
5.	Last date of submission of hard copies of Technical Bids	26.07.2021 by (5:00 PM)
6.	Bid opening date for Technical Proposals (Online)	27.07.2021 (11:00 AM)
7	Opening of the Financial Proposal (Online)	To be informed

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 Bidding Process at any time during the Bidding Process at its sole discretion without assigning any reason or being liable for the same in any manner whatsoever.

4. Instruction to Bidders

- 4.1. Any condition or qualification or any other stipulation contained in the Bid shall render the Bid liable to rejection as a non-responsive Bid. The bids shall be unconditional, firm and irrevocable
- 4.2. The Bidders shall be responsible for all costs associated with the preparation of their Bids and their participation in the Bid. The Corporation will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process
- 4.3. Any entity which has been barred by the [Central/ State Government, or any entity controlled by it] from participating in any project, and the bar subsists as on the date of bidding, would not be eligible to submit a Bid.
- 4.4. The Bid and all communications in relation to or concerning the Bidding Documents and the Bid shall be in English language.

5. Eligibility Criteria

- 5.1. The Bidder may be Proprietorship Firm / Partnership Firm / Private Limited Company / Public Limited Company/ Limited Liability Partnership / Cooperative Society/ Society. No consortium/ joint venture of any sort will be allowed.

- 5.2. The Bidder should either be Original Equipment Manufacturer (OEM) / retailers/ authorized dealers of Split Inverter Air Conditioners (LG/Samsung/Haier/Voltas only). In case of Retailer/ Authorized Dealer/ supplier, Authorization certificate of respective OEM to be enclosed with this Tender
- 5.3. The agency should have executed at least one similar works of value not less than ₹ 6 lakh or two similar work not less than of ₹ 4.5 lakh each in any Central Govt./State Govt./PSU/Autonomous bodies/ other Govt Departments/ Private Entity during last seven financial years (Similar work means Supply, installation, Testing and Commissioning of Split AC). This may be inspected (at the risk and cost of company/agency) by the representative of the Corporation, if required. Company/agency shall have to submit (with Technical Bid) all supporting documents i.e. work order, Completion certificate (with name of work, period of work and value etc.) issued by the competent authority etc
- 5.4. The Bidder to furnish a certificate from Original Equipment Manufacturer (OEM) that they will support the mechanism of this project either directly through their support office in India or through their authorized channel partner/ dealers in India

6. Clarifications

- 6.1. WBFDCCL shall endeavor to respond to the questions raised or clarifications sought by the Bidders. However, WBFDCCL reserves the right to not respond to any question or provide any clarification, in its sole discretion
- 6.2. WBFDCCL may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by WBFDCCL shall be deemed to be part of the Tender Document.

7. Amendment of Tender Document

- 7.1. At any time prior to the Bid Due Date, WBFDCCL may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the Tender Document by the issuance of Addenda.
- 7.2. In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, Corporation may, at its own discretion, extend the Bid Due Date.

8. Right to accept and to reject any or all Bids

- 8.1. Notwithstanding anything contained in this Tender Document, WBFDCCL reserves the right to accept or reject any Bid and to annul the Bidding Process and reject all Bids at

any time during the Bidding Process without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

9. Uploading of the Bid

9.1. The bids shall be uploaded in two folders which comprise the following documents:

A. **Folder-I (Bid A) Technical Bid** : The Bidder shall submit the Technical Bid in the formats specified in respect thereto

- i) Letter Comprising the Bid in the form and manner as described in Annexure I.
- ii) Details of the Bidder in the form and manner as described in Annexure II
- iii) Technical Capacity of the Bidder in the form and manner as described in Annexure III.
- iv) Financial Capacity of the Bidder in the form and manner as described in Annexure IV
- v) Power of Attorney authorizing the signatory of bid to commit the Bidder and in the format as specified in Annexure V
- vi) Scan copy of the receipt of online payment of EMD/ Security Deposit
- vii) Audited balance sheet report FY 2019-20, 2018-19 and 2017-18.
- viii) Trade License (in case of proprietorship firm/ partnership firm)
- ix) In case of Company – Please enclose Memorandum and Articles of Association along with certificates of incorporation, and date of commencement of business etc.
- x) 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
- xi) GST Certificate

B. **Folder-II (Bid B) Financial/Price Bid**: The Bidder shall directly submit all-inclusive financial quotes as its Financial Bid online in Folder II (Bid B) in the BOQ format as per the guidelines in response to financial criteria and the same is required to be encrypted using their Digital Signature Certificate. The price quoted by the Bidder should be inclusive of packing, insurance, free installation, Trunkey and exclusive of GST and other tax (if any) only. The price should be quoted must indicate the basic price and other incidental & Trunkey charges separately. In case of discrepancies between figures and words, words shall be taken in to consideration. **The Price Bid quoted by the Bidder shall remain valid for 6 month.**

10. Original documents to be submitted by the Bidder:

10.1. The Bidder shall be required to submit the following documents in Original in sealed envelope on the date and time as specified in Clause 3 to the address as mentioned in clause 13:

- a) Power of Attorney authorizing the signatory of bid to commit the Bidder and in the format as specified in Annexure V
- b) Litigation History in the format as specified in Annexure VI
- c) Audited Accounts for 2019-20, 2018-19 and 2017-18.

The sealed envelope carrying the Original Document shall bear the name of the Bidder and super scribe as “TENDER DOCUMENT FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF 50 NUMBERS OF AIR CONDITIONER.

11. The queries and original document must be submitted 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**

12. Bid Security

- 12.1. The Bidder shall furnish, as part of its Bid, a Bid Security equivalent to Rs. 20,000/- (Rupees Twenty Thousand only).
- 12.2. EMD has to be payable in ONLINE mode as per Finance Department G.O. No 3975 F (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. The EMD of the selected Bidder may be forfeited if the organization fails to sign the contract in accordance with the terms and conditions
- 12.5. 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 TENDER DOCUMENT 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) If the Bidder does not accept the correction of errors in its Bid, pursuant to Clause 22 hereof;
- f) 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;
- g) any other conditions, for which forfeiture of Bid Security has been provided under this Tender Document.

13. Wbfdcl's right to vary Scope of Work at the time of Award:

- 13.1. Wbfdcl may at any time, by a written order given to the Bidder, make changes to the Scope of the work as specified below:
- 13.2. Wbfdcl reserves the right to vary the quantity.
- 13.3. If any such change causes an increase or decrease in the cost of or the time required for the Bidder's performance of any part of the work under the Agreement, whether changed or not changed by the order, an equitable adjustment shall be made in the Agreement Value or time schedule, or both, and the Agreement shall accordingly be amended. Any claims by the Bidder for adjustment under this Clause must be asserted within thirty (30) days from date of the Bidder's receipt of Wbfdcl's order for change.

14. Terms & Conditions

- 14.1. Wbfdcl reserves the right to reject the Application/ Bid of any Bidder who is a defaulter to the Wbfdcl Ltd. & the Forest Directorate, W B in respect of payment of dues.
- 14.2. The evaluation of the applications for empanelment shall be carried out by the committee constituted for the purpose.
- 14.3. Any un-authenticated, alterations, erasures, overwriting, blanking out or discrepancies may render the Tender Document 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.

- 14.4. Response submitted by Fax or E-mail or any form other than mentioned above will not be acceptable and liable for rejection by WBFDC
- 14.5. It will be understood that the Bidders have quoted their rates after inspection of the site (s).
- 14.6. In case the successful bidder resiles from the offer within the validity of tender, the earnest money will be forfeited. Similarly if successful contractor fails to commence the work within 20 day from the date of issue of award letter, the amount of earnest money will also be forfeited besides blacklisting the firm
- 14.7. Performance Guarantee: 3% of the purchase order value will be submitted by the firm towards performance security within 10 days of receipt of purchase order in shape of demand draft or Bank Guarantee (Prescribed format in Anexure-3). The performance deposit will be refunded to the firm after the warranty period and shall be released by the purchaser after fulfillment of all warranty obligations by the bidder.
- 14.8. Delivery and installation at the destination point of each item should be completed within 30 days from the date of issue of purchase order falling which liquidated damage @ 1.0% per week shall be deducted from final payment, for each week of delay beyond the delivery period up to maximum of 5%. However, for any reason beyond the control of the bidder the extension of time may be granted upon application by the bidder in prescribed format. No claim for any compensation during the extended period shall be entertained and the Corporation decision in this regard shall be final.
- 14.9. The supply, installation and commissioning shall take place on staggered basis over a period of 6 months. The price bid quoted by the bidder shall remain valid for 6 month.
- 14.10. **Warranty:**
 - 14.10.1. All the items should be covered under 2 year onsite comprehensive warranty from the date of installation & commissioning.
 - 14.10.2. The compressor of the AC must be covered under 5(five) years warranty
 - 14.10.3. The approved supplier has to submit an undertaking in non-judicial paper attested by Notary Public for comprehensive warranty on the entire system and 5 years Comprehensive warranty for the Compressors
- 14.11. **Warranty Support:** The total system will be warranted against bad workmanship and manufacturing defects from the date of acceptance of the system whole or part (for 24 months from the date of installation). Service support for the entire warranty period will be on site and comprehensive (including spares and all other support) and

free of cost for the entire warranty period. The warranty must include, if not mentioned herein otherwise, but not limited to the following on site services:

- 14.11.1. Free-of-cost all services required during the entire warranty period that should result in complete restoration of the equipment to its fully functional status.
- 14.11.2. Must provide for free-of-cost complete replacement of the concerned module of the equipment, for any fault, malfunctioning or defect found in the warranty period.
- 14.11.3. Provide for free-of-cost replacement of defective components/parts of the equipment for the warranty period.
- 14.11.4. Provide for services of repair & maintenance for the warranty period.
- 14.11.5.** Provide for repetitive replacement of defective parts subject to reduction of the warranty period of the concerned new part/component to the extent of the warranty life consumed by the old replaced part, counted from the date of start of warranty period.

14.12. Payments:

- 14.12.1. The payment shall be made after successful completion and handing over of work in all respect (after commissioning).
 - 14.12.2. Additionally, all payments to be made to the Agency shall be inclusive of all statutory levies duties, taxes and other charges whenever levied/applicable. Any increase in rates of all applicable direct or indirect taxes (central or state or local), rates, duties, charges and levies (central or state or local); will be to the account of Agency.
 - 14.12.3. The Agency shall also bear all personal/income taxes levied or imposed on its personnel on account of payment received under this Agreement. Agency shall further bear all income/corporate taxes, levied or imposed on account of payments received by it from the Wbfdcl for the work done
 - 14.12.4. Transportation Cost: The Transportation Cost will be paid on actual basis.
- 14.13. The Agency shall execute and furnish to Wbfdcl a Deed of Indemnity in favour of “Wbfdcl” in a form and manner acceptable to Wbfdcl, indemnifying Wbfdcl from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind howsoever suffered, arising or incurred inter alia during and after the Agreement period out of”
- 14.13.1. Any negligence or wrongful act or omission by the Agency or the Agency’s Team in connection with or incidental to this Agreement; or
 - 14.13.2. A breach of any of the terms of Agency’s Bid as agreed, the TENDER DOCUMENT and this Agreement by the Agency or the Agency’s Team
- 14.14. The indemnity shall be to the extent of 100% in favour of Wbfdcl

- 14.15. Prices quoted by the Selected Bidder shall not be subject to any upward revision on any account whatsoever throughout the period of Agreement for the scope of the Agreement.
- 14.16. The Agency shall, if ordered in writing by WBFDCCL's representative, temporarily suspend the works or any part thereof for such a period and such a time as ordered. The Agency shall not be entitled to claim compensation for any loss or damage sustained by him by reason of temporary suspension of the works as aforesaid. An extension of time for completion corresponding with the delay caused by any such suspension of the works as aforesaid shall be granted to the Agency, if request for same is made and that the suspension was not consequent to any default or failure on the part of the Agency. In case the suspension of works is not consequent to any default or failure on the part of the Agency and lasts for a period of more than 4 months, the Agency shall have the option to request WBFDCCL to terminate the Agreement with mutual consent.
- 14.17. In every case in which by virtue of the provision of the workmen's compensation Act 1923 or any other relevant acts and rules, compensation to a workman employed by the Selected Bidder/ Agency, is payable, then this should be done by the Selected Bidder/ Agency. If WBFDCCL is obliged to make any compensation under the said rules and acts, then the amount shall be recovered without prejudice, from the bills and due of the Selected Bidder/ Agency. WBFDCCL shall not be bound to contest any claim made against the Selected Bidder/ Agency in respect of workmen's compensation
- 14.18. The Selected Bidder/ Agency shall comply with the provision of all labour legislation including the requirement of the payment of Wage Act 1936 and the rules framed there under and modifications thereof in respect of men employed by him in carrying out the contract. The Selected Bidder/ Agency must ensure that he complies with PF, ESI regulation for all his deployed employees. The Selected Bidder/ Agency shall see that all authorized Sub Contractors under him similarly complied with the above requirement.
- 14.19. The Selected Bidder/ Agency shall in the course of execution of the work take all necessary precaution for the protection of all persons and property. The Selected Bidder/ Agency shall take adequate measures to protect the work and prevent accident during the work. In the event of any accident to any person or persons or damage or injury of any description to any person or property due to failure on the part of the Selected Bidder/ Agency in taking proper precautionary measures the Selected Bidder/ Agency shall be responsible for and must make good the loss the damage at his own cost to the satisfaction of the department and employees of the

department shall be indemnified from all claims or liabilities arising there from or any expenses incurred on account thereof

14.20. Wbfdcl does not recognize the existence of Sub-Contractors. The Selected Bidder/ Agency's responsibility is not transferable.

14.21. Wbfdcl may without prejudice to any other remedy or right of claim for breach of contract by giving not less than 30 days written notice of default sent to the Selected Bidder/ Agency, terminate the order in whole or in part. If the Selected Bidder/ Agency materially fails to render any or all the services within the time period specified in the contract or any extension thereof granted by Wbfdcl in writing and fails to remedy its failure within a period of thirty days after receipt of default notice from Wbfdcl. If the project (delivery, commissioning as well as warranty maintenance support is not carried out according to specification due to deficiency in service as per terms of the contract. In such case Wbfdcl will invoke the amount held back from the Selected Bidder/ Agency as PBG.

14.22. If the Agency fails to fulfill any of the obligations under this contract, the client shall be at liberty to terminate the contract thereby avoiding the contract and will be at liberty to allot the whole work or balance works to any other party at the risk and cost of the first Agency.

14.23. Any increase or decrease of scope of work with respect to agreed scope shall be covered under "deviation", and the cost of the deviation (positive or negative) shall be worked out and adjusted as per current/prevaling market rates

15. Fraud and Corrupt Practices

- a) The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process and subsequent to the issue of the LOI and during the subsistence of the Contract Agreement.
- b) if a Bidder is found by the Corporation to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, or after the issue of the LOI or the execution of the Contract Agreement, such Bidder shall not be eligible to participate in any tender or TENDER DOCUMENT issued by the Corporation during a period of 2 (two) years from the date such Bidder is found by the Corporation to have directly or indirectly or through an agent,

engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices, as the case may be.

Sd/-

Divisional Manager

Kolkata Forest Corporation Division

Annexure – I Format of Undertaking

(on Company's Letter Head)

(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

Dear Sir/ Madam,

TENDER DOCUMENT Ref No:

Subject: "TENDER DOCUMENT FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF 50 NUMBER OF AIR CONDITIONER".

Dear Sir/ Madam,

Being duly authorized to represent and act on behalf of _____ (hereinafter referred as the "**Bidder**"), and having reviewed and fully understood all of the requirements of the tender and information provided, the undersigned hereby expresses its interest and apply for the tender for undertaking the subject project

We are enclosing our Bid, in conformity with the terms of the Tender Document, and furnishing the details as per the requirements of the Bid Document, for your evaluation.

The undersigned hereby also declares that the statements made and the information provided in the Proposal is complete, true and correct in every detail.

We confirm that the application is valid for a period of 180 (one hundred and eighty) days from the due date of submission of application and is unconditional.

We hereby also confirm the following:

1. We have examined in detail and have understood the terms and conditions stipulated in the Tender Document issued by WBFDC (hereinafter referred as the "**Corporation**") and in any subsequent communication sent by Corporation.
2. We agree and undertake to abide by all these terms and conditions. Our Proposal is consistent with all the requirements of submission as stated in the Tender Document or in any of the subsequent communications from Corporation)

3. The information submitted in our Proposal is complete, is strictly as per the requirements stipulated in the Tender Document, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Proposal.
4. We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitration tribunal or a judicial authority or judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
5. I/ We declare that:
 - a. I/ We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Corporation; and
 - b. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the Tender Document, in respect of any tender or Tender Document issued by or any agreement entered into with the Corporation or any other public sector enterprise or any government, Central or State; and
6. I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the subject work, without incurring any liability to the Bidders
7. In the event of me being declared as the Successful Bidder, I agree to enter into a Contract Agreement in line with the requirement of the Tender Document that has been provided to me prior to the Bid Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
8. I agree and undertake to abide by all the terms and conditions of the Tender Document. In witness thereof, I submit this Bid under and in accordance with the terms of the Tender Document.

Thanking You,

Yours Sincerely,

For and on behalf of : (name of the Bidder and the Company Seal)

Signature : (Authorised Representative & Signatory)

Name of the Person :

Designation :

Annexure II – Bidder's Profile

1.
 - (a) Name:
 - (b) Registration Details of the Bidder (**Enclose certification of Company /Trust deed/Society deed**):
 - (c) Country of incorporation:
 - (d) Address of the corporate headquarters and its branch office(s), if any, in India:
 - (e) Date of incorporation and/ or commencement of business:
 - (f) GST No
- 2 Brief description of the Bidder including details of its main lines of business:
- 3 Details of individual(s) who will serve as the point of contact/ communication for WBFDCCL:
 - (a) Name:
 - (b) Designation:
 - (c) Company:
 - (d) Address:
 - (e) Telephone / Mobile Number(s):
 - (f) E-Mail Address:
 - (g) Fax Number:
4. Particulars of the Authorized Signatory of the Bidder:
 - (a) Name:
 - (b) Designation:
 - (c) Address:
 - (d) Phone /Mobile Number:
 - (e) Fax Number:

** 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 DOCUMENT is liable to be rejected.

Signature of the Authorized Signatory with date & seal

Annexure III– Bidder’s Experience (Technical Capacity of the Bidder)

Sl. No.	Order placed by (Address of purchaser) (attach documentary proof)*	Order no. & Date	Item Name	Manufacturer	Quantity	Value of Contract

- The documentary proof will be copies of the purchase order

Signature and Seal of the Tenderer

Annexure IV– Financial Capacity of the Bidder

FY	Turnover (in Rs)
2019-20	
2018-19	
2017-18	

Bidder to attach auditor certificate along with audited balance sheet for the FY 2019-20

Signature and Seal of the Auditor/ CA

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

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 "Corporation") 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 Bidder 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 Bidder.*

Annexure VI: Format of BOQ for Financial Bid

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

TENDER DOCUMENT Ref No:

Subject: "FINANCIAL BID FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF 50 NUMBER'S OF AIR CONDITIONER".

Dear Sir,

As a part of the Bid for the subject work, we offer our Price Bid to Wbfdcl, as follows:

SI No	Particulars	Specification	Quantity	Base Rate	Installation & Turnkey Charges	Total Amount (excluding Transport Charges)
1	Split Inverter AC – 1.5 tonne	<ol style="list-style-type: none">Nominal cooling capacity in Ton / (kcal/hr): 1.5 Ton / 4500 kcal/hrCoil Material: 100% Copper CoilTurbo Cooling, Auto Restart, Auto Diagnosis, Sleep ModeMinimum length of copper pipe and suitable connecting electrical cable for installation and commissioning: 3.2 MtrPacking List: Copper Pipe, Drain Pipe, Cable, AC Remote with Battery AND User Manual with AC outdoor BracketCompressor: ROTARY	40			

SI No	Particulars	Specification	Quantity	Base Rate	Installation & Turnkey Charges	Total Amount (excluding Transport Charges)
		7. BEE Star Rating: 3 8. Warranty on Machine: 1 Year 9. Warranty on Compressor: 5 Years ONLY LG/ Voltas/ Haier/ Samsung Brand will be considered				
2	Split Inverter AC – 2 tonne	1. Nominal cooling capacity in Ton / (kcal/hr): 2 Ton / 6000 kcal/hr Coil Material: 100% Copper Coil 2. Turbo Cooling, Auto Restart, Auto Diagnosis, Sleep Mode 3. Minimum length of copper pipe and suitable connecting electrical cable for installation and commissioning: 3.2 Mtr 4. Packing List: Copper Pipe, Drain Pipe, Cable, AC Remote with Battery AND User Manual with AC outdoor Bracket 5. Compressor: ROTARY 6. BEE Star Rating: 3 7. Warranty on Machine: 1 Year 8. Warranty on Compressor: 5 Years ONLY LG/ Voltas/ Haier/ Samsung Brand will be considered	10			

- a) The above rate are exclusive of GST and the GST shall be payable at actual by the Corporation
- b) The above Price shall be inclusive of all cost associated with supply, installation, commissioning and associated cost towards warranty for 24 months post commissioning.
- c) The Price includes all related tools, all hardware equipments, cables, structural frames as per site requirement.
- d) We agree to bind by this offer if we are selected as the preferred bidder.

FOR AND ON BEHALF OF _____

SIGNATURE _____

NAME _____

DESIGNATION _____

COMPANY SEAL

COMPANY

DATE _____

Appendix 1 – Format of Performance Guarantee

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

Dear Sir/ Madam,

TB Ref No:

Subject: "FINANCIAL BID FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF 50 NUMBER'S OF AIR CONDITIONER".

----- [Bank's Name and Address of issuing branch of Office] Beneficiary:[Name and Address of the Purchaser] Performance Guarantee No..... We have been informed that [Name of the supplier] (hereinafter called "The Supplier" has entered into Contract No. [Reference No. of the Contract]) dated..... with you, for the supply of [description of items]. Furthermore, we understand that according to the conditions of the contract, a performance guarantee is required. At the request of the supplier, we [name of the bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total amount of [amount in figures]..... [amount in words]..... Upon received by us of your first demand in writing accompanied by a written statement stating that the supplier is in breach of its obligation(s) under the contract, without your needing to prove or to show grounds for your demands or the sum specified therein. This guarantee shall expire no later than the day of and any demand for payment under it must be received by us at this office on or before that date. ----- .

Appendix 2 – General Guidelines for E-Bidding

- 1.1. 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
- 1.2. 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.
- 1.3. The organization / agencies can search & download N.I.T. & Tender Document (TENDER DOCUMENT) Document(s) electronically from computer once they log on to the website.
- 1.4. 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).
- 1.5. The Bidder 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 Bidder
- 1.6. A Bidder desirous of taking part in TENDER DOCUMENT process shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.
- 1.7. He will select the TENDER DOCUMENT and initiate payment of pre-defined EMD by selecting from either of the following payments mode:-
 - I. Net banking (any of the banks listed in the ICICI Bank payment gateway) in case of payment through ICICI Bank payment Gateway;
 - II. RTGS/ NEFT in case of offline payment through bank account in any Bank.
- 1.8. Payment by net Banking (any listed bank) through ICICI Bank payment Gate way:
 - I. On selection of net banking as the pay as the payment mode, the Bidder will be directed to ICICI Bank payment Gateway webpage (along with a string

containing a Unique ID) where he will select the Bank through which he wants to do the transaction.

- II. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction. iii) Bidder will receive a confirmation message regarding success/failure of the transaction.
- III. If the transaction is successful ,the amount paid by the Bidder will get credited in the respective Pooling account of the State Government office/PSU/Autonomous body/Local Body/PRIs, etc. maintained with the focal point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of Application Fees.
- IV. If the transaction is failure, the Bidder will again try for payment by going back to the first step.

1.9. Payment through RTGS/NEFT:

1. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
2. The Bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
3. Once payment is made, the Bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
4. If verification is successful, the fund will get credited to the respective Pooling account of the State Government office/PSU/Autonomous body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of Application Fees.
5. Hereafter, the Bidder will go to e-procurement portal for submission of his bid.
6. But if the payment verification is unsuccessful, the amount will be returned to the Bidder's account.

Appendix 3: Technical Specification

SI No	Particulars	Specification	Brand	Quantity
1	Split Inverter AC – 1.5 tonne	<ol style="list-style-type: none"> 1. Nominal cooling capacity in Ton / (kcal/hr): 1.5 Ton / 4500 kcal/hr 2. Coil Material: 100% Copper Coil 3. Turbo Cooling, Auto Restart, Auto Diagnosis, Sleep Mode 4. Minimum length of copper pipe and suitable connecting electrical cable for installation and commissioning: 3.2 Mtr 5. Packing List: Copper Pipe, Drain Pipe, Cable, AC Remote with Battery AND User Manual with AC outdoor Bracket 6. Compressor: ROTARY 7. BEE Star Rating: 3 8. Warranty on Machine: 1 Year 9. Warranty on Compressor: 5 Years 	LG/ Voltas/ Haier/ Samsung	40
2	Split Inverter AC – 2 tonne	<ol style="list-style-type: none"> 1. Nominal cooling capacity in Ton / (kcal/hr): 2 Ton / 6000 kcal/hr Coil Material: 100% Copper Coil 2. Turbo Cooling, Auto Restart, Auto Diagnosis, Sleep Mode 3. Minimum length of copper pipe and suitable connecting electrical cable for installation and commissioning: 3.2 Mtr 4. Packing List: Copper Pipe, Drain Pipe, Cable, AC Remote with Battery AND User Manual with AC outdoor Bracket 5. Compressor: ROTARY 6. BEE Star Rating: 3 7. Warranty on Machine: 1 Year 8. Warranty on Compressor: 5 Years 	LG/ Voltas/ Haier/ Samsung	10