

E- TENDER
FOR
INVITING QUOTATION OF ITEM WISE MAKING CHARGE FOR WOODEN
FURNITURE KEPT AS A SAMPLE IN THE DISPLAY AREA OF J & C UNIT, SALT
LAKE, KOLKATA



TENDER No: 1099/17/JC/T/21-22

Date:29.09.2021

Issued by:

West Bengal Forest Development Corporation Limited (WBFDC)

Kolkata Forest Corporation Division, 'AranyaBikash',

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

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

E-mail: kfcd@wbfdc.com

DISCLAIMER

1. The information contained in this Tender document (the “TENDER) or subsequently provided to interested parties (Agencies), whether verbally or in documentary or in any other form by or on behalf of Wbfdcl, hereinafter referred to as “**Wbfdcl**” or any of its employees or advisors, is provided to the Agency on the terms and conditions set out in this TENDER 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 are responsible for the completeness or accuracy of the information contained in this document.
3. 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 a TENDER. 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.
4. No reimbursement of cost of any type will be paid to persons or entities expressing interest or submitting the bid.

Sd/-

Divisional Manager

Kolkata Forest Corporation Division

**WEST BENGAL FOREST DEVELOPMENT CORPORATION LIMITED
(A GOVERNMENT OF WEST BENGAL UNDERTAKING)**

(Phone no.033-4001 0636; Fax:2335-5230; email ID:kfcd@wbfdc)

TENDER No: 1099/17/JC/T/21-22

Date: 29.09.2021

The **Divisional Manager, Kolkata division, “AranyaBhawan”** of West Bengal Forest Development Corporation Ltd invites NIT for quotation for the following work from the eligible contractors/dealers/vendors as detailed in the table below. Downloading of tender can be made online through the website: <http://wbtenders.gov.in> only.

1. Description of work:

INVITING QUOTATION OF ITEM WISE MAKING CHARGE FOR WOODEN FURNITURE KEPT AS A SAMPLE IN THE DISPLAY AREA OF J & C UNIT, SALT LAKE, KOLKATA

Deposits and Scheduled timeline of work:

S. No.	Name of the work	Earnest Money/Security Deposit	Price per set of tender document (in Rs.)	Timeline of Completion work (days)
1	2	3	4	5
1.	INVITING QUOTATION OF ITEM WISE MAKING CHARGE FOR WOODEN FURNITURE KEPT AS A SAMPLE IN THE DISPLAY AREA OF J & C UNIT, SALT LAKE, KOLKATA	10,000/-	NIL	90 DAYS

2. Details of the schedule of bid

S. No.	Particulars	Date & Time
I	Date of publishing of NIT online through the website http://wbtenders.gov.in	30.09.2021
II	Date & Time for downloading of tender documents from the website http://wbtenders.gov.in	30.09.2021, 05.00 PM
III	Last date & Time for submission of tender/ bid through the website http://wbtenders.gov.in	06.10.2021 , 05.00 PM
IV	Date & place of opening of technical bid through the website http://wbtenders.gov.in	08.10.2021 , 05.00 PM, Kolkata
V	Date of uploading the list of qualified bidders after technical bid evaluation through the website http://wbtenders.gov.in after disposal of appeal if any	Will be intimated in due course.

Notes:

- a) 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.
- b) The Tender inviting authority may change the venue of opening the bids in case of exigent circumstances like breakdown of communications link etc.
- c) The tender inviting Authority reserves the right to defer the date of opening of either the bids, if required.
- d) The above time is tentative and the Corporation may at its discretion change the same by issuing an Addendum. Wbfdcl 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.

3. Background

- 3.1. The West Bengal Forest Development Corporation Limited (Wbfdcl) (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 Wbfdcl 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. Wbfdcl invites **"Quotation of item wise making charge for wooden furniture kept as a sample in the display area of J & C unit, Salt lake, Kolkata"**

4. Brief

- 4.1. Kolkata Division of Wbfdcl invites **"Quotation of item wise making charge for wooden furniture kept as a sample in the display area of J & C unit, Salt lake, Kolkata"**. The work mentioned will be allocated to suitable agencies appointed through e-tender process. Interested Firms/ Companies who are able to comply the requirements may submit the Tender duly filled in and supplemented with all relevant documents to Wbfdcl for further processing as per laid Procedures. Tender not completed in any respect is liable to be rejected summarily.
- 4.2. Interested Agency can submit their Application only through electronic means in the given website of <http://wbtenders.gov.in>.
- 4.3. The selection of the Agency will be finalized on the basis of scoring criteria as laid down in Clause 5.
- 4.4. Material specification will be as per the sample kept in the office of AranyaBikashBhawan.

5. Eligibility Criteria for participation in tender:

- 5.1. The Agency 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 agency should have the have an expert upholstery making expert and should have the experience of making sofa.
- 5.3. The agency must have an experience of working with government or semi government bodies.
- 5.4. The agency should have an experience of the following type of credential(s) in last 5 years:
 - a. Intending tenderer should produce credential of similar nature of completed 1 (one) work of the minimum value of 2,00,000/- during 5 years prior to the date of issue of the tender notice;

Or

- b. Intending tenderer should produce credentials of similar nature of completed 2 (two) work of the minimum value of 1,50,000/- during 5 years prior to the date of issue of the tender notice

6. Documents to be submitted by Agency

6.1 Technical Bid: The pre-Qualification or Technical Bid shall contain the copies of the following documents:

- 6.1.1. Trade License
- 6.1.2. In case of Company – *Please enclose Memorandum and Articles of Association along with certificates of incorporation, and date of commencement of business etc.*
- 6.1.3. 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.
- 6.1.4. GST Certificate
- 6.1.5. Audited Balance Sheet for the last 4 years.
- 6.1.6. Annexures as per the format enclosed.

Please note that all the Annexure should be filled up properly by the bidder. Any annexure if not filled, may be subject to rejection of the bid.

- 6.1.7. Experience and all other certificates as per eligibility criteria 5

6.2. Financial/Price Bid:

- 6.2.1. The Bidder shall directly submit financial quotes as inclusive of transportation & installation 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, Turnkey and exclusive of GST and other tax and government levy will be paid extra on actual basis (if any). 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.
- 6.2.2. Financial Bids of only technically qualified bidder(s) would be opened.
- 6.2.3. The minimum bid received would be declared as the winner.

7. Document to be submitted online:

7.1. The submission of the bid is to be done through online procedure through e tender, and no hard copy submission is required.

8. Notification of Selection

8.1. Wbfdcl, Kolkata Division shall notify the successful Agency.

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

8.3. Failure to Application by this, may lead to termination of the Tender and forfeiture of the Earnest Money Deposit.

9 Earnest Money Deposit/ Application Security

9.1 The Agency shall furnish, as part of its Application, an Application Security or the Earnest Money Deposit (EMD) equivalent to Rs. 10,000/- (Rupees Ten Thousand only).

9.2 EMD has to be payable in ONLINE mode as per Finance Department G.O. No 3975 F (Y) dated 28th July 2017.

9.3 The EMD of the selected Agency 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.

9.4 The EMD of the selected Agency may be forfeited if the organization fails to sign the contract in accordance with the terms and conditions.

9.5 MSME/ UdyamAadhar registered Company(s)/Firm(s) are exempted from submission of EMD. (Document should be uploaded)

10. Tender fees:

NIL

11. Amendment of TENDER

11.1. At any time prior to the Application Due Date, Wbfdcl may, for any reason, whether at its own initiative or in response to clarifications requested by an Agency, modify the TENDER by the issuance of Addenda.

11.2. In order to afford the Agencies a reasonable time for taking an Addendum into account, or for any other reason, Corporation may, at its own discretion, extend the Application Due Date.

12. Tender Validity

12.1. Tender submitted by the Agencies shall remain valid for a period of 90 days (Ninety days) after the Application/ Tender Due Date.

12.2. Prior to expiry of the Application Validity Period, the Corporation may request the Agencies to extend the Application Validity Period for a specified additional period.

13. Clarifications:

13.1. The details regarding any query should be submitted to the email ID: kfcd@wbfdcl.com. The query needs to be submitted within 5 days of publication of the tender.

14. Terms & Conditions

- 14.1. The undersigned reserves the right to withdraw or include any item without assigning any reason thereof.
- 14.2. The undersigned reserves the right to reject the Tender of any Agency who is a defaulter to the WBFDCCL & the Forest Directorate, WB in respect of payment of dues.
- 14.3. If services provided by the vendor is found to be unsatisfactory or at any time it is found that the information provided for Tender or any tender is false or irregular while applying for the tenders WBFDCCL shall reserve the right to cancel the work order.
- 14.4. The evaluation of the Tenders shall be carried out by the committee constituted for the purpose.
- 14.5. Any un-authenticated, alterations, erasures, overwriting, blanking out or discrepancies may render the Tender 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.
- 14.6. Response submitted by Fax or E-mail or any form other than mentioned above will not be acceptable and liable for rejection by WBFDCCL
- 14.7. The Corporation shall enter into an Agreement with the Successful Agency.
- 14.8. The successful Applicant will have to submit a Bank Guarantee of an amount of 3% of accepted quote. 2% has to be deposited during the agreement with the authority and remaining 1% will be deducted from the R/A bills submitted by the vendor. The initial amount of 2% has to be deposited in the form of Demand Draft/ Bank Guarantee as Security on or before signing of Agreement with the Corporation. The security shall be released within 30 days of the contract period. The Bank Guarantee to be furnished by the Empanelled Vendor in the format as provided in Annexure VI. The amount submitted in the form of EMD has to be deducted from the initial 2% of the accepted quote at the time of signing the agreement, provided the EMD is paid while submitting the bid. In such case, Demand draft of Bank guarantee has to be made accordingly.

Sd/-

**The Divisional Manager,
Kolkata Forest Corporation Division,
'AranyaBikash',
KB-19, Sector-III, Salt Lake City,
Kolkata-700106**

Annexure – I Format of Undertaking
(on Company's Letter Head)

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

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

Dear Sir/ Madam,

TENDER Ref No:

Subject: Tender for inviting quotation of item wise making charge for wooden furniture kept as a sample in the display area of J & C unit, Salt lake, Kolkata.

Dear Sir/ Madam,

1. With reference to your tender reference no _____ dated _____, M/s _____ hereby submit the tender for the subject project
2. I/We certify that all information provided in the Tender is true and correct.
3. I/We understand that this tender is non-binding in nature.
4. I/We acknowledge that the right of the Corporation to reject our Tender 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 Corporation reserves the right to modify, cancel, suspend or terminate any aspect of the tender process at any time, for any reason, without giving prior notice and the Corporation (including their officers, employees, consultants) will not be bound by this tender.
6. I/ We understand that this tender is non-binding in nature and the Corporation reserves the right to follow a competitive application process for selection of Vendor/s, subsequent to this tender.

Yours faithfully,
(Signature, name and designation of the Authorized signatory)

(Name and seal of the Agency)

Annexure II – Agency’s Profile

1.
 - (a) Name:
 - (b) Registration Details of the Agency (**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 Agency including details of its main lines of business:
- 3 Details of individual(s) who will serve as the point of contact/ communication for Wbfdcl:
 - (a) Name:
 - (b) Designation:
 - (c) Company:
 - (d) Address:
 - (e) Telephone / Mobile Number(s):
 - (f) E-Mail Address:
4. Particulars of the Authorized Signatory of the Agency:
 - (a) Name:
 - (b) Designation:
 - (c) Address:
 - (d) Phone /Mobile Number:
 - (e) E-mail Address:

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 is liable to be rejected.

Signature of the Authorized Signatory with date & seal

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

Sl. No.	Details of the Work of such similar materials to Government Department during 5 (five) years prior to the date of issue of the Tender	Name and complete Postal Address of the Customer/ Government bodies	Name, Designation, Telephone, Fax, Telex Nos., email of the Customer/ Government bodies	Value of Goods/ Project Cost	Whether reference Letter Enclosed (Y/N)	Details of the similar nature of work in West Bengal (With documentary evidence)
1	2	3	4	5	6	7

***Enclose necessary documentary proof – Please mark necessary page number for each of the enclosures**

Annexure IV– Financial Capacity of the Agency

FY	Turnover (in Rs)
2019-20	
2018-19	
2017-18	
2016-17	

Agency to attach auditor certificate along with audited balance sheet.

Signature of Company's CA

Signature of the Bidder

Annexure V: 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.