

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>

Empanelment of Corporate Event Manager of WBFDC
TB No: 641/CEM/KFCD/Advt/2021-22

MINUTES OF PRE-BID MEETING

Venue –Online through Video Conferencing.

Date – 21.07.2021; 04.00 PM

Participants:

- a) Managing Director, Kolkata Forest Corporation Division /WBFDC- Chairman
- b) Divisional Manager, Kolkata Forest Corporation Division /WBFDC
- c) Online Prospective Bidders from different organisations – 12

1. Managing Director chaired the meeting and welcomed all the participants on behalf of the Corporation.
2. A brief about the project & Scope of work was presented by the Managing Director highlighting the eligibility, evaluation criteria and other terms and conditions of the Technical bid.
3. After the presentation prospective bidders raised the queries on which Corporation's decision and clarification are as follows-

Sl. No.	Clause No.	Queries	Clarification provided
1.	6.1	Is the application Fee refundable	No, the application fee is non-refundable
2.	6.2	Consortium arrangement should be allowed	No Change Consortium/ Joint Venture not allowed.
3.	Clause 7, point 4	The applicant must have at least 15 skilled manpower/consultants specializing in executing the various activities in the defined scope of work Should be brought down to 10 nos. instead of 15.	The applicant must have at least 10 skilled manpower/consultants specializing in executing the various activities in the defined scope of work
4.	Clause 7 point 4	The applicant must have at least 15 skilled manpower/consultants specializing in executing the various activities in the defined scope of work.	Yes CA/ Auditor certificate towards manpower will also be considered.

Sl. No.	Clause No.	Queries	Clarification provided
		Will certificate of CA towards manpower will be considered.	
5.	Clause 7 point 4	Do we need to provide Provident Fund details with respect to manpower	No
6.	Clause 7 point 5	Which documents will be required for Address Proof of the Office in West Bengal	Rent agreement/ Trade License/ Electricity Bill/ Land Line Telephone Bill/ Account Statement/ Passbook
7.	8.7	Audited Balance Sheet for the last 4 years Should be reduced to 3 years	Audited Balance Sheet for any 3 years out of last 4 financial years starting from 20-21.
8.	8.8	Copy of the produce ITRs Certificate from the Company's Chartered Accountant for the last four Financial Years starting from 2019-20. Should be reduced to 3 years	Copy of the produce ITRs Certificate from the Company's Chartered Accountant for any 3 years out of last 4 financial years starting from 20-21.
9.	12	There are no marking and evaluation criteria in the tender document which was requested to add.	No Change
10.	12	What is the Empanelment Procedure, there is no BoQ format in the Technical Bid	Please refer clause 12 for the Empanelment Procedure. There is no financial Bid in this bidding procedure.

4. Further, all the queries received from the bidders were clarified in the meeting.
5. Further, the prospective bidders were advised to go through the websites <https://wbtenders.gov.in> & <https://www.wbfdc.com> to see if there is any clarification provided or change made in the Technical Bid Document by way of Corrigendum.
6. The Pre-bid meeting ended with a vote of thanks.

Sd/-

Managing Director

Kolkata Forest Corporation Division