

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 Destination Management Company for Eco Resort under WBFDC
TB No: 640/DMC/KFCD/Advt/2021-22

MINUTES OF PRE-BID MEETING

Venue –Online through Video Conferencing.

Date – 21.07.2021; 03.00 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 - 18

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. | 7.3 | Must be accredited with IATA/ TAAI /IATO/ ADTOI AND should be recognized/registered from Ministry of Tourism, Govt. of India / West Bengal Tourism as DMC having experience of providing such services to Govt. /PSUs. | Must be accredited with IATA/ TAAI /IATO/ ADTOI OR should be recognized/registered from Ministry of Tourism, Govt. of India / West Bengal Tourism as DMC having experience of providing such services to Govt. /PSUs. | | | | | | | | |
| 2. | 11.3 point 1 | <table border="1"> <thead> <tr> <th>SI No</th> <th>Particulars</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>No of Year in Existence as Registered Tour Operator (accredited IATA/ TAAI/ IATO/ ADTOI AND should be recognized/registered from Ministry of Tourism, Govt. of</td> </tr> </tbody> </table> | SI No | Particulars | 1 | No of Year in Existence as Registered Tour Operator (accredited IATA/ TAAI/ IATO/ ADTOI AND should be recognized/registered from Ministry of Tourism, Govt. of | <table border="1"> <thead> <tr> <th>SI No</th> <th>Particulars</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>No of Year in Existence as Registered Tour Operator (accredited IATA/ TAAI/ IATO/ ADTOI OR should be recognized/registered from Ministry of Tourism, Govt. of India</td> </tr> </tbody> </table> | SI No | Particulars | 1 | No of Year in Existence as Registered Tour Operator (accredited IATA/ TAAI/ IATO/ ADTOI OR should be recognized/registered from Ministry of Tourism, Govt. of India |
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| | | | India / West Bengal Tourism) | | / West Bengal Tourism) |
| 3. | 8 | Can the technical bid be submitted offline even | | Bid has to be submitted online; however hard copy of the bid also needs to be submitted in line with clause 9 of the Technical Bid | |
| 4. | Appendix 2 – Service Agreement point 10 | All payments from the visiting tourists shall come to the 1st Party designated account. Since all the payments will directly come to the corporation first can DMC’s negotiate with the customers | | Yes, DMC can directly negotiate with the party on other terms of travel arrangements as representative of the Corporation however final offer to the client will be done by the Corporation. Billing to client will also be done by the corporation. | |
| 5. | Clause 11.3, 20 | What will be the financial criteria for the bid | | The top 3 Applicants with highest marks will be empaneled by the Corporation each for North and South Bengal respectively; however the Corporation reserves the right to empanel more Applicants and also increase the number of members in the panel in due course. (Clause 11.3) Please refer clause 20 -Financial Arrangement between the Corporation and the Selected DMC’s for further details on the financial arrangement post empanelment. | |
| 6. | 20 | What is the deadline of the number of days for making payment to the empanelled DMC by the corporation | | Empanelled DMC will be paid within seven (7) days of raising bill to the corporation upon completion of the Trip. | |
| 7. | Appendix 2 – Service Agreement point 2 (a) | How will DMC contact customers/tourists | | Corporation will provide information about the tourist coming to visit its Eco Resort and their requirements to the DMC well in advance as Corporation receives query from customers/tourist on the website/portal of the corporation. Mails will be forwarded to the empanelled DMC’s on rotation basis. | |
| 8. | 20 | The Corporation shall make payment to the DMC for the services provided by it, other than the services provided by the Corporation, as per the agreed rate after deducting 10% of the total amount as its Administrative & Service Charges. Does 10% include flights, air and bus ticketing charges even | | The Corporation shall not ask any revenue sharing against flight, train or bus ticket booked by the DMC for the visiting tourists. | |
| 9. | 17.8 | Is diversion in business allowed by DMC, can we carry out business in other states | | In case the visiting tourists wishes to visit outside the state, any revenue earned by | |

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| | | | DMCs in providing services to visiting tourists outside the State will not be shared by the Corporation. |
| 10. | Appendix 2 – Service Agreement point 3 (c) | Is there any option for online Hotel booking | Currently no such option is available for online booking however DMC can block the rooms for 5 days and keep the facility on hold for booking before the finalization of the trip. |
| 11. | 6.1 | Is the Cost of application is exempted for applicants who are registered with MSME and NSIC for the services. | Please refer Clause 6.1 of the Technical Bid. |

4. 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.
5. The Pre-bid meeting ended with a vote of thanks.

Sd/-

Managing Director

Kolkata Forest Corporation Division