



Office of the Ex-Officio Manager (HQ), Green Projects Wing, West Bengal Forest Development Corporation Ltd.

Memo No. 435/GPW/1A-32

Date: 14/05/2026

SET OF TENDER DOCUMENTS (ONLINE)

For

e-Tender for selection of Consultant for filling of GST Return, TDS Return, and Professional Tax Return for Green Projects Wing, West Bengal Forest Development Corporation Limited

The Accounts of the Green Projects Wing, West Bengal Forest Development Corporation Limited are being maintained in Tally Prime system.

The bidder should have experience in filing GST Return, TDS Return, and Professional Tax Return, which are oriented towards Forestry operations. The offer is to be made in 2 bid system i.e. Technical Bid and Financial Bid. The bidder should have an adequate number of experienced staff in the Tally system of Accounting. The Format for the technical bid and Financial Bid has to be followed and can be downloaded from the website <https://wbtenders.gov.in>.



**Office of the Ex-officio Manager (HQ), Green Projects Wing
West Bengal Forest Development Corporation Limited
(A Govt. Of West Bengal Undertaking)**

Registered Office : 'Aranya Bikash', KB-19, Sector-III, Salt Lake City, Kolkata – 700 106

e-mail: info@wbgreenprojects.com visit us : www.wbgreenprojects.com

Phone: 033-40644128, 033-40010636

NIT NO. : GPW/NIT-06(e)/2025-26 (3rd call)

DECLARATION OF INTENT:

Green Projects Wing, West Bengal Forest Development Corporation Limited (GPW, Wbfdcl) intends to engage **Consultant for filling GST Return, TDS Return, and Professional Tax Return** through e-tender .

Collection (downloading) and Submission (uploading) of Tender can be made online through the website <https://wbtenders.gov.in> only.

In the event of e-filling, intending bidder may download the tender documents from the website

<https://wbtenders.gov.in> directly with the help of Digital signature Certificate.

General Terms and Conditions:

1. Login by Bidder:

For e-tendering, the intending bidders are advised to note carefully the information and instructions as mentioned in 'General Terms and Conditions' as stated before tendering the bids. The intending bidders are further advised to keep in mind that the scanned copies of duly filled in different Forms and Annexures as given are to be uploaded in the respective folders as indicated.

In the event of e-filling, intending bidder may download the tender documents consisting, General Terms and Conditions, different Forms and Annexures, Schedule of Work (BOQ), and Addenda & Corrigenda (if any) from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

2. Earnest Money:

2.1 The Bidder has to make payment of Earnest Money of Rs. 5,530/- against the work for which they applied.

2.2 Tenderer will select the tender to bid and initiate payment modes (vide Finance Department Memorandum no. 3975-F(Y) Dated 28/07/2016

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 accounts in any bank.

2.3 Refund of EMD: The EMD of the unsuccessful Tenderer will be refunded as per notification issued by Finance Department, Government of West Bengal, Memo no. 3975-F(Y) dated 28/07/2016.

3. NO INTEREST SHALL BE PAYABLE BY Wbfdcl FOR THE SECURITY DEPOSIT and "EARNEST MONEY DEPOSIT".

4. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>

5. Collection of Tender Documents

The tenderer can search and download NIT and tender documents electronically from computer once he logs on to the website <https://wbtenders.gov.in> using the Digital Signature Certificate. This is the only mode of collection of tender documents.

6. Participation in more than one work

A prospective bidder shall be allowed to participate in the job either in the capacity of an individual or as a partner of a firm. If the prospective Tenderer is found to have applied severally in a single job, all his applications will be rejected for that job.

7. Eligibility Criteria for participation in tender:

(a) (i) All categories of intending Tenderers shall have satisfactorily completed at least one work of a similar nature, of a minimum value of 20% of the estimated amount put to tender during the last 5 (five) years prior to the date of issue of this Tender Notice.

(ii) Provided that such similar works should have been implemented in Government Company, Government undertaking / Statutory Bodies constituted under the statute of the Central or State Government of India.

(b) No person or firm shall submit more than one Tender for this work. All the forms / annexures in the offer should be marked with signature and seal of authorized person.

(c) All categories of prospective Tenderers shall have to submit valid and Updated Professional Tax Payment Challan of the organisation for F.Y. 2025-26, GST Registration Certificate, Income Tax Return Acknowledgement Receipt, PAN Card issued by Income Tax Department, and Aadhaar Card of the signing Proprietor / Partner.

(d) Where an individual person holds an authorisation in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while submitting any tender for and on behalf of such firm or LLP, invariably submit a copy of registered power of attorney showing clear authorization in his favour, by the rest of the partners of such firm or LLP, to submit such tender. The Power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.

(e) Neither prospective Tenderer nor any of the constituent partners had been debarred to participate in any Tender by any Government Company/Department, Government undertaking / Statutory Bodies constituted under the statute of the Central or State Government of India; during the last 5 (five) years prior to the date of this NIT. Such debarring will be considered as disqualification towards eligibility.

(f) The partnership firm / LLP shall furnish the registered Partnership Deed / LLP Deed.

(g) The prospective Tenderers or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility.

(h) Joint Ventures will not be allowed.

(i) Conditional / Incomplete Tender will not be accepted under any circumstances.

8. Scope of Work

Broadly the scope of work is to assist GPW, WBFDC Ltd towards preparation of liability and reconciliation statements of GST, TDS on GST, TDS on Income Tax and Professional Tax along with filing of Monthly, Quarterly, Annual Returns etc. as required under GST, TDS on GST, TDS on Income Tax and Professional Tax provisions as applicable. Relevant accounting entries also to be verified and corrected, if required, in consultation with accounts department. Also timely communicate / point out any communication received from any Govt. Department (Central or State) or any Statutory Authorities or anyone, related to GST, GST on TDS, TDS (IT) or P.Tax to the concerned authority of Green Projects Wing, WBFDC Ltd or the Statutory Authority concerned.

Other Ex-Officio divisional offices operating under Green Projects Wings, such as Ex-Officio Manager & DCF URF Division, Ex-Officio Manager & DFO Howrah Division, Ex-Officio Manager & DFO Nadia-Murshidabad Division and Ex-Officio Manager & DFO Raigunj Division also form part of transactions under Green Projects Wing.

9. Submission of Tenders

9.1 General process of submission:

Tenders are to be submitted online through the website in two folders, at a time for each work, one is **Technical Proposal** and the other is **Financial Proposal**, before the prescribed date and time mentioned in the list attached. Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. Tenderers should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

9.2 Technical Proposal:

The Technical Proposal should contain scanned copies and/or a declaration in standardized formats of the following in two covers (folders).

Technical File (Statutory Cover) containing:

i) NOTICE INVITING TENDER (General Terms & Conditions Of Contract) (To be submitted in "NIT" Folder)

ii) Form I, Form II, Form III, Affidavit-Y Annexure 1, Annexure 2, Annexure 3 and Annexure 4 (to be submitted in "EMD AND TECHNICAL DOCUMENTS" Folder.)

Note:

a) Document for the EMD must be submitted duly digitally signed in the Website <https://wbtenders.gov.in>. Tender document may be downloaded from website <https://wbtenders.gov.in> & submission of Technical Bid/Financial Bid as per Tender Schedule.

b) Addenda/Corrigenda: if published. Tenderers are to keep track of all the Addendum/Corrigendum issued with a particular tender and upload all the above digitally signed along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as informal and liable to be rejected.

Statutory Documents

- i. Photo Copy of PAN Card
- ii. Photo Copy of GST Registration Certificate
- iii. Photo Copy of Updated Professional Tax Payment Challan of the organisation for F.Y. 2025-26
- iv. Photo Copies of valid and updated Certificate of practice of signing Proprietor / Partner issued by Institute of Chartered Accountants of India / Institute of Cost Accountants of India etc.
- v. Firm Profile.
- vi. **Desirable:** Experience in filling GST Return, TDS Return, and Professional Tax Return which are oriented towards Forestry operations. (Documents provided in this regard to be issued by the Executive Engineer/Divisional Forest Officer or equivalent or Competent Authority of a State/ Central Government, State/ Central Government undertakings, Statutory/ Autonomous bodies constituted under the Central/ State statute. Documents provided against the current Financial Year will not be considered for the eligibility of the bidders).
- vii. Updated Trade Licence for current financial year (If Trade Licence is not required by Law, then the bidder is required to submit an application to the TIA in the Letterhead of the firm, quoting the relevant Section of Law claiming the relaxation)

9.3. Submission of Proposals

Two Bid System is to be followed for submission of bids.

a) Technical proposal:

SL NO.	Details	Documents Required
1	Mandatory Statutory Documents	i) Copy of GST Registration Certificate ii) Copy of PAN CARD iii) Copy of Updated Professional Tax Payment Challan of the organisation for F.Y. 2025-26 iv) Aadhaar Card of the signing Proprietor / Partner v) Firm Profile vi) Copy of IT Return Acknowledgement of proprietor / firm / LLP for F.Y. 2022-23, 2023-24, and 2024-25. vii) Certificate of Practice of signing Proprietor / Partner
2	Firm Constitution details	1. Proprietorship - Firm Detail as per Institute of Chartered Accountants of India / Institute of Cost Accountants of India etc. 2. Partnership Firm / LLP - Registered Partnership Deed/LLP Deed, Registered Power of Attorney, Firm Detail as per Institute of Chartered Accountants of India / Institute of Cost Accountants of India etc.
3	Average Turn Over	Copy of Profit & Loss A/c. and Balance Sheet of F.Y. 2022-23, 2023-24, 2024-25.
4	Credential	Copy of Work Order with Completion Status in same or similar assignments. (Documents provided in this regard to be issued by the Executive Engineer/Divisional Forest Officer or equivalent or Competent Authority of a State/ Central Government, State/ Central Government undertakings, Statutory/ Autonomous bodies constituted under the Central/ State statute. Documents provided against the current Financial Year will not be considered for the eligibility of the bidders).

5	List of team members with experience in filling GST Return, TDS Return, and Professional Tax Return (Annexure-4)	List with details of name, age, academic & professional qualifications and experience (in years).
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b). Financial proposal:

The financial proposal should contain the Bill of Quantities (B.O.Q) in one cover (folder). The contractor is to quote the percentage rate indicating

- Excess in % or
- Less in % or
- Excess or Less 0.00% to indicate at par in the space marked for quoting rate in the BOQ

Only downloaded copy of the financial proposal are to be uploaded quoting the rate & digitally signed by the tenderer.

Financial quote of bidders who pass the Technical Evaluation shall be opened on the scheduled date and time.

10. Opening of Technical Proposal

Technical proposals will be opened by the authorized representatives of GPW, WBFDCCL electronically from the website using their Digital Signature Certificate.

Intending tenderers may remain present, if they so desire in the office of the GPW, WBFDCCL at Aranya Bikash, KB-19, Sector –III, Salt Lake, Kolkata – 700106 for opening of Technical Proposal, to be held on the date and time declared.

Cover (Folder) for Statutory Documents shall be opened first, if found in order, Cover (Folder) for Non-statutory Documents will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.

Decrypted (transformed into readable formats) documents of the Non statutory Cover will be downloaded, and handed over to the Tender Committee (constituted for evaluation of tenders).

11. NORMS FOR FINALISATION OF THE BIDS:

The Evaluation of the tender will be done by a Tender Committee based on the principle of **Quality cum Cost Based Selection (QCBS)**.

The details of the process are described below:

The evaluation of the proposal shall be carried out in two stages.

In the first stage, evaluation of the technical proposal will be taken up. Proposals which are received unsigned or are incomplete (i.e. when the required bid formats and /or supporting documents have not been submitted) will be summarily rejected. Then technical documents of firm and its team experience will be evaluated amongst qualifying bidders.

In the second stage, evaluation of the financial proposal of the technically qualified bidders will be taken up.

The weightage assigned for bids is Technical bids: Financial Bids = 70:30. The final Assessment will be based on the 70% of Technical + 30% of financial scores.

Any modification subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criterion, General Terms and Conditions and compliance to the scope of work requirement etc.

12. Evaluation of Technical Bids

Evaluation will be done on the basis of the evaluation criteria and scoring pattern detailed as below.

Sl. No.	Criteria / Sub-criteria	Max. Marks	Documentary Proof
A	Establishment of the firm relevant to the assignment		Certificate of Practice of signing Proprietor / Partner and Constitution Profile of the firm issued by Institute of Cost Accountants of India / Institute of Chartered Accountants of India
	Date of establishment (< 3 years = 0 marks) (> 3 – 6 years = 6 marks) (> 6 – 9 years = 10 marks) (> 9 – 14 years = 14 marks) (> 14 years = 20 marks)	20	
B	Location of Head Office : Kolkata : 3 Marks / Out of Kolkata : 1 Mark	3	
C	Number of Partners / Proprietor : 1 Mark for each Partner / Proprietor	4	List Of Partners / Proprietor with Qualification (In case of Proprietorship Firm – Certificate of Practice of signing Proprietor / Partner vide Point No. A will be considered) – <u>Annexure 1</u>
D	MSME Registration : Udyog Aadhaar	3	Copy of MSME - Udyog Aadhaar Registration Certificate (If Registered)
E	Average Annual Turnover : < 10 lakh = 0 marks, >= 10 lakh < 20 lakh =10 marks, >= 20 lakh < 30 lakh = 12 marks, >= 30 lakh < 40 lakh = 14 marks, >= 40 lakh = 15 marks	15	Copy of Profit & Loss A/c. and Balance Sheet of F.Y. 2022-23, 2023-24, and 2024-25, along with <u>Annexure 2</u>
F	Experience of the firm in same or similar assignments in relation to filling GST Return, TDS Return, and Professional Tax Return and accounting works towards forestry operations during the last 10years. {3 marks for each project of duration 1 year, if project duration is less than 1year marks will be assigned as = period of work in months x (3 / 12). For project duration more than 1 year in single work order only 3marks will be assigned.} (Max. 24 marks).	24	Statement of Experience - <u>Annexure 3</u> , along with Copies of Work Orders
(b)	Experience of the firm in same or similar assignments in relation to filling GST Return, TDS Return, and Professional Tax Return and accounting works towards non-forestry operations during the last 10 years. {3 marks for each project of duration 1 year, if	6	

	<p>project duration is less than 1 year marks will be assigned as = period of work in months x (3 / 12). For project duration more than 1 year in single work order only 3marks will be assigned.) (Max. 6 marks).</p> <p>Documents provided in this regard to be issued by the Executive Engineer/Divisional Forest Officer or equivalent or Competent Authority of a State/ Central Government, State/ Central Government undertakings, Statutory/ Autonomous bodies constituted under the Central/ State statute. Documents provided against the current Financial Year will not be considered for the eligibility of the bidders.</p>		
G	<p>List of team members with details of name, age, academic & professional qualifications and experience (in years) having experience in Tally under cloud environment and having experience in filling GST Return, TDS Return, and Professional Tax Return towards forestry operations required for execution of scope of work for advisory and execution of works.</p> <p>(5 marks for each member)</p>	25	

Bidders securing Technical score of 60 or above, will qualify for the evaluation in the financial bid. In exceptional circumstances, to be recorded in writing, the Tender Committee may recommend lower/higher qualifying marks.

13. Uploading of summary list of technically qualified Tenderer (1st round)

Pursuant to scrutiny and decision of the **Tender Committee (TC)**, the summary list of eligible tenderers will be uploaded in the web portals. While evaluation, the Committee may summon the tenderers and seek clarification / information or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated time frame, their proposals will be liable for rejection.

14. OPENING AND EVALUATION OF FINANCIAL PROPOSAL:

Financial proposals of the Tenderer declared technically eligible by the Tender Committee will be opened electronically from the web portal stated on the prescribed date, normally immediately after publication of final summary list of the Tenderer but may vary as per the time requirement for procedural formalities.

15. Evaluation of Financial bids

The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria mentioned below:

- The total financial score for evaluation of financial bids is 100
- The list of Bidder will be ranked in ascending order, i.e. the Bidder who quoted the lowest amount (L1) will be ranked first and so on. For the purpose of this tender the participating bidder who would quote the lowest gross amount as Financial quote, will be ranked L1 and will be assigned 100 points. Other bidders, viz: L2, L3 etc. will be compared against the financial quote of the L1 and points assigned accordingly. For example, if the quote of L1 is Rs.200/- & that of

L2 is Rs. 400/-, then L1 will be awarded 100 points (maximum) and L2 will be awarded $(200/400) \times 100 = 50$ Points.

Total Score Secured = 70% of Technical Score + 30% of Financial Score.

16. Uploading of summary list of finally qualified Tenderer (2nd round)

After evaluation of Financial Proposal, by the appropriate Authority i.e. Tender Inviting Authority, Wbfdcl, may upload the final summary result containing inter-alia, name of tenderers and the rates quoted by them against the work provided tender committee is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate.

17. Procedures to be followed when less than three technically qualified Tenderer participated in any tender:

Financial bid of technically qualified less than three Tenderer may not be opened immediately. Next call may be invited in accordance to existing financial norms of Government of West Bengal.

18. Acceptance of Tender (Technically eligible/qualified)

Highest Marks as per QCBS should normally be accepted. However, the Tender Accepting Authority does not bind him/herself to do so and may reserve the right to reject any or all the tenders, for valid reasons.

19. AWARD OF CONTRACT, SIGNING OF AGREEMENT AND ISSUE OF WORK ORDER:

After selection of the successful bidder, a Letter of Acceptance of tender will be issued to the successful bidder by the Tender Inviting Authority. The successful bidder should submit an acceptance letter within two weeks from the date of receipt of the 'Letter of Acceptance'. If the same is not executed within two weeks, the bidder may be held as non-responsive and, in such cases, next bidder will be given an offer. In such case, the EMD of successful bidder will be forfeited.

The successful bidder should execute an agreement for the fulfillment of the contract with the GPW/Wbfdcl at the time of execution, within one week from the date of receipt of the Letter of acceptance issued by competent authority. If the same is not executed within one week, the tender may be held as non-responsive.

The expenses incidental to the execution of the agreement should be borne by the successful bidder.

Work Order will be issued to the successful bidder only after receipt of the 'Letter of Acceptance' and execution of agreement with the successful bidder.

20. DURATION AND EXTENSION OF WORK ORDER

The contract agreement for the arrangement will initially be for one year from the date of issuance of work order, which would be extendable under the same terms and conditions up to 3 financial years, based on performance, on yearly basis. An escalation of cost to the tune of maximum 8% shall however be admissible for each subsequent year, calculated over the base cost received during e-tender.

23. TERMINATION OF SERVICES

The authority reserves the right to terminate the services of the selected Tenderer, if it finds the services rendered is unsatisfactory at any stage during the contract period, by giving a notice of 30 (thirty) days. The consultant will then be paid for the work completed, as per the fees accepted, till the stage of the assignment, on pro-rata basis.

24. Penalty for suppression / distortion of facts

If any tenderer fails to produce the original hard copies of the documents submitted on demand of the Tender Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform for 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited. Besides, the Wbfdcl may take appropriate legal action against such defaulting tenderer.

25. Cancellation of Tender:

The Tender Inviting Authority, Wbfdcl reserves the right to cancel this N.I.T. due to circumstances which seem appropriate to him/her and no claim from the tenderer in this respect will be entertained.

26. Security Deposit:

- While making any payment to the Consultant whose tender has been accepted for work done under the contract, the authority making payment shall deduct such sum which together with the Earnest Money already deposited and converted into security deposit, shall amount to 10% of the value of works executed at the material point of time and paid during the progressive running accounts bills, so that total deduction together with Earnest Money constitute 10% of the tendered value of work actually done.
- Security Deposit will be released after 90 (sixty) days after the satisfactory completion of work. In case of any irregularity, or violation of the terms and conditions of the contract agreement, the security Deposit will be forfeited in addition to any legal action as deemed fit by the authority.

27. Payment Terms and Deduction of Taxes etc:

The selected Consultant will be paid on monthly basis. Accepted tendered rate will divided by 12 to get the monthly Consultation fees to be paid to the Consultant. by dividing the total yearly amount equally. Deduction of Income Tax from the Tenderer's Bill will be made as per Govt. rules. GST & all other applicable statutory levy/ Cess will have to be borne by the tenderer as per Govt. Rules.

While making any payment to the Consultant, initially only 80% of approved bill amount will be paid. The Consultant shall have to make full payment of applied GST on approved bill amount and the Consultant shall have to submit the GSTR-1 and GSTR-3B against paid GST. Once Wbfdcl is able to take input tax credit in GSTR-2B the contractor will get balance 20% of approved bill amount. If the Consultant fails to deposit the GST amount of approved bill / doesn't submit GSTR-1 and GSTR-3B, withheld 20% of approved bill amount shall stand forfeited to Wbfdcl.

28. Removal of Discrepancy:

If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence :-

- a. Tender Form.
- b. General Terms and Conditions.

29. Mobilization Advance / Cost over Run:

No Mobilization Advance and Secured Advance will be allowed.

30. Canvassing in connection with the tender is strictly prohibited in the Tender submitted by the Tenderer.

31. Validity of Bids:

Generally, Bids will be valid for 120 days from the date of opening of the financial proposal. However, extension of bid validity may be suitably considered by the Tender Inviting Authority, if required, subject to obtaining a written confirmation of the tenderer(s) to that effect. Withdrawal of e-Tender once the bid has been submitted online and after passing of end date for submission which has been accepted for further processing is not allowed. EMD will be forfeited by

WBFDCL.

32. No tender shall be deemed to be fit for consideration unless the tender documents are completely filled in. All information that may be asked from the Tenderer must be unequivocally furnished. The eligibility of a Tenderer will be ascertained on the basis of the documents submitted by a Tenderer in support of eligibility criteria. If any document submitted by a Tenderer is found to be incomplete/incorrect/ manufactured / fabricated or false, his Tender will be outrightly rejected at any stage and legal action may be taken against him.

33. The Tenderer must upload all the papers/documents that is digitally signed as a proof of acceptance of terms and conditions of the Tender.

34. In case of any dispute, whatsoever in connection with the tender, the decision of the **Tender Committee (TC)** shall be final and binding.

35. IMPORTANT POINT OF REFERENCE : Date and Time Schedule:

Sl. No	Particular(s)	Date & Time
1.	Tender Inviting Authority	Ex-officio Manager (HQ), Green Projects Wing, West Bengal Forest Development Corporation Ltd.
2.	Date of Publishing of e-Tender	15.05.2026 at 10.00 AM
3.	Documents download startdate (<i>online</i>)	15.05.2026 at 10.00 AM
4.	Documents download enddate (<i>online</i>)	28.05.2026 at 05.00 PM
5.	Bid submission start date (<i>online</i>)	15.05.2026 at 10.00 AM
6.	Bid Submission closing date (<i>online</i>)	28.05.2026 at 05.00 PM
7.	Bid opening date for Technical Proposals(<i>online</i>)	30.05.2026 at 05.00 PM
8.	Date of uploading list for Technically Qualified Bidder (<i>online</i>)	After evaluation of Technical Bid
9.	Date & Place for opening of Financial Proposal (<i>online</i>)	To be notified later on
10.	Date of uploading of list of bidders along with their rates through (online).	To be notified later on

Note:

- 1) 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.
- 2) The Tender Inviting Authority may change the venue of opening the Technical or Financial Bids in case of exigent circumstances like breakdown of communications link or conditions of force majeure.
- 3) The Tender Inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.

Sd/-

**Ex-officio Manager (HQ), Green Projects Wing,
West Bengal Forest Development Corporation Ltd.**

FORM-1

APPLICATION FOR TENDER

To

**Ex-officio Manager (HQ), Green Projects Wing,
West Bengal Forest Development Corporation Ltd.
Aranya Bikash, KB-19, Sector –III, Salt Lake,
Kolkata – 700106.
West Bengal**

NIT No: - _____ Date: _____

Project Name- Selection of Consultant for filling GST Return, TDS Return, and Professional Tax Return for Green Projects Wing, West Bengal Forest Development Corporation Limited

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby like to state that I/we wilfully accept all your conditions and offer to execute the works as per NIT no and Serial no stated above. We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, deliverables and addenda.

Dated this _____ day of _____ 20____

Full name of applicant: _____

Signature: _____

In the capacity of: _____

Duly authorized to sign bids

For & on behalf of (Name of Firm): _____

(In Block capitals or typed)

Office address:

Telephone no(s) (office): _____

Mobile No(s): _____

E mail ID: _____

Date.....

Signature of the Authorised Signatory
On behalf of the bid

FORM-2

Declaration against Common Interest

I/We, Shri/Smt. _____, the authorized signatory on behalf do hereby affirm that I/We/any of the member of bidding against NIT No.....
Dated do not have any common interest either as a partner on any partnership firm / joint venture as a Proprietor / Owner of any other firm for the same work I / We want to participate.

Date.....

Signature of the Authorised Signatory
On behalf of the bidder

FORM- 3

Consultant's Organization Profile and Experience

A. Consultants Organization Profile

B. Consultants Experience

Date.....

**Signature of the Authorised Signatory
On behalf of the bidder**

AFFIDAVIT – Y

(To be furnished in Non-judicial stamp paper of appropriate value duly notarized)

- (I) I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted, proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the undersigned.
- (II) The undersigned also hereby certifies that neither our Firm/ Company nor any of constituent partners had been debarred to participate in tender by State/ Central Government, State /Central Government undertaking, Statutory/ Autonomous bodies constituted under the Central/ State statute in favour of whom credentials are preferred by the undersigned towards eligibility criteria claim; during the last 5 (five) years prior to the date of publication of this N.I.T.
- (III) The undersigned would authorize and request any Bank, person, Firm, or Corporation to furnish pertinent information as deemed necessary and/or as requested by The Tender Inviting Authority herein referred to as the Tender Inviting & Accepting Authority, to verify this statement.
- (IV) The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Tender Inviting & Accepting Authority.
- (V) Certified that I have applied in the tender in the capacity of individual/as partner of a firm & I have not applied severally for the same job.
- (VI) I do not have any litigation in past or present with any Govt./PSU/Semi-Govt. organisation of the State/ Central Government.
- (VII) I or any of my constituent partner shall neither have abandoned any work nor any of our contract have been rescinded during the last 5 (five) years from the date of publication of this NIT. Such abandonment or rescission will be considered as disqualification towards eligibility

Date: _____

Authorized signatory of the Firm/Company: _____

Title & Capacity of the officer: _____

Name of the Firm with Seal: _____

ANNEXURE 1

Name of Proprietor / Partner with experience in Tally and having experience in filling GST Return, TDS Return, and Professional Tax Return oriented towards forestry operations

SL. NO.	NAME	AGE	ACADEMIC & PROFESSIONAL QUALIFICATION	EXPERIENCE IN YEARS
1				
2				
3				
4				
5....				

Date.....

Signature of the Authorised Signatory
On behalf of the bidder

ANNEXURE 2

Certificate regarding Average Annual Turnover

This is to certify that the following statement is the summary of the Average Annual Turnover as required per requirements of Tender **by the firm** _____ (**Firm Name**)

Sl. No.	Financial year	Turnover rounded up to Rs in lakh (two digit after decimal)	Remarks (If any)
1			
2			
3			
Total			

Average Annual Turnover of Last Three (3) Years : In Rs _____ lakhs

Note:

1. Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
2. Average turnover for 3 years is to be obtained by dividing the total turnover by 3.

Date.....

Signature of the Authorised Signatory
On behalf of the bidder

ANNEXURE 3

STATEMENT OF EXPERIENCE OF SAME OR SIMILAR WORKS

Sl. No.	Name of Project / Scheme / Organisation	Location	Date of Work Order	Work Order Value (Before GST) In INR	Work Period (Year / Month)	Nature of Work	EXECUTION STATUS (Executed / Under Execution)
1							
2							
3....							

Date.....

Signature of the Authorised Signatory
On behalf of the bidder

ANNEXURE 4

List of team members with experience in filling GST Return, TDS Return, and Professional Tax Return

SL. NO.	NAME	AGE	ACADEMIC & PROFESSIONAL QUALIFICATION	EXPERIENCE IN YEARS
1				
2				
3				
4				
5				

Date.....

Signature of the Authorised Signatory
On behalf of the bidder