

**Tender**  
**For**  
**Supply of Outdoor Post Light, Type 2 at Mongpong, Suntalekhola and Murti**



TENDER No: 1055/29-8/2021-22

**Date:** 23.09.2021

**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](mailto: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:[dcfurfkolkata@gmail.com](mailto:dcfurfkolkata@gmail.com))

TENDER No: 1055/29-8/2021-22

Date: 23.09.2021

The **Divisional Manager, Kolkata division, “AranyaBhawan”** of West Bengal Forest Development Corporation Ltd invites e-tenders for the following work from the eligible contractors 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:**

**WBFDCCL HEREBY INVITES TENDER FOR “SUPPLY OF OUTDOOR POST LIGHT, TYPE 2 AT MONGPONG, SUNTALEKHOLA AND MURTI”**

Work details	Specifications	Quantity
<b><u>OUTDOOR POST LIGHT, TYPE 2</u></b>	<ul style="list-style-type: none"> <li>• Mild steel pole weather proof</li> <li>• 1 x 45 W lamp</li> <li>• Pole to top- full size is 3800 mm</li> </ul>	<b>20</b>

**Deposits and Scheduled timeline of work:**

S. No.	Name of the work	Earnest Money Deposit	Price per set of tender document (in Rs.)	Timeline of Completion work (days)
1	2	3	4	5
1.	<i>Supply of Outdoor Post Light, type 2 at Mongpong, Suntalekhola and Murti</i>	20,000/-	NIL	30 days from the date of issue of work order

**2. Details of the schedule of bid**

S. No.	Particulars	Date & Time
I	Date of Uploading of NIT & Other Documents (Online) (Publishing Date) <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a>	24.09.2021
II	Bid Submission Start Date (online)	24-09-2021 , 10.00 AM
III	Last Date of Receipt of any query by the private patner in relation to tender documents	26-09-2021 , 05.00 PM
IV	Bid submission Closing (online)	30-09-2021 , 05.00 PM, Kolkata
V	Last Date of submission of hard copies of technical bids	30-09-2021 , 05.00 PM, Kolkata
VI	Bid opening date for Technical Proposals through the website <a href="http://wbtenders.gov.in">http://wbtenders.gov.in</a>	02.10.2021

vii	Opening of the Financial Proposal (Online)	To be informed
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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 technical or financial 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 technical or financial proposal or both, 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.
- 3.2. Wbfdcl invites tender for **Supply of Outdoor Post Light, type 2 at Mongpong, Suntalekhola and Murti.**
- 3.3. The detailed of *Outdoor Post Light, type 2* are provided in Appendix 2.

### 4. Brief

- 4.1. Kolkata Division of Wbfdcl proposes to **Supply of Outdoor Post Light, type 2 at Mongpong, Suntalekhola and Murti.** 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, as per guidelines provided in Appendix 1.
- 4.3. The selection of the Agency will be finalized on the basis of scoring criteria as laid down in Clause 5.

### 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 experience of such type of supply work with government or semi government bodies.
- 5.3. 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 4,00,000/- 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) works of the minimum value of 3,00,000/- during 5 years prior to the date of issue of the tender notice

## **6. Documents (hard copy submission) to be submitted by Agency**

### **6.1 (Bid PART A) 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.
- 6.1.7. Experience and all other certificates as per eligibility criteria 6

### **6.2. (Bid PART B) Financial/Price Bid:**

- 6.2.1. The Bidder shall directly submit financial quotes as inclusive of transportation & installation as its Financial Bid in Folder II (Bid B) 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**

- 9.1 WBFDCCL, Kolkata Division shall notify the successful Agency.
- 9.2 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.
- 9.3 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. 20,000/- (Rupees Twenty 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)

### **9.6. Refund/ Settlement Process:**

- i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI bank by the e procurement portal through web services.
- ii) On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on rejecting bid is uploaded to the e-Procurement portal by tender inviting authority.
- iii) Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidder other than that of L1 and L2 bidders will be refunded, through an automated process, to the respective bidder's bank account from which they made the payment transaction. Such refund will take place within T+2 Bank working days where T means the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.
- iv) If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank working days where T means the date on

which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the tender inviting authority.

- v) As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal.

**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@wbfdc.com](mailto:kfcd@wbfdc.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](mailto:kfcd@wbfdc.com)**

**Dear Sir/ Madam,**

TENDER Ref No:

**Subject: Tender for “Supply of Outdoor Post Light, Type 2 at Mongpong, Suntalekhola and Murti”**

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 Supplying 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 – Pl mark necessary page No for each of the enclosures)

### **Annexure IV– Financial Capacity of the Agency**

<b>FY</b>	<b>Turnover (in Rs)</b>
2019-20	
2018-19	
2017-18	
2016-17	

Agency to attach auditor certificate along with audited balance sheet.

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**Signature of Company's CA**

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**Signature of the Bidder**

## Annexure V: Format of Power Of Attorney for Authorizing Signatory of the Agency

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, Applications and other documents and writings, participate in Pre-Application 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 executants(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 Agency 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 Agency.*

## Annexure VI: Format of Performance Bank Guarantee

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

Dear Sir/ Madam,

TB Ref No:

Subject: Tender for **“Supply of Outdoor Post Light, Type 2 at Mongpong, Suntalekhola and Murti”**

WHEREAS:

- A. .... (the “Name of the Tenderer”) and Wbfdcl (the “Corporation”) have entered into an Agreement dated ..... (the “Agreement”) whereby the Corporation has appointed the ..... (“Name of the Tenderer”) for **Supply of Outdoor Post Light, Type 2 at Mongpong, Suntalekhola and Murti**.
- B. The Agreement requires the .....(name of Tenderer) to furnish a Performance Security to the Corporation for a sum of Rs. \*\*\*\*\*r. (Rupees \*\*\*\*\*) (the “Guarantee Amount”) as security for due and faithful performance of its obligations, under and in accordance with the Agreement, during the contract Period (as defined in the Agreement).
- C. We, ..... through our Branch at ..... (the “Bank”) have agreed to furnish this Bank Guarantee by way of Performance Security.

NOW, THEREFORE, the Bank hereby, unconditionally and irrevocably, guarantees and affirms as follows:

- 1 The Bank hereby unconditionally and irrevocably guarantees the due and faithful performance of the Vendor’s obligations during the .....(name of the contract Period), under and in accordance with the Agreement, and agrees and undertakes to pay to the Corporation, upon its mere first written demand, and without any demur, reservation, recourse, contest or protest, and without any reference to the .....(name of Tenderer), such sum or sums up to an aggregate sum of the Guarantee Amount as the Corporation shall claim, without the Corporation being required to prove or to show grounds or reasons for its demand and/or for the sum specified therein.
- 2 A letter from the Corporation, under the hand of an Officer not below the rank of Managing Director to the Corporation, that the .....(name of Tenderer) has committed default in the due and faithful performance of all or any of its obligations under and in accordance with the Agreement shall be conclusive, final and binding on the Bank. The Bank further agrees that the Corporation shall be

the sole judge as to whether the .....(name of Tenderer) is in default in due and faithful performance of its obligations during the contract Period under the Agreement and its decision that the .....(name of Tenderer) is in default shall be final, and binding on the Bank, notwithstanding any differences between the Corporation and the .....(name of Tenderer), or any dispute between them pending before any court, tribunal, arbitrators or any other authority or body, or by the discharge of the .....(name of Tenderer) for any reason whatsoever.

- 3 In order to give effect to this Guarantee, the Corporation shall be entitled to act as if the Bank were the principal debtor and any change in the constitution of the .....(name of Tenderer) and/or the Bank, whether by their absorption with any other body or corporation or otherwise, shall not in any way or manner affect the liability or obligation of the Bank under this Guarantee.
- 4 It shall not be necessary, and the Bank hereby waives any necessity, for the Corporation to proceed against the .....(name of Tenderer) before presenting to the Bank its demand under this Guarantee.
- 5 The Corporation shall have the liberty, without affecting in any manner the liability of the Bank under this Guarantee, to vary at any time, the terms and conditions of the Agreement or to extend the time or period for the compliance with, fulfilment and/or performance of all or any of the obligations of the .....(name of Tenderer) contained in the Agreement or to postpone for any time, and from time to time, any of the rights and powers exercisable by the Corporation against the .....(name of Tenderer), and either to enforce or forbear from enforcing any of the terms and conditions contained in the Agreement and/or the securities available to the Corporation, and the Bank shall not be released from its liability and obligation under these presents by any exercise by the Corporation of the liberty with reference to the matters aforesaid or by reason of time being given to the .....(name of Tenderer) or any other forbearance, indulgence, act or omission on the part of the Corporation or of any other matter or thing whatsoever which under any law relating to sureties and guarantors would but for this provision have the effect of releasing the Bank from its liability and obligation under this Guarantee and the Bank hereby waives all of its rights under any such law.
- 6 This Guarantee is in addition to and not in substitution of any other guarantee or security now or which may hereafter be held by the Corporation in respect of or relating to the Agreement or for the fulfillment, compliance and/or performance of all or any of the obligations of the .....(name of Tenderer) under the Agreement.
- 7 Notwithstanding anything contained hereinbefore, the liability of the Bank under this Guarantee is restricted to the Guarantee Amount and this Guarantee will remain in force and effect until the expiry of \_\_\_\_ [...] months period from the date hereof and unless a demand or claim in writing is made by the Corporation on the Bank under this Guarantee, , all rights of the Corporation under this Guarantee shall be forfeited and the Bank shall be relieved from its liabilities hereunder.
- 8 The Bank undertakes not to revoke this Guarantee during its currency, except with the previous express consent of the Corporation in writing, and declares and warrants that it has the power to issue this Guarantee and the undersigned has full powers to do so on behalf of the Bank.
- 9 Any notice by way of request, demand or otherwise hereunder may be sent by post addressed to the Bank at its above referred Branch, which shall be deemed to have been duly authorized to receive such notice and to effect payment thereof forthwith, and if sent by post it shall be deemed to have been given at the time when it ought to have been delivered in due course of post and in proving such notice, when given by post, it shall be sufficient to prove that the envelope containing the notice was posted and a certificate signed by an officer of the Corporation that the envelope was so posted shall be conclusive.
- 10 This Guarantee shall come into force with immediate effect and shall remain in force and effect for a period of \_\_\_\_ [...] from the date hereof or until it is released earlier by the Corporation pursuant to the provisions of the Agreement



Signed and sealed this ..... day of ....., 20..... at .....

SIGNED, SEALED AND DELIVERED

For and on behalf of

the BANK by:

(Signature)

(Name)

(Designation)

(Code Number)

(Address)

NOTES:

- i. The bank guarantee should contain the name, designation and code number of the officer(s) signing the guarantee.

The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.

## Appendix 1 – Draft Form of Agreement

This Agreement is made on this ..... Day of ..... Between  
Divisional Manager, Wbfdcl, 'AranyaBikash', KB-19, Sector-III, Salt Lake City Kolkata-700106  
as the 1st Party (hereinafter called the Corporation), which include its successors  
and  
..... (Name of the Agency) the 2nd party (hereinafter called as Vendor), which includes its  
Successors, for **Supply of Outdoor Post Light, Type 2 at Mongpong, Suntalekhola and Murtiby**  
the 1st Party from the 2nd Party as per requirement of the 1st Party.

Now, this Agreement is made on the following terms and conditions as stated below by and between  
the 1st Party and 2nd Party.

1. The term of the Agreement will be valid for the period of execution of work.
2. If the service provided by the 2nd Party is found to be unsatisfactory by the 1<sup>st</sup> party, the 1<sup>st</sup> Party shall be legible to terminate the contract by giving a notice of 15 days without incurring any liability to the 2<sup>nd</sup> Party.
3. The term of the Agreement will be for the period of execution of work, upto the satisfactory level of the 1<sup>st</sup> Party, unless terminated by the 1<sup>st</sup> Party for any reason.
4. The 2<sup>nd</sup> Party would set up the desired **Supply of Outdoor Post Light, Type 2 at Mongpong, Suntalekhola and Murti**.
5. That the 2<sup>nd</sup> Party would do the desired work within 30 days of signing of the agreement.
6. The 1<sup>st</sup> party can terminate the contract if the performance of the 2<sup>nd</sup> party was found not satisfactory by giving a notice of 15 days.
7. All billing will be done in the name of 1<sup>st</sup> Party.
8. Out of the total payment received against the work done, the 1<sup>st</sup> Party shall retain 25% and the balance will be disbursed to the 2<sup>nd</sup> party once in every 15 days
9. That the 1<sup>st</sup> Party shall make a surprise check at any point of time. In case of any misreporting of sales or any material breach by the 2<sup>nd</sup> Party, the 1<sup>st</sup> Party will immediately terminate the contract.
10. That the 1<sup>st</sup> Party shall terminate the contract if the 2<sup>nd</sup> Party is using the site for any other purpose than the intended use of for any unlawful activities
11. That the 2<sup>nd</sup> Party shall conduct its business in such a way which will not offend the visitors of the Park. Any complaint received by the 1<sup>st</sup> Party will be immediately resolved by the 2<sup>nd</sup> Party, failing which the 1<sup>st</sup> Party shall be legible to terminate the contract.
12. In case of discrepancies arising out of this Agreement, only Calcutta High Court shall have the jurisdiction for settlement of the disputed matter.
13. Any dispute arising out of non-compliance of any terms & conditions sought to be resolved initially through negotiations failing which the same shall be referred to the arbitrator who shall be appointed by Wbfdcl in accordance and subject to the provision of the Arbitration and Conciliation Act 2015.
14. The place of Arbitration will be Kolkata and the language shall be English
15. The award of the Arbitrator shall be binding on both the parties.
16. All disputes and court cases are subject to the jurisdiction of the Calcutta High Court only.
17. That this Agreement can be terminated by the 2<sup>nd</sup> Party by giving 30 (Thirty) days' notice in advance to the other side.

**IN WITNESSESS WHEREOF THE PARTIES HERETO HAVE SET THEIR  
RESPECTIVE HANDS BEFORE WITNESSESS.**

\_\_\_\_\_  
**For (2nd Party)**

-----  
**For Wbfdcl (1st Party)**

**Witnesses:**

1.

2.

**Witnesses:**

1.

2.

## **Appendix 2 – Specifications**

### **Outdoor Post Light Type 2**

- **Mild steel pole weather proof**
- **1x45 w Lamp**
- **Pole to top- full size is 3800 mm**

**Quantity- 20 numbers**

To  
 The Divisional Manager  
 Kolkata Forest Corporation Division  
 West Bengal Forest Development Corporation Ltd  
 KB-19, Sector-III Salt Lake City  
 Kolkata-700106  
**GSTIN: 19AAACW3562AQZC**

SL NO

1

**Description**

Outdoor Post Light  
 Style MLS HL MSP 226-2314  
 Mild Steel pole weather proof  
 (1x54w HPSV or 45w CFL  
 POLE size 4820mm Top Fixture 970mm



2

Outdoor Post Light  
 Style MLS HL 2955  
 Mild Steel pole weather proof  
 (1x45w Lamp)  
 POLE to Top full size 3800mm

