



West Bengal Forest Development Corporation Limited

(A Govt. Of West Bengal Undertaking)

**Office of the Divisional Manager,
Kalimpong Forest Corporation Division
Kalimpong - 734301**



CIN :-U02005WB1974SGC029535

Memo no : 605/2-72

Dated : 04/06/2021

ADDENDUM

Ref : NIeT No : E-4/KFCD/2021-22
Circulated vide Memo no : 451/2-8 Dated 21.05.2021
Tender ID : 2021_FDCL_331841_1

Declaration by the bidders is added with the NIeT

- * Other terms and conditions remains unchanged.
- * These addendum will be treated as Tender documents.

Divisional Manager
Kalimpong Forest Corporation Division

Memo No 605/1(2)/2-72

Dated : 04/06/2021

Copy forwarded to :

- 1) The Managing Director, WBFDC Ltd, Kolkata
- 2) The General Manager (North), WBFDC Ltd, Siliguri

Divisional Manager
Kalimpong Forest Corporation Division

Section - B

FORM - 1

APPLICATION

To,

The Divisional Manager,

Kalimpong Forest Corporation Division,

WBFDC Ltd.

Subject :

Reference :

Dear Sir/Madam,

Having examined the statutory, Non statutory and NIT documents, I/WE hereby submit all the necessary information and relevant documents for evaluation.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for application and for completion of the contract documents is attached herewith.

I/We are interested in bidding for the work mentioned above I/We understand that -:

- A. Tender Inviting Authority and Accepting Authority can amend the scope and value of the contract bid under this project.
- B. Tender Inviting Authority and Accepting Authority reserve the right to reject any tender without assigning any reason.

The application is made by me/us on behalf ofin the capacity of.....duly authorised to submit the letter.

Enclosure:-

1. Technical proposal (envelop/folder), Date

Signature of authorised officer of the firm.

Title & capacity of the officer

Name of the Firm with Seal

Section - B
FORM - III

STURCTURE AND ORGANISATION

A.1. Name of the applicant (Tenderer):

A.2. Office Address:

Telephone No.:

Fax No.:

A.3. Name and address of Bankers:

A.4. Attach an organization chart showing the structure of the company with names of key personnel and technical staff with Bio-data

Date: _____

Signature of authorized officer of the firm

Title & Capacity of the officer

Name of the Firm with Seal

Note: Application covers Proprietary Firm, Partnership, Pvt. Ltd. Company or Corporation

Section-B

FORM- IV

EXPERIENCE PROFOILE

LIST OF PROJECTS COMPLETED THAT ARE SIMILAR IN NATURE TO THE WORKS [REFER PARA 3

(a) (i)

(ii) (iii) -ELIGIBILITY CRITERIA]

Name of the Employer	Name, Location and nature of work	Name of authorized supervisor with designation	Contract price in Indian Rupees	Percentage of participation of Company	Original date of starting work	Original date of completion of work	Actual date of starting of work	Actual date of completion of work	Reasons for delay in completion

Note : a) Certificate from the employers to be attached .

b). Non-disclosure of any information in the schedule will result in disqualification of the firm.

Date.....

Signature of authorized officer of the firm

Title and capacity of the officer

Name of the firm with seal

Section – B
AFFIDAVIT – Y

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

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 M/S _____ nor any of constituent partners had been debarred to participate in tender by the WBFDC Ltd /Government of West Bengal or any of the Statutory Bodies or Government Organizations 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 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 General Manager (North) WBFDC Ltd. 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.

Date: _____

Signature of authorized officer of the firm

Title & Capacity of the officer

Name of the Firm with Seal

INSTRUCTION TO BIDDERS (ITB)

Section - A

1. GENERAL GUIDANCE FOR e-TENDERING

Instructions / Guidelines for prospective tenderers for electronic submission of the tenders online may be obtained from the site, <http://wbtenders.gov.in> to participate in e-Tendering process.

2. REGISTRATION OF CONTRACTOR

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <http://wbtenders.gov.in> ; the contractor is to click on the link for e-Tendering site as given on the web portal.

3. DIGITAL SIGNATURE CERTIFICATE (DSC)

Each contractor is required to obtain a Class-II or III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause 2. DSC is given as a USB e-Token.

4. COLLECTION OF NIT & TENDER DOCUMENTS

The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

5. PARTICIPATION IN MORE THAN ONE WORK

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. A prospective Tenderer (including his participation in partnership) shall be allowed to participate in a one or more than one project in this NIT.

6. SUBMISSION OF TENDER

General process of submission: Tenders are to be submitted online through the website stated in Clause 2 in two folders at a time for each work, one in Technical Proposal & the other in Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

A) TECHNICAL PROPOSAL

The Technical proposal should contain scanned copies of the following Tender Documents in two covers (folders) namely Statutory Cover and Non-Statutory Cover:-

A-1) Statutory Cover containing

- i) Application (ITB, Section B (Form I, , Form III, Form IV))

On line EMD deposit receipt towards cost of tender documents (Tender Fees) & Earnest Money as prescribed in the N.I.T. against each serial of work in favour of Divisional Manager,
Forest Corporation Division, WBFDC Ltd

- ii) NIT (properly downloaded, digitally signed and uploaded)

ITB (properly downloaded, digitally signed and uploaded)

- iii) Tender Form (properly download, digitally signed on both the pages and upload the same except quoting rate, quoting rate will only be encrypted in BOQ in Financial Bid). In case any rate is quoted in Tender Form, the tender is liable to be summarily rejected.

- iv) Technical Specifications (properly downloaded, digitally signed and uploaded)

- v) Affidavit (Ref:- format shown in "Affidavit - Y" of ITB, Section -B).

Kalimpong

4) **Non-Statutory Cover** containing:

1) (i) Certificates:

- a) Valid and up to date Professional Tax (P T) deposit receipt challan.
- b) GST registration Certificate.
- c) Income Tax Return Acknowledgement Receipt.
- d) Income Tax PAN Card.
- e) Voter I Card
- f) Valid & upto date E.S.I. PF & GST Registration Certificate.
- h) Credential Certificates.

- a. Proprietorship Firm - Trade Licence
- b. Partnership Firm - Registered Deed of partnership Firm, Registered Power of Attorney, Trade Licence.
- c. Private Limited Company - Registration Certificate under Company Act, Memorandum of Association (MOA) & Articles of Association (AOA), Registered Power of Attorney, Trade Licence.
- d. Registered Unemployed Engineers' Co-operative Societies / Labour Co.- Op. Societies are required to furnish the following valid and up to date documents : -
 - i. Current "No Objection Certificate" from the Assistant Registrar of Co-operative Societies.
 - 1. Supporting documents showing area of operation.
 - 2. Bye-laws duly approved by the Assistant Registrar of Co-operative Societies.
 - 3. Name with address and signature of the present Board of Directors of the Co-operative Society.
 - 4. Minutes of last Annual General Meeting and Audit Report of the Co-operative Society with the evidence of submission of the same to the concerned Authorities.

vi) Credential for satisfactorily completion as a prime agency during the last 5 (five) years prior to the date of issue of this Tender Notice will be as stated below:

- (a) Please see Point No. 6(a) of Tender Notice.
- (b) Provided that such similar nature of works should have been implemented in Government Department, Zilla Parishad, Government undertaking / Statutory Bodies constituted under the statute of the Government. Completion Certificate indicating Estimated Amount, Value of work-done, date of completion of the work and detail communicational address along with contact number of the Client should be submitted. In the case of works undertaken for P.W.D. / C.P.W.D. / M.E.S. / Railways, a Completion Certificate from the concerned Executive Engineer will be treated as valid credential.

[Non-statutory Documents]

- (c) Completion Certificate indicating Estimated Amount, Value of work-done, date of completion of the work and detail communicational address along with contact number of the Client should be submitted by the tenderer. Completion Certificate from the concerned Executive Engineer only will be treated as valid credential. & Experience Profile (ITB, Section - B, Form - V)

Note:- Failure of submission of any of the above mentioned documents will render the tender liable to be summarily rejected for both Statutory & Non Statutory Cover.

The above stated statutory/non-statutory/technical documents should be uploaded in the following manner Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder. Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.