



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>

TECHNICAL BID NUMBER: 641/CEM/KFCD/Advt/2021-22

Date: 07.07.2021

NOTICE INVITING TENDER for Empanelment of Corporate Event Manager of WBFDC

| | | |
|-----|---|--|
| 1. | Name of Work | WBFDC seeks application from suitable Corporate Event Manager to empanel Corporate Event Manager (CEM) with proven track record of working with Corporate Houses organizing activities under MICE concept for WBFDC and market its Nature Resorts to Corporate Houses to organize various activities like Off Site Meetings, Conferences, Incentives and Exhibitions (MICE). |
| 2. | Date of uploading of N.I.T. & other Documents (online) (Publishing Date) | 07.07.2021 |
| 3. | Last date of Receipt of any query by the Application relation to tender documents | 15.07.2021 by 3 PM |
| 4. | Last date of sending queries by the Applicants | 16.07.2021 at 3 PM |
| 5. | Pre-Application Meeting | 16.07.2021 at 3 PM |
| 6. | Date of incorporation of amendments, if any | 17.07.2021 |
| 7. | Bid submission start date (On line) | 07.07.2021 from 11 AM onward |
| 8. | Bid Submission closing (On line) | 28.07.2021 by 5 PM |
| 9. | Last date of submission of hard copies of Technical Bids | 29.07.2021 by 11 AM |
| 10. | Bid opening date for Technical Proposals (Online) | 30.07.2021 |
| 11. | Date for opening of Financial Proposal (Online) | To be announced later |
| 12. | Name & address of office inviting tender | The Divisional Manager, Kolkata Forest Corporation Division, 'Aranya Bikash', KB-19, Sector-III, Salt Lake City, Kolkata-700106. E-mail: kfcd@wbfdc.com |

Project details: Bidders are advised to go through the Technical Biddocument for Project related information.

The Bidders shall submit its Applicationonline through e-bidding process as detailed out in the technical bid document.

Note:

1. WBFDC reserves the right to cancel or modify the RFPprocess without assigning any reason and any liability.
2. Further details can be seen on website [https:// wbtenders.gov.in](https://wbtenders.gov.in)

Sd/-

Divisional Manager, KFCD/WBFDC

Technical Bid (TB)
For
Empanelment of Corporate Event Manager of Wbfdcl



TB No: 641/CEM/KFCD/Advt/2021-22

Date: 07.07.2021

Issued by:
West Bengal Forest Development Corporation Limited (Wbfdcl)
Kolkata Forest Corporation Division, 'Aranya Bikash',
KB-19, Sector-III, Salt Lake City, Kolkata-700106
Web site: <https://www.wbfdc.com>
E-mail: kfcd@wbfdc.com

DISCLAIMER

1. The information contained in this Technical Bid document (the “TB) or subsequently provided to interested parties (Applicants/ Bidders), whether verbally or in documentary or in any other form by or on behalf of West Bengal Forest Development Corporation Limited, (hereinafter referred to as “**Wbfdcl**”) or any of its employees or advisors, is provided to the Bidders on the terms and conditions set out in this TB 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 not 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 their Proposal. 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

Sd/-

**Divisional Manager
Kolkata Forest Corporation Division**

Table of Content

| | | |
|-----|---|----|
| 1. | BACKGROUND | 1 |
| 2. | BROAD OBJECTIVE OF THE TECHNICAL BID/ TENDER | 1 |
| 3. | SELECTION OF CORPORATE EVENT MANAGER | 1 |
| 4. | SCOPE OF WORK OF SELECTED CORPORATE EVENT MANAGER/S | 1 |
| 5. | CALENDAR OF EVENTS | 2 |
| 6. | INSTRUCTION TO APPLICANTS | 2 |
| 7. | ELIGIBILITY CRITERIA..... | 3 |
| 8. | DOCUMENTS (ONLINE SUBMISSION) TO BE SUBMITTED BY APPLICANT | 4 |
| 9. | DOCUMENT TO BE SUBMITTED OFFLINE (HARD COPY) | 4 |
| 10. | TB (APPLICATION FOR EMPANELMENT) SUBMISSION BY THE APPLICANT | 4 |
| 11. | PRE-APPLICATION MEET | 5 |
| 12. | EMPANELMENT PROCEDURE | 5 |
| 13. | NOTIFICATION OF EMPANELMENT | 5 |
| 14. | CLARIFICATIONS | 5 |
| 15. | AMENDMENT OF TB | 5 |
| 16. | LANGUAGE | 5 |
| 17. | APPLICATION VALIDITY | 6 |
| 18. | TERMS & CONDITIONS..... | 6 |
| | ANNEXURE – I FORMAT OF UNDERTAKING | 8 |
| | ANNEXURE II – APPLICANT’S PROFILE..... | 9 |
| | ANNEXURE III– APPLICANT’S EXPERIENCE (TECHNICAL CAPACITY OF THE APPLICANT)..... | 10 |
| | ANNEXURE IV– FINANCIAL CAPACITY OF THE APPLICANT..... | 11 |
| | ANNEXURE V: FORMAT OF POWER OF ATTORNEY FOR AUTHORIZING SIGNATORY OF THE APPLICANT..... | 12 |
| | APPENDIX 1 – GENERAL GUIDELINES FOR E-BIDDING | 13 |
| | APPENDIX 2 – SERVICE AGREEMENT..... | 15 |

Technical Bid - Empanelment of Vendors

1. Background

- 1.1 The West Bengal Forest Development Corporation Limited (WBFDCCL) (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 WBFDCCL was to offer timber, non-timber forest produce 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).
- 1.2 WBFDCCL is currently operating and managing a number of Eco Tourism Property / Nature Resort in different parts of West Bengal. These Properties were created to develop awareness for conservation of nature and wild life through responsible eco-tourism. A total of 32 Nature Resorts of WBFDCCL are spread over North and South Bengal.
- 1.3 WBFDCCL now wants to market its Nature Resorts to Corporate Houses to organize various activities like Off Site Meetings, Conferences, Incentives and Exhibitions (MICE). Towards the same, the Corporation wants to empanel Corporate Event Managers (CEM) with proven track record of working with Corporate Houses organizing activities under MICE concept for them.

2. Broad Objective of the Technical Bid/ Tender

- 2.1 The broad objective of WBFDCCL through this Technical Bid (TB) document is to empanel suitable Agencies to market the Corporation Nature Resorts to Corporate Houses to Organize various activities like Off Site Meetings, Conferences, Incentives and Exhibitions (MICE).

3. Selection of Corporate Event Manager

- 3.1 Interested Firms/ Companies who are able to comply the requirements may submit the tender duly filled in and supplemented with all relevant documents to WBFDCCL for further processing as per laid Procedures. TB not completed in any respect is liable to be rejected summarily.
- 3.2 Interested Applicant can submit their Application only through electronic means, as per guidelines provided in Appendix 2.
- 3.3 The empanelment of the Applicant (Corporate Event Manager) is detailed out in subsequent section of this TB.

4. Scope of Work of Selected Corporate Event Manager/s

- 4.1 Marketing of Nature Resorts of the Corporation to the Corporate Houses for Organizing their events under MICE Concept.

4.2 To assist the Corporate Houses in organizing their events in consultation with the Corporation.

4.3 To ensure that the event shall follow the principles of eco-tourism while undertaking the same.

5. Calendar of Events

| Sl. No. | Particulars | Date & Time* |
|----------------|---|------------------------------|
| 1. | Date of uploading of N.I.T. & other Documents (online) (Publishing Date) | 07.07.2021 |
| 2. | Last date of Receipt of any query by the Application relation to tender documents | 15.07.2021 by 3 PM |
| 3. | Last date of sending queries by the Applicants | 16.07.2021 at 3 PM |
| 4. | Pre-Application Meeting | 16.07.2021 at 3 PM |
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| 9. | Bid opening date for Technical Proposals (Online) | 30.07.2021 |
| 10. | Date for opening of Financial Proposal (Online) | To be announced later |

Note: The above time is tentative and the Corporation may at its discretion change the same by issuing an Addendum. WBFDCCL 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.

6. Instruction to Applicants

6.1 Vendors are requested to submit non-refundable Application Fee of an amount equivalent to Rs. 5,000 in the form of Bank DD/Cheque favoring Divisional Manager, Kolkata Forest Corporation Division, payable at Kolkata. Cost of application is exempted for applicants who are registered with MSME and NSIC for the services for which enlistment is sought on production of documentary evidence.

6.2 An Applicant is eligible to submit a single Application only. Consortium/ Joint Venture not allowed.

6.3 The Applicant shall submit a Power of Attorney as per the format at Annexure V, authorizing the signatory of the Application to commit the Applicant.

6.4 Any condition or qualification or any other stipulation contained in the Application shall render the Application liable to rejection as a non-responsive Application.

7. Eligibility Criteria

| SI No | Particulars | Supporting Documents Required |
|-------|---|--|
| 1 | The applicant shall be a single entity, registered as a Company under the Companies Act 2013 or Companies Act, 1956, Partnership Firm registered under the Indian Partnership Act, 1932, LLP registered under the Limited Liability Partnership Act, 2008 or a Society registered under the Societies Registration Act, 1860 & Should have been in existence in India for the last three Financial Year preceding the Application Due Date. Application by Consortium/ Joint Venture not allowed. | Certificate of Registration/Incorporation under the respective Acts in India and the respective Memorandum of Association/Partnership Deed/ Trade License. |
| 2 | The agency must be registered in India with appropriate tax and other administrative authorities. | GST Registration Certificate PAN Card |
| 3 | The agency must have prior experience in providing similar services to Corporate Houses and have conducted at least 10 similar works with Corporate Houses in the last 5 Financial Year preceding the Application Due Date | Work Orders and completion Certificates for the same |
| 4 | The applicant must have at least 15 skilled manpower/consultants specializing in executing the various activities in the defined scope of work. | Certificate from the HR/Head of the Firm and resumes of 5 Key resources with the relevant expertise |
| 5 | Organizations having office in West Bengal | Address Proof of the Office |
| 6 | Must have a minimum annual turnover of Rs. 50 lakhs. in any 3 of the last 4 Financial | Audited Financial Statements for last three years and Certificate from the |

| | | |
|--|---|---|
| | Years preceding the last date of submission of TB (Application) | Statutory Auditor certifying the Turnover for previous three financial years from event management business |
|--|---|---|

8. Documents (Online Submission) to be submitted by Applicant

- 8.1 Scan copy of the -Application Fee
- 8.2 Trade License (in case of proprietorship firm/ partnership firm)
- 8.3 In case of Company – Certificates of incorporation, and date of commencement of business etc
- 8.4 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
- 8.5 GST Certificate
- 8.6 Documentary evidence with respect to manpower on rolls
- 8.7 Audited Balance Sheet for the last 4 years
- 8.8 Copy of the produce ITRs Certificate from the Company's Chartered Accountant for the last four Financial Years starting from 2019-20.
- 8.9 Annexure I to Vas per the format enclosed.

This TB is non-binding in nature. A response to this TB does not automatically ensure that you will be selected to participate in tender or be selected for procurement. The Corporation shall not be responsible for the costs incurred by you in preparing and submitting your Technical Bid.

9. Document to be submitted offline (Hard Copy)

- 9.1 Demand draft of Rs 5,000 towards Application Fee.
- 9.2 Hard copy in hard bound manner of the document as listed in Clause 8.

10. TB (Application for Empanelment) Submission by the Applicant

- 10.1 The Applicant can submit its Application by given date and time as mentioned under Clause 5. Hard copy of the document shall be submitted on the address given below.

The Divisional Manager,

Kolkata Forest Corporation Division,

‘Aranya Bikash’,

KB-19, Sector-III, Salt Lake City,

Kolkata-700106.

E-mail: kfcd@wbfdc.com

- 10.2 The Hard Copy of the Document shall be submitted in sealed envelope and should be superscripted on envelop “Application for Empanelment of Corporate Event Manager to

Market Eco Resorts of Wbfdcl to Corporate Houses for Organizing their Meetings, Incentives, Conferences and Exhibitions (MICE)".

11. Pre-Application Meet

11.1 A Pre-Bid meeting shall take place on date and time as mentioned in clause 5. The meeting will be organized online and interested applicant shall request for VC link to the email address given at Clause 10.1.

12. Empanelment Procedure

12.1 The applicant's will be evaluated on the basis of Eligibility Criteria as mentioned under Clause 7 and documents as listed under Clause 7 & 8 of this TB document.

12.2 Subject to Clause 12.1, Applicant meeting the Eligibility Criteria will be empaneled.

12.3 The Evaluation committee constituted for the purpose, may waive any informality or non- conformity or irregularity in an application which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any applicant. Decision of the Evaluation Committee would be final and binding upon the Applicants.

12.4 The Applicant may be called to make detailed presentation in from of the evaluation committee on a suitable date as informed by Wbfdcl.

12.5 Decision of Wbfdcl in respect of evaluation methodology and short listing of Applicants will be final.

13. Notification of Empanelment

13.1 Wbfdcl shall notify the successful applicant/s in the notice board of Wbfdcl, in its official website, writing by registered letter or by email, that its application has been accepted.

13.2 The applicant shall acknowledge in writing, receipt of the notification of empanelment and shall send his acceptance within seven (7) days of receiving the notification.

13.3 Failure to abide by this, may lead to termination of the empanelment.

14. Clarifications

14.1 Wbfdcl shall endeavor to respond to the questions raised or clarifications sought by the Applicants. However, Wbfdcl reserves the right to not respond to any question or provide any clarification, in its sole discretion

14.2 Wbfdcl may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Applicants. All clarifications and interpretations issued by Wbfdcl shall be deemed to be part of the TB.

15. Amendment of TB

15.1 At any time prior to the Bid Due Date, Wbfdcl may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the TB by the issuance of Addenda.

15.2 In order to afford the Applicants a reasonable time for taking an Addendum into account, or for any other reason, Corporation may, at its own discretion, extend the Bid Due Date.

16. Language

16.1 The Application and all related correspondence and documents in relation to the TB Process shall be in English language. Supporting documents and printed literature furnished by the Applicant with the Application may be in any other language provided that they are accompanied by appropriate translations in the English language. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Bid, the English language translation shall prevail.

17. Application Validity

17.1 Application submitted by the Applicants shall remain valid for a period of 120 days (one hundred twenty days) after the Application Due Date.

17.2 Prior to expiry of the Bid Validity Period, the Corporation may request the Applicants to extend the Bid Validity Period for a specified additional period.

18. Terms & Conditions

18.1 The undersigned reserves the right to withdraw or include any item without assigning any reason thereof.

18.2 The undersigned reserves the right to reject the Application of any Applicant who is a defaulter to the WBFDC Ltd. & the Forest Directorate, WB in respect of payment of dues.

18.3 Empanelment would be for a period of three years from the date of issuance of empanelment letter/agreement subject to satisfactory services and yearly review. If services provided by the vendor is found to be unsatisfactory or at any time it is found that the information provided for empanelment or any tender is false or irregular while applying for the tenders WBFDC shall reserve the right to remove such vendors from the empaneled list without giving any notice to the vendors in advance.

18.4 The response should be submitted in a structured format as per the checklist appended with number on every page. Each page of the application should be signed by person(s) on behalf of the organization having necessary Authorization / Power of Attorney to do so, duly affixing the company seal. Applications containing false or inadequate information are liable for rejection. (Authorization Letter from the company should be furnished along with the application).

18.5 The evaluation of the applications for empanelment shall be carried out by the committee constituted for the purpose.

18.6 Any un-authenticated, alterations, erasures, overwriting, blanking out or discrepancies may render the TB 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.

18.7 Response submitted by Fax or E-mail or any form other than mentioned above will not be acceptable and liable for rejection by WBFDC.

18.8 During empanelment period, WBFDC reserves the right to de-panel, if the service provided by the vendor is found to be unsatisfactory or if, at any time, it is found that the information provided for empanelment is false, the WBFDC reserves the right to remove such vendors from the empaneled list without giving any notice to the vendor in advance. WBFDC's decision will be final in this regard.

- 18.9 Application containing false or inadequate information is liable for rejection.
- 18.10 The Corporation shall enter into a detailed Corporate Event Managers Agreement with the empaneled Corporate Event Manager.
- 18.11 The Corporate Event Manager shall provide detail cost breakup to the Corporation to organize the Corporate Events
- 18.12 The Corporation in turn shall provide the cost breakup to the identified corporate client.
- 18.13 All payments from the visiting tourists shall come to the Corporation designated account.
- 18.14 Out of the total payment received, the Corporation shall make following payments to the Corporate Event Manager:
- a. The Corporation shall make payment to the Corporate Event Manager for the services provided by it as per the agreed rate after deducting 10% of the total amount as its Administrative & Service Charges.
 - b. Share 15% of the total revenue received against boarding & lodging with the Corporate Event Manager.
- 18.15 The Agreement will clearly demarcate the detailed roles and responsibility of each party, operational mechanism, payment terms, penalty for non performance, termination clause etc.

Sd/-

**Divisional Manager
Kolkata Forest Corporation Division**

**Annexure – I Format of Undertaking
(on Company's Letter Head)**

(The Applicant shall submit together with CHECK LIST & other documentary evidences)

**To,
The Divisional Manager,
Kolkata Forest Corporation Division,
'Aranya Bikash',
KB-19, Sector-III, Salt Lake City,
Kolkata-700106
E-mail: kfcd@wbfdc.com**

Dear Sir/ Madam,

TB Ref No:

Subject: "TB for Empanelment of Corporate Event Manager to Market Eco Resorts of WBFDCL to Corporate Houses for Organizing their Meetings, Incentives, Conferences and Exhibitions (MICE)"

Dear Sir/ Madam,

1. With reference to your TB reference no _____ dated _____, M/s _____ hereby submit the TB application for the subject project.
2. I/We certify that all information provided in the application is true and correct.
3. I/We understand that this TB is non-binding in nature.
4. I/We acknowledge that the right of the Corporation to reject our application 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 TB 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 TB.
6. I/ We understand that this TB is non-binding in nature and the Corporation reserves the right to follow a competitive bidding process for selection of Vendor/s, subsequent to this TB.

Yours faithfully,
(Signature, name and designation of the Authorized signatory)

(Name and seal of the applicant)

Annexure II – Applicant's Profile

1.
 - (a) Name:
 - (b) Registration Details of the Applicant(**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 Applicant 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 Applicant:
 - (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 TB is liable to be rejected.

Signature of the Authorized Signatory with date & seal

Annexure III– Applicant’s Experience (Technical Capacity of the Applicant)

| Sl. No. | Year of Incorporation | Details of the similar experience | Address and details of office in North/ South Bengal | No of employees on rolls |
|----------------|------------------------------|--|---|---------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

(*Enclose necessary documentary proof – PI mark necessary page No for each of the enclosures)

Annexure IV– Financial Capacity of the Applicant

| FY | Turnover (in Rs) |
|----------------|-------------------------|
| 2019-20 | |
| 2018-19 | |
| 2017-18 | |
| 2016-17 | |

Applicant to attach auditor certificate along with audited balance sheet.

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

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, bids and other documents and writings, participate in Pre-Bid and other conferences and providing information/ responses to WBFDC, representing us in all matters before WBFDC, signing and execution of all contracts and undertakings consequent to acceptance of our proposal, and generally dealing with WBFDC 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 executant(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 Applicant 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 Applicant.

Appendix 1 – General Guidelines for E-Bidding

- 1.1. Any organization/ agencies 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 [https:// wbtenders.gov.in](https://wbtenders.gov.in) (the web portal of West Bengal Tenders maintained by NIC). The organization / agencies are required to click on the link for e-Tendering site as given on the web portal
- 1.2. Each organization / agency is required to obtain a Class-II /Class III company Digital Signature Certificate (DSC) for submission of Application from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount.
- 1.3. The organization / agencies can search & download N.I.T. & Technical Bid (TB) Document(s) electronically from computer once they log on to the website.
- 1.4. Applications are to be submitted through online 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).
- 1.5. The Applicant are advised to submit the Application well in advance of the deadline as the Kolkata Forest Corporation Division will not be liable or responsible for non-submission of the bids or submission of incomplete bid on account of any technical glitches or any problems in connectivity services used by the Applicant
- 1.6. An Applicant desirous of taking part in TB process shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.
- 1.7. He will select the TB and initiate payment of pre-defined EMD by selecting from either of the following payments mode:-
 - 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 account in any Bank.
- 1.8. Payment by net Banking (any listed bank) through ICICI Bank payment Gate way:
 - I. On selection of net banking as the pay as the payment mode, the Applicant will be directed to ICICI Bank payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
 - II. Applicant will make the payment after entering his Unique ID and password of the bank to process the transaction. iii) Applicant will receive a confirmation message regarding success/failure of the transaction.
 - III. If the transaction is successful ,the amount paid by the Applicant will get credited in the respective Pooling account of the State Government office/PSU/Autonomous body/Local Body/PRIs, etc. maintained with the focal point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of Application Fees.
 - IV. If the transaction is failure, the Applicant will again try for payment by going back to the first step.

1.9. Payment through RTGS/NEFT:

1. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
2. The Applicant will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
3. Once payment is made, the Applicant will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
4. If verification is successful, the fund will get credited to the respective Pooling account of the State Government office/PSU/Autonomous body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of Application Fees.
5. Hereafter, the Applicant will go to e-procurement portal for submission of his bid.
6. But if the payment verification is unsuccessful, the amount will be returned to the Applicant's account.

Appendix 2 – Service Agreement

This Agreement is made on this Day of Between

Divisional Manager, West Bengal Forest Development Corporation Limited, 'Aranya Bikash', 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 Empanelment of Corporate Event Manager under WBFDCCL by 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. This Agreement would be for a period of three years from the date of signing of the agreement subject to satisfactory services and yearly review.
2. Role of the 1st Party shall be as follows:
 - a. To provide information about the Corporate Houses wanted to avail its facilities for MICE purposes to the 2nd Party well in advance to enable the 2nd Party to finalize the itinerary in consultation with the concerned Corporate Houses and also to understand their requirements.
 - b. To provide boarding, & lodging facility in its resorts.
3. Role of the 2nd Party
 - a. Marketing of Nature Resorts of the Corporation to the Corporate Houses for organizing their events under MICE Concept.
 - b. To assist the Corporate Houses in organizing their events in consultation with the Corporation
 - c. To ensure that the event shall follow the principles of eco-tourism while undertaking the same.
4. That the 2nd Party would offer their total cost of organizing the event to the 1st Party to enable the 1st Party to provide detailed cost breakup to the Concerned Corporate Houses.
5. The 2nd Party shall ensure uninterrupted services considering the holidays followed by the 1st Party. In the event of poor / deficient service, the 1st Party reserves the right to terminate forthwith the arrangement with the 2nd Party.

6. The 2nd Party shall not assign the contract or any part thereof to any other Agency/party without the prior written consent/approval of the 1st Party. The 2nd Party shall also not sub-let the work or part thereof except with the prior written consent of the 1st Party and such consent, even if provided, shall not relieve the 2nd Part from any liability or any obligation under the contract
7. The 2nd Party shall have to submit a Security Deposit of Rs 25,000 by way of demand draft in favour of Divisional Manager, Kolkata Forest Corporation Division, payable at Kolkata. The Security Deposit shall be returned without any interest to the 2nd Party at the end of the Contract Period. In case of termination on account of non performance or fraud/ corrupt practices/ criminal negligence/ practice, the Corporation shall forfeit the Security Deposit.
8. All payments from the Corporate Houses shall come to the 1st Party designated account.
9. Out of the total payment received, the Corporation shall make following payments to the Corporate Event Manager:
 - a. The Corporation shall make payment to the Corporate Event Manager for the services provided by it as per the agreed rate after deducting 10% of the total amount as its Administrative & Service Charges.
 - b. Share 15% of the total revenue received against boarding & lodging with the Corporate Event Manager.
10. 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 WBFDCCL in accordance and subject to the provision of the Arbitration and Conciliation Act 2015.
11. The place of Arbitration will be Kolkata and the language shall be English
12. The award of the Arbitrator shall be binding on both the parties.
13. All disputes and court cases are subject to the jurisdiction of the Calcutta High Court only.
14. That this Agreement can be terminated by either of the parties by giving 90 (Ninety) 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 WBFDCCL
(1st Party)

Witnesses :

Witnesses :