



Office of the Divisional Manager, Kolkata Forest Corporation Division, West Bengal Forest
Development Corporation Ltd.

E-Tender for supply of 1 No. HP Notebook PC.

Notice Inviting Quotation No: 24/3-40/22-23/2023-24



**Office of the Divisional Manager, Kolkata Forest Corporation Division
West Bengal Forest Development Corporation Limited
'Aranya Bikash', KB-19, Sector-III, Salt Lake City, Kolkata – 700 106
e-mail: kfcd@wbfdc.com, visit us : www.wbfdc.com,
Phone: 033-40644128, 033-40010636**

Memo No: 248/3-40/22-23/2023-24

Date: 06.03.2024

NIQ No: 24/3-40/22-23/2023-24

e-Tender for Supply of 1 No. HP Elite X360 1040 14 G10 2-in-1 Notebook PC

The Divisional Manager, Kolkata Forest Corporation Division, West Bengal Forest Development Corp. Ltd. invites e-tenders for the following work as detailed in the table below. [Collection (downloading) and Submission (uploading) of Tender can be made online through the website <https://wbtenders.gov.in> only].

Name of Project	Estimated Amount Put to tender (Rs.)	Amount of Earnest Money to be deposited (Rs.)	Cost of tender documents (Tender Fees, in Rs.)	Period of supply
Supply of 1 No. HP Elite X360 1040 14 G10 2-in-1 Notebook PC.	Item Rate (Bidder should quote their rate considering all applicable statutory taxes)	Rs. 3,000.00	NIL	Within 7 days

The Divisional Manager, Kolkata Forest Corporation Division, WBFDC Ltd. reserves the right to cancel any work without assigning any reason thereof.

Details of specification is given in Annexure – I.

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. 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.
- b) Exemption of any kind for any of the eligible bidder towards cost of EMD will be according to
- i) 4245-F(Y) dated 28th May 2013 issued by Finance Department, Audit Branch, Government of West Bengal.
 - ii) 815-F(Y) dated 23/02/2023 issued by Finance Department, Audit Branch, Government of West Bengal.

Schedule of Dates:

Sl. No.	Particulars	Date & Time
1	Date of uploading N.I.Q. Documents - Online (Publishing Date)	07.03.2024 at 10.00 AM
2	Documents download start date (Online)	07.03.2024 at 10.00 AM
3	Documents download end date (Online)	14.03.2024 at 11.00 AM
4	Bid submission start date (Online)	07.03.2024 at 10.00 AM
5	Bid submission closing date (Online)	14.03.2024 at 11.00 AM
6	Bid opening date for Technical Proposal (Online)	16.03.2024 at 11.00 AM
7	Date of uploading technically qualified bidders (Online)	To be notified in due course
8	Date of opening Financial Bids (Online)	To be notified in due course

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.

INSTRUCTION TO BIDDERS (ITB)

Section – A

1. General Guidance for e-Tendering

1.1 Instructions / Guidelines for tenderers for electronic submission of the tenders online have been shown in Web site <https://wbtenders.gov.in>

1.2 Registration of Suppliers

Any supplier willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-Procurement System.

1.3 Digital Signature Certificate (DSC)

Each supplier is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders.

1.4 Collection of Tender Documents

The supplier can search and download NIQ and tender documents electronically from computer once he logs on to the website mentioned in Clause 1.1 using the Digital Signature Certificate. This is the only mode of collection of tender documents.

1.5 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 or registered company. If found to have applied severally in a single job, all his applications will be rejected for that job.

2. Submission of Tenders:

2.1 General process of submission:

Tenders are to be submitted online through the website stated in Clause 1.1 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.

2.2 Technical Proposal

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

A. Technical File (Statutory Cover) containing

- i. NOTICE INVITING QUOTATION (NIQ) (to be submitted in “NIQ” Folder).
- ii. Scanned copy of e-challan generated from State Govt. E-Procurement Portal for Earnest Money Deposit (EMD) shall be uploaded and is to be remitted by the Tenderer as mentioned in the NIQ document in favour of “Divisional Manager Kolkata Forest Corporation Division, WBFDC Ltd. ”.
- iii. Instructions to Bidders. (to be submitted in “ITB” Folder)
- iv. General Terms & Conditions of Contract. (to be submitted in “ GT AND CC” Folder)
- v. Technical Specification. (to be submitted in “ TS ” Folder)
- vii. Form-I and Affidavit-Y (to be submitted in forms folder)
- vi. **Addenda/Corrigenda, if published:** Suppliers are to keep track of all the Addendum/Corrigendum issued with a particular tender and upload all the above, digitally signed, along with the NIQ. Tenders submitted without the Addendum/Corrigendum will be treated as invalid and liable to be rejected.

A. My Document (Statutory Cover)

Sl.No.	Category Name	Sub-Category Description	Document Name
A	CERTIFICATES	CERTIFICATES	(For details see Clause 2 of ITB & relevant clauses of NIQ)
			1 P.T. deposit receipt Challan
			2 I.T.PAN Card, last Year IT Return
			3 Enlistment Certificate/ Trade Licence (Similar Nature)
			4 Updated GST Registration Certificate with valid HSN/SAC code tagged for respective similar nature of work..
5 Till date valid authorised dealership certificate from Original Equipment Manufacturer.			

❖ Bidders to note that all technical documents sought are statutory in nature.

2.3. Financial Proposal

- i) The financial proposal should contain the Bill of Quantities (B.O.Q) in one cover (folder). The supplier is to quote the rate indicating in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copy of the B.O.Q. are to be uploaded quoting the rate, virus scanned & digitally signed by the supplier.

3. Eligibility Criteria for participation in tender:

(a) The bidder should have been all necessary permission, registration and license as applicable. The bidder should have valid PAN, GSTIN Registration, Professional Tax registration and Trade License with Government of West Bengal.

(b) All categories of prospective Tenderers shall have to submit valid and up to date Professional Tax payment receipt challan, GST registration certificate, Income Tax Return Acknowledgement receipt for last year, PAN card issued by Income Tax Department, and Trade licence issued by local bodies under Government of West Bengal for similar nature of work in respect of the prospective tenderer, Till date valid authorised dealership certificate from Original Equipment Manufacturer. (Statutory Documents)

(c) Where an individual person holds a Certificate 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 company or firm, invariably submit a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to submit such tender. The Power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908. (Statutory Documents).

(d) Neither prospective Tenderer nor any of the constituent partners had been debarred to participate in any Tender by the State/ Central Government, State /Central Government undertaking, Statutory/ Autonomous bodies constituted under the Central/ State statute during the last 5 (five) years prior to the date of this NIQ. Such debarring will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format in non-judicial stamp paper, must be uploaded with both sides of Stamp Paper- Affidavit-Y). [Statutory Documents]

(e)The partnership firm shall furnish the Registered Partnership Deed and the Company shall furnish the Memorandum of Association (MOA) and Article of Association (AOA.) [Non-statutory Documents]

(f) Registered Un-employed Engineers' Co-operative Societies / Labour Co-operative Societies are required to furnish the following documents: - [Non-statutory Documents]

- i. Current "No Objection Certificate" from the Assistant Registrar of Co-operative Societies.
- ii. Supporting documents showing area of operation.
- iii. Bye-laws duly approved by the Assistant Registrar of Co-operative Societies.
- iv. Name with address and signature (in original) of the present Board of Directors of the Co-operative Society
- v. Copies of 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, duly attested.

(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 not allowed.

(i) A prospective Tenderer shall be allowed to participate in the job either in the capacity of 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.

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

(k) Absence of any of these details / lack of proof or lack of sufficient documents to substantiate the above shall make the Tenderer / Bidder ineligible for further consideration. During the process of evaluation, if the Tender Inviting Authority finds that there are any wrong details, mis-representation or false declarations given by the Tenderer / Bidder, the Tender Inviting Authority shall have the right to disqualify and / or black list the firm and take other action as deemed necessary.

(l) Tenderers has to produce duly self-attested supporting documents/certificate from the employer/client with whom they have worked. Audited Balance Sheet duly certified by the Chartered Accountant and valid payment certificate issued by the Govt. Organisation/PSU/Semi Govt. Organisation along with the application (online).

(m) Agencies are required to give a detail work programme in the form of a bar chart/work flow chart along with tender. (*Statutory Documents*).

(n) The bid submission by an intending tenderer who is already blacklisted in any State/Central Government, State/ Central Government Undertaking, Statutory/ Autonomous bodies constituted under the Central/ State Statute will not be entertained.

(o) All the participants have to upload undertaking that they do not have any litigation that past or present with any Govt. /PSU/Semi-Govt. Organisation of the State.

(p) The eligibility of a bidder will be ascertained on the basis of the attached documents uploaded using digital signature in support of the minimum criteria and the declaration executed through prescribed affidavit in non-judicial stamp paper (must be upload both sides of Stamp Paper) of appropriate value duly notarised. If any documents submitted by a bidder is either manufacture or false, in such cases, the eligibility of the bidder/tenderer will be out rightly rejected at any stage without any prejudice.

4. Opening of Technical Proposal: -

Technical proposals will be opened by the authorized representatives electronically from the website stated in Clause 2.1, using their Digital Signature Certificate.

Intending tenderers may remain present, if they so desire.

Cover (Folder) for Statutory Documents should be opened first, if found in order, Cover (Folder) for Non-statutory Documents will be opened. If there is any deficiency in the 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 Evaluation Committee (constituted for evaluation of tenders).

5. Uploading of summary list of technically qualified tenderers:

Pursuant to scrutiny and decision of the Tender Evaluation Committee (TEC), the summary list of eligible tenderers with the serial number of work(s) for which their Financial Proposals will be considered will be uploaded in the web portals.

While evaluation, the Committee may summon the tenderers and seek clarification / information or additional documents 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.

6. Final publication of summary list of technically qualified tenderers:

Date of opening of financial bid will to be intimated in the final summary list.

7. Opening and Evaluation of Financial Proposal:

Financial proposals of the tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal stated on the prescribed date.

The encrypted copies will be decrypted and the rates will be read out to the suppliers remaining present at that time.

After evaluation of Financial Proposal, by the appropriate Authority of GPW, West Bengal Forest Development Corporation, may upload the final summary result containing inter-alia, name of suppliers and the rates quoted by them against each work provided Tender evaluation committee is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate.

8. Procedures to be followed when one / two technically qualified tenderers participated in any tender:

Financial bid of technically qualified single / two tenderers may not be opened immediately 2nd call may be invited.

9. Acceptance of Tender (Technically eligible/qualified)

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons.

10. Grounds for Suspension and Debarment

The procedure as laid down below shall govern the suspension/debarment of Suppliers/Suppliers/Consultants (Suppliers for brevity) involved in WBFDC Ltd. procurement for offences or violations committed during competitive bidding and contract implementation, for the works.

(1) Submission of eligibility requirements containing false information or falsified documents.

(2) Submission of Bids that contain false information or falsified documents, or the concealment of such information in the Bids in order to influence the outcome of eligibility screening or any other stage of the bidding process.

(3) Unauthorized use of one's name/digital signature certificate for the purpose of bidding process.

(4) Any documented unsolicited attempt by a bidder (A Person/Supplier/Agency /Joint Venture/Consortium/Corporation participating in the procurement process and/or a person / Supplier / Agency / Joint Venture / Consortium / Corporation having an agreement/contract for any procurement with the department shall be referred as Bidder) unduly influencing the outcome of the bidding in his favour.

(5) Refusal or failure to post a self-declaration to the effect of any previous debarment imposed by any other department of State Government and/or Central Government.

(6) All other acts that tend to defeat the purpose of the competitive bidding such as lodging false complain about any Bidder, lodging false complain about any Officer duly authorized by the Department, restraining any interested bidder to participate in the bidding process, etc.

(7) Assignment and subcontracting of the contract or any part thereof without prior written approval of the procuring entity.

(8) Whenever adverse reports related to adverse performance, misbehaviour, direct or indirect involvement in threatening, making false complaints etc. damaging the reputation of the department or any other type complaint considered fit by the competent authority of the department, are received from more than one Officer or on more than one occasion from individual Officer.

(9) Refusal or failure to post the required performance security / earnest money within the prescribed time without justifiable cause.

(10) Failure in deployment of Technical Personnel, Engineers and/or Work Supervisor having requisite license / supervisor certificate of competency as specified in the contract.

(11) Refusal to accept an award after issuance of "Letter of Acceptance" or enter into contract with the Government without justifiable cause.

(12) Failure of the Supplier, due solely to his fault or negligence, to mobilize and start work or performance within the specified period as mentioned in the "Letter of Acceptance", "Letter of Acceptance cum Work Order", "Work Order", "Notice to Proceed", "Award of Contract", etc.

(13) Failure by the Supplier to fully and faithfully comply with its contractual obligations without valid cause, or failure by the Supplier to comply with any written lawful instruction of the Procuring Entity/Authority (the Officer authorized by the WBFDC Ltd. for procurement) or its representative(s) pursuant to the implementation of the Contract.

- (14) For the procurement of Consultancy Service/Contracts, poor performance by the Consultant of his services arising from his fault or negligence. Any of the following acts by the Consultant shall be construed as poor performance.
- (i) Non-deployment of competent technical personnel, competent Engineers and/or work supervisors;
 - (ii) Non-deployment of committed equipment, facilities, support staff and manpower;
 - (iii) Defective design resulting in substantial corrective works in design and/or construction;
 - (iv) Failure to deliver critical outputs due to consultant's fault or negligence;
 - (v) Specifying materials which are inappropriate and substandard or way above acceptable standards leading to high Procurement cost;
 - (vi) Allowing defective workmanship or works by the Supplier being supervised by the Consultant.
- (15) For the procurement of goods, unsatisfactory progress in the delivery of the goods by the manufacturer, supplier, or distributor arising from his fault or negligence and/or unsatisfactory or inferior quality of goods, vis-à-vis as laid down in the contract.
- (16) Wilful or deliberate abandonment or non-performance of the project or Contract by the Supplier resulting in substantial breach thereof without lawful and/or just cause.

CATEGORY OF OFFENCE :-

- (A) First degree of offence: 1 to 16 of the above Clause-41 to be considered as First degree of offence.
- (B) Second degree of offence: Any one of the offences as mentioned under 'A' above, committed by a particular Bidder/Supplier/Supplier on more than one occasion, be considered as Second degree of offence.

In addition to the penalty of suspension/debarment, the bid security / earnest money posted by the concerned Bidder or prospective Bidder shall also be forfeited.

PENALTY FOR OFFENCE :-

- (I) For committing First degree of offence: Disqualifying a Bidder from participating in any procurement process under West Bengal Forest Development Corporation Limited up to 2 (two) years.
- (II) For committing Second degree of offence: Disqualifying a Bidder from participating in any procurement process under the West Bengal Forest Development Corporation Limited up to 3 (three) years.

11. Earnest Money Deposit (EMD):

a) Earnest Money payment:

- 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.

b) Exemption of any kind for any of the eligible bidder towards cost of EMD will be according to

- i) 4245-F(Y) dated 28th May 2013 issued by Finance Department, Audit Branch, Government of West Bengal.
- ii) 815-F(Y) dated 23/02/2023 issued by Finance Department, Audit Branch, Government of West Bengal.

c) **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.

d) Intending Tenderers should download the Tender Documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

e) Both Technical Bid and Financial Bid should be submitted duly digitally signed by the Tenderer through the website <http://wbtenders.gov.in> as per the 'Date & Time Schedule' stated in this N.I.Q. (Details of which has been narrated in 'Instruction to Bidders')

12. Opening of Tender:

- (a) The Technical Bid shall be publicly opened by the authority receiving tender or by his authorized representative, as per the Date & time Schedule mentioned in NIQ.
- (b) Prospective Tenderers or their authorized representatives may be present during the opening process.
- (c) Financial Bids of only those tenderers who would qualify in the Technical Bid evaluation will be opened.
- (d) The intending Tenderers shall clearly understand that whatever may be the outcome of the present Invitation of Tender, no cost of Tendering shall be reimbursable by the Government. The Divisional Manager, Kolkata Forest Corporation Division, West Bengal Forest Development Corp. Ltd. reserves the right to reject any tender or all Tenders without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Tenderer at any stage of Tendering.
- (e) The acceptance of the tender rests with The Divisional Manager, Kolkata Forest Corporation Division, West Bengal Forest Development Corp. Ltd. who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all the tenders received without assigning any reason thereof.

- (f) The Supplier/Bidder should see the site of works and Tender Documents, Drawings etc. before submitting e-Tender and satisfy himself/herself regarding the condition and nature of works and ascertain difficulties that might be encountered in executing the work, carrying materials to the site of work, availability of drinking water and other human requirements & security etc. Work on river banks may be interrupted due to a number of unforeseen reasons.
- (g) Sudden rises in water levels, inundation during flood, inaccessibility of working site for carriage of materials. Engineer-in Charge may order the supplier to suspend work that may be subjected to damage by climate conditions. No claim will be entertained on this account. There may be variation in alignment, height of embankment or depth of cutting, location of revetment, structures etc. due to change of topography, river condition and local requirements etc. between the preparation and execution of the scheme for which the tendered rate and contract will not stand invalid. The Supplier will not be entitled to any claim or extra rate on any of these accounts.

13. The selected Supplier must arrange to procure all materials required for the proper completion of the work(as per the Technical Specifications of the tender document). The Employer will not on any account be responsible for procuring the same.

14. 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 supplier/bidder(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 WBFDC Ltd. and the bidder/supplier penalized in terms of provisions in the notice of the tender (Sl. 10 of ITB).

15. Cancellation of Tender:

The Divisional Manager, Kolkata Forest Corporation Division, West Bengal Forest Development Corp. Ltd. reserves the right to cancel this N.I.Q. due to unavoidable circumstances and no claim in this respect will be entertained.

16. Security Deposit:

While making any payment to the supplier 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.

17. Deduction of Taxes Etc:

Deduction of Income Tax & other taxes from the Suppliers Bill will be made as per existing govt. rules.

18. Canvassing in connection with the tender is strictly prohibited.

19. No tenderer shall be deemed to be fit for consideration unless the tender documents are fully and 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 out rightly rejected at any stage and legal action will be taken against him.

20. In the event of a tender being submitted by a firm, it must be signed by a member or members of the firm having legal authority to do so and if called for, legal documentations in support thereon must be produced for inspection and in the case of a firm carried out by one member or a joint family it must disclose that the firm is duly registered under the Indian Partnership Act.

21. Work order will be issued subject to availability of fund, administrative approval and financial sanction from the competent authority.

Divisional Manager,
Kolkata Forest Corporation Division
West Bengal Forest Development Corp. Ltd.

Memo No: 248/3-40/22-23

Date: 06.03.2024

Copy forwarded for kind information to: -

- 1) The Managing Director, West Bengal Forest Development Corp. Ltd.
- 2) The General Manager (HQ), West Bengal Forest Development Corp. Ltd.
- 3) Accounts Section, West Bengal Forest Development Corp. Ltd.
- 4) The Guard File & Notice Board.

Divisional Manager,
Kolkata Forest Corporation Division
West Bengal Forest Development Corp. Ltd.

Section – B
FORM-I
APPLICATION

To,
Divisional Manager,
Kolkata Forest Corporation Division
West Bengal Forest Development Corp. Ltd.

Subject: Name of the Work with Tender reference no. _____.

Reference: (NIQ No.)_____

Dear Sir,

Having examined the Statutory, Non-statutory and NIQ 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 of _____ in the capacity of _____ duly authorized to submit the tender.

Enclosure:

- (1) Technical Proposal (Envelop-1/Folder)
- (2) Financial Proposal (Envelop-2/Folder)

Date: _____

Authorized signatory of the firm/company: _____

Title & 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) 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.Q. (Clause 3.d. of ITB of this NIQ)
- (III) The undersigned would authorize and request any Bank, person, Firm, Government Department or Corporation to furnish pertinent information as deemed necessary and/or as requested by The Divisional Manager, Kolkata Forest Corporation Division, West Bengal Forest Development Corporation Limited 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. (Clause 5 of ITB of this NIQ)
- (V) Certified that I have applied in the tender in the capacity of individual (proprietorship firm) / as partner of a firm / Registered Company / Registered Un-employed Engineers' / Registered Co-operative Societies or Labour Co-operative Societies & I have not applied severally for the same job (Clause 3.h. of ITB of this NIQ)
- (VI) I do not have any litigation in past or present with any Govt./PSU/Semi-Govt. Organisation of State/ Central Government. (Clause 3.n. of ITB of this NIQ)
- (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 NIQ. Such abandonment or rescission will be considered as disqualification towards eligibility. (Clause 3.g. of ITB of this NIQ)

Date: _____

Authorized signatory of the Firm/Company: _____

Title & Capacity of the officer: _____

Name of the Firm with Seal: _____

GENERAL TERMS & CONDITIONS OF CONTRACT

1. **Supplier Not To Sublet:**

The Supplier shall not without the written consent and approval of the Employer assign the agreement or sublet any portion of the work.

2. **PAYMENT:**

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

3. **Settlement of Dispute, Arbitration:**

Except where otherwise provided in the Contract, all questions and disputes relating to the meaning of the specifications, designs, drawings and instruction herein before mentioned and as to the quality of workmanship or materials used on the work, or as to any other question, claim, rights, matter, or things whatsoever, in any way arising out of or relating to the contract, design, drawings, specifications estimates, instructions, orders or these conditions or otherwise concerning the works or the execution or failure or execute the same, whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the Managing Director, WBFDC Ltd.

Divisional Manager,
Kolkata Forest Corporation Division
West Bengal Forest Development Corp. Ltd.