



Expression of Interest (EOI)  
for  
Supply, Installation, Testing, Commissioning (SITC) of 1 nos. of Honey Processing Unit  
for West Bengal Forest Development Corporation Limited.

**EOI no.: 23/18-3(A/P-III)/23-24 (2<sup>nd</sup> Call)**

Issued by:  
Divisional Manager  
Kolkata Forest Corporation Division, 'Aranya Bikash',  
West Bengal Forest Development Corporation Limited (WBFDC)  
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## **DISCLAIMER**

1. The information contained in this Expression of Interest document (the “EOI) or subsequently provided to interested parties (Applicants), 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 “**WBFDCCL**”) or any of its employees or advisors, is provided to the Applicants on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided.
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3. No reimbursement of cost of any type will be paid to persons or entities expressing interest.

**Divisional Manager**  
**Kolkata Forest Corporation Division**  
**West Bengal Forest Development Corporation Limited**

## Table of Content

1.	Background.....	4
2.	Broad Objective of the Expression of Interest.....	4
3.	Selection of Vendors .....	4
4.	General Guidance for E-Submission of Application.....	4
5.	Calendar of Events.....	5
6.	Venue and Deadline for submission of Application.....	5
7.	Eligibility Criteria.....	5
8.	Documents (Online Submission) to be submitted by Applicant.....	5
9.	Selection Procedure .....	7
10.	Terms & Conditions.....	7
11.	Verification of Documents .....	8
12.	Language .....	8
13.	Cancellation of EOI .....	8
14.	Grounds for Suspension and Debarment .....	8
15.	Annexure I – Format of undertaking.....	10
16.	Annexure II – Applicant’s Profile .....	11
17.	Annexure III– Affidavit .....	12

## Expression of Interest

### **1. Background**

1.1. The West Bengal Forest Development Corporation Limited (WBFDCCL) (hereinafter also referred to as the “Authority”) 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 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 and to uplift social economic status of Joint Forest Management Committees (JFMCs).

### **2. Broad Objective of the Expression of Interest**

The broad objective of WBFDCCL through this Expression of Interest (EOI) is to select bidders for **SITC of 1 nos. Honey Processing unit.**

### **3. Selection of Vendors**

3.1. The Kolkata Forest Corporation Division of WBFDCCL invites EOI for SITC of 1 nos. Honey Processing unit. The EOI comprises with two rounds. This is the first round of EOI. This round is intended for identifying Technically Sound and Efficient bidders only. Financial bidding will commence in the 2<sup>nd</sup> round of EOI among the bidders technically qualified during the 1<sup>st</sup> round of EOI.

3.2. Initially bidders are requested to submit their proposal for Honey Processing Unit with capacity 300 kg/batch, 500 kg/batch, 1000 kg/batch, 1200 kg/batch. After reviewing technical specifications of Honey Processing Unit WBFDCCL will finalize the capacity of the Honey Processing Unit and on that particular capacity of Honey Processing Unit financial bidding will commence. Bidders participated in the 1<sup>st</sup> round of bidding and whose bid has been technically accepted can only participate in the financial bidding. No fresh bidders will be allowed to participate in the 2<sup>nd</sup> round.

3.3. Interested Firms/ Companies who are able to comply the requirements may submit the application duly filled in and supplemented with all relevant documents to WBFDCCL for further processing as per laid Procedures. Applications not completed in any respect are liable to be rejected summarily.

3.4. Interested Applicants can submit their Application only through electronic means, as per guidelines provided in subsequent section/s.

### **4. General Guidance for E-Submission of Application**

4.1. 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> (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.

4.2. 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.

4.3. An Applicant desirous of taking part in EOI process shall login to the e-Procurement portal of the Government of West Bengal <http://wbtenders.gov.in> using his login ID and password.

4.4. The organization / agencies can search & download Expression of Interest (EOI) Document(s) electronically from computer once they log on to the website.

4.5. Applications are to be submitted through online to the website as stated 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).

4.6. The Applicants 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.

## 5. Calendar of Events

Sl. No.	Particulars	Date & Time
1	Date of uploading EOI Documents - Online (Publishing Date)	10/06/2024 at 10.00 AM
2	Documents download start date (Online)	10/06/2024 at 10.00 AM
3	Documents download end date (Online)	24/06/2024 at 05.00 PM
4	Bid submission start date (Online)	10/06/2024 at 10.00 AM
5	Bid submission closing date (Online)	24/06/2024 at 05.00 PM
6	Bid opening date for Technical Proposal (Online)	26/06/2024 at 05.00 PM
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.

## 6. Venue and Deadline for submission of EOI

6.1. EOI can be submitted online through the website <https://wbtenders.gov.in> only.

6.2. Deadline - As stated in clause 5 of this EOI document.

## 7. Eligibility Criteria

7.1. An Applicant submitting the response in response to this EOI shall hereinafter be referred to as Bidder. Only those bidders who fulfill the following credentials should respond to this invitation:

7.1.1. The Bidder may be Proprietor/Partnership/ Company formed under the Companies Act 1956/ 2013.

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

8.1. Trade License issued by Local Bodies under Government of West Bengal (in case of proprietorship firm/partnership firm/company).

8.2. In case of Company – Please enclose Memorandum and Articles of Association along with certificates of incorporation, and date of commencement of business etc.

8.3. In case of Partnership Firm, registered under the Partnership Act., 1932 – Please enclose the partnership deed duly attested by Notary.

8.4. Up to date professional tax payment challan receipt submitted to Government of West Bengal.

- 8.5. GST Registration Certificate for the state of West Bengal with valid HSN/SAC code tagged for respective similar nature of work.
- 8.6. Income Tax Return Acknowledgement, audited balance sheet and P&L accounts for last three financial year.
- 8.7. Pan card, Aadhaar card.
- 8.8. (i) Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of Rs. 4,50,000.00 during 5(five) years prior to the date of issue of tender notice.

Or

(ii) Intending tenderers should produce credentials of 2(two) similar nature of completed work, each of the minimum value of Rs. 3,75,000.00 during 5 (five) years prior to the date of issue of tender notice.

Or

(iii) intending tenderers should produce credentials of the one single running work of similar nature which has been completed to the extent of 75% or more and value of which is not less than the desired value of (i) above.

In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the Concerned Competent Authority will be eligible for the tender. In the required Certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.

Terms and conditions of credential:-

- Payment certificate will not be treated as credential.
- For Government Works Credential certificate issued by the Executive Engineer or equivalent or Competent Authority of a State/ Central Government, State/ Central Government undertakings, Statutory/ Autonomous bodies constituted under the Central/ State statute, on the executed value of completed/ running work will be taken as credential. For private works Credential Certificate must be issued by Project Manager, Plant Head or Higher equivalent Competent Authority.
- No credential will be considered as valid unless it is supported by work order, price schedule or BOQ of work and completion certificate mentioning the date of completion issued by the Competent Authority. The completion certificate should indicate the value of the work, estimated Amount, tendered amount, value of executed work, Date of Completion of project along with telephone number & detail address for communication of client must be indicated in the Credential Certificate.

- 8.9. Turn-over of Participating firm/ companies should be more than Rs. 35.00 Lakhs in last financial year.
- 8.10. Annexure I to III as per the format enclosed
- 8.11. Detailed specification of Honey Processing unit for capacity of 300 kg/batch, 500 kg/batch, 1000 kg/batch, 1200 kg/ batch, along with flow chart, schematic diagram, working methodology, detailed drawing with dimensions in mm and any other documents as deemed fit by the bidder.
- 8.12. WBFDCCL may seek a Power Point Presentation from the interested bidders about the Honey Processing unit.
- 8.13. In the event of a EOI being submitted by a prospective participant, it must be signed by a Proprietor / Partner / Director of the Firm / Company, having legal authority to do so in form of registered power of attorney showing clear authorization in his favour, by the rest of the Directors / Partners of such firm / company, to submit such EOI. The Power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908 and if called for, legal documentations in support thereon must be produced for inspection.
- 8.14. Conditional / Incomplete EOI will not be accepted under any circumstances.
- 8.15. The participation by an intending participant 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.

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

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

8.18. Bidders shall clearly understand that this 1<sup>st</sup> round of EOI is for selection of bidder on technical criteria. Bidders shall not disclose any financial information during this round of bidding. During technical bid evaluation if Tender Committee finds that any bidder has disclosed their financial bid during this round their participation will summarily get rejected.

8.19. Joint Ventures not allowed.

8.20. Subletting / sub-contracting not allowed.

This EOI is non-binding in nature. A response to this EOI does not automatically ensure that the bidder will be selected to participate in the financial bidding or be selected for procurement. The Authority shall not be responsible for the costs incurred by bidder in preparing and submitting your expression of interest.

## **9. Selection Procedure**

9.1. The objective of evaluation methodology is to facilitate the selection of technically sound and efficient bidders. 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 EOI document.

9.2. The vendor will be selected as per the following process:

9.2.1. Technical proposals will be opened by the authorized representatives electronically from the website stated in Clause 6.1 using their Digital Signature Certificate. WBFDC may, at its sole discretion, decide to seek more information from the Applicants. The summary list of eligible bidders will be uploaded in the web portals.

9.2.2. The Tender Evaluation committee constituted for the purpose, may waive any 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 bidder. Decision of the Tender Evaluation Committee would be final and binding upon the Bidders.

9.2.3. Decision of WBFDC in respect of evaluation methodology and short listing of bidders will be final.

## **10. Terms & Conditions**

10.1 Divisional Manager, Kolkata Forest Corporation Division, WBFDC Ltd. reserves the right to reject the bid of any bidder who is a defaulter to the WBFDC Ltd. & the Forest Directorate, W B in respect of payment of dues.

10.2 The bid 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 given by any authorized official should be furnished along with the application)

10.3 The evaluation of the applications for bid shall be carried out by the committee constituted for the purpose.

10.4 Any un-authenticated, alterations, erasures, overwriting, blanking out or discrepancies may render the EOI submission invalid. The evaluation of the bid will only be based on the documents submitted and evaluation committee reserves the right to relax the evaluation criteria.

- 10.5 Bid submitted by Fax or E-mail or any form other than mentioned above will not be acceptable and liable for rejection by Wbfdcl
- 10.6 In order to allow prospective Bidder reasonable time in which to take the amendment into account in preparing their response, Wbfdcl, at its discretion, may extend the deadline for the submission of response.
- 10.7 The successful bidder shall have to comply with the provision of the Minimum Wages Act, 1948 (d) and the subsequent amendments thereof.
- 10.8 In the event of any damage done to the Roads, Telephone lines, Electrical lines or any other installation or property either belonging to the Govt., Wbfdcl or to a private party during SITC of Honey Processing Unit the contractor concerned shall solely be liable to compensate for the losses.
- 10.9 Prevailing safety norms has to be followed by the successful Bidder during execution of the work so that LTI (Loss of time due to injury) is zero.
- 10.10 In case of any dispute, the decision of the Managing Director, Wbfdcl Ltd. shall be final and binding upon the purchaser.
- 10.11 The Bidders shall inspect the site and may conduct trials at their own cost and risk and use any and every other method to ensure the adequacy of their offer. The intending Bidders shall clearly understand that whatever may be the outcome of the present Invitation of EOI, no cost of bidding shall be reimbursable by the Wbfdcl.

#### **11 Verification of documents:**

The EOI Inviting Authority may verify the documents of any Bidder if found necessary. After verification, if it is found that such documents submitted by the Bidders is either manufactured or false legal action may be initiated against the concerned bidder.

#### **12 Language**

The Bid and all related correspondence and documents in relation to the Bidding Process shall be in English language. Supporting documents and printed literature furnished by the Bidder with the Bid 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.

#### **13 Cancellation of EOI :**

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

#### **14 Grounds for Suspension and Debarment:**

The procedure as laid down below shall govern the suspension/debarment of Participants for offences or violations committed during submission of EOI under Wbfdcl Ltd..

- (1) Submission of eligibility requirements containing false information or falsified documents.
- (2) Submission of documents that contain false information or falsified documents, or the concealment of such information in the documents 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 participant 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 participant, lodging false complain about any Officer duly authorized by the WBFDC, restraining any interested participant to participate in the EOI, etc.
- (7) Whenever adverse reports related to adverse performance, misbehavior, direct or indirect involvement in threatening, making false complaints etc. damaging the reputation of WBFDC or any other type complaint considered fit by the competent authority of WBFDC, are received from more than one Officer or on more than one occasion from individual Officer.
- (8) Refusal or failure to submit the required performance security / security deposit at any stage of EOI within the prescribed time without justifiable cause.
- (9) Failure in deployment of Technical Personnel, Engineers and/or Work Supervisor having requisite license / supervisor certificate of competency.
- (10) Refusal to accept the work order after issuance of "Letter of Acceptance" or enter into contract with the WBFDC Ltd. without justifiable cause.
- (11) Failure of the Contractor, solely due 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.
- (12) Failure by the Contractor to fully and faithfully comply with its contractual obligations without valid cause, or failure by the Contractor to comply with any written lawful instruction of the Executing Authority (the Officer authorized by the WBFDC Ltd.) or its representative(s) for the implementation of the Contract.
- (13) For the execution of Contracts, poor performance by the Contractor of his services arising from his fault or negligence. Any of the following acts by the Contractor 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) Deviation from approved design resulting in defective works;
  - (v) Using materials which are inappropriate and substandard or inferior to acceptable standards;
- (14) For the procurement of goods, unsatisfactory progress in the delivery of the goods by the manufacturer, supplier, or distributor arising from Contractor's fault or negligence and/or unsatisfactory or inferior quality of goods, vis-à-vis as laid down in the contract.-
- (15) Willful or deliberate abandonment or non-performance of the project or Contract by the Contractor resulting in substantial breach thereof without lawful and/or just cause.

**CATEGORY OF OFFENCE :-**

- (A) First degree of offence: 1 to 15 of the above Clause-15 to be considered as First degree of offence.
- (B) Second degree of offence: Any one of the offences as mentioned under Clause-15 above, committed by a particular Bidder/Contractor on more than one occasion, be considered as Second degree of offence.

In addition to the penalty of suspension/debarment, the security deposit submitted 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 assignment 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 assignment process under the West Bengal Forest Development Corporation Limited up to 3 (three) years.

Divisional Manager  
Kolkata Forest Corporation Division  
West Bengal Forest Development Corporation Limited

**Annexure – I Format of Undertaking  
(on Letter Head of Bidder)**

(The Bidder 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](mailto:kfcd@wbfdc.com)

Dear Sir/ Madam,

EOI Ref No:

Subject: EOI for **SITC of 1 nos. Honey Processing unit.**

Dear Sir/Ma'am,

1. With reference to your EOI reference no \_\_\_\_\_ date \_\_\_\_\_, M/s \_\_\_\_\_ hereby submit the EOI 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 EOI is non-binding in nature.
4. I/We acknowledge that the right of the Authority 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 Authority reserves the right to modify, cancel, suspend or terminate any aspect of the EOI process at any time, for any reason, without giving prior notice and the Authority (including their officers, employees, consultants) will not be bound by this EOI.
6. I/ We understand that this EOI is non-binding in nature and the Authority reserves the right to follow a competitive bidding process for selection of Vendor/s, subsequent to this EOI.

Yours faithfully,

(Signature, name and designation of the Authorized signatory)

(Name and seal of the applicant)

## Annexure II – Applicant’s Profile

Sl. No.	Particulars	Documentary Evidence (Page no.)
<b>A</b>	<b>Profile</b>	
1	Name of the Bidder / firm/Agency/ Vendor	
2	Status of Applicant (Company, Partnership, Prop.,etc.)	
3	Year of Establishment, Incorporation Certificate, Trade License, MOA & AOA, Partnership Deed, Up to professional Tax Payment Challan paid to the Government of West Bengal and other Company registration documents (attach Documentary Proof)	
4	Number of years’ experience in Supply of .....	
5	Address	
6	Telephone number	
7	Fax number	
8	Email Address	
9	Website address of the Company, if any	
10	Key person (s) with contact details a) Head Office /registered Office	
11	Authorized Official with Name, Designation, Contact No / email etc. for the EOI	
12	GST Registration Certificate for the state of West Bengal with valid HSN/SAC code tagged for respective similar nature of work	
13	Pan card, Aadhar Card	
14	ITRs acknowledgement, Audited Balance Sheet and Profit & Loss Accounts for the last 3 financial years	
15	Annual turnover for the last financial year(certified by CA)	
16	Credential	
17	Detailed specification of Honey Processing Unit	
18	Power of Attorney (if applicable)	

\*\* Wherever applicable submit documentary evidence to facilitate verification.

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 EOI is liable to be rejected.

Signature of the Authorized Signatory with date & seal

### **Annexure III: Declaration**

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

Ref: EOI No.

- (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 EOI.
- (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 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 (proprietorship firm) / as partner of a firm / Registered Company & I have not applied severally for the same job.
- (VI) I do not have any litigation in past or present with any Govt./PSU/Semi-Govt. Organisation of State/ Central Government.
- (VII) I or any of my constituent partner shall neither have abandoned any work nor any of our contract have been rescinded during the last 5 (five) years from the date of publication of this EOI. Such abandonment or rescission will be considered as disqualification towards eligibility.

Date: \_\_\_\_\_

Authorized signatory of the Firm/Company: \_\_\_\_\_

Title & Capacity of the officer: \_\_\_\_\_

Name of the Firm with Seal: \_\_\_\_\_