

I/173572/2022

**WEST BENGAL STATE FOOD PROCESSING  
&  
HORTICULTURE DEVELOPMENT CORPORATION LIMITED  
(A GOVT. OF WEST BENGAL ENTERPRISE)  
BENFISH TOWER (6<sup>th</sup> Floor)  
31, G.N. Block, Sector-V  
KOLKATA – 700091**



**EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF LANDSCAPE  
DEVELOPMENT AGENCY/ CONTRACTOR/ SUPPLIER FOR “DEVELOPMENT  
OF LARGE OPEN SPACES / PARKS / PUBLIC AREAS, STREETSCAPES,  
RECREATIONAL FACILITIES, OFFICE SPACE ETC”)**

**Issued by:**

**West Bengal State Food Processing & Horticulture  
Development Corporation Limited (WBSFPHDCL)**

**BENFISH TOWER (6th Floor)**

**31, G.N. Block, Sector-V, Kolkata-**

**700091**

I/173572/2022

E-mail: wbsfphdcl@gmail.com

EOI No.49WBSFPHDCL/1770/2021-22

DATE:23.09.2021

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**BENFISH TOWER (6<sup>th</sup> Floor)**  
**31, G.N. Block, Sector-V**  
**KOLKATA-700091**  
E-mail: [wbsfphdcl@gmail.com](mailto:wbsfphdcl@gmail.com)

No:75/WBSFPHDCL/1770/2021-22

DATE:02/02/2022

**NOTICE INVITING EXPRESSION OF INTEREST (EOI)**

**(Empanelment of landscape development Agency / Contractor/ Supplier for execution of different works of Development of Large Open spaces / Parks / Public Areas, Streetscapes, Recreational facilities, Office space etc.)**

1. Name of Work	West Bengal State Food Processing & Horticulture Development Corporation Limited (WBSFPHDCL) intends to empanel of Landscape Development Agency / Contractor/ Supplier for execution of different works of Development of Large Open spaces / Parks / Public Areas, Streetscapes, Recreational facilities, Office space etc.
2. Application fees	Vendors are requested to submit non-refundable Application Fee of an amount equivalent to Rs.5,000 /-in the manner as mentioned in the EOI document.
3. Period of Work	2 (two) years
4. Date of uploading of EOI & other Documents (online) (Publishing Date)	02.02.2022
5. Application submission start date(Online)	02.02.2022
6. Application Submission closing (Online)	09.02.2022 by 3 PM

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7.	Last date of submission online Application	09.02.2022 by 3 PM
8.	Opening of Application (Online)	11.02.2022 at 3 PM
9.	Name & address of office inviting tender	The Managing Director, West Bengal State Food Processing & Horticulture Development Corporation Limited, BENFISH TOWER (6th Floor), 31, G.N. Block, Sector-V, Kolkata-700091

**Project details:** Applicants are advised to go through the EOI document for Project related information.

The Applicants shall submit its Application in online only.

**Note:**

1. WBSFPHDCL reserves the right to cancel or modify the EOI process without assigning any reason and any liability.
2. Further details can be seen on website <https://www.ipshabengal.com>, [www.wbfpjh.gov.in](http://www.wbfpjh.gov.in) and [wbtenders.gov.in](http://wbtenders.gov.in)

Managing Director

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**DISCLAIMER**

1. The information contained in this Technical Bid 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 State Food Processing & Horticulture Development Corporation Limited, (hereinafter referred to as “WBSFPHDCL”) 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.
2. WBSFPHDCL has prepared this document to give interested parties background information on the Project. While WBSFPHDCL have taken due care in the preparation of the information contained herein and believe it to be accurate, neither WBSFPHDCL 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 an EOI. The information is provided on the basis that it is not binding on WBSFPHDCL, any of its authorities or agencies or any of their respective officers, employees, agents or advisors. WBSFPHDCL 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.

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**EOI - Empanelment of Vendors/Agencies****1. Background**

The West Bengal State Food Processing & Horticulture Development Corporation Limited (WBSFPHDCL) (hereinafter also referred to as the “Corporation”) registered under Companies Act 1956 & under the administrative control of Dept. of FPI & H, Govt. of West Bengal engaged in production & marketing of different fruit plants, agri-inputs, implements etc. The corporation has also undertaken various projects under MGNREGA in different districts of West Bengal as PIA.

**2. Empanelment of Agency**

WBSFPHDCL Invites applications for empanelment of Agency for execution of Development of Large Open spaces / Parks / Public Areas, Streetscapes, Recreational facilities, Office space etc.

Interested Applicants can submit their Application only through electronic means, as per guidelines provided in Appendix 1.

**3. Calendar of Events**

Sl. No.	Particulars	Date & Time
1.	Date of uploading of EOI & other Documents (online) (Publishing Date)	02.02.2022
2.	Application submission start date (On line)	02.02.2022
3.	Application Submission closing (On line)	09.02.2022 by 3 PM
4.	Opening of Application (Online)	11.02.2022 at 3 PM

**4. Venue and Deadline for submission of Application**

4.1. The Agencies are requested to submit the details as per the prescribed format along with the non- refundable amount of Rs. 5,000- towards processing fee are to be deposited in favour of West Bengal State Food Processing & Horticulture Development Corporation Limited through ICICI Payment Gateway failing which the tender will be treated as informal.

**5. SCOPE OF WORK**

**5.1 PLANTATION WORKS:** Following are the Scope of Work for the Agency:

- A. Landscape design: - The Agency may require designing the scope for landscaping as per instruction from the Corporation.
- B. Plantation work :- Supply of saplings of specification

I	Tree plantations	
Si. no	Terms of Reference	Instructions and Procedures
A	Supply of Trees	
1	Physical conditions	All plant materials shall be healthy, sound, vigorous with good foliage Plants supplied shall be conforming to the names listed on the plant list. No plant materials will be accepted if branches are damaged or broken. All material must be protected from the sun and weather until planted.
2	Health of Trees	All plant materials shall be free from plant diseases, insect pests, or

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		their eggs, and shall have healthy well-developed root systems. Plant material shall be well formed and shaped true to type and free from disease, insect and defect such as knots, windburn, sun-cold, injuries, abrasion or disfigurement.
3	<b>Specification of Trees</b>	In no case, plants other than those with specification in terms of species/ variety height, girth& foliage as mentioned as provided by the Corporation shall be acceptable for plantation works. In case of non-availability of the particular species or the planting material, the alternate species or lower specification as the case may be shall have to be approved by site-in charge in special case after due confirmation of the landscape consultant.
<b>B</b>	<b>Planting of Trees</b>	
	<b>Pit Size</b>	Minimum Pit Size for all trees should be of the size 1m X 1m X1.2m . In case of larger trees pit size should be of 1.2m X1.2 m X 1.5m
	<b>Soil Preparation- Preparation of tree pits:</b>	The soil shall be essentially good earth mixed with 1/3rd of decomposed farmyard manure or vermicompost along with additives like Gypsum, sulphur ,Zinc Sulphide, (ZnS) etc. to maintain ph-value of the soil between 7 - 7.5.
	<b>Planting of trees</b>	Planting of trees and stacking / propping to protect the trees from wind and irrigation on need basis. Maintain the tree basins - free of weeds by regular hoeing. Planting the tree with root ball in the pit (tin grown / poly bag grown) after removing carefully and without disturbing the root. Pressing the soil firmly around the tree planted. Preparing the basin around the tree and watering after staking and tying. The plant should be well maintained, disease free, well trimmed at the time of handing over. In case of death of the plant the contractor need to replace the same with equally well grown healthy plant.
	<b>Stacking / Propping</b>	To ensure protection from winds-staking/ propping it with bamboo tripod using jute string. In all condition, tree should erect . The staking should have anti-termite treatment .
	<b>Fertilizers /organic solid manures and liquid manures, spray bio insecticides, parasites, predators</b>	All the planting materials shall be periodically examined for termite attacks or plant diseases and appropriate measure (application of liquid manures/ growth regulators/ pesticides as per need, weeding regularly so as to keep the plant healthy all the time) shall be undertaken for entire period of the contract. Required at the time of plantation and entire period of maintenance.
	<b>Watering Arrangement</b>	Making basin around Trees ( 1mtr dia clear space) and maintaining Tools and Tackles/Hose-pipes, tractor mounted Water Tankers or as required in sense all arrangement for water distribution and watering equipment/manpower to be managed by the contractor for watering the trees;
<b>C</b>	<b>Handing Over of Trees</b>	
1	<b>Name Plate for Trees</b>	All trees planting should have weather-proof name tag with name of the relevant species and well placed on trees with good visual characteristics. In case of row plantation of similar species, the same

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		can be repeated at definite intervals say on every fifth tree from the start.
<b>D</b>	<b>Maintenance of Trees</b>	
1	Maintenance of Trees	<p>Apart from the essential watering of the plants, Nurture the trees with organic solid manures and liquid manures, spray bio insecticides, parasites, predators to protect the trees from pest and disease. Amend the soil on regular basis with proper soil amendments to keep the pH level between 7 - 7.5 after completion of (12)Twelve month maintenance period the plants should be maintained by regular watering, weeding, replacing dead plants, applying pesticides, Use of plant physical protection measures etc. so as to grow them vigorously.</p> <p>Newly Planted should be maintained by 1) Watering every alternate days @ 20 ltrs/watering cycle 2) Applying FYM @10kg/ tree/ annum 4) Trimming, pruning as &amp; when required under guidance of the site-in-charge etc.3)The Trees should have proper staking so as the tree should stand erect till the Tree settles with no possibility of bending.</p>
<b>I</b>	<b>Shrubs Plantations</b>	
<b>A</b>	<b>Supply of Shrubs, Cree pers, Ground Covers</b>	
	Health of Shrubs/Ground Cover/Creepers etc.	Plant material shall be well formed and shaped true to type and free from disease, insect and defect such as knots, windburn, sun-cold, injuries, abrasion or disfigurement.
	Physical Condition	All plant materials shall be healthy, sound, vigorous with good foliage, and free from plant diseases, insect pests, or their eggs, and shall have healthy well-developed root systems. Plants supplied shall be conforming to the names listed on the plant list. No plant materials will be accepted if branches are damaged or broken. All material must be protected from the sun and weather until planted.
	Specification of	The species should be in appropriate specification in terms of



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Shrubs	height& Foliage as provided by the Corporation, Species below specification shall be liable for deduction of the item rate as agreed upon.
<b>B Planting of Shrubs, Creepers, Ground Covers</b>	
<b>Bed Sizes</b>	As per the specification and depth should be minimum 300 mm deep exclusive of the top 50mm where top edge is defined for watering and flooding. The plantation bed shall be the basis of all billing purpose including maintenance charges to be paid to the contractor
<b>Soil Preparation</b>	<b>Preparation of soil for grass, ground cover, edges, shrubs and flowerbeds:</b> Then prepare the same soil with 2-3" thick layer of well decomposed, weed free farm yard manure or vermicompost. Treat the soil with chlorophyriphos / Lindane / Neem cake depends upon the infestation of soil borne pests. Treat the soil with proper herbicide to control the weeds only on need basis. Finally level the soil as per the drawing or planting details.
<b>Planting</b>	<b>Preparation of pits for shrubs, creepers and hedges :</b> The bed shall be prepared with good earth mixed with 1/3rd quantity of decomposed farmyard manure along with a sapling of shrubs, ground covers etc. as per design plant spacing – 30-60 cm. maintaining( application of liquid manures/ growth regulators/ pesticides as per need, weeding regularly so as to keep the plant healthy all the time) it for a period of 12 Months days from the date of virtual completion of development work
	<b>Planting shrub/ground cover-</b> Planting of shrub in the bed prepared earlier by filling garden soil and manure (67:33 ratio).Planting the shrub with root ball in the pit (tin grown / poly bag grown) after removing carefully and without disturbing the root. Pressing the soil firmly around the tree / shrub planted. Preparing the bed around the shrub and watering after staking and tying. Maintenance of shrub/ground cover up to 12(Twelve)months by regular watering and attending the intercultivation practices such as weeding, racking, watering gap filling ,free of weeds by regular hoeing. etc. The plant should be well maintained, disease free, well trimmed at the time of handing over. In case of death of the plant the contractor need to replace the same with equally well grown healthy plant. Nurture the shrubs/ground cover with organic solid manures and liquid manures, spray bio-insecticides, parasites, predators to protect the trees from pest and disease. Amend the soil on regular basis with proper soil amendments to keep the pH level between 7 - 7.5.
	<b>Planting hedges / edges -</b> Planting of hedge / edge in the ground prepared earlier by filling garden soil and manure Preparing a pit of require size (for accommodating the root ball of plant) Planting the plants in 2/3 rows (as per instructions) at specified distance with root ball removed carefully and without disturbing the root ball from poly bag. Pressing the soil firmly around the plant Preparing the basin for watering. Maintain hedge / edge up to two months by regular watering and attending the inter-cultivation practices such as weeding,
	raking, gap filling, trimming and pruning etc. The hedge / edge should be well maintained, disease free, well trimmed at the time of handing over. In case of death of the plant the contractor need to replace the same with equally well grown healthy plant.
	<b>Planting Ground cover -</b> Planting of ground cover plants in the ground prepared earlier by filling garden soil and manure. Preparing a pit of require

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	size in the ground. Planting the ground cover plant root ball at nine inches apart in the pit after removing carefully and without disturbing the root ball. Pressing the soil firmly around the plant Preparing the basin around the plant watering. Maintenance of ground cover up to two month by regular watering and attending the inter cultivation practices such as weeding, raking, gap filling, trimming and pruning etc. The ground cover should be well maintained, disease free, well trimmed at the time of handing over. In case of death of the plant the contractor need to replace the same with equally well grown healthy plant.
Fertilizers /organic solid manures and liquid manures, spray bio insecticides, parasites, predators	Required at the time of Plantation and entire period of maintenance
Watering Requirements	Tools and Tackles/Hose-pipes, tractor mounted Water Tankers or as required to be managed by the Contractor for watering the trees;
<b>C Handing Over of Shrubs</b>	
Date of Handing Over	The Shrubs planting should be done in the selected stretch as released complete /partial scope of work
Name Plate for Shrubs	The Shrubs planting shall be provided with weather-proof name plate to specify the type of shrubs planted as per the bed and in case of longer beds at appropriate intervals so that the same can be identified at distant observations
<b>A Creation of Lawns</b>	
	Plant material shall be well formed and shaped true to type and free from disease, insect and defect such as knots, windburn, sun cold, injuries, abrasion or disfigurement.
	Supply and planting of lawn: Planting of lawn grass as per drawing without disturbing the desired gradient and level, maintaining (forking, mowing, weeding, fertilizer application) it for a period of 12 Months of completion of virtual completion (No irrigation system provided, however water is available free of cost). Contractor has to make his own arrangement for water distribution)
Specification of Lawns	Supply and Laying of carpet lawn as per drawing without disturbing the desired gradient and level, maintaining (forking, mowing, weeding, fertilizer application) it for a period of 12 Months of virtual completion of development work( No irrigation system provided, however water is available free of cost). Contractor has to make his own arrangement for water distribution)
<b>B Preparation of Lawns</b>	
Soil Preparation	Top 200 mm depth: The soil shall be essentially good Earth mixed with 1/3rd of decomposed farmyard manure along with additives like Gypsum, sulphur etc to maintain ph-value of the soil between 7 - 7.5.
Planting	Dibbling of grass: Fine level the soil, apply thin layer of sand, vermicompost and Neemcake mixture of 1" thickness and dibble the grass at 3" distance. Roll the lawn after planting. Irrigate the lawn regularly. Remove weeds on

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	periodical basis. Nurture the lawn with organic, bio-insecticides, parasites, predators to protect the lawn from pest and disease. Mow the lawn regularly and maintain the grass at 50 mm (2") height. Trim all the edges after mowing; keep the edges with trees, shrubbery and flower beds clean. The Carpet Grass would be brought in Rolled carpet form in healthy condition and shall be placed on the already prepared surface and Light roller should be used for setting of the edges for a smooth carpet lawn. The watering of the lawn should be sufficient for thriving of the lawn to grow then vigorously
Fertilizers /organic solid manures and liquid manures, spray bio insecticides, parasites, predators	Required at the time of Plantation
Watering Requirements	Tools and Tackles/Hose-pipes, tractor mounted Water Tankers or as required to be managed by the Contractor for watering the trees;
<b>C Handing Over of Lawns</b>	The lawn areas should be considered fit for handing over once the lawns have settled and the surface starts showing the lawn effect.

## 5.2 REQUIREMENT OF SOIL PREPARATION, PLANTING AND MAINTENANCE MATERIALS

### 5.2.1 Soil Conditioner

Soil Conditioner shall be Peat Moss, organic compost, vermicompost, composted rice hulls or other approved fibrous organic matter suitable for mixing with topsoil to make a friable growing medium for plants. It shall be resistant to rapid decay, free from soluble salts (below 900ppm), pH 6-7, free from large lumps or debris. Coco-Peat will not be accepted.

A sample shall be submitted to and approved by the horticulturist prior to application.

### 5.2.2 Organic Compost

Organic compost shall be an organic vegetable compost produced through a horticultural or industrial composting process. Compost is to be clean, decomposed, smell free, and free of any debris, refuse, clay or visible fungus. A sample and test data is to be submitted for approval before use. All compost is to be sterilized before being packed for transport. Any odorous materials delivered to site will be rejected. Any vermin resulting from use of organic compost will have to be controlled by the Landscape Contractor within 12 hours.

### 5.2.3 Peat Moss

Peat Moss shall be fibrous fresh water peat from vegetable fibre. Peat will have a pH of 5.8 – 6.5 and shall be free of soluble salts greater than 900 ppm ; Peat shall be free of lumps, sticks or stones greater than 5mm.

### 5.2.4 Composted Rice Husk

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Rice husks shall be partially composted and free from live rice or weed seeds. The rice hull compost shall be nitrogen stabilized and free of particles greater than 5mm.

#### **5.2.5 Sand**

Sand shall be clean, coarse, well graded material, free from soluble salts. Particles shall range in size so that 80-100% passes the 1mm sieve and 0-50% passes the 250 micron sieve.

#### **5.2.6 Fertilizers**

Chemical fertilizers shall be approved granular fertilizers. Fertilizer may be single element or compound, normal or slow release compound fertilizers. They shall be stored in waterproof sealed bags under shelter away from water and direct sunlight. Samples shall be submitted to, and approved by the horticulturist, before use in the project. Organic fertilizers shall be organic products such as organic liquid fertilizer, pellets or granules manufactured primarily from organic materials. These products are to be from accredited sources and technical data indicating sources of origin and manufacturing process must be submitted and approved before use. Animal by-products must be sterilized before being packed for transport and odorous materials used on site will be rejected.

#### **5.2.7 Mulches**

Mulches shall be an approved friable-composted organic material such as Oil Palm husks, organic compost or an approved mix. Coco-peat will not be allowed unless mixed in a proportion of 50-50 with another mulching material free from soluble salts or toxic materials and resistant to rapid decay. Mulches shall have a pH of 5.5 - 7.0. Samples are submitted to the horticulturist and approved before use. Mulches are to be applied in a 50mm thick layer over the entire surface of shrub and groundcover areas. Mulching is to be re-applied to expose soil in planting areas every 3 months after initial application until the end of the maintenance period or until complete surface cover by vegetation is achieved.

Initial mulching is to take place within two days of installation of planting.

### **A. STAKING AND SUPPORTS**

Newly planted trees must be held firmly although not rigidly by staking to prevent a pocket forming around the stem and newly formed fibrous roots being broken by mechanical pulling as the tree rocks. Methods: The main methods of staking shall be:

i. A single vertical stake, 900mm taller than the clear stem of the tree, driven 600mm to 900mm into the soil. ii. Two stakes as above driven firmly on either side of the tree with cross-bar

to which the stem is attached. Suitable for small bare-rooted or balled material.

iii. A single stake driven in at an angle  $45^{\circ}$  and leaning towards the prevailing wind, the stem just below the lowest branch being attached to the stake, suitable for small bare-rooted or balled material. iv. The end of stake should be pointed and the lower 1m to 1.2m should be

coated with non - injurious wood preservative allowing at least 150mm above ground level.

### **B. STAKING AND SUPPORTS**

After planting, all plants are to be thoroughly watered using enough water to soak the

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ground all around the root ball. After the water has percolated away leaving the surface relatively dry, the soil is to be lightly cultivated to give an even soil tilth.

### C. MULCHING

After completion of planting, watering and light cultivation operations, a 50mm deep layer of approved mulch shall be spread over all planting areas except turf and groundcover beds. Mulching is to be done within 2 days of completing planting and watering in. The cost of mulching is to be included in the unit rates for planting.

### D. FERTILIZING

After planting and before the commencement of maintenance operations all planting areas will be fertilized at three month intervals. Planting beds and pits shall be fertilized with an approved slow release fertilizer at the rate of:

Trees	: 250gm per tree
Shrubs/Climbers	: 50gm per plant or 50gms/m <sup>2</sup>
Groundcover	: 50gm per square meter
Herbaceous/Rooted shoots	: spread around the base of the plants

Turf areas shall receive area 46.0.0 at a rate of 1kg/100m<sup>2</sup>. All fertilized areas are to be watered immediately after fertilizer application.

### E. DISEASE CONTROL

The Landscape Development Agency shall take all necessary precautions to prevent or eradicate any outbreak of disease or insect attack.

### F. PLANTING IN TURF AREAS

Where planting is to be carried out in areas of turf, the turf shall be carefully cut to the size of the tree or shrub pit, rolled and stored for re-use, being kept moist and in shade. After planting, turf shall be relaid around the base of the plant. The Landscape Development Agency shall replace any turf, which is damaged during planting operations.

### G. PROTECTION OF PLANTED AREAS

The Landscape Development Agency shall be responsible for protecting all planted areas. If it is necessary for the Landscape Development Agency to erect temporary protective fencing / tree guard, the Landscape Development Agency shall be responsible for keeping the fencing in position and in good repair until the end of the maintenance period. Fencing proposals shall be submitted to the Horticulturist for approval.

### H. ANNUAL MAINTENANCE CONTACT:

The Landscape Development Agency has to enter into AMC for 12(twelve) months.

### 6. Eligibility Criteria

An Applicant submitting the response in response to this Technical Bid (EOI) shall hereinafter be referred to as applicant. Only those applicants who fulfill the following credentials should respond to this invitation

- i. The firm should have experience of at least 3 years in landscape development or 10 years in

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- running a nursery area 1 acre, which include Development of Large Open spaces / Parks / Public Areas, Streetscapes, Recreational facilities, Office space etc.
- ii. The Applicant may be Proprietorship Firm / Partnership Firm / Private Limited Company / Public Limited Company/ Limited Liability Partnership / Cooperative Society/ Society/Any reputed organization. The Applicant must have Office in West Bengal and minimum three years' experience execution of different works of Landscaping and beautification to any State/ Central Government Organizations or State/ Central Govt. Undertakings or Statutory Bodies or Local Bodies ,Parastatals or any reputed organizations.
  - iii. Intending Applicant should produce credentials of a similar nature of works worth minimum cumulative value equivalent to Rs 5 Lakh during 3 (three) years prior to the date of issue of the EOI to any State/ Central Government Organizations or State/ Central Govt. Undertakings or Statutory Bodies or Local Bodies Parastatals or any Private or Public reputed organization.
  - iv. The Applicant should have own infrastructure and capacity for execution of different works of Landscaping and beautification.
  - v. **The Applicant should not be involved in any manner of litigation with the Department of Food Processing Industries and Horticulture and/or any of its parastatals, including the WBSFPHDCL as on the last day of submission of the bid. Any such application shall be treated as void, *ab initio*.**
7. **Documents:** Scan copy of documents are to be submitted online by the Applicant
- i. Copy of Tender Fees, as deposited through ICICI Bank Payment Gateway.
  - ii. Trade License (in case of proprietorship firm/ partnership firm) showing the nature of trade i. e. nursery/ landscaping work
  - iii. Registered copy of the trust deed/ Society deed
  - iv. In case of Company – Please enclose Memorandum and Articles of Association along with certificates of incorporation, and date of commencement of business etc.
  - v. 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 Valid trade licenses/ permission of nursery in the state.
  - vi. PAN
  - vii. GST Certificate
  - viii. P. Tax Challan for 2020-21 or 2021-22
  - ix. Client Certificate towards credential supported by work completion certificate/ Payment certificate.
  - x. Audited Profit & Loss Statements and Balance Sheets for three years i.e 2017-18 to 2019-20.
  - xi. IT return for the last Three Financial Years i.e. 2017-18, 2018-19 and 2019-20
  - xii. Annexure I to V as per the format enclosed
  - xiii. This EOI is non-binding in nature. A response to this EOI 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.

## 8. Empanelment Procedure

- i. The objective of evaluation methodology is to facilitate the empanelment of technically superior agencies. The applicant's will be evaluated on the basis of Eligibility Criteria as mentioned under Clause 6 and documents as listed under Clause

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7of this EOI document.

- ii. The Agency will be empaneled as per the following process:
- iii. Agencies satisfying the eligibility criteria will be short listed and will be empaneled with WBSFPHDCL after due scrutiny of documents submitted by the Applicant and site visit by the officials/ representatives of WBSFPHDCL. WBSFPHDCL may, at its sole discretion, decideto seek more information from the Applicants. The clarification shall be given in writing immediately.
- iv. 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.
- v. The Applicant may be called to make detailed presentation before the evaluation committee on a suitable date as informed by WBSFPHDCL.
- vi. Decision of WBSFPHDCL in respect of evaluation methodology and short listing of Applicants will be final.

#### **9. Notification of Empanelment**

- i. WBSFPHDCL after evaluation of the Application received and site visit will intimate Agency/ies whether their application has been accepted through a registered letter or by email.
- ii. The applicant shall acknowledge in writing, receipt of the intimation of empanelment and shall send his acceptance within four (4) days of receiving the intimation along with a copy of the Agreement on stamp paper of requisite value and a Security Deposit by way of Demand Draft/ Pay Order of Rs 5 lakh from a Schedule Commercial Bank in favour of the West Bengal State Food Processing & Horticulture Development Corporation Limited, payable at Kolkata .
- iii. The interest free Security Deposit will be kept with the Corporation for a period of 3 years from the date of Agreement. The same shall be returned after the completion of the work and payment thereof of material indented during the Agreement Period.
- iv. Failure to abide by this, may lead to non acceptance of the Application.
- v. The Corporation shall enter into a Work Agreement/ Contract with the Selected Agency. A draft of the Agreement is enclosed as Appendix 2.
- vi. The Corporation reserves the right to expand the panel of Agencies, if required, as and when necessary, during the tenure of the Agreement and panellist will not have any right to object whatsoever.
- vii. **The Corporation, when it takes up a project, shall conduct a Limited Tender/ Table bid amongst the empanelled agencies.**

#### **10. Terms & Conditions**

- i. The undersigned reserves the right to withdraw or include any item without assigning any reason thereof.
- ii. The undersigned reserves the right to reject the Application of any Applicant who is a defaulter to the WBSFPHDCL in respect of payment of dues.
- iii. 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 agency is found to be unsatisfactory or at any time it is found that the information provided during application for empanelment or any tender is false or irregular WBSFPHDCL shall reserve the right to remove such agencies from the empaneled list without giving any notice to the agencies in advance.

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- iv. 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)
- v. The evaluation of the applications for empanelment shall be carried out by the committee constituted for the purpose.
- vi. Any un-authenticated, alterations, erasures, overwriting, blanking out or discrepancies may render the EOI 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.
- vii. Response submitted by Fax or E-mail or any form other than mentioned above will not be acceptable and liable for rejection by WBSFPHDCL.
- viii. In order to allow prospective Applicants reasonable time in which to take the amendment into account in preparing their response, WBSFPHDCL, at its discretion, may extend the deadline for the submission of response.
- ix. The successful Applicant will be required to execute the work (and landscaping and beautification if required) in desired quantity within the stipulated time frame post signing of the Contract, failure of which will be considered as event of default and may lead to termination of contract and forfeiture of Security Deposit.
- x. The Selected Bidder/ Agency shall have to supply the indented quantity of materials to different organization of the concerned district or as per the instruction of the Requisitioning Authority/WBSFP&HDCL
- xi. The project awarded shall be completed within the allotted time.
- xii. Any disputes in the quality and quantity of work along with relevant materials will be the sole responsibility of the agency / selected bidder.
- xiii. **The Selected Bidder shall receive payments on back to back basis i.e., WBSFPHDCL will pay to be agency only after receiving of payments from concerned Government Departments/ Authority or the Client Organization . The Corporation will not take any responsibility for payment until it has received payment from the concerned Govt. Departments/ Authority or the Client Organization.**
- xiv. WBSFPHDCL shall deduct 7% from each invoice of the Landscape Development Agency towards Administrative Charges/ Fees/ Charges
- xv. The responsibility of the Successful Bidder includes transportation, loading, sorting, unloading and delivery of different materials for execution of the work to the site of the work or any other destination without damaging the materials.
- xvi. Any transit losses will have to be borne by the Agency.
- xvii. The materials to be supplied shall be of good quality and as per the standards prescribed by the different standard evaluation authority (for example ISI etc)
- xviii. The supplied materials which do not conform to the specifications shall be rejected and the Agency shall have no right to claim payment for the same.
- xix. Prior to certifying/ acknowledging the challans, the client authority shall satisfy themselves about the quantity and quality of the work along with materials.
- xx. In the event of any question/dispute or difference arising between WBSFP&HDCL and the Landscape Development Agency on any matter covered by these Terms & Conditions or arising directly or indirectly there from or connected with these Terms & Conditions in any manner, the matter shall be sorted out between the Managing



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Director, WBSFP&HDCL and the operator and in the case of non-resolution of dispute the matter shall be referred to the ACS/Pr Secretary/Secretary of the Department of Food Processing Industries and Horticulture. When at this level the dispute is not resolved, the dispute would be referred to a sole Arbitrator appointed jointly by the two parties and his award shall be final.

The High Court of Kolkata alone shall have jurisdiction to adjudicate thereon.

xxi. The place of Arbitration will be Kolkata and the language shall be English

xxii. The award of the Arbitrator shall be binding on both the parties.

### **Annexure – I Format of Undertaking**

(on Company's Letter Head)

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

To,

The Managing Director,

West Bengal State Food Processing & Horticulture Development Corporation Limited,

BENFISH TOWER (6th Floor), 31, G.N. Block, Sector-V, Kolkata-700091

E-mail: wbsfphdcl@gmail.com

Dear Sir/ Madam,

EOI Ref No:

Subject: "Application for Empanelment of Landscape Development Agency for execution of Development of Large Open spaces / Parks / Public Areas, Streetscapes, Recreational facilities, Office space etc.

Dear Sir/Ma'am,

1. With reference to your EOI reference no\_\_ \_ \_ \_ \_dated , 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 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 EOI 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 EOI.

6. I/ We understand that this EOI is non-binding in nature and the Corporation reserves the right to follow a competitive bidding process for selection of Agency/ies, subsequent to this EOI.

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Yours faithfully, (Signature, name and designation of the Authorized Signatory)  
(Name and seal of the applicant)

## Annexure II – Applicant’s Profile

Sl. No.	Particulars	Details
A	Profile	
1	Name of the Applicant / firm/Agency	
2	Status of Applicant (Company, Partnership, Prop., etc.)	
3	Year of Establishment & Details of Registration/Trade License/Company registration documents (attach Documentary Proof)	
4	Number of years’ experience in work 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	PAN & P.Tax (2020-21 or 2021-22)	
12	Authorized Official with Name, Designation, Contact Phone No/Mobile No / FAX No. etc. for the EOI	
13	Trade License (in case of proprietorship firm/ partnership firm)/ Registered copy of the trust deed/ Society deed/ In case of Company – Memorandum and Articles of Association along with certificates of incorporation, and date of commencement of business etc. / In case of Partnership Firm, registered under the Partnership Act., 1932 –details of partners, details of their business and partnership deed etc. duly attested by Notary	
14	Service Tax No. / GST No	
15	Provisional GSTIN (attach GST certificate)	
16	IT return for the last Three Financial Years i.e. 2017-18, 2018-19 and 2019-20	
17	Audited Profit& Loss Statements and Balance Sheets for three years i.e 2017-18 to 2019-2020.	
18	Client certificate towards Applicant credential	
19	Location of Head Office/ Branch	

\*\* 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

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**Annexure III– Applicant’s Experience**

Sl. No.	Details of the Completed Work (similar nature of the minimum cumulative value equivalent to Rs 5 lakh during 3(three) years prior to the date of issue of the EOI)	Name and complete Postal Address of the Customer	Name, Designation, Telephone, Fax, Telex Nos., email	Value of work	Whether reference Letter Enclosed (Y/N)	Details of the Organization in West Bengal
1	2	3	4	5	6	7

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

**Annexure IV: Self Declaration on Blacklisting  
(To be submitted on Agency’s letter head)**

Ref: EOI No.

vi.I/ We hereby declare that presently our Company/ firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central Government Organizations or State/ Central Govt. Undertakings or Statutory Bodies or Local Bodies , Parastatals or nay reputed organizations .If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the Application/ Tender if any to the extent accepted may be cancelled.

Thanking you,

Date: Signature of Authorized Signatory.....

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Place: Name of the Authorized Signatory.....

Designation: Name of the Organization

.....

**Annexure V: Format of Power of Attorney for Authorizing Signatory of the Applicants**

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 WBSFPHDCL, representing us in all matters before WBSFPHDCL, signing and execution of all contracts and undertakings consequent to acceptance of our proposal, and generally dealing with WBSFPHDCL 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.

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- 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**

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

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.

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

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).

The Bidder are advised to submit the Application well in advance of the deadline as the WBSFP&HDCL 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

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

### **Appendix 2 – Draft Form of Agreement**

This Agreement is made on this ..... Day of ..... Between  
The Managing Director, West Bengal State Food Processing & Horticulture Development Corporation Limited, BENFISH TOWER (6th Floor), 31, G.N. Block, Sector-V, Kolkata-700091 as the First Party (hereinafter called the Corporation), which include its successors  
and

..... (Name of the Agency) the 2nd party (hereinafter called as Agency), which includes its Successors, for execution of Landscaping and beautification by the 1st Party from the Second Party as per requirement of the

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1st Party.

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

1. The 1st Party would place necessary orders from time to time on the 2nd Party on the basis of estimate requirements / orders received from different customers/authorities/indenting authorities.
2. That the 2nd Party would offer their price for various saplings to the 1st Party from time to time.
3. The 2nd Party on receipt of the order will execute the indent and the work would be executed by the 2nd Party at the respective locations stated by the 1st Party in its order. In case the saplings and inputs are rejected for any reason, what-so-ever by the indenting authority, then the 2nd Party is liable to replace the entire quantity.
4. The 2nd Party would make necessary arrangements for inspection of materials either before or after the delivery in presence of the representatives of the 1st Party as per request of the indenting authority and/or 1st Party.
5. That the 2nd Party would deliver the materials at the locations and to authorities/ agencies as indicated by the First Party.
6. That the transportation, packaging, loading, unloading and handling charges will be borne by the Second Party i.e. F.O.R. at the destination point to be specified by the indenting authority.
7. The 2<sup>nd</sup> party shall be responsible for maintenance of the project for 12 months from the date of completion.
7. The 2nd Party, on execution of work on written advice of the 1st Party would submit its bill in duplicate along with challans, signed by the indenting authority to the office of the 1st Party at WBSFPHDCL.
8. Where ever the 2nd Party executes the work against order of the First Party, the 1st Party would make necessary payment to the 2nd Party against their work on receipt of payment from the indenting authority i.e. payment to the 2nd Party to be made on back-to-back basis.
9. All payments made to the 2nd Party by the 1st Party shall be subject to deduction of 7% of the invoice value raised by the 2nd Party to the 1st Party towards its administrative charges/fee/charges. The 1st party after deducting 7% of the invoice value shall remit the balance 93% along with GST (if applicable) on 93% of the invoice value to the 2nd party.
10. **The second party shall receive payments on back to back basis i.e., WBSFPHDCL will pay to be second party only after receiving of payments from concerned Government Departments/ Authority or Organization. The Corporation will not take any responsibility for payment until it has received payment from the concerned Govt. Departments/ Authority or Organization.**
11. That if the indenting authority imposes any penalty on the First party for non-execution of work or supply of substandard materials within the stipulated period of time, execution of work and inferior quality of material and other reason whatsoever, with regard to the material of the 2nd Party, the 2nd Party would be liable to compensate the same to the 1st Party (to the extent of

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the loss incurred and/or penalty imposed by the indenting authority).

12. The 2nd Party would replace the damaged/ substandard quantity of the materials, if those are rejected by the indenting authority.

13. In the event of any question/dispute or difference arising between WBSFP&HDCL and the supplier on any matter covered by these Terms & Conditions or arising directly or indirectly there from or connected with these Terms & Conditions in any manner, the matter shall be resolved between the Managing Director, WBSFP&HDCL and the operator and in the case of non-resolution of dispute the matter shall be referred to the ACS/Pr Secretary/Secretary of the Department of Food Processing Industries and Horticulture. When at this level the dispute is not resolved, the dispute would be resolved by a sole Arbitrator appointed jointly by the two parties and his award shall be final.

The High Court of Kolkata alone shall have jurisdiction to adjudicate thereon.

14. That this Agreement shall remain valid for a period of three years from the date of execution of the Agreement.

15. If 1st Party and 2nd Party agree to continue the business with each other after successful completion of 2<sup>nd</sup> year of agreement, the agreement may be renewed and revalidated for a further period, if both parties mutually may agree.

16. The other responsibilities of the Second Party are as follows:

Transportation, loading, sorting, unloading and delivery will be upto the location or any other destination without damaging the materials . Any transit losses will have to be borne by the Agency. The material to be supplied shall be as per the specification mentioned in work order. The supplied material which do not conform to the specifications shall be rejected and the Agency shall have no right to claim payment for the same.

17. The place of Arbitration will be Kolkata and the language shall be English

18. The award of the Arbitrator shall be binding on both the parties.

19. 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 .....

For.....

WBSFPHDCL

(2nd Party)

Party)

(1st

Witnesses :

Witnesses :

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1.

1.

1.

2.