

Invitation For Expression Of Interest
For
Providing Project Management Consultancy Services
At
Vidyasagar Industrial Park at Kharagpur In West Bengal

INTRODUCTION

West Bengal Industrial Development Corporation Limited (WBIDC) is the nodal agency of the State Government for the development of medium and large scale industries in the state of West Bengal. WBIDC also facilitates the timely development and maintenance of infrastructure for growth of industries in the state of West Bengal. WBIDC has a Programme & Monitoring Cell that looks after all major industrial projects in West Bengal being implemented from time to time.

*WBIDC invites expression of interest from resourceful, experienced and reputed organizations/consultants registered with PWD/CPWD/Railway/Other state PWD/Central and State Private Sector Undertakings etc. for providing project management services for creation, development and maintenance of infrastructural works Vidyasagar Industrial Park in West Bengal. These may include technical supervision of infrastructural works like implementation/construction of roads, access to highways, water supply system, power supply system etc. A broad outline of the scope of work for the above areas is given in **Annexure-B.***

Interested organizations executed similar works may apply for providing PMC services satisfying the terms & conditions as stipulated in the next pages.

ELIGIBILITY FOR
PROJECT MANAGEMENT CONSULTANT
AT VIDYASAGAR INDUSTRIAL PARK

*Applications from capable and resourceful consultancy agencies/consortia of consultancy agencies are invited for discharging the scope of work given in **Annexure-B**, more or less, subject to fulfilling the undernoted criteria:*

- *Intending organizations should have minimum 3 years experience in this field.*
- *Intending organizations should have successfully completed at least one similar type of works during last five years.*
- *Intending organizations should be financially capable and should submit solvency certificate for an amount of Rs. 5 lakh from any Scheduled Bank.*
- *Intending organizations should have average annual financial turnover during the last three years of at least Rs. 50 Lakh.*
- *Intending organizations must have sufficient experienced personnel, technical know how, establishment, plant / equipment to complete the project well in time.*
- *The consulting agencies, in case of a consortium, have to designate one of them as the lead Consultant and the same should be incorporated in all of the relevant documents.*

MODE OF SELECTION
FOR
PROJECT MANAGEMENT CONSULTANT (PMC)

1. *The interested organizations may apply in the prescribed format as given in Annexure A.*
2. *The eligible organizations may obtain prescribed format from the WEBSITE "www.wbidc.com".*
3. *The prescribed format duly filled in with all necessary particulars along with attested copies of certificates/credentials regarding jobs undertaken at various organizations and a non refundable fee of Rs.10,000/- (Rupees Ten Thousand) only by way of a DD/ Pay order/Bankers cheque drawn in favour of “**West Bengal Industrial Development Corporation Limited**” payable at Kolkata should be submitted in sealed envelope should be submitted in a sealed cover super scribing "**Expression of Interest for Project Management Consultant at Vidyasagar Industrial Park**" at the following address on or before 20.07.2009.*

*The Managing Director,
West Bengal Industrial Development Corporation Limited,
5, Council House Street,
Kolkata -700 001*

4. *The last date for receipt of the EOI is 20th July 2009. Incomplete EOIs are liable to be rejected. WBIDC reserves the right to accept or reject any of the EOIs without assigning any reason thereof and without thereby incurring any liability to the affected parties. WBIDC takes no responsibility for delay, loss or non-receipt of offer or any letter sent by post either way.*
5. *Selection will be made based on particulars and documents furnished by the applicant as required and satisfactory verification carried out by WBIDC. If any information furnished by the applicant is found incorrect at a later stage, they shall be liable to be debarred from tendering /taking up the work. WBIDC reserves the right to verify the particulars furnished by the applicant independently.*

- 6. WBIDC reserves the right to accept or reject any or all applications without assigning any reasons whatsoever.*
- 7. For any other clarifications, intending agencies may contact at the above mentioned address before the last date of submission during working hours as mentioned above.*
- 8. Incomplete applications and applications not filled properly with requisite details are liable for rejection and WBIDC will not entertain any further communication in such cases.*
- 9. All related correspondence, as given in Annexure-A, exchanged by the Consultants along with the EOI should contain no interlineations or overwriting, except as necessary to correct errors made by Consultants themselves or to evidence provision. The person(s) who signed the Proposal must initial any such corrections, interlineations or overwriting.*
- 10. Any effort by a Consultant to influence WBIDC in examination, evaluation, ranking of Proposals or recommendation for award of contract shall result in rejection of the Consultant's Proposal.*
- 11. **Termination:** - WBIDC reserves the right to terminate any PMC from the panel for the deficient performance during execution of the work. WBIDC would retain an amount equivalent to 5% of the bill amount or Rs. 5 lakh, whichever is less during the course of execution of any project. The amount, thus termed as Performance security, shall stand forfeited in case the selected PMC quits the work prior to official termination or WBIDC is compelled to terminate the work order.*

Annexure A

Particulars to be Furnished along with EOI

- 1) *Name of the Organization*
- 2) *Address*
- 3) *Year of Establishment*
- 4) *Status of the firm*
(Whether Company/Firm/Proprietary)
- 5) *Name of Directors/ Partners/Proprietor.*
 - i)
 - ii)
 - iii)
- 6) *Whether registered with the Registrar of Companies/
Registrar of Firms. If so, mention number and date.*
- 7) a) *Name and address of Bankers.*
 - i)
 - ii)
 - iii)
 - iv)
 - b) *Enclose Solvency Certificate from the Bankers.*
 - c) *Furnish the details of NPA or dispute with Bankers, if any.*
- 8) *Whether registered for sales tax purposes? If so, mention number and date. Furnish also copies of sales tax clearance certificate.*
- 9) *Whether an assessee of Income Tax? If so, mention permanent account number.*
- 10) *Furnish copies of audited Balance Sheet and Profit & Loss Account (Audited) for the last three years i.e., as on 31.03.09, 31.03.08 & 31.03.07*

11) If you are registered in the panel of other Organizations/ Statutory Bodies, such as CPWD, PWD, MES, Banks etc., furnish their names, category and date of registration.

- i) ii)
iii) iv)

12) Detailed description and value of works done during last 5 years
(As per proforma –1 in a separate sheet)

13) Specify turnover in last 3 years. In Rs Lakhs

2008-09

2007-08

2006-07

14) Key Personnel employed in the organization

(As per proforma –2 in a separate sheet)

15) The format of rates for the various services mentioned above.

(As per proforma –3 in a separate sheet)

16) Other relevant information

(A separate sheet may be attached)

It is certified that the information furnished is authentic. We understand that WBIDC reserves the right to reject any or all applications without assigning any reasons thereof.

Date:

(Signature of the applicant)

Including title & capacity in

Place:

in which application is made with seal.

Note: Where copies are required to be furnished, these is to be certified copies preferably by the concerned agencies or a Government Officer.

PROFORMA –1

Enclosure to Annexure A

PARTICULARS IN RESPECT OF WORKS EXECUTED DURING LAST 5 YEARS

Sl. No.	Name of work/Project with Address	Short Description of work Executed	Name & Address of Owner	Value of work Executed	Stipulated time of Completion With date of commencement	Actual time of Completion with date of completion	Name of Architect/ Consulting Engineer with Phone & Mobile no.
1	2	3	4	5	6	7	8

Note: Attested copies of work completion certificates issued by the employer to be enclosed for verification

Name and Signature with Seal

PROFORMA-2

Enclosure to Annexure A

KEY PERSONNEL PERMANENTLY EMPLOYED.

Sl. No.	Name	Designation	Qualification	Experience	Years with the Firm	Contact Address with Phone & Mobile No.
1	2	3	4	5	6	7

Name and Signature
with Seal

THE FORMAT OF RATES FOR THE VARIOUS SERVICES

Sl. No.	Description of Items	Rate
1	Management of Construction of Roads along with drainage	
2	Management of Commissioning of Water Supply Projects	
3	Submission of detailed proposal to NHAI for access to Highway	

Note : Since different PMCs have different schemes for charging clients for different items of work, the preferred method for charging may be indicated. The actual rates may be quoted.

ANNEXURE-B

SCOPE OF WORK AS PROJECT MANAGEMENT CONSULTANT

1. Implementation/Construction of Roads along with drainage:-

- **Inspection and Examination of Act of Contractors**—As an overall supervisor of the Project and WBIDC's engineer, monitoring the activities of the contractor at every stage of their operation so that the project will be completed within the specific time limit and at the contracted quality level.
At various stages of the construction process, inspection and examination of the contractor including the construction methodology, type of workmanship, quality of material, performance of equipment, safety measures etc. in compliance with good construction practices. Any type of discrepancies, disparities observed during the time of inspection, both the contractor and WBIDC would be informed at the earliest and assistance to resolve the problem. Helping the contractor to overcome the problems or bottlenecks during the construction process.
- **Monthly/Fortnightly Progress Report**—Preparation of detailed Monthly/fortnightly Progress Reports verified by its multi-disciplinary team members. In this report all deviations from the projected schedule in terms of time and cost will be pointed out. Necessary clarification and measures to mitigate such deviation(s) will also be mentioned in the monthly report.
- **Certification of Bills**—Verification of all running account bills and final bill of the contractor considering the terms and conditions of the Contract Agreement. Bill of quantity will be verified through physical inspection and critical evaluation of the construction quality. Thereafter all these bills will be certified for payment along with its recommendations. Monitoring the overall cost of the project at every stage and WBIDC will be informed and advised accordingly.
- **Variation**—Any changes or variations in the agreement if desired by WBIDC will be communicated to the contractor. Similarly if the contractor seeks any variations, appropriate recommendations will be made to WBIDC.
- **Claims and Disputes**—Any claims, disputes etc. by the contractor will be analyzed and appropriate recommendations would be made to WBIDC for settlement of such claims and disputes.
- **Expenditure Control**—Expenditure control will be one of the important aspects for successful implementation of a project. Closely monitoring the project cost at every level of operation. If it is necessary for overall cost reduction, the best suitable

alternative available at lower cost should be suggested. During Project implementation, pointing out the avoidable cost(s) of the project and suggest WBIDC the necessary amendments in the time schedule of construction, alternative construction methodology, revised design features, resource planning etc.

2. Erection and Management of other Infrastructures such Access Permission from NHAI, Water Supply Scheme etc. :

- a.** *Communicating with/obtaining approvals from different Govt. bodies or any other authorities as per requirement,*
- b.** *Finalizing technical parameters of the project, based on which Bid document has to be prepared.*
- c.** *Selection of contractor(s), if required, for the said works :*
 - *Two stage open tendering process :*
 - i) Stage-I : Pre qualification of technically and financially capable contractor by inviting Expressions of Interest through an open advertisement in selective newspaper(s) stating the broad pre qualification criteria made as per discussions between PMC and WBIDC. The cost of advertisement(s) shall be borne by WBIDC.*
 - ii) Stage-II : Issue of Bid Document to the pre qualified applicants, who shall be required to submit bids for final selection.*
 - *Preparation of Bid Document—The detailed Bid Document would be prepared explaining the project and mentioning the critical project features. Detailed and exhaustive technical details including the bill of quantities, project drawings, standards and specifications and results of soil investigation would be provided. Sufficient care would be taken so as to ensure that all the necessary terms and conditions are put in the Bid Document and the interest of WBIDC is duly addressed in the document. The document shall be legally vetted before submitting to WBIDC for approval.*
 - ***Bid Evaluation Criteria***—*Designing the evaluation framework in consultation with WBIDC. At this stage, the PMC will ensure proper and transparent evaluation of the bids submitted by the pre-qualified contractors. The key evaluation criteria would be the cost of construction and total time for implementation. The contractor's ability to implement the project with the most advantageous payment terms would also be given due weightage.*
 - ***Interaction with Bidders and Pre-Bid Conference***—*As a representative of WBIDC, regular interaction with the interested bidders during the bidding process in order to help them thoroughly to understand the project requirements, tender clauses etc. and all necessary clarification, either written or otherwise, on the queries made by the Pre-selected*

Bidders. A formal pre-bid conference shall also be organized by PMC to address bidders' queries.

- ***Evaluation of Bids**—Preparation of a detailed comparison of the bids after receipt of bids. The evaluation report shall be submitted to WBIDC for taking the final decision on award of contract.*
- ***Finalization of Contract Agreement**—Assistance of WBIDC during negotiations of the contract. Thereafter preparation of Letter of Intent and finalization of the contract agreement to be signed with the contractor. The Contract Agreement should be legally vetted.*

*d. **Implementation of the said schemes** : similar as given in implementation/construction of roads given in page 9 of this document.*