

Corrigendum and Addendum –Notice :

Request for Proposal (RFP) for Appointment of Consultant for Preparation of Knowledge Collaterals and Long Term Infrastructure Development Planning for WBIDC

Reference No.: WBIDC/CC/371/18-19/1

Tender Id: 2018_WBIDC_179461_1

Pre Bid Meeting dated: 12/07/2018

In reference to the Pre-Bid meeting held on 12th July 2018 with the various parties present and after due consideration of queries raised in the meeting, changes have been made under the following heads.

1. RFP form
2. Terms of Reference - Remedial Measures , Limitation of Liability
3. Scope of Services – Indicative Number of Roadshows
4. Eligibility Criteria
5. Mode of Selection (Technical Criteria)
6. Performance Bank Guarantee
7. Period of Service
8. Appendix -II

Request for Proposal (RFP)
for Appointment of Consultant for Preparation
of Knowledge Collaterals And Long Term Infrastructure
Development Planning for WBIDC

Reference No. : WBIDC/CC/371/18-19/1

Tender Issue Date : 3/7/2018

Last Submission Date : 25/7/2018



www.wbidc.com

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Disclaimer

1. The information contained in this Request for Proposal ("RFP") document provided to the Bidder(s), by or on behalf of WBIDC or any of its employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.
2. The purpose of this RFP document is to provide the Bidder(s) with information to assist the formulation of their proposals. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for WBIDC, its employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. WBIDC, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.
3. WBIDC may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document or may reject the proposal.

I. List of Important Dates and Facts

	Particulars	Date & Time
1	Date of uploading of NIT & other documents (online)	3/7/2018
2	Document Download	4/7/2018, 10am
3	Prebid meeting to be held at WBIDC office at Protiti, 23 Abanindranath Thakur Sarani, Kolkata -700 017	12/7/2018 at 11am
4	Bid submission start date	5/7/2018,10am
5	Bid submission closing date	25/7/2018, 5.00 PM
6	Submission “ Hard Copy Documents for quality evaluation ”, as detailed in ‘Mode of Submission’. The Managing Director West Bengal Industrial Development Corporation Ltd. Protiti, 23 Abanindranath Thakur Sarani Kolkata- 700 017 West Bengal	26/7/2018, 10.30 am to 12.30pm, WBIDC
7	Date of Presentation	26/7/2018, 3pm ,WBIDC
7	Bid opening and evaluation date and time for Technical proposals (online)	30/7/2018, 12.00pm
9	Date of uploading the list of bidders who qualify the technical evaluation round as per criteria in the tender document	Will be notified
10	Date of opening of financial proposal	Will be notified
11	Validity of Bid	180 days from the date of opening finance bid

II Request For Proposal- Notice

E-Tender Ref No. : WBIDC/CC/

E-tender Id- WBIDC/CC/371/18-19/1

Name of Work: Request For Proposal For Appointment of Consultant For Preparation of Knowledge Collaterals And Long Term Infrastructure Development Planning

Online Request for Proposal (RFP) through two -tier bid system is invited by Managing Director, West Bengal Industrial Development Corporation for Appointment of Consultant for Preparation of Knowledge Collaterals and Long Term Infrastructure Development Planning for WBIDC,

- The bids are to be submitted through online to the website www.wbtenders.gov.in in two folders, one in technical proposal and the other in Financial proposal before the prescribed date and time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copies duly digitally signed. The documents will get encrypted (transformed into non-readable formats).
- Bidders must furnish full data and information as required in this RFP Document. Award of work against the RFP is at the sole discretion of WBIDC. Proposal of the successful bidder would form the basis for future negotiations and lead to issuing of a Work Order.
- The RFP Document shall be marked to and uploaded: *The Managing Director, West Bengal Industrial Development Corporation Ltd., Protiti, 23 Abanindranath Thakur Sarani, Kolkata-700 017*
- WBIDC reserves the right to accept or reject any or all tenders without assigning any reasons thereof and is not bound to award work to the lowest Bidder.
- Any form of canvassing shall be deemed as reason for disqualification.

For and on behalf of
West Bengal Industrial Development Corporation Ltd.

Sd/-

Managing Director
Date: --. 3/7/2018
Place- Kolkata

III Background

West Bengal Industrial Development Corporation Ltd. (WBIDC) formed in 1967 under the Companies Act, is the premier nodal agency of the Department of Industries Commerce and Enterprises of Government of West Bengal. WBIDC is responsible for conceptualizing, development, growth and facilitation of industry, investment and infrastructure in West Bengal.

WBIDC provides support industries through Facilitation, Financing, Promotion, Setting up Industrial Parks and Disbursing Incentives.

WBIDC is a key stakeholder in the organization of Bengal Global Business Summit (BGBS) which is an annual business meet aimed to showcase the investment potential of West Bengal. In order to be responsive to industry needs and to ensure the right industry ecosystem and infrastructure is offered to potential investors in the State, WBIDC needs to relook at its available industrial infrastructure, identify gaps in infrastructure, ecosystem and facilitation mechanism and work towards addressing these gaps.

WBIDC is engaged in the maintenance and publication of various information, facts, economic indicators, statistics and performance reports of different sectors from time to time.

In view of above WBIDC plans to appoint a consulting firms with rate contract model to assist on tasks as described in the scope of work. The proposed project management unit will have the following team deployed for a period for 1 year.

The consultant is expected to take up activities aiming to improve the knowledge environment, by enabling capturing, storage, sharing and use of knowledge to support WBIDC in its operations. The Knowledge Network will build on and enhance existing knowledge base and shall also create new documents

The assignment will be in line with Industry and Infrastructure of West Bengal comprising of sectors of Industry, Logistics Power, Mining, Transport including Maritime and Ports

Segment

- Industry- Large Industries, other Manufacturing Clusters, Chemicals, Tea, Leather ,Jute etc
- Infrastructure – Power & Energy, Mining, Transport, Maritime and Ports, Logistics etc
- Industrial Infrastructure- Industrial Parks, Estates, Special Zones etc
- Urban Infrastructure
- Design and Exports

IV RFP Form

The Managing Director,
West Bengal Industrial Development Corporation Ltd.
Protiti, 23 Abanindranath Thakur Sarani
Kolkata - 700 017.

RFP No - WBIDC/CC/371/18-19/1

Dear Madam,

We refer to the RFP issued by you for the execution of work related to Appointment of Consultant For Preparation of Knowledge Collaterals And Long Term Infrastructure Development Planning for WBIDC in accordance with your RFP Document.

We do, hereby offer to perform, execute and complete the works in conformity with the Scope of Services, Conditions of Tender and other specifications issued to us along with the RFP Document.

We have satisfied ourselves of the site conditions and examined all aspects of the RFP Document. Subject to the above, we do hereby agree, should this Tender be accepted, in whole or in part, to:

Abide by, perform and fulfill the terms and conditions of the RFP Document.

Complete the Scope of Services within the Time Frame on issue of the Work Order.

We understand and accept that the acceptance of any Bid shall be at the sole and absolute discretion of WBIDC, and they do not bind themselves to accept the lowest tender or any tender and may reject any or all tenders received. If the above-mentioned conditions are not fulfilled or are incomplete in any respect, the Tender is liable to be rejected.

We agree to abide by the Tender bid for a period of six (6) Calendar months from the date fixed for opening the finance bid and it shall remain binding upon us at all times up to the expiration of that period.

Dated this _____ day of _____, 2018

Name:
Signature:
Designation:
Address:

**TO BE SIGNED BY THE PROPRIETOR / ALL PARTNERS/AUTHORIZED REPRESENTATIVE
OF THE FIRM UNDER ITS COMMON SEAL**

V Terms of Reference

General Guidance for e- tendering

1. Registration of Bidder:
 - a. Any bidder 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://etender.wb.nic.in> (the web portal of NIC). The bidder is to click on the link for e-Tendering site as given on the web portal.
2. Digital Signature certificate (DSC):
 - a. Each bidder must have a Class-II or Class-III Digital Signature Certificate (DSC) for downloading and submission of tenders from the approved service provider. Those who do not have the Digital Signature Certificates (DSC) need to obtain the same from National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.
3. The bidder can search & download RFP. & Tender Document(s) electronically from computer once they log on to the mentioned website using the Digital Signature Certificate. This is the only mode of collection and submission of Tender Documents.
4. Submission of Tenders:Tenders are to be submitted through online to the website stated above in two folders at a time, one in Technical Proposal & the other is Financial Proposal 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).
5. Rates, quantities and Value of Work :The rates quoted shall be inclusive of all taxes and duties as applicable as per law. The quoted rates shall be firm and shall not be subject to any change whatsoever and shall hold good till completion of the work including extended period of contract, if any. In case of additional work, WBIDC shall decide on the conditions of such.
6. Language and Currency of Tender: The bidders should quote rates in English in Indian Rupees, in figures as well as in words without ambiguity.

7. Tender Contents

The Tenders are to be submitted through online to the website stated above in two folders at a time, one in Technical Proposal & the other is Financial Proposal 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).

a. Technical proposal The Technical proposal should contain scanned copies of the following in two cover folders

- RFP (duly digitally signed and stamped)
- Details of the Bidder in format attached in Appendix - II
- Organization chart and list of key professional staffs with their CV in format attached as Appendix - I

Non Statutory cover

- Copies of certificate of company registration/ incorporation,
- copy of PAN, financial statements and certified turnover certificates for last 3 years.
- Financial Information – Balance Sheets of last 3 Financial Years
- Experience of similar assignments completed in last 3 years along with list of clientele supported by documentary testimonials / work order / completion certificate, etc.
- All other documentary evidence to support the above credentials where applicable.
- The company background and capability statement supported by copy of certificate of company registration/ incorporation, copy of PAN, financial statements and certified turnover certificates for last 3 years.
- The current income-tax clearance certificate/updated deposit of taxes , annual turnover
- Work order copies of similar work

b. Financial Proposal

- The financial proposal should be quoted in lump sum price in terms of this tender inclusive of all applicable taxes.
- The financial quote shall include all professional fee, travel, and boarding and lodging, communication expenses, etc.
- No conditional proposals will be accepted.

c. Offline submission of documents

All scanned copies of documents that submitted online(as per 7a Technical Proposal) should be physically submitted to the office of WBIDC, CC Division at Protiti, 23 Abanindranath Thakur Sarani, Kolkata, on **26/7/201, 10.30am-12.30pm**

8. Validity of Bids : The financial quote shall remain valid till 180 days from the date of submission.
9. Cost of Proposal Preparation: The Bidders are expected to carry out at own cost any surveys, investigations and other detailed examination of information for preparation and submission of their proposals.
10. Right of Rejection: WBIDC reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals, at any time without notice and shall not have any liability or obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. At any time, if a material misrepresentation is made or discovered, or the Bidder does not provide, within the time specified, the supplemental information sought for purposes of evaluation can lead to the rejection of the proposal. A Bidder shall not have a conflict of interest that affects the selection process. Any Bidder found to have a conflict of interest shall be disqualified.
11. Amendment of RFP: At any time prior to the proposal submission due date, the WBIDC may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of Addenda/ Corrigenda.
12. WBIDC may, in its sole discretion, extend the proposal submission due date by issuing an addendum uniformly for all Bidders.

13. Proprietary data: All documents and other information provided by the WBIDC or submitted by a Bidder shall remain or become the property of the WBIDC. Bidders and the selected Consultant, as the case may be, are to treat all information as strictly confidential. WBIDC will not return any proposal or any information related thereto. All information collected, analysed, processed or in whatever manner provided by the selected Consultant to the WBIDC in relation to the services shall be the property of the WBIDC
14. Fraud and Corrupt Practices: The Bidders and their respective officers, employees, agents and advisors shall observe the highest standard of ethics during the bidding process and during the subsistence of the services. Notwithstanding anything to the contrary contained herein, WBIDC may reject a Bid, withdraw or terminate the services, without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the bidding process.
15. Remedial Measures: Should the services set out in the Terms of Reference are not delivered within the specified time schedule or not in accordance with the requirements of the RFP, WBIDC shall after granting reasonable time to cure the breach, be at liberty to cancel the services, wholly or to the extent of such default after well consideration of all factors. The cause of delay shall be treated on a case by case basis with the Consultant submitting the required response as applicable.
16. Termination: WBIDC shall be entitled to terminate the services with the selected Consultant with prior notice of thirty (30) days, in case of breach of any conditions, provisions or stipulations of the Terms of Reference for selection or non-performance that is not cured within fifteen (15) days of issue of notice.
17. Arbitration: All disputes or differences arising out of or in connection with the services with the selected Consultant shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the services or relating to performance, which cannot be settled amicably, may be resolved through arbitration under the Arbitration and Conciliation Act, 1996.
18. Agreement with selected Consultant shall be governed and construed in accordance with the laws of India. Courts of Kolkata shall have exclusive jurisdiction in all the matters.
19. Patents and other Intellectual and Industrial Property Rights: The financial quote shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other intellectual and industrial property rights.
20. Indemnity: The selected Consultant shall indemnify WBIDC, for an amount not exceeding the financial quote, against all claims from third party at any time on account of the infringement of any or all the rights, whether such claims arise in respect of service or use and for any direct loss or damage caused to WBIDC
21. Confidentiality:
 - a. Selected Consultant shall treat all information provided to it or obtained otherwise in connection with the services as confidential and not use the same partially or totally for any purpose without the prior written approval of WBIDC
 - b. Deliverables of the selected Consultant shall be of exclusive ownership of WBIDC and / or its designated agencies, as applicable.
22. Force Majeure: Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the Terms of Reference), if the non-performance results from such Force Majeure circumstances as Flood,

Fire, Earth Quake and other acts of God as well as War, Militar operation, Blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control.

23. Limitation of Liability: Notwithstanding anything to the contrary, the aggregate maximum liability of the Consultant shall not exceed the fees payable by the Client to the Consultant under this Agreement.

VI Terms of Reference

Scope of Services:

1. Act as a Knowledge Partner to WBIDC and assist in development of Sector Collaterals, collaterals on key industrial infrastructure available, compendium of policies aimed at attracting investments etc.
2. Create a detail shelf of projects with investible projects across various sectors/departments to be showcased to the investor community. Identify, develop and map infrastructure in the various sectors. Suggest any new sectors based on market surveillance.
3. Develop a state competitiveness guide including guide on 'Doing Business in West Bengal' for potential investors.
4. To create background documents, vision documents, strategic roadmaps and other literature on the above mentioned areas in consultation with Departments.
5. Carry out a detailed assessment of the existing industrial infrastructure and forecasting of the industrial infrastructure that will be required to be developed by WBIDC to sustain and promote industrial development of the State.
6. Examine the current policy, institutional and regulatory environment, regulatory interfaces, practices and processes.
7. Based on socio-economic development and infrastructure demand in various regions of the State, the Consultant will identify the key clusters/regions/areas to be taken up for industrial development.
8. Identify the anchor sector/industry for each cluster and envisaged infrastructure for development of an holistic ecosystem for the sector.
9. Identification of key bottlenecks and issues.
10. To track, follow up and produce periodical report on the status of the various investment proposals, MOUs and exchange collaborations.
11. To track investment trends and other development indicators across and update on regular basis the statistical information as collected and made available by the central government or any other statutory authority.
12. To identify opportunities that need to be worked upon by Government based on market surveillance and central government policies etc.
13. To develop sector competitiveness guidelines and strategies to promote investment in infrastructure. They shall also develop strategies for infrastructure planning.
14. To organize and facilitate workshops, seminars and roadshows on the sectors. The indicative number of roadshows may be considered as 3 International Roadshows and 6 Domestic Roadshows.
15. Assist in preparation of DPRs, other documents for projects to be undertaken by WBIDC.
16. Assist WBIDC in various indexing/ranking exercises as and when required.
17. Long Term Industrial Infrastructure Development plan for the State will take into account:
 - i. Trends in economic activity affecting the demand for infrastructure including overall State economic growth; estimation of impact on economy through multiplier effect; drivers of regional economic development and economic opportunities.
 - ii. Key policy and regulatory impediments in development of projects and suggested remedial measures. Preparation of draft policy and regulatory frameworks .
 - iii. Various vision documents and infrastructure plans prepared by State government agencies if any.
 - iv. Methodology for identifying and prioritizing infrastructure projects.
 - v. Strategies to improve the coordination of infrastructure planning and construction agencies across the State including collaboration between agencies and levels of

Government on the management; use and collocation infrastructure assets; cooperation between the State and local Governments, on the best mix of funding from different tiers of Government for infrastructure financed through public investment and partnerships between infrastructure providers.

- vi. Strategies to promote investment in infrastructure that is timely, efficient and innovative including using demand management, where this is more cost effective option; designing adaptable and multi-purpose facilities for shared use and promoting shared and multiple use of existing infrastructure assets, where appropriate; exploring options for redevelopment and alternative uses of existing assets.

Role of the WBIDC and Department of Industries Commerce and Enterprises

- i. Facilitate and do necessary interdepartmental coordination
- ii. Provide logistic support
- iii. Nominate Point of Contact(s) for necessary guidance
- iv. Provide Inputs wherever necessary

VII-Terms of Reference

Eligibility Criteria:The consultants that fulfill the following pre-qualification criteria should be considered eligible.

1. Consultant should be a registered company under the Companies Act / LLP/consulting firm/agency which has been in operation for three (3) continuous preceding years with focus on consultancy/ advisory services/ activities in the country.
2. Should have average annual turnover of at least Rs 5 Crores in the last three (3) preceding financial years.
3. If the bidder may participate as a consortium all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms; and the JV / Consortium shall nominate a Representative(lead bidder) who shall have the authority to conduct all business for and on behalf of any and all the partners of the JV/Consortium during the tendering process and, in the event the JVA/ Consortium is awarded the Contract, during contract execution. The Consortium agreement cannot be severed during the tenure of service.
4. Should not have been debarred or blacklisted by any Central/ State Government or Governmental Agency for non-delivery or premature withdrawal or deviation/violation from contractual engagements.
5. The consulting firm should be empaneled by Central/State Government, Parastatals /PSUs of Central/ State Government/ Departments.
6. Each bidder must produce:
 - a) The last available income-tax clearance certificate/updated deposit of taxes , annual turnover;
 - b) An affidavit that the information furnished with the RFP documents is correct in all respects;
 - c) PAN/TAN CARD Xerox copy.
 - d) Work order copies of similar work
7. Team Composition:

The base team size (1+3) members may be considered during the period of service. The team may be reinforced with subject matter experts and other manpower from time to time as and when required.

Task	No.	Preferable Qualification
Investment Promotion Expert cum Team Leader	1	MBA or Equivalent in relevant subjects with at least 7years of Experience
Infrastructure Expert	1	MBA / Equivalent with in relevant subjects with at least 5years of relevant Experience
Knowledge Consultants	2	MBA/Equivalent with in relevant subjects with at least 5years of relevant Experience

8. Detailed Experience:
 - a. **Marketing /Investment Promotion Expert cum Team Leader:** A professional with qualification in Management or equivalent in relevant subjects and has at least 7 years of relevant experience. Prior experience of working with Central /State Government in Investment Promotion, Transaction Advisory, Infrastructure Development Mapping/Advisory, Strategy, Knowledge Consulting will be preferred.

- b. **Infrastructure Expert** : A professional with qualification in Management or equivalent in relevant subjects and has at least 5 years of relevant experience and has at least 5 years of relevant experience. Prior experience of working with Central /State Government in Investment Promotion and Infrastructure Development/ Strategy will be preferred.

- c. **Knowledge Consultants** : A professional with qualification in Management or equivalent in relevant subjects and has at least 5 years of relevant experience. Prior experience of working with Central /State Government in Investment Promotion /Infrastructure Development/Strategy/Knowledge Consulting.

Note- The evaluation will be done considering the composition of the entire team. The consolidated experience of the entire team in relevant sectors shall be considered in this process.

VIII Mode of Selection

1. The Consultant shall be selected through bidding process on Combined Quality Cum Cost Based System (CQCCBS).
2. WBIDC intends to follow two stage selection process in evaluating the proposals received.
3. In the First stage, technical evaluation will be carried out of those proposals that fulfill the pre qualification/ eligibility criteria.
4. Technical proposals will be evaluated on the basis of criteria given herein below. Only those applicants whose technical proposals score 60 marks or more out of 100 marks shall qualify for further consideration.
5. In the Second stage, financial evaluation will be carried out. Proposals will then finally be ranked according to their combined technical and financial scores.
6. 70% weightage shall be given to technical proposal and 30% shall be given to financial proposal. The first ranked Consultant shall be selected while the second ranked will be kept in reserve
7. Technical Evaluation

Sl No	Parameter	Maximum Marks	
	Experience of the firm: Assisting Industry Promotion Agencies/State Government/PSUs/Corporations/Organizations in Investment Promotion on long term projects: <ul style="list-style-type: none">• 3 projects to be of minimum INR 50lakh each in the last 5 years ending March 2018• Each project will be given upto 5 marks	30	
	Experience in Assisting State Governments in Industrial Infrastructure Mapping, Industrial Reforms, Transaction Advisory and related projects **	15	
	Key professional staffs qualification and competence for the services (format of specimen CV enclosed in annexure)	20	
	Work Plan, Approach, Methodology (Technical Presentation)	30	
	Having an office in Kolkata	5	
	Total	100	
70% weightage shall be given to technical proposal			

Evaluation would be done considering all broad factors of the above parameters in details.

** Additional projects may be listed for information /assessment of capability.

8. Finance Evaluation :

After the completion of the Technical evaluation, the **Financial Bid** will be opened. The financial bid will be evaluated out of a maximum mark of 30 as under:

$$\text{Score} = 30 \times A/B$$

Where A = Price of the lowest bidder

B = Price of the bidder being evaluated.

Final Score(0.7Xmarksof technical evaluation) + (score from financial evaluation)

The bidder who scores highest score is the successful bidder. The first ranked Consultant shall be selected while the second ranked will be kept in reserve

9. Work Order

The selected bidder will be issued Work Order by WBIDC.

Following documents shall be deemed to form and be read and construed as part of the Work Order:

- a) RFP Document
- b) General and other Clauses of contract
- c) Scope of Services
- d) Memorandum / Declaration to be submitted with tender
- e) The Financial Bid
- f) Bidder's offer including all related clarifications, modifications, intimations, communications and correspondence between the bidder and WBIDC
- g) Work Order issued by WBIDC
- h) All Correspondence by which the tender is added or amended, varied or modified in any way

10. Performance Bank Guarantee -The Successful Bidder shall have to deposit 10% of the value of order (as per their price bid) to WBIDC in the form of Performance Bank Guarantee for tenure of service within 1 month of accepting the work order, subject to which we shall mobilize the first advance.

11. Payment terms:

- Mobilization advance On commencement of services - 10% (on submission of 1Performance Bank Guarantee)
- Within 3 months from commencement of services -15%
- Within 5 months from commencement of services -15%
- Within 7 months from commencement of services -20%
- Within 9 months from commencement of services -20%
- Post Completion of Service -20%

12. Period of Service :

The successful bidder shall work for a period of 1 year from the date of work order. WBIDC may extend the period of service if so felt necessary and after consent of Consultant.

IX Appendix – 1 Format of Curriculum Vitae

1. Name of the Staff
2. Designation
3. Name and address of the firm presently employed, if any
4. Years with the firm
5. Position in the Proposed project (describe degree of responsibility also)
6. Qualifications (Technical and General)
7. Experience (Relevant in the context of assignment)
9. Employment Record (starting with present position, all previous assignments may be covered) Name of the Firm
Position Held

Years of Employment
10. Integrity

Date:

Signature of the Bidder / Authorized Representative

Seal / Stamp of the Firm

Note- The evaluation will be done considering the composition of the entire team. The consolidated experience of the entire team in relevant sectors shall be considered in this process.

X Appendix- 2 Details of Bidder

1. General
 - a) Name:
 - b) Country of incorporation:
 - c) Address of the corporate headquarters and its branch office(s), if any, in India:
 - d) Date of incorporation and/ or commencement of business:
2. Brief description of the Bidder including details of its main lines of business and proposed role and responsibilities:
3. Details of individual(s) who will serve as the point of contact/ communication for the Bidder:
 - a) Name:
 - b) Designation:
 - c) Company:
 - d) Address:
 - e) Telephone Number:
 - f) E-Mail Address:
 - g) Fax Number:
4. Particulars of the Authorized Signatory of the Bidder:
 - a) Name:
 - b) Designation:
 - c) Address:
 - d) Phone Number:
 - e) Fax Number:
5. Other information

Sl.	Criteria	yes	no
1	Has the Bidder been barred by the [Central/ State] Government, or any entity controlled by it, from participating in any project?		
2	If the answer to 1 is yes, does the bar subsist as on the date of Bidder		

6. Annual Turnover

Sl No	Particulars	2015-16	2016-17	2017-18
Average Annual Turnover of the Bidder				

7. Other Details

Experience of firm in Assisting Industry Promotion Agencies/State Government/PSUs/Corporations/Organizations in Investment Promotion on long term projects:	Name of Organization where similar work has been done	Value of Work in INR
3 projects to be of minimum INR 50lakh each in the last 5 years ending March 2018		
2013-15		
2014-15		
2015-16		
2016-17		
2017-18		

Experience in Assisting State Governments in Industrial Infrastructure Mapping, Industrial Reforms, Transaction Advisory and Knowledge Consulting	Name of Organization where similar work has been done	Value of Work in INR	Details of work
2013-15			
2014-15			
2015-16			
2016-17			
2017-18			

**Format of Financial
Proposal(for guidance only)**

Sl NO	Particulars	Lump Sum in INR
	Services to act as Consultant for Preparation of Knowledge Collaterals And Long Term Infrastructure Development Planning for WBIDC	
	Taxes and Duties	
	Total	