



Expression of Interest
for
Project Management Services
for up gradation of Infrastructural works
at
Vidyasagar Industrial Park, Kharagpur

EOI No. : WBIDC/VIP/PMC/2014-15/002

Proposal Issue Date : 20/11/2014
Last Submission Date: 28/11/2014

West Bengal Industrial Development Corporation Limited
(A Government of West Bengal Undertaking)
23, Abanindranath Tagore Sarani (Camac Street),
Kolkata-7000017

**Expression of Interest for Project Management Services for up gradation of
Infrastructural works at Vidyasagar Industrial Park, Kharagpur**
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1. WBIDC has already developed Internal Roads & RCC Drainage System within the Park. The total length of the Internal Road is approx. 8 Km. RCC Drainage system has also been developed on both sides of the road. The construction of the said infra-structure was done by the end of 2011. It has now been decided to upgrade the Infra-structure for proper maintenance of the road and Drainage System. It will include the up gradation of road as well as cleaning of drain.

2. In this connection, WBIDC invites **Expression of Interest (EOI)** from resourceful, experienced and reputed consultants **for up gradation of Infrastructural works at Vidyasagar Industrial Park, Kharagpur**. The total work is divided into two parts :
 - i. **Part-I : Preparation of tender document, drawing and design for upgrading the Internal Road and Drainage system of the Park.**
 - ii. **Part-II : Technical supervision of the work (upgradation of Infra-structural work) at the time of execution of the work.**

3. **Eligibility Criteria :** To qualify technically in the EOI, each bidder should have the following criteria :
 - a) The bidder should have a minimum average turnover of at least Rs. 50 Lakh in the last three preceding years.
 - b) The bidder should have successfully completed at least one similar type of works during last three years.
 - c) The bidder should have sufficient technical experts for the said work.

Each bidder must produce:

- (i) The P/L & Balance Sheet of the last three years (2013-14, 2012-13, 2011-12) ;
- (ii) An affidavit that the information furnished with the EOI documents is correct in all respects;
- (iii) PAN Card Xerox copy.,
- (iv) Power of Attorney in favour of the authorized representative signing the EOI

4. **Estimated Project Cost : Approx. 35,00,000.00 (Rupees Thirty Five Lakhs).**
5. The Part-I of the total job is to be completed within 1 week from the date of work order issued by WBIDC.
6. **Sealed quotation addressed to The Managing Director, WBIDC “Protiti” , 23, Abanindranath Thakur Sarani, Kolkata 700 017, should be submitted to WBIDC office, 4th floor on or before 28/11/2014 till 17:00 hrs.**
7. WBIDC reserves the right to accept or reject any or all quotations without assigning any reasons thereof and is not bound to award work to the lowest bidder.
8. Agency while submitting the sealed quotation must also submit documents (attested) w.r.t. technical eligibility as stated in the NIQ.
9. 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. Any form of canvassing shall be deemed as reason for disqualification.

10. Scope of Work :

Part-I : Preparation of tender document, drawing and design for upgrading the Internal Road and Drainage system of the Park.

- i. **Thorough Road Survey** : Thorough Road & Drain Survey and based on that submission of an Interim Report. The Interim Report should contain the rough estimate for executing the said work. If necessary, a detailed survey may also be done at its own cost.
- ii. **Preparation of Bid documents, & related BOQ with Cost Estimate and assistance at the time of selecting contractor :**
 - a. **Bill of Quantities (BOQ), Bid Document** :
 - Preparation of Tender Document along with BOQ and detailed Cost Estimate for the work based on the current PWD Schedule so that e-tendering can be done for selection of contractor.
 - Preparation of Tender stage and working stage drawings and designs calculations for the said works.

b. Assistance at the time of selection of Contractor :

- E-tendering for selection of contractor for the said work, Evaluation of bids, selection of bidder etc.

Part-II : Technical supervision of the work (upgradation of Infra-structural work) at the time of execution of the work.

i. 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.

ii. 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.

iii. Certification of Bills—Verification of all bills 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.

iv. 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.

v. Visits during Defect Liability Period - Minimum two visit during the Defect Liability Period of the Contractor after completion of construction, Submission of Site visit Reports and subsequent remedy of the defects found during the site visits and certification of the repaired defects.

11. The Financial Proposal, Annexure-“A”, as enclosed here with, should be filled and submitted.
The entire tender document along with the Financial Proposal should be duly signed by authorized signatory of the bidder.

12. Deliverables :

- a. An Interim Report based on design and drawing details (One Hard Copy).
- b. Tender Document, Bill of Quantities & Cost Estimates – One hard Copy + Soft Copy
- c. Tender Stage and Working Stage Drawings – Three sets of Hard Copy + Soft Copy.
- d. Bid Evaluation Report.
- e. Monthly/fortnightly Progress Report.
- f. Report on activities and defects of the contractor, if any.

13. Performance Security Deposit for Part-II:

- WBIDC will retain an amount equivalent to 10% of the total fee termed as Performance Security Deposit which would be released after completion of the Defect Liability Period.
- Defect Liability Period will be one year after the completion of the Project.

14. PAYMENT TERMS :

FOR PART-I: The total fee claimed by the selected bidder will be paid after selection of Contractor.

FOR PART-II: The PMC shall raise and submit its bills together with the bills as raised by the Contractor after certification of such bills by the PMC. WBIDC shall make payments of the bills as raised and submitted by PMC after deducting 10% of the respective bill value as Performance Security Deposit.

15. WBIDC reserves the right to terminate the work if the agency fails to execute the work as per time.

16. For any clarification in this regard, the agency may contact Mrs. Sulohita Sharma, OSD (Projects), WBIDC, Phone No. : 033-22553736.

By Order
Managing Director

FINANCIAL PROPOSAL

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Sl .No	Description	Rate	Amonut
1	Preparation of tender document, drawing and design for upgrading the Internal Road and Drainage system of the Park	(In Rs.)	
2	Technical supervision of the work (upgradation of Infra-structural work) at the time of execution of the work (Amount is to be calculated assuming the project cost as 30 Lakhs)	(In percentage)	
	Sub Total		
	Service tax (12.36%)		
	TOTAL AMOUNT IN RUPEES (in figures)		
	TOTAL AMOUNT IN RUPEES (in words)		