



West Bengal
Industrial Development
Corporation

Invitation for Expression of Interest

for

Preparation of Detailed Master Plan

at

VISVA HAAT, BOLPUR SANTINIKETAN, BIRBHUM, WEST BENGAL

TENDER REFERENCE NO. WBIDC/IP/VISVA HAAT(SNIE)/001

TENDER DOCUMENT

JANUARY-2014

WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED

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SECTION - 1

LIST OF IMPORTANT DATES

PRESS NOTICE

NOTICE INVITING e-TENDER (NIT)

**Tender Reference No TENDER REFERENCE NO. WBIDC/IP/VISVA HAAT(SNIE)/001
E-Tender ID NO: 2014_WBIDC_15820_1**

List of Important Dates of Bids

1. Name of work : **Preparation of Detail Master Plan for Visva Haat, Bolpur- Santiniketan, Birbhum, West Bengal.**
2. Completion period for work : **60 Days**
3. Date of issue of Notice Inviting Bid : **12.02.2014**
4. The total Tender Document can be downloaded from the e-procurement portal www.wbtenders.gov.in / www.wbidc.com from **12.02. 2014**.
5. Period/ Time of Pre-Bid Queries : **28.02.2014 ; Time: 15-00 hours**
Answer to queries : **03.03.2014. at Time: 15:00 hours**

7. Start Date for Submission of Bid(s) : **06.03.2014 at Time: 15-00 hours**
(as per server clock).
- Bid Submission Closing (Online) : **13.03.2014 at time : 15:00 hours**
(as per server clock)
8. Time and Date for opening Technical Bid/Bids : **19.03.2014 at Time : 15-00 hours**
(as per server clock).
Place: WBIDCL Office at 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017.
9. Time, Date and Place of Technically qualified agency and Financial Bids opening : Will be intimated later to the technically qualified bidder(s)
10. Last date of Bid validity : **90 (Ninety) Days** from the last date of bid submission.

Press Notice

E-Tender Reference No. : WBIDC/IP/VISVA HAAT(SNIE)/001

The Managing Director, West Bengal Industrial Development Corporation Limited (WBIDCL) invites item rate e-tenders from renowned and eligible Contractors for undertaking the following work:

1.	Place : Bolpur Santiniketan, Birbhum, West Bengal
2.	Name of work: Preparation of Detail Master Plan for Visva Haat, Bolpur Santiniketan, Birbhum, West Bengal
3.	Time allowed for completion : 60 Days
4.	The total Tender Document can be downloaded from the e-procurement portal www.wbtenders.gov.in/www.wbidc.com from 12/02/2014 .
5.	Time & Date for Pre-Bid Meeting: 28/02/2014 at 15.00 hrs. at WBIDCL Office
6.	Last date and time for submission of Online Tender : 13/03/2014; 15:00 hrs
7.	Earnest Money : Rs. 100,000/- (Rupees One Lakh only) through RTGS

NOTICE INVITING e-TENDER

Sealed **ITEM WISE** rate e-tenders are invited on behalf of WBIDC by

Managing Director, WBIDC

PROTITI, 23, Abanindranath Tagore Sarani

Kolkata – 700 017.

for the following work:

1.	Name of work	Preparation of Detail Master Plan for Visva Haat, Bolpur Santiniketan, Birbhum, West Bengal Tender No.: WBIDC/IP/VISVA HAAT(SNIE)/001
2.	Location of work	Bolpur Santiniketan, Birbhum, West Bengal
3.	Time of completion	60 Days from the date of issuance of letter to proceed with work.
4.	Qualification criteria	The bidder must be a reputed and reliable Agency/ company/firm/organization having the following credentials: a) Bidder should have at least one similar experience in relation to Master Plan for construction of compatible architectural structures in last 3 years for Govt. /semi Govt. /Statutory bodies/Organizations of repute. Completion certificate is to be attached. b) Bidder should not be black listed with any Govt./semi Govt./Statutory bodies/Organizations. c) The bidder shall have a minimum average yearly turnover of at least Rs. 50 Lakh for the last three years. e) The bidder should be a profit making organization consistently for the last three financial years. f) The bidder must have an organizational set up consisting of qualified civil engineers, structural, design engineer, architects etc as necessary to implement the job. g) Annual report of last three years, audited balance sheet, profit and loss account for last three years. h) PTCC/STCC/PAN Card of up to date validity. i) Intending organizations should have minimum 5 years' experience in these fields.
5.	Availability of Tender Documents	Tender documents will be available w.e.f. 31.01.2014 from the e-procurement portal www.wbtenders.gov.in/www.wbidc.com .
6.	Site Visit	Bidders are advised to visit the site before submission of bid.
8.	Submission of tender	Bidding documents, signed by authorized person of the bidder, must be submitted online on or before 13/03/2014 at 15-00 Hrs. (as per server clock) .
9.	Procedure for submission of tender	Bidders are requested to submit their tenders through e-procurement portal www.wbtenders.gov.in . If required, the bidders may be requested to submit the hard/original copy of the technical bid at the time of verification of the documents

10.	Date, time and venue of opening of Technical Bid	19/03/2014 at Time : 15-00 hours (as per server clock). Place: WBIDCL Office at 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017. If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened on the next working day at the same time and venue.
14.	Date and Time of Opening of Financial Bid	Date and time of opening of Financial Bids will be intimated later to the technically qualified bidder(s).
15.	Validity of the bid	Ninety (90) days from the date of work order. If any bidder/tenderer withdraws his bid/ tender before the said period or makes any modifications in the terms and conditions of the bid, the said bank guarantee shall stand forfeited
17.	Bank Guarantee	The ultimate successful bidder will be informed and will have to deposit Rs 50,000/- as Bank Guarantee to the employer within three days from the date of work order issued. The Bank Guarantee will be released as soon as the work is completed.

NOTE : Other details can be seen in the bidding document. WBIDC reserves to itself the right to reject any or all the tenders received without assigning any reason thereof.

SECTION 2

Instructions to Bidders

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Section 2

Instructions to Bidders (ITB)

A. General

1. Scope of Bid

- 1.1 The Employer – “Managing Director, West Bengal Industrial Development Corporation Limited” invites sealed item rate e-tenders for Preparation of Detailed Master Plan For **Visva Haat, Bolpur Santiniketan, Birbhum, West Bengal**.
- 1.2 The successful Bidder will be expected to complete the Works within 60 days from the date of issue of the Notice to proceed with the Work.
- 1.3 Throughout these documents, the terms “bid” and “tender” and their derivatives (bidder/ tenderer, bid/ tender, bidding/ tendering, etc.) are synonymous.
- 1.4 The term ENGINEER will mean the authorized representative(s) from the Client who will overlook all the site activities.

2. Source of Funds

The Employer has decided to undertake the works envisaged in the contract and has provided funds for the same.

3. Eligible Bidders

- 3.1 This Invitation for Bids is open to all eligible and renowned bidders who have previous experiences of successfully completing similar nature of Works.
- 3.2 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices by the Central Government, the State Government or any Public Undertaking, Autonomous Body, Authority by whatever name called under the Central or the State Government.

4. Qualification of the Bidder

- 4.1 All bidders shall upload all the information as requested in Section 3, Qualification Information along with the Technical Part and Form of Bid (Format given in Section 8) along with the financial part of the Bid Document
- 4.2 All bidders shall include the following information and documents with their bids in Section 3, Qualification Information :
 - (a) copies of original documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the Bid to commit the Bidder;
 - (b) total monetary value of similar works performed for each of the last five years;
 - (c) Experience in works of a similar nature and size for each in the last five years and details of works in progress or contractually committed with certificates from the concerned officer of the rank of Executive Engineer or equivalent.
 - (d) details of the technical personnel proposed to be employed for the Contract

The consultant should have technically expert having following minimum technical experiences:-

- i) **Team Leader:-** should be minimum B.E. (or B. Tech) Civil / M.E. (or M. Tech) Civil/ B.E. Arch. /M.E. Arch.
having (15) fifteen years' experience of the similar nature of jobs.
- ii) **Two Design Engineers,** minimum B.E. (or B.Tech) Civil with 10 years' experience and must have handled large size projects.
- iii) **Engineer (Expert in tendering process)** minimum B.E (or B.Tech) Civil / Diploma Civil.

(e) reports on the financial standing of the Bidder, such as profit and loss statements and auditor's reports for the past five years;

(f) information regarding any litigation or arbitration during the last five years in which the Bidder is involved, the parties concerned, the disputed amount, and the matter;

4.3 Bids from joint venture are not allowed.

4.4 A To qualify for award of the Contract, each bidder should have in the last three years:

a) A minimum average yearly turnover of at least Rs. 50 Lakh (in all cases of civil engineering consultancy, design, drawing works only)

b) at least one similar type of work in the last three years.

Documentary Evidence in Support of the above should be submitted.

4.4 B (a) Each bidder must produce:

- (i) An affidavit that the information furnished with the bid documents is correct in all respects; and
- (ii) Professional Tax clearance Certificate/ Sale Tax Clearance Certificate
- (iii) PAN
- (iv) Copies of IT return for previous three financial years

(b) Each bidder must demonstrate:

- (i) availability of technical personnel for the work of as stated above

4.5 Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:

- (i) Made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements; and/or
- (ii) Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.

5 One Bid per Bidder

5.1 Each Bidder shall submit only one Bid for one work. A Bidder who submits more than one Bid will cause the proposals with the Bidder's participation to be disqualified.

6 Cost of Bidding

- 6.1** The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Employer will, in no case, be responsible or liable for those costs.

7 Site Visit

- 7.1** The Bidder, at his own cost, responsibility and risk, is encouraged to visit, examine and familiarize himself with the Site of Works and its surroundings including source of earth, water, road aggregates etc. and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Works. The costs of visiting the Site shall be at the Bidder's own expense.
- 7.2** For site visit or for any clarifications relating to this Tender Document the bidder may contact the person(s) whose contact details are given below:

Sri Sanjoy DasGupta
Deputy Manager (Land)
WBIDCL
Phone No. (033) 2255 3891
E-mail : sanjoy.dasgupta@wbidc.com

B. Bidding Documents

8 Content of Bidding Documents

- 8.1** The tenders are to be submitted through online to the website stated in two folders at a time, one is Technical Proposal & the other is Financial Proposal before the prescribed date and time using the Digital Signature (DSC). The documents are to be uploaded virus scanned copy duly digitally signed. The documents will get encrypted.

8.2 PREQUALIFICATION PROPOSAL

Technical Proposal:

The Technical Proposal should contain scanned copies of the following in three cover folders:

- a. Statutory Cover containing the following digitally signed documents :**
1. NIT
 2. Qualification Information: Annexure 1,2,3 & Declaration

b. **Non Statutory cover containing the following digitally signed documents :**

Sl. No.	Category Name	Sub category Description	Details
1.	Certificate	Certificate	<p>(i) An affidavit that the information furnished with the bid documents is correct in all respects; and</p> <p>(ii) Professional Tax clearance Certificate/ Sale Tax Clearance Certificate.</p> <p>(iii) Valid License regarding engagement of workers from labour department, Govt. of WB.</p> <p>(iv) PAN</p> <p>(v) Annual report of the preceding three years.</p> <p>(vi) Audited balance sheet and Profit and Loss Account for the preceding three years (audited and unaudited as applicable)</p> <p>(vii) Service Tax Registration certificate</p> <p>(viii) Copy of last IT Return</p>
2.	Company Details	Company Details	<p>1) Name of the Organization</p> <p>2) Address</p> <p>3) Year of Establishment</p> <p>4) Status of the firm (Whether Company/Firm/Proprietary)</p> <p>5) Name of Directors/ Partners/Proprietor.</p> <p>6) Whether registered with the Registrar of Companies/Registrar of Firms. If so, mention number and date.</p> <p>7) Document of empanelment with other Govt. /Semi Govt. / Statutory Agency, if so, furnished details.</p>
3.	Credentials	Credential	<p>At least one or more as applicable similar type of work during last five years.</p> <p>CV s of each team member to be deputed</p>
4.	Financial Information	P/L & Balance Sheet 2010-2011 P/L & Balance Sheet 2011-2012 P/L & BalanceSheet 2012-2013	<p>a)A minimum average yearly turnover of atleast Rs.50 Lakh (in all cases of design, drawing, consultancy in civil engineering works only)</p> <p>b)All balance Sheet</p>
5.	Declaration	Declaration1	<p>Addenda issued in accordance with Clause10</p> <p>Of IT Band /or Minutes of Pre-Bid Meeting</p> <p>Other important documents</p>

- c. **Additional Information** : Documents in favour of any additional information required in NIT.

Financial Proposal:

The Financial Proposal contains the following documents:

- (i) BOQ

[Note: In case any discrepancy, the amount which is quoted in BOQ will be considered.]

N. B. : Submission of Statutory and Non Statutory covers are compulsory for acceptance of the bid.

- 8.3 The bidder is expected to examine carefully all instructions, conditions of contract, forms, terms and specifications, bill of quantities, forms and drawings in the Bid Document. Failure to comply with the requirements of Bid Documents shall be at the bidder's own risk. Pursuant to clause 25 hereof, bids, which are not substantially responsive to the requirements of the Bid Documents, shall be rejected.

9. Clarification of Bidding Documents and Pre-bid Meeting

- 9.1 A prospective Bidder requiring any clarification of the bidding documents may raise the query/queries at the Pre-bid Meeting. Copies of the Employer's response will be uploaded to the website, including a description of the inquiry, but without identifying its source.

- 9.2.1 The bidders are expected to visit the site and to meticulously read the NIT for submission/ uploading of prebid queries within the date mentioned. Replies to queries to be uploaded.

- 9.2.2 The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.

- 9.2.3 The bidder is requested to submit any questions in writing or by mail so as to reach the Employer not later than 48 hours before the meeting.

- 9.2.4 Minutes of the meeting, including the text of the questions raised (without identifying the source of the enquiry) and the responses given will be uploaded in the official website of WBIDCL. Any modifications of the bidding documents listed in Clause 8.1 of ITB, which may become necessary as a result of the pre-bid meeting shall be made by the Employer exclusively through the issue of an Addendum pursuant to Clause 10 of ITB and not through the minutes of the pre-bid meeting.

- 9.2.5 Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.

10. Amendment of Bidding Documents

- 10.1 Before the deadline for submission of bids, the Employer may modify the bidding documents by uploading the addenda in the website.

- 10.2 Any addendum thus uploaded shall be part of the bidding documents

11. Language of Bid

- 11.1 All documents relating to the Bid shall be in English

12. Documents Comprising the Bid

- 12.1 The following documents, which are to be signed on every page by the bidder and submitted with the technical bid, will be deemed to be part of the bid.

Section	Particulars
1	Notice inviting Tender
2	Instruction to the bidders
3.	Qualification Information (Conditions of Contract)

13. Bid Prices

- 13.1 The Contract shall be for the whole Works.
- 13.2 The Bidder shall adopt the Cost Based Selection Procedure (CBS) after technical qualification.
- 13.3 The quoted rates shall remain firm for the total duration of the project.
- 13.4 The rates should be completed showing all the tax component separately.
- 13.5 The rates and the price quoted by the bidders shall be fixed for the duration of the contract and shall not be subject to any adjustment.
- 13.6 In case of any dispute with regard to interpretation of any section as contained in this EOI or as may arise by and Between the contracting parties the same shall be referred to Managing Director, WBIDC whose decision shall be Final and binding on all the parties.

14. Currencies of Bid

- 14.1 The unit rates and the prices shall be quoted by the bidder entirely in Indian Rupees.

15. Bid Validity

- 15.1 Bids shall remain valid for a period **90 (Ninety) days** after the deadline date for bid submission specified in Clause 20 of ITB. A bid valid for a shorter period shall be rejected by the Employer as non-responsive.
- 15.2 In exceptional circumstances, prior to expiry of the original time limit, the Employer may request that the bidders may extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing or by cable. A bidder may refuse the request without forfeiting his Earnest Money. A bidder agreeing to the request will not be required or permitted to modify his bid, but will be required to extend the validity of his earnest money for a period of the extension.

16. Earnest Money

- 16.1 The bidder shall furnish, as part of the Bid, Earnest Money, for an amount Rs. 100,000/- (Rupees One Lakh only).
- 16.2 Rs.100,000/- (Rupees One Lakh only) through RTGS/NIFT, the details of which is as follows:

Account Name: WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED

Account No. 011010200021340
Bank's Name : AXIS BANK LIMITED
Branch Name : GOLPARK, Kolkata -700019
IFS Code: UTIB0000011

16.3 The scanned copy of the RTGS/NIFT details must be uploaded at the time of submission of bid through E Tender.

16.4 Any bid not accompanied by an acceptable Earnest Money, shall be rejected by the Employer as non responsive

16.5 The Earnest Money of unsuccessful bidders will be returned within 28 days of the end of the Bid validity period specified in Clause 15.1 of ITB.

16.6 The Earnest Money of the successful Bidder will be discharged when the Bidder has signed the Agreement and furnished the required Performance Security.

16.7 The Earnest Money may be forfeited:

- i) If the Bidder withdraws the Bid after bid opening (technical bid) during the period of Bid validity;
- ii) If the Bidder does not accept the correction of Bid Price pursuant to Clause 25;
- iii) In the case of a successful Bidder, if the bidder fails within the specified time limit to:
 - a) Sign the Agreement and/or
 - b) Furnish the required Performance Security

17. Alternative Proposals by Bidders

17.1 Bidders shall submit offers that comply with the requirements of the bidding documents, including the the basic technical and financial document. Alternative proposals will be rejected as non- responsive.

18. Format and Signing of Bid

18.1 The Bidder shall submit online one set of the bid comprising of the documents as described in Clause 12 of ITB.

18.2 The Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. All pages of the Bid shall be signed by the person or persons signing the Bid.

18.3 The Bid shall contain no overwriting, alterations or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the Bidder, in which case such corrections shall be made by scoring out the cancelled portion, writing the correction and initialing and dating it by the person or persons signing the Bid.

D. Submission of Bids

19. Submission of Bids

19.1 The Bidder shall upload his bid on or before the last date of submission of bid within the stipulated time.

20. **Deadline for Submission of Bids** : The last date of uploading of Bid is 13.03.2014 at 15.00 hrs, (as per server clock)

21. **Late Bids**: Bids after the last date of submission cannot be uploaded.

E. Bid Opening and Evaluation

22. Bid Opening

22.1 The Employer will online open the bids received at the time, date and place as specified. In the event of the specified date for the opening of bids being declared a holiday for the Employer, the Bids will be opened at the appointed time and location on the next working day.

22.2 Evaluation of the technical bids shall be taken up and completed and a list will be drawn up of the responsive bids whose financial bids are eligible for consideration.

22.4. The date of Financial Bid Opening will be notified to the technically qualified bidders at a later date. In the event of the specified date being declared a holiday for the Employer, the bids will be opened at the appointed time and location on the next working day.

23. Process to be Confidential

23.1 Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any attempt by a Bidder to influence the Employer's processing of bids or award decisions may result in the rejection of his Bid.

24. Clarification of Bids and Contacting the Employer

24.1 No Bidder shall contact the Employer on any matter relating to its bid from the time of the bid opening to the time the contract is awarded.

24.2 Any attempt by the bidder to influence the Employer's bid evaluation, bid comparison or contract award decision may result in the rejection of his bid.

25. Correction of Errors

25.1 Bids which are determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Errors will be corrected by the Employer as follows:

- a) where there is a discrepancy between the rates in figures and in words, the rate in words will govern; and
- b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

25.2 The amount stated in the Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected.

26. Evaluation and Comparison of Bids

26.1 In evaluating the bids, the Employer will determine for each Bid the evaluated Bid price by adjusting the Bid price by making correction, if any, for errors pursuant to Clause 25 of ITB. Evaluation and Comparison shall

be made and award decided giving weightage on Concept Planning & Designing (40%) and Financial Quote/Price Bid (60%).

The broad evaluation framework, which will form the basis for the selection of the most suitable contractor, is given below. In the evaluation process, all the information sought from the bidder will be given due weightage, to the extent practicable.

Scorings based on the technical and financial evaluation shall be combined to arrive at the overall weighted average score. The bidder with the highest weighted average score shall be selected. Thus the bidder with the most favourable combination of concept plan, technical credentials and financial proposal shall be accepted.

Plan / Information to be asked for	To evaluate	Weightage
TECHNICAL WEIGHTAGE		40%
<u>Concept Plan</u> <ul style="list-style-type: none"> ▪ Aesthetics ▪ Functional Effects 	<ul style="list-style-type: none"> • Uniqueness of the architectural design / aesthetic aspect of the plan • Distinct character of the design to reflect the character of a Gems & Jewellery Park. • Ratio of usable space to total built-up area • Has the design been made in conformity with minimum specifications mentioned? • Whether the usage of space and services proposed are in keeping with the bid requirements • The details of the specifications of the structural form and finishes • Whether due attention has been given to planning of security and surveillance system considering the very nature of the project • Efficiency of proposed Park -- whether durability & low maintenance aspects of the Park has been addressed 	25 %

Plan / Information to be asked for	To evaluate	Weightage
<u>Organizational Strength</u>	Qualification / Experience of key personnel	10%
<u>Technical Evaluation:</u>	Track record of execution of major contracts	5%
Experience profile of bidder		
Experience profile of architect	Details of projects of similar nature developed. Prior experience in developing Industrial Parks.	
	Experience in designing similar projects.	
Rating of contractor	Details of projects of similar nature designed.	
	The rating, if received from a reputed Rating Agency	
FINANCIAL WEIGHTAGE (PRICE BID)		60%

26.2 Drawings / Documents Submission in the bidding stage:

In the bidding stage, following documents have to be submitted by the bidders:

- A. Concept Plan and Design Basis Report for the entire Project, taking into account all the functional requirements as detailed in the tender document. The Concept Plan should consist of:
 - i) Schematic layout of the whole project, earmarking the various aspects of the building and utilization of spaces showing landscaping, circulation area and placement of services.
 - ii) Schematic section of the building showing all the building floors clearly defining the floor height and the building height.
 - iii) A Front and Side Elevation of the building and 3D view of the proposed building (both exterior and interior) is to be submitted along with the bid.
 - iv) A simulated walk through 3D Animation for the entire project with all finishes, Architectural Details, etc. may be provided, optionally, in soft copy.

- B. The Bidder will have to submit a detailed design basis report explaining the system proposed to be incorporated in the Park broadly categorized into the following heads:
 - i) Building Architecture along with the structural system.
 - ii) Electrical System

- iii) Water Supply
- iv) Drainage & Sewerage System
- v) Fire fighting system.
- vi) Communication network

- C. The bidder has to prepare and submit a fixed time bound schedule of activities so that a clear view of all important stages/ milestones are obtained. The important milestones which has to be shown essentially are:
- i) Obtaining approval from all the statutory authorities for starting the construction activities at site.
 - ii) Completion of all foundation works upto plinth level.
 - iii) Completion of all structural works pertaining to the building .
 - iv) Completion of interior works, Water Supply, Drainage & Sewerage, Fire-fighting, and Electrical System.
 - v) Getting approval for building occupancy from statutory authorities.
- D. The bidders may be invited to make a presentation and offer necessary clarifications on their bid as may be required by WBIDC on a pre-appointed date.

26.1 ~~From the City Price Bid (CPB) of WBIDC, the Employer will accept the lowest Bidder's Bid (L1) and~~

E. Award of Contract

27. Employer's Right to Accept any Bid and to Reject any or all Bids

27.1 The Employer reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Employer's action.

28. Notification of Award and Signing of Agreement.

28.1 The bidder whose Bid has been accepted will be notified of the award by the Employer prior to expiration of the Bid validity

28.2. The notification of award will constitute the formation of the Contract, subject only to the furnishing of a performance security in accordance with the provisions of Clause 29

28.3. The Agreement will incorporate all agreements between the Employer and the successful Bidder. It will be signed by the Employer and the successful Bidder after the performance security is furnished.

28.4 Upon the furnishing by the successful Bidder of the Performance Security, the Employer will promptly notify the other Bidders that their Bids have been unsuccessful.

29. Performance Security/Security Deposit

29.1 10% of the total amount will be kept as security deposit which will be released after one year from the day of submission of final master plan..

The amount and validity period of the performance guarantee is:

Amount: 10% of the contract price.

Validity Period: 1 (one) year from the day of submission of final master plan.

29.2 Failure of the successful Bidder to comply with the requirements of Clause 29.1 shall constitute sufficient grounds for cancellation of the award and forfeiture of the Earnest Money. He will also be debarred from participating in bids for one year.

30. Cost of Downloaded Tender Document

30.1 In terms of Government Order No.199-CRC/2M-10/2012 dated 21.12.2013, the cost of tender document is exempted for e-tendering process.

31. Corrupt or Fraudulent Practices

The Employer requires the bidders/Contractors to strictly observe the laws against fraud and corruption in force in India, namely, Prevention of Corruption Act, 1988.

Managing Director
West Bengal Industrial Development Corporation Ltd.,

Section-3
ANNEXTURE-I

Notes on Form of Qualification Information

The information to be filled in by bidders in the following pages will be used for purposes of assessing the techno commercial capability of the bidder- as provided for in Clause 4 of the Instructions to Bidders. Attach additional pages as necessary.

1. Individual Bidders

1.1	Constitution or legal status of Bidder Place of registration: Principal place of business: Power of attorney of signatory of Bid	[attach copy] _____ _____ [attach]						
1.2	Total annual volume of civil engineering design, drawing, consultancy work executed and payments received in the last five years preceding the year in which bids are invited. (Attach certificate from Chartered Accountant)	(Rs. In lakhs) 2008-2009 2009-2010 2010-2011 2011-2012 2012-2013						
1.3	Work performed as prime Contractor (in the same name and style) on similar nature work and volume over the last five years.							
Project Name	Name of Employer	Description of work	Value of contract	Contract No.	Date of Issue of Work Order	Stipulated Date of Completion	Actual Date of Completion	Remarks explaining reasons for Delay, if any

ANNEXTURE-II

Name Employer work contract No .Work of Completion reasons for Order Delay, if any

1.4 Qualifications of technical personnel proposed for the Contract. Refer also to Clause 4.2(e) of the Instructions to Bidders and Clause 9.1 of Part-1 General Conditions of Contract.

Sl. No.	Name , Contact Number and E-mail	Qualification and name of the Institute	Relevant Experience	Position in the Company	Task Assigned

1.5 Financial reports for the last five years: balance sheets, profit and loss statements, auditors' reports, etc. List below and attach copies.

1.6 Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of support documents. (Sample format attached).

1.7 Name, address, and telephone, telex, and facsimile numbers of banks that may provide references if contacted by the Employer.

1.8 Information on current litigation in which the Bidder is involved.

Name of Other party(s)	Cause of dispute	Litigation where (Court/arbitration)	Amount involved

1.11 Proposed Programme (work method and schedule). Descriptions, drawings, and charts as necessary, to comply with the requirements of the bidding documents.

ANNEXTURE-III

Note: - Bank solvency from any nationalized/ scheduled bank in their format is accepted.

OR

SAMPLE FORMAT FOR EVIDENCE OF ACCESS TO OR AVAILABILITY OF CREDIT FACILITIES

BANK CERTIFICATE

This is to certify that M/s is a reputed company with a good financial standing.

If the contract for the work, namely, is awarded to the above firm, we shall be able to provide overdraft/credit facilities to the extent of Rs.to meet their working capital requirements for executing the above contract.

Signature of Senior Bank Manager

Name of the senior Bank Manager

Address of the Bank

Stamp of the Bank

Note: Certificate should be on the letterhead of the bank.

GENERAL ELIGIBILITY:

The Consultant(s) should have fulfilled the following criteria:

- (a) Intending organizations should have minimum 5 years' experience in these fields.
- (b) Intending organizations should have successfully completed at least one similar type of works during last five years.
- (c) Organizations should have technical team consists of Civil Engineers, Structural Engineers, Architects and other technically qualified personnel etc. as is necessary for implementing the jobs.
- (d) Agencies should have necessary technical, financial and managerial capabilities;
- (e) Intending party should have average annual financial turnover during the last three years of at least Rs. 50 Lakh

TECHNICAL ELIGIBILITY

Part I :

The Consultant should have the technical experts having following minimum experiences:

- I. Team Leader should be minimum B.E. (or B. Tech) Civil / M.E. (or M. Tech) Civil/ B.E. Arch. /M.E. Arch. having (15) fifteen years' experience of the similar nature of jobs.
- l) Two Design Engineers, minimum B.E. (or B.Tech) Civil with 10 years' experience and must have handled large size projects.
- II) Engineer (Expert in tendering process) minimum B.E (or B.Tech) Civil / Diploma Civil

Section 4

Technical Specifications

- A. For Master plan, design planning IS-Codes/ Standard code of Practice should be followed.

Please Refer to Annexure-I: Technical Specifications

Section 5

SCOPE OF WORK

- A. Preparation of conceptual plan for proposed Visva Haat at Bolpur-Santiniketan, Birbhum, West Bengal, where WBIDCL proposes to set up a permanent exhibition ground and a permanent marketing avenue for objects of art and articles of daily use created by artists and artisans, mainly of the State. Spread over an undulating terrain of fifty acres in the midst of the serene, natural vistas that the place offers. Visva Haat is conceived as a living ethnographic complex WBIDC desires to prepare a Detailed Master Plan in respect of the area for proposed Visva Haat on a plot of land of around 50 acres in Mouza Shibpur, JL No. 102, Bolpur, Birbhum, West Bengal. The site is at the crossing of Bolpur Ilambazar Road and Santiniketan Sriniketan bypass, adjacent to Shibmandir bus stop, which is the landmark. The purpose of the master plan is to maximize the economic potential of the land, by providing predictability during future phases of development, while at the same time maintaining flexibility needed to meet market demands.

Preparation of the Master Plan should include consideration of the following:

Survey, Base Data Collection & Analysis:

- I) Topographical and contour survey.
- II) Market survey as per demand.
- III) Review of site related surveys conducted or base data collected for the project for the above purpose.
- IV) Prepare analysis of present condition of existing facilities inside or outside of the proposed park area.

- V) Site Inspection and Survey Report including characteristics, strengths, features, access to site and surrounding area etc.

Preparation of Conceptual Master Plan

- I) Preparation of design brief based outcome of assignment. Master plan should be based on construction of compatible architectural structures for accommodating Micro and Small Scale Enterprise in Handicraft Sectors.
- II) Prepare Concepts and Strategies for the proposed development in relation to issues pertaining to the activities of such a park.
- III) Review of the development impact on immediate environment and required measures to be taken to mitigate the adverse impact if any of the proposed development.
- IV) Submission of Conceptual Master Plan for necessary amendment.

Preparation of Draft Master Plan

- a) Prepare a comprehensive Master Plan for the proposed Visva Haat, Bolpur-Santiniketan. Birbhum, West Bengal having identified the infrastructure for this open-air complex with multiple arcades, handicraft museum, proscenium theatre, auditorium, studio for training and workshops, restaurants and other structures reflective of the theme of "Unity in Diversity", a novel thought ingrained in Rabindranath's ideals Visva or universalism. The proposed project shall, therefore, be quintessentially Bengali in flavor and Indian in spirit. The Master Plan shall explore accessibility and circulation pattern which includes road network , storm water drain, water supply network along with Water Treatment Plant(WTP), pumping station, waste water collection treatment(CETP) & disposal along with ground water recharge system, solid waste disposal ,utility corridor and any other necessary infrastructure to facilitate industries at proposed Park.
- b) Prepare a rough estimation and costing for proposed infrastructure.
- c) If required presentation of master plan to the statutory authorities for approval and ensure compliances with codes, standards and legislation as applicable and carry out necessary changes as may be required.
- d) Time schedule to implement the job.
- e) Drawings are to be provided in soft copy and hard copy.
- f) Preparation of an implementation strategy and submission of the Draft Master Plan Report.

Preparation of Final Master Plan

- a) Preparation of Final Master Plan after making necessary changes in Draft Master Plan as desired by WBIDC.

- b) Submission of Final Master Plan.

Deliverables:

- a) Survey & Inspection report -Soft copy+1 set of hard copy.
- b) Conceptual Master Plan- Soft copy+1 set of hard copy.
- c) Draft Master Plan & drawing- Soft copy+2 sets of hard copies.
- d) Final Master Plan & drawing- Soft copy+2 sets of hard copies.

Liability:

The Consultant shall be liable for all consequence of errors and omissions arising from errors solely attributable to Consultant or on the part of their employees to the extent and with the limitation specified by WBIDC. The Consultant shall also be liable and shall indemnify WBIDC from and against any/all claims, damages and costs as may be raised on the Consultant by any other third party in connection with the said work.

Ownership of Documents & Copy Rights:

The copyright of Interim Reports, Design Reports, Tender Documents, Costs Estimates, Bill of Quantities, Calculation sheets, drawings etc. and all other similar documents (both interim and final) provided by the Consultant in connection with project/work shall remain vested in WBIDC. All written material, originated and prepared for WBIDC under the assigned agreement shall belong to WBIDC. The Consultant shall not publish, share, divulge, disclose, part with any of such papers or information without the written consent of employer or use for purpose other than those for this work, the articles, designs calculations and drawings

Changes or Alteration:-

Changes or alterations, as desired by WBIDC due to site considerations or otherwise as required during the pendency of the contract, will be done by the consultant. Additional charges on this account, if any, will be mutually agreed upon by WBIDC.

Correctness and Accuracy of data:-

The Consultant shall be fully responsible for the correctness and accuracy of the data. If any inadequacy is observed in the work performed by them, they shall at their own initiative and at no extra cost to WBIDC take all steps necessary to remedy/rectify the said defects or inadequacies. The consultant shall incorporate all the modifications or changes as desired by WBIDC.

Code of Practice

The report for all works shall confirm to local building bye laws and other state regulation as well as to relevant latest Indian Standard Specifications and/or Standard code of Practice. All reports, computations etc. shall be submitted in English language and in metric/SI units.

Time Schedule :

Sl. No.	Stage of work	Submission time
1	Submission of Survey & Inspection report	30 working days from the day of issuance of work order.
2	Submission of Conceptual Master Plan	10 working days from submission of Sl. No 1.
3	Submission of Draft Master Plan	10 working days after approval of Conceptual master Plan.
4	Submission of Final Master Plan	10 working days after approval of Draft Master Plan.
	Total	60 working days

Payment Terms:

Sl. No	Description	% Payment of amount offered by the selected bidders
1	Submission of Survey & Inspection report	20
2	On approval of Conceptual Master Plan	20
3	On approval of Draft Master Plan	30
4	On approval of Final Master Plan	20
5	After one year from the day of submission of final master plan. (Security Deposit)	10

Security deposit:

WBIDC will retain an amount equivalent to 10% of the total fee termed as Security Deposit which would be released after completion of the Defect Liability Period. Defect Liability Period will be one year from the day of submission of Final Master Plan.

Termination of Contract:

WBIDC reserves the right to terminate the work on the following grounds:-

1. If the Consultant fails to execute the work as per time as provided in this NIT.
2. In case the Consultant fails to deliver or submit the deliverables as required under this NIT and within such time as provided in this NIT, unless such time is extended by WBIDC by written form.
3. If after undertaking the work the Consultant refuses or abandons the same and WBIDC has to complete the rest of the work through any other agency ;

In the event of happening any of the aforementioned defaults on part of the Consultant, WBIDC shall be entitled to terminate the contract. WBIDC shall give 7 days prior notice in writing to the agency before terminating the contract. On termination of the contract WBIDC shall forfeit the balance which may be payable to the Consultant and shall be free to proceed and complete with the remaining work through any other agency, the cost of which shall be met from such moneys as forfeited or withheld by WBIDC. WBIDC shall also forfeit the Security Deposit retained.

On termination of the contract the Consultant shall forthwith give WBIDC all documents i.e. Inspection Reports, Conceptual, Draft, and Final Master Plan with drawings in soft & hard copies etc. prepared by them till the date of termination.

Dispute Resolution

In case of any dispute with regard to interpretation of any section as contained in this EOI or as may arise by and between the contracting parties the same shall be referred to Managing Director, WBIDC whose opinion shall be final and binding on all the parties.

**Declaration
SECTION 6
PROFORMA-1**

A. TECHNICAL PROPOSAL SUBMISSION FORM

(Description of the methodology and work plan for performing the assignment to be submitted along with this form)

[Location, Date]

FROM: TO:

(Name and Address of the Bidder) (Name and Address of WBIDC)

Subject: Request for Proposal for Appointment as a Consultant for

PART-I

A. Preparation of Detailed Master Plan For Visva Haat, Bolpur-Santiniketan, Birbhum, West Bengal.

We, the undersigned, offer to provide the services for the above in accordance with your Expression of Interest. We are hereby submitting our Proposal which includes this Technical Proposal, and a Financial Proposal

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations. We understand WBIDC is not bound to accept this proposal and it reserves the right to cancel/accept any/all offer/tender either in part or in full at its discretion without assigning any reasons whatsoever.

We remain,

Yours sincerely,
Authorized Signature:
Name and Title of Signatory:
Name of Firm:
E-mail Address:
Fax

STANDARD FORM OF COMMENTS AND SUGGESTIONS FOR BIDDERS

Name of the Organization:

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

Any other suggestions:

- 1.
- 2.
- 3.
- 4.
- 5.

For BOQ, Please Refer to Annexure-III: Bill of Quantities