



West Bengal  
Industrial Development  
Corporation

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**Expression of Interest**  
***for***  
**Selection of Surveyor Agencies**  
**For**  
**Survey Works**  
**at**  
**Panagarh Industrial Parks developed by WBIDC**

**EOI No. – WBIDC/Panagarh/PP/11-12/01 (2<sup>nd</sup> Call) dated  
23.05.2018**

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

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## **SECTION 1: INTRODUCTION**

### **1. BACKGROUND:**

West Bengal Industrial Development Corporation (WBIDC), the nodal agency of the State Government, responsible for promoting industrialization in the State, has set up many Industrial Parks such as Vidyasagar Industrial Park at Kharagpur, Panagarh Industrial Park at Panagarh, Rishi Bankim Shilpaudyayn at Naihati, Foundary Park, Rubber Park, Food Park at Howrah, Raghunathpur Industrial Parks in Purulia, etc.

2. WBIDC develops the Industrial Park including Infrastructural facilities like internal roads, roadside drains, water supply system etc.as a whole from the preparation of Master Plan to allocation of land to different industrial units.
3. For preparation of Master Plan, total land survey is done with the help of the land details available with WBIDC. Then the land survey is superimposed on the Mouza Map of the said land area. Subsequently, Master Plan is prepared and according to the Master Plan the total Project area is divided into different plots.
4. WBIDC then allots these plots to different units and hands over possession by giving . Possession Certificate along with Index Map and Sector Map. Subsequently, physical possession is delivered with the help of Surveyor.
5. In this connection, WBIDC invites sealed Expression of Interest (EOI) from Survey Agencies having experience in survey works for Survey Works at Panagarh Industrial Parks developed by WBIDC.

### **6. AMENDMENT TO DOCUMENTS :**

At any time before the submission of Proposals, WBIDC may, for any reason modify the documents by amendment. Any amendment shall be issued in writing through addenda. Addenda will be uploaded in WBIDC website and will be binding on intending parties. WBIDC may at its discretion extend the deadline for the submission of Proposals.

**7. List of important dates :**

**A. Pre-Bid Meeting :**

- i) Date : **28.05.2018**
- ii) Time : **03.30 p.m.**
- iii) Venue : **Office of WBIDC.**

**B. Submission of EOI :**

- i) Last date of submission : **05.06.2018**
- ii) Time of submission : **05.00 PM**
- iii) Place: Table of Shri Sumit Kumar Datta, Office on Special Duty (Engineering), West Bengal Industrial Development Corporation Limited, 4<sup>th</sup> Floor, Protiti, 23 Abanindranath Tagore Sarani, Kolkata 700017

**8. Address for communication:**

- i. **Mr. Asok Ghosh,**  
Advisor (Projects),  
West Bengal Industrial Development Corporation Limited,  
23, Abanindranath Thakur Sarani (Camac Street)  
Kolkata - 700017.  
**Phone #** 033 - 22553834/35  
**E-mail:** [asok.ghosh@wbidc.com](mailto:asok.ghosh@wbidc.com)
  
- ii. **Mr. Sumit Kumar Datta,**  
Officer-on Special Duty (Projects),  
West Bengal Industrial Development Corporation Limited,  
23, Abanindranath Thakur Sarani (Camac Street)  
Kolkata - 700017.  
**Phone #** 033 - 22553757, Mob: 9836244883  
**E-mail:** [sumitkumar.datta1@wbidc.com](mailto:sumitkumar.datta1@wbidc.com)

## **SECTION 2: INFORMATION TO BIDDERS**

1. WBIDC will select Survey Agency (herein after referred to as bidders) from the received offers in accordance with the method of selection indicated in this EOI.
2. The bidders are invited to submit both Technical Proposal and Financial Proposal against the above mentioned EOI. The Technical Proposal will be the basis for short listing of the bidder. Financial Proposal will be opened only for the short listed bidder.
3. Attending the pre-bid meeting is optional.
4. Bidders shall provide professional, objective and impartial advice and should always hold the WBIDC (hereinafter referred to as Contracting Authority) interests paramount, without any consideration for future work and strictly avoid conflicts with other assignments or their own corporate interests.
5. Bidders should observe the highest standard of ethics during the selection and execution of such contracts.
6. The period of validity of this EOI is of 90 days from the date of submission of the EOI.

### **7. PREPARATION OF EOI**

EOI shall consist of both Technical Proposal and Financial Proposal.

#### **a. Technical Proposal**

In preparing the Technical Proposal, bidders are expected to examine the documents comprising these EOI in detail. **Material deficiencies in providing the information requested may result in rejection of a Proposal.**

The Technical proposal should be submitted as per the information using the attached Standard Forms (**Proforma 1**). The intending bidders should submit the following necessary documents:

- i. Annual Report of the preceding three years
- ii. Audited Balance Sheet and Profit & Loss Account for the preceding three years (Audited or unaudited as applicable)
- iii. Service Tax / GST Clearance Certificate for the preceding three years.
- iv. Income Tax Clearance Certificate for the preceding three years.
- v. Completion Certificates of similar types of works done in the last three years

**Note: Submitted copies should be attested by appropriate authority.**

#### **b. Financial Proposal : As per attached Format in Proforma - 2**

## 8. Submission of EOI

- An authorized representative of the company should initial at all pages of the Proposal. The representative's authorization should be confirmed by a written Power of Attorney specific to this project should accompany the Proposal.
- Total 3 nos. of envelope. A. Technical Proposal B. Financial Proposal C. Big Envelope contained Envelope A and B in sealed condition. The sealed EOI shall bear the name and communication address of the bidder along with contact details and clearly marked with name/subject of job **"EOI for Empanelment of Surveyor Agencies for Survey Works at Panagarh Industrial Park developed by WBIDC". All the communication will be addressed to The Managing Director, West Bengal Industrial Development Corporation Limited.**
- The Sealed Envelope should be submitted at the table of **Shri Sumit Kumar Datta, OSD (Engineering) at 4th Floor** at the below mentioned address on or before the stipulated time and date. Any Proposal received after the closing time for submission of proposals will not be accepted.

***ADDRESS :***

***West Bengal Industrial Development Corporation Limited,  
"PROTITI"  
23, Abanindranath Tagore Sarani (Camac Street),  
Kolkata-7000017.***

## **SECTION 3**

### **MODE OF SELECTION**

#### **1. PROPOSAL EVALUATION**

The EOI containing the Technical Proposal will be opened before the Screening Committee. After appraisal of the technically qualified bidders, they will be shortlisted for opening of Financial Proposals. Communication will be done only to the shortlisted bidders who are technically qualified regarding date of opening of Financial Bids.

2. WBIDC reserves the right to cancel/accept any/all offer/tender in part or full without assigning any reasons whatsoever.
3. **VALIDITY OF THE RATE** : The Rate will be valid for two years. On expiry of the period, WBIDC may continue with the same surveyor for another two years if mutually agreed or may float fresh tender.
4. **CONFIDENTIALITY** : Information relating to evaluation of proposals and recommendations concerning empanelment shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the selection process is over.
5. 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.
6. 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.
7. All related correspondence exchanged by the Bidders along with the EOI should contain no interlineations or overwriting, except as necessary to correct errors made by Bidders themselves or to evidence provision. The persons who signed the Proposal must initial any such corrections, interlineations or overwriting.
8. Any effort by a Bidder to influence WBIDC in examination, evaluation, recommendation for selection will result in rejection of the Bidder's Proposal.
9. For any other clarifications, intending agencies may attend the Pre bid meeting at the above mentioned date and venue as mentioned in this EOI.

**SECTION 4**  
**ELIGIBILITY & SCOPE OF WORK**

**ELIGIBILITY :**

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

- (a) Intending bidders should have experience and successfully completed at least one land survey work with the help of Total Station during the last three years.
- (b) The agencies having all total station survey equipments along with manpower and appropriate computer software etc will be preferred. (Relevant proof in this regard should be attached)
- (c) Bidder should have technical, financial and managerial capabilities as provided herein;
- (d) Bidder should have **average annual financial turnover during the last three years of at least Rs. 10.00 Lakh (Rupees Ten Lakh) only.**
- (e) Bidders should have technical person of minimum qualification of Diploma in Surveying having minimum 2(two) years experience.

**SCOPE OF WORK :**

The detailed Scope of Work for the above mentioned works is as follows and will be carried out in stages:

- a. Field verification of property line of the Park based on the existing Master Plan, Record of Rights (ROR) for the land and digitized Mouza Maps (to be provided by WBIDC/BAPL/To be procured from BLLRO office).
- b. Identification of land and preparation of drawing (superimposed on Mouza Map) based on field verification.
- c. Demarcation of roads and Boundary lines of the already allotted plots on the Plan of Park.
- d. Successfully handing over the plots at site to the representative of the Units in presence of the officials of WBIDC, as and when required.
- e. Preparation of Index Map, Sector Map and Mouza Map along with land schedule (Dag number wise area calculation) for the specified plot to be handed over to the respective unit within the Park.
- f. Handing over of the specified plot's boundary points with wooden pegs with the help of Electronics Total Station (ETS) from the reference.



### **DELIVERABLES:**

1. Sector Map, Index Map and Mouza Map along with land schedule (Dag number wise area calculation) of the specified plot – 1 set (draft) and 2 sets (Final) of Hard Copy (A3 size color) and two sets of Soft Copy
2. If the drawing of the plot to be handed over to any specified Unit is revised for some reason or other two sets of the revised proposal along with soft copy to be submitted.

### **TERMS & CONDITIONS**

1. **Rates:** Rates will remain firm for the contract No escalation whatsoever shall be allowed unless otherwise stated at Work Order or subsequent amendment to the Work Order.

The amount of the fee for the said job for the park will be calculated as follows:

- A. For handing over of a plot size up to 20 acres, the amount of fee payable will be calculated by multiplying 20 with the rate quoted
- B. For handing over of a plot size more than 20 acres, the amount of the fee payable will be calculated by multiplying the area of the plot with the rate quoted.

### **TIMES OF COMPLETION**

- a. The physical handing over of the plot is to be done on a particular date as per suitability of the concerned unit as and when required.

### **TERMS OF PAYMENT:**

After successful handing over of the plots.

## **SECTION 5**

### **TERMS & CONDITIONS**

#### **RESPONSIBILITY:**

The Bidder shall be responsible for all consequence of errors and omissions arising from errors solely attributable to Bidder or on the part of their employees to the extent and with the limitation specified by WBIDC. The Bidder shall also be liable and shall indemnify WBIDC from and against any/all claims, damages, costs as may be raised on the Bidder 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 written material, originated and prepared for WBIDC under the assigned agreement etc. and all other similar documents (both interim and final) provided by the Bidder in connection with project/work shall belong to WBIDC. All The Bidder 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.

#### **CORRECTNESS AND ACCURACY OF DATA:-**

The Bidder 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 Bidder 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.

#### **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.

**PROFORMA-1**

**TECHNICAL PROPOSAL SUBMISSION FORM**

[Location, Date]

FROM:

(Name and Address of Firm)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO:

(Name and Address of WBIDC)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject : Technical Proposal for Survey Works at Panagarh Industrial Parks developed by WBIDC**

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.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name:  
E-mail Address:  
Fax:

**NOTE: The Technical Proposal is to be submitted in the letter head of the organization**

## Details of the Bidder

- 1) Name of the Bidder :
  
- 2) Address :
  
- 3) Year of Establishment :
  
- 4) Status of the bidder : (Whether Company/Firm/Proprietary)
  
- 5) Name of Directors/ Partners/Proprietor :
  
- 6) Whether registered with the Registrar of Companies/Registrar of Firms :  
If so, mention number and date :
  
- 7) PAN No. of I.T and furnish copies of I.T return for the preceding three years :
  
- 8) Service Tax Clearance Certificates for the preceding three years.
  
- 9) Furnish copies of Balance Sheet and Profit & Loss Account for the preceding three years (Audited or unaudited as applicable) i.e., as on 31.03.13, 31.03.12 & 31.03.11.
  
- 10) Whether empanelled with other Govt. /Semi Govt. / Statutory Agency:  
If so, furnish details.
  
- 11) Specify turnover in last 3 years. In Rs (Lakhs)  
2012-2013 ----  
2011-2012 ----  
2010-2011 ----
  
- 12) Other relevant information : (A separate sheet may be attached if needed)

### **Similar types of works done in the last three years**

Using the format below, provide information on each reference assignment for which the bidder was legally contracted. Completion certificates should be provided.

Bidder's Name: \_\_\_\_\_

Sl. No.	Assignment Name (in detail)	Name of Contracting Authority with address	Starting Date / Completion Date	Name of Associated Bidder if any	No. of Staff (Professional)	Approx. Value of Services/Turnover (in Rs.)	Name of Senior Staff involved and functions performed

**Note:** A separate sheet may be attached if needed.

## Details of Team Members to be deputed

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

## PROFORMA-2

### FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

FROM:

(Name and Address of Firm)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO:

(Name and Address of WBIDC)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: Financial Proposal for Survey Works at Panagarh Industrial Parks developed by WBIDC.**

We, the undersigned, offer to provide services for the above in accordance with your advertisement. Our attached Financial Proposal is as follows:

Sl. No.	Particulars of Work	Rate (In Rs. Per acre) in Figures	Rate (In Rs. per acre) in Words
A	Preparation of Layout Maps and Handing over the plots		

**NOTE: The Financial Proposal is to be submitted in the letter head of the organization**

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name:  
E-mail Address:  
Fax: