



West Bengal  
Industrial Development  
Corporation

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**Expression of Interest**

***For***

- (A) Preparation of Bid documents, & related BOQ with Cost Estimate and assistance at the time of selecting contractor for construction of entry point from NH-60 to Vidyasagar Industrial Park at Kharagpur.**
- (B) Project Management Consultancy Services at the time of construction of entry point from NH-60 to Vidyasagar Industrial Park at Kharagpur.**
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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 already set up Vidyasagar Industrial Park over approximately 1150 acres of land near Kharagpur.

2. The project site is bound by NH 6 connecting Mumbai-Kolkata in the North, NH 60 towards Balasore in the East and Orissa Trunk Road leading to the core city of Kharagpur.
3. Recently, NHAI has granted the permission of At Grade access from NH-60 to Vidyasagar Industrial Park, Kharagpur.
4. In this connection, WBIDC invites **Expression of Interest (EOI)** from resourceful, experienced and reputed organizations/consultants for providing the following services :

**A. Preparation of Bid documents & related BOQ with Cost Estimate and assistance at the time of selecting contractor for construction of entry point from NH-60 to Vidyasagar Industrial Park at Kharagpur.**

**B. Project Management Consultancy Services at the time of construction of entry point from NH-60 to Vidyasagar Industrial Park at Kharagpur.**

### 5. 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 sent through fax or electronic mail to all invited consultants shall be deemed to have been served as the intending parties/organizations and will be binding on them. WBIDC may at its discretion extend the deadline for the submission of Proposals.

### 6. List of important dates :

#### A. Pre-Bid Meeting :

- i) Date : **28<sup>th</sup> September 2012.**
- ii) Time : **3.30 p.m.**
- iii) Venue : **Board Room of WBIDC.**

**B. Submission of EOI :**

- i) Last date of submission : **5<sup>th</sup> October 2012.**
- ii) Time of submission : **From 11 a.m. to 4 p.m.**
- iii) Place : **West Bengal Industrial Development Corporation Ltd.  
'Protiti', 23, Abanindra Nath Tagore Sarani (Camac Street),  
Kolkata-700 017.**

**7. Address of communication:**

- i. Mr. Shib Shankar Sengupta,  
Advisor (Projects),  
Phone No.: 033-22553834/835  
E-mail: [shibsankar.sengupta@wbidc.com](mailto:shibsankar.sengupta@wbidc.com)
- ii. Mrs. Sulohita Sharma,  
Officer-on-Special Duty (Projects),  
**Phone # - 033 – 22553736**  
**E-mail: [sulohita.sharma@wbidc.com](mailto:sulohita.sharma@wbidc.com)**

## SECTION 2 : INFORMATION TO BIDDERS

1. WBIDC will select a firm from the received offers in accordance with the method of selection indicated in this EOI.
2. The organizations are invited to submit a Technical Proposal and a Financial Proposal against the above mentioned EOI. The Proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected firm.
3. To obtain first-hand information on the assignment and on the local conditions, agencies may visit the site before attending pre-bid meeting/submitting a Proposal at their own cost with prior information to WBIDC. Attending the pre-bid meeting is optional.
4. Organizations shall provide professional, objective and impartial advice and should always hold the Contracting Authority's interests paramount, without any consideration for future work and strictly avoid conflicts with other assignments or their own corporate interests.
5. Organizations should observe the highest standard of ethics during the selection and execution of such contracts.
6. The period of validity of this Proposal is of 120 days from the date of submission of the EOI.

### 7. PREPARATION OF PROPOSAL

Proposal consists of

- a) Technical Proposal
- b) Financial Proposal

#### a. Technical Proposal

In preparing the Technical Proposal, organizations 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 organizations should submit the following necessary documents :

- i. Annual Report of the last three years
- ii. Audited Balance Sheet and Profit & Loss Account (Audited) for the last three years
- iii. PTCC/STCC/PAN Card of upto date validity.
- iv. Completion Certificates of similar types of works done.

**Note: Submitted copies should be certified by concerned authorities or Government Officers. The Technical Proposal shall not include any financial information.**

**b. Financial Proposal**

- In Preparing the Financial Proposal, organizations are expected to take into account the requirements and conditions of this documents. The Financial Proposal should be as per attached Standard Forms (**Proforma 2**).
- The Financial Proposal should clearly identify, as a separate amount, the local taxes (including social security), duties, fees, levies, and other charges imposed under the applicable law, on the organizations. Supportive documents in this regard should be submitted.

**8. Submission of Proposal**

- An authorized representative of the firm should initial at all pages of the Proposal. The representative's authorization is confirmed by a written power of attorney specific to this project should accompany the Proposal.
- The Technical Proposal shall be placed in a sealed envelope clearly marked "**Technical Proposal**", and The Financial Proposal shall also be placed in another sealed envelope clearly marked "**Financial Proposal**".
- The completed Technical and Financial Proposals shall be placed into a **FINAL ENVELOPE** and sealed. This final envelope shall bear the name and communication address of the organizations along contact details and clearly marked with name/subject of job, "**EOI FOR PREPARATION OF TENDER DOCUMENT, SELECTION OF CONTRACTOR AND PMC FOR CONSTRUCTION OF ENTRY POINT FROM NH-60 TO VIDYASAGAR INDUSTRIAL PARK, KHARAGPUR**".
- The completed EOI must be delivered 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 be returned unopened.

*The Managing Director,  
West Bengal Industrial Development Corporation Limited,  
23, Abanindranath Tagore Sarani (Camac Street) ,  
Kolkata-7000017*

## **SECTION 3**

### **MODE OF SELECTION**

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

The Technical Proposal will be opened before the Screening Committee and after appraisal the technically qualified Consultants/ Organizations will be screened.

The date of opening of Financial Proposal will be informed to the technically qualified Consultants only.

The Financial Proposal will be opened in presence of Screening Committee & technically qualified Consultants/ Organizations, who choose to attend.

- 2. NEGOTIATIONS :** Negotiations will be held at the Office of WBIDC. The aim is to reach agreement on all points and sign a contract.
- 3. AWARD OF CONTRACT :** The contract will be awarded following the negotiations.
- 4. CONFIDENTIALITY :** Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract.
- 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.
- 8.** All related correspondence as exchanged by the Consultants along with the EOI should contain no interlineations or overwriting, except as necessary to correct errors made by Consultants themselves or to evidence provision. The persons who signed the Proposal must initial any such corrections, interlineations or overwriting.
- 9.** Any effort by a Consultant to influence WBIDC in examination, evaluation, ranking of Proposals or recommendation for award of contract will result in rejection of the Consultant's Proposal.
- 10.** For any other clarifications, intending agencies may attend the Pre bid meeting at the above mentioned date and venue as mentioned in Page-3 of this EOI.

## **SECTION 4**

### **ELIGIBILITY & SCOPE OF WORK**

#### **GENERAL ELIGIBILITY :**

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

- (a) Intending organizations should have successfully completed at least one similar type of works during last three years.
- (b) 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. 70 Lakh.

#### **SCOPE OF WORK :**

##### **(A) Preparation of Bid documents, & related BOQ with Cost Estimate and assistance at the time of selecting contractor for NH-60 :**

- (i) Study of the approved drawing received from NHAI.
- (ii) Preparation of Bid document, Bill of Quantities, tender stage and working stage drawings and designs calculations for roads and structural works.
- (iii) Preparation of detailed drawings including layout drawings, cross section drawings, drawing for CD structure at access point etc.
- (iv) Preparation of Cost Estimate.
- (v) Assistance at the time of selection of Contractor: Conducting Bidding Process, evaluation of bids, selection of bidder etc.

##### **(B) Project Management Consultant Services at the time of construction of entry point from NH-60 to Vidyasagar Industrial Park at Kharagpur :**

- (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 running account bills and final bill of the contractor considering the terms and conditions of the Contract Agreement. Bill of quantity will be verified through physical inspection and critical evaluation of the construction quality. Thereafter all these bills will be certified for payment along with its recommendations. Monitoring the overall cost of the project at every stage and WBIDC will be informed and advised accordingly.
- (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) **Site Visit during Defect Liability Period** : One site visit will be done during Defect Liability Period to ensure the successful completion of the work. The Site Visit Report is to be submitted and proper instruction to the contractor is to be delivered to rectify the work.

### **Deliverables :**

#### **For Part –A :**

- (i) Draft Design Report, Draft Tender Document, Drawings & BOQ – One set of Hard copy.
- (ii) Final Tender Document, Bill of Quantities & Cost Estimates – One set of hard copy  
+ Soft copy.
- (iii) Detailed Design Report and Drawings – Three sets of Hard Copy + Soft Copy.
- (iv) Bid Evaluation Report – Two Hard Copies.

#### **For Part –B :**

- (i) Monthly/fortnightly Progress Report.
- (ii) Report on activities and defects of the contractor, if any.
- (iii) Site visit Report of Site Visit done during Defect Liability Period.

**SECTION 5**  
**TIME SCHEDULE & PAYMENT TERMS**

**TIME SCHEDULE :**

**For Part –A :**

Sl. No.	Stage of work	Submission time
1	Submission of Draft Design Report, Draft Tender Document, Drawings & BOQ	15 days
2	Submission of Final Tender Document, Bill of Quantities & Cost Estimates	7 days
3	Submission of Detailed Design Report and Drawings	8 days
4	Selection of Contractor	15 days
	<b>Total</b>	<b>45 Days</b>

**For Part –B :**

**Duration of the Project is 3 months.**

**PAYMENT TERMS :**

**For Part –A :**

**Mode of payment:** - The terms of payment the services is as follows :

<b>A</b>	On Submission of Final Bid Document, Tender Drawing and BOQ.	30%
<b>B</b>	On submission of Detailed Design & Drawings	20%
<b>C</b>	On Selection of Bidder	50%

**For Part –B :**

**a)** The payment for PMC work will be on monthly basis and will be on satisfactory execution of the work.

**b) Security Deposit :**

WBIDC will retain an amount **equivalent to 5% 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 6 months after the completion of the Project.**

**c) Payment Procedure :**

- I.** The PMC shall raise and submit its bills together with the RA bills as raised by the Contractor after certification of such RA bills by the PMC.
- II.** WBIDC shall make payments of the bills as raised and submitted by PMC after deducting 5% of the respective bill value as Performance Security Deposit.

## **SECTION 6** **TERMS & CONDITIONS**

### **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, 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.

## **TERMINATION OF CONTRACT:**

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

- (i) If the Consultant fails to execute the work as per time as provided in this RFP.
- (ii) In case the Consultant fails to deliver or submit the deliverables as required under this RFP and within such time as provided in this RFP, unless such time is extended by WBIDC by written form.
- (iii) 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 ;

Then

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.

On termination of the contract the Consultant shall forthwith give WBIDC all the design calculations, drawings, BOQs including all relevant documents 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.

**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:

(Name and Address of Firm)

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

TO:

(Name and Address of WBIDC)

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

**Subject:**

- (A) Preparation of Bid documents, & related BOQ with Cost Estimate and assistance at the time of selecting contractor, for which approval has already been granted by NHAI.*
- (B) Project Management Consultant services for creation, development and maintenance of infrastructural works like implementation/ construction of roads, access to highways, CD etc.*

We, the undersigned, offer to provide the services for the above in accordance with your Request for Proposal.

We are hereby submitting our Proposal which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

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 you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,  
Authorized Signature:

Name and Title of Signatory:  
Name of Firm:  
E-mail Address:  
Fax:

## **B. FIRM'S REFERENCES**

- 1) Name of the Organization
- 2) Address
- 3) Year of Establishment
- 4) Status of the firm  
(Whether Company/Firm/Proprietary)
- 5) Name of Directors/ Partners/Proprietor.
- 6) Whether registered with the Registrar of Companies/Registrar of Firms. If so, mention number and date.
- 7) Mention Sale Tax Registration number and date. Furnish also copies of sales tax clearance certificate.
- 8) Mention PAN No. of I.T and furnish copies of I.T return for last 3 years.
- 9) Furnish copies of audited Balance Sheet and Profit & Loss Account (Audited) for the last three years i.e., as on 31.03.12, 31.03.11 & 31.03.10.
- 10) If you are empanelled with other Govt. /Semi Govt. / Statutory Agency, if so, furnish details.
- 11) Specify turnover in last 3 years. In Rs (Lakhs)  
2011-2012  
2010-2011  
2009-2010
- 12) Other relevant information  
(A separate sheet may be attached if needed)

**B. Relevant Services Carried Out during last three years**

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted. Completion certificates should be provided.

Firm's Name: \_\_\_\_\_

Sl. No.	Assignment Name (in detail)	Name of Contracting Authority with address	Starting Date / Completion Date	Name of Associated Consultant 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.

**PROFORMA-2**  
**FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

FROM:

(Name and Address of Firm)

\_\_\_\_\_

\_\_\_\_\_

TO:

(Name and Address of WBIDC)

\_\_\_\_\_

\_\_\_\_\_

**Subject :**

*Preparation of Bid documents, & related BOQ with Cost Estimate and assistance at the time of selecting contractor, for which approval has already been granted by NHAI.*

*(A) Project Management Consultant services for creation, development and maintenance of infrastructural works like implementation/ construction of roads, access to highways, CD etc.*

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

**FOR PART - A:**

Rs in Figure :

Rs in words :

**For PART - B :** / Amount claimed per month = Rs. \_\_\_\_\_ )

Total fee in Rs in Figure :

Total fee in Rs in words :

I/We agree to carry out the above said work as per rates quoted above. In case any discrepancy, the amount which is quoted in words will be considered.

**(The rate quoted shall be exclusive of service tax. Service tax shall be paid extra as per prevailing rules. The income tax as per rules will be deducted at source.)**

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

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

We remain.

Yours sincerely,



Authorized Signature:  
Name and Title of Signatory:  
Name of the Firm:  
Address: