

# **TENDER DOCUMENT**

**For Selection of Surveyor Agency for  
Survey works at  
Panagarh Industrial Park of WBIDC**

**Tender Reference No. : *WBIDC/PANAGARH/SURVEY/2014-2015***

**West Bengal Industrial Development Corporation Ltd.**

**PROTITI, 23, Abanindranath Thakur Sarani**

**Camac Street, Kolkata – 700 017**

**Tel: +91-33-22553700, Fax: +91-33-22553737,**

**Web: [www.wbidc.com](http://www.wbidc.com)**



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## **SECTION 1: INTRODUCTION**

Panagarh Industrial Park is spread over approximately 1458 acres of land under Ausgram-II, Galsi-I and Kanksa block at Panagarh in Burdwan district. The project site is well connected by roads with Kolkata, the State's capital, located approximately 150 km in south-east direction. The site is bounded by National Highway No: 2 connecting it to the Delhi. Site is also connected with NH-34 and Panagarh-Moregram State Highway. The Park is very close to the Durgapur Industrial zone. DVC canal is passing through the site. The park is divided into two sides- Northern Side (Zone-I) and Southern Side (Zone-II). Both the zones are divided into smaller plots.

After selection of particular plots to concerned Units in the Park, WBIDC will provide Possession Certificate to the Units along with Index Map and Sector Map. Subsequently, WBIDC physically hand over the plots to the concerned Units with the help of a Surveyor.

In this connection, WBIDC invites **Techno Commercial & Financial Proposal from Surveyors** for providing the following service:

*Preparation of Revised Master drawing  
&  
Preparation of Layout Maps and Handing over of plots in the Panagarh Industrial Park.*

**COMMUNICATION:** - All communications, correspondence & documentation requested in this tender document shall be sent to the below address.

**ADDRESS FOR COMMUNICATION:**

**A. Miss Madhuparna Sinha,**  
**Officer On Special Duty (Project), WBIDC, Ph. no.: #033-22553735**  
**E-mail: [madhuparna.sinha@wbidc.com](mailto:madhuparna.sinha@wbidc.com)**

**B. Miss Oindrila Bose**  
**Executive Assistant (Industrial Parks & Projects), WBIDC,**  
**Ph. no.: #033-22553752      E-mail: [oindrila.bose@wbidc.com](mailto:oindrila.bose@wbidc.com)**

## **SECTION 2 : ELIGIBILITY CRITERIA**

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

- (a) Intending bidders should have experience and successfully completed at least two lands Survey work with the help of Total Station and two lands Survey work with the help of DGPS during the last three years.
- (b) The agencies having all DGPS and total station survey equipment along with manpower and appropriate computer software etc. will be preferred.
- (c) Intending bidders should have necessary technical, financial and managerial capabilities.
- (d) Bidder should have average annual financial turnover during the last three years of at least Rs.5.00 Lakh Only.
- (e) Bidder should have minimum qualification of Diploma in Surveying having minimum 5 (five) years' experience.

### **SECTION 3: PROCEDURE FOR SUBMISSION OF SEALED BIDS:**

The Tenderers must submit their bids in two parts in separate sealed covers prominently super scribing as Part I “**Techno-commercial Bid (in duplicate)**” and Part II “**Price Bid**” and also indicating on each of the covers the Tender Number & Tender due Date.

#### **Part I : Techno Commercial Un-priced Bid**

Techno Commercial Un-priced bid should contain complete Technical and Commercial details and documents including EMD without price. If the price is mentioned by mistake or deliberately in the Techno Commercial Bid, the said bid shall be liable for disqualification.

#### **Part II : Price Bid:**

Price bid in a separate sealed envelope with full details of taxes and duties as per format furnished under Section 8.

These two sealed covers (Part I and Part II) shall together be put in a third envelope (Cover III) and this sealed cover shall be super- scribed with “*Quotation for selection of Surveyor for Preparation of revised master drawing & Preparation of Layout Map and handing over of the plots in Panagarh Industrial Park with Techno-commercial and Price bid in separate sealed envelopes inside*” and submitted to

The Managing Director  
West Bengal Industrial Development Corporation Ltd,  
“PROTITI”, 23, Abanindranath Tagore Sarani (Camac Street),  
Kolkata – 700017

### **LIST OF IMPORTANT DATES**

#### **A. Pre-Bid Meeting:**

i) Date: 15.05.2015 ; ii) Time: 11.00 am ; iii) Venue: Office of WBIDC

**B. Date / Time of Submission of Bid:** Within 05.00 pm , 20.05.2015

#### **SECTION 4: BIDDING PROCESS AND FILLING REQUIREMENTS:**

- Offer of the tenderer must be complete in all respects and shall be submitted together with requisite information and appendices within the due date. Tenders should be complete and free from any ambiguity or changes. The tender should be neatly filled up and signed in all pages by the authorized signatory of the organization. Offers should be submitted in duplicate in A4 paper.
  
- Items required to complete the work but not mentioned in the Scope of work should be considered by the tenderer.
  
- The bidders bid and any annotation or accompanying documentation shall be in English language. However, any printed literature written in another language may be provided if it is accompanied by an English translation of its pertinent passages, in which case the English translation shall govern.
  
- The bidder shall sign the proposal, stating the name of the entity to whom the Work / Service Order is to be awarded. Each page of the bid shall be duly signed and sealed by an authorized officer from the Bidder's organization.
  
- Bidders shall indicate their full address and telegraphic / phone / fax / e-mail address in the bid document.
  
- Bidder will submit the Bid package in its entirety and no alterations will be made to the documents or the wording therein. The bid package will be signed by a duly authorized Officer or Representative of the Company.
  
- Telegraphic / email / Tele fax offers, whether received directly by WBIDC or otherwise shall not be considered.

The bid must be kept valid for 6 (Six) months from the date of opening. In exceptional circumstances WBIDC may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing by cable / fax / mail. WBIDC reserves the right to cancel all or any of the quotations as received. The work order will be given for the work as per relevant rules and regulations after examining the quotations. WBIDC reserves the right to order either in part or full of the tender scope.

## **SECTION 5: MODE OF SELECTION**

### **Evaluation and Comparison of Bids:**

#### **Techno-commercial Evaluation:**

After opening the bids, the bid document submitted by each bidder will be examined. Any bid which does not meet the technical and commercial requirements will be rejected. To assist in the technical evaluation of bids WBIDC may, at its discretion, ask a bidder for clarifications. The request for clarifications and the response shall be in writing. After evaluation of Techno-commercial bid, 'Price Bid' of the techno – commercially suitable Tenderers will be opened.

#### **Price Evaluation:**

Bidders shall set their prices / rates in firm figures and without any qualification. Prices quoted should be firm. Offers providing for escalation of price will be rejected. Each figure shall also be repeated in words and in the event of discrepancy between the amount stated in figures and words, the rates quoted in words shall be deemed to be the correct amount. Bid containing qualifying expressions such as 'subject to minimum acceptance', 'subject to immediate acceptance', 'subject to prior commitment' etc. will be disqualified.

1. Incomplete bids are liable to be rejected. WBIDC reserves the right to accept or reject any of the bids 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.
2. Selection will be made based on particulars and documents furnished by the applicant as required and on 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.
3. All related correspondence exchanged by the Bidders along with bid 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.
4. Any effort by a Bidder to influence WBIDC in examination, evaluation, recommendation for selection will result in rejection of the Bidder's Proposal.
5. For any other clarifications, intending agencies may attend the pre bid meeting at the above mentioned date and venue as mentioned.

## **SECTION 6: SCOPE OF WORK & DELIVERABLES**

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

- a. Fixing of 4 RCC reference pillars in Panagarh Industrial Park (PIP). Size of pillar is 250x250x750mm.
- b. Fixing of original Global co-ordinate on the said pillars using DGPS.
- c. Field verification of property line of PIP based on the existing Master Plan, Record of Rights (ROR) for the land and digitized Mouza Maps (to be provided by WBIDC).
- d. Preparation of revised Master Plan (superimposed on Mouza Map) based on field verification.
- e. Demarcation of roads and Boundary lines of the already allotted plots on the final revised Master Plan of PIP.
- f. Successfully handing over of the plots at site to the representative of the Units in presence of the Officials of WBIDC, as and when required.
- g. 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.
- h. Layout of the specified plot's boundary points as with wooden pegs with the help of Electronics Total Station (ETS) from the master pillars.

### **DELIVERABLES:**

#### **A. Revised Master Drawing:**

1. **Draft** : 2 sets hard copy (A3 size, colour) and one set soft copy.
2. **Final** (On approval of the draft by WBIDC): 6 sets of hard copy (A3 size Colour) and two set soft copy

#### **B. For handing over of plots :**

1. Sector Map, Index Map and Mouza Map along with land schedule (Dag number wise area calculation) of the specified plot- 2 sets of Hard copy (A3 size, color) and two set 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 is to be submitted.



## **SECTION 7: TERMS & CONDITIONS**

**1. Scope of Work:** As described in Section 6. Contractor shall be responsible for and comply with all laws / acts applicable.

**2. Rates:** Rates will remain firm for the contract. No escalation whatsoever shall be allowed unless otherwise stated in the 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 preparation of the revised master drawing, a lump sum rate should be quoted.

**B. i)** For handing over of a plot of plot size up to 20 acres, the amount of fee payable will be calculated by multiplying 20 with the rate quoted.

**ii)** For Handing over of a plot size more than 20 acres, the amount of fee payable will be calculated by multiplying the area of plot with the rate quoted.

**3. Taxes:** Bidders to clearly specify prevailing rate of taxes and duties, if applicable on the supply and service. WBIDC shall deduct Tax Deductible at Source (TDS) from the payment due to the Surveyor in pursuance of provisions of Income Tax Act, 1961 as currently in force and as amended from time to time.

**4. MOBILIZATION SCHEDULE:** Within 2 days from the date of receipt of work order.

### **5. TIME OF COMPLETION**

**a.** Work should be commenced within 2 (Two) days from the date of issue of work order and revised Master Drawing (draft) should be completed in all respect within 10 (ten) days. Final drawing should be submitted within 3 days of approval of the draft drawing by WBIDC.

**b.** The physical handing over of the plot is to be done on a particular date as per suitability of the concerned unit.

### **6. TERMS OF PAYMENT**

**A.** For revised Master drawing, bill may be raised after submission of Final drawing documents and payment will be released within 21 days from the date of submission of invoice with all supporting documents.

**B.** After successfully handing over of a plot to the unit concerned, bill may be raised for the said plot & payment will be released within 21 days from the date of submission of invoice with all supporting documents.

## **7. Earnest Money Deposit:**

Bidders shall be required to furnish with their bids an Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five thousand only). Bids not accompanied by EMD as above shall be rejected.

## **8. Indemnity:**

Successful Tenderer to defend WBIDC against any and all claims, costs, expenses, damages and liabilities of any nature whatsoever arising from or pertaining to the performance of this Work Order.

## **9. Penalty/ Termination:**

Any non-performance / indiscipline / violation of contractual obligation either through complaints or otherwise would be taken up by WBIDC and they would have the right to call for written explanation and impose financial penalty ranging from 5% to 20% of the billable amount. If the occurrence of the same is repeated twice, then the Company shall have the right to terminate the contract.

## **10. Dispute:**

In case of any dispute, decision of the Managing Director, WBIDC Ltd. shall be final and binding on all the stakeholders.

## **11. AMENDMENT TO DOCUMENTS:**

At any time before 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. WBIDC may at its discretion extend the deadline for the submission of proposals.

## SECTION 8

### FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

FROM:

(Name and Address of Firm)

\_\_\_\_\_

\_\_\_\_\_

TO:

(Name and Address of WBIDC)

\_\_\_\_\_

\_\_\_\_\_

Subject: *Preparation of Revised Master drawing & preparation of Layout Maps and Handing over of plots in the Panagarh Industrial Park.*

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

SL.NO	Name of work	Unit	Total Amount (Rs.)	Rate Rs.per Acre
1	Preparation of revised Master Drawing	LS for 1458 acre		
2	Preparation of Layout Map and handing over of the plots to the respective units within the park	Acres	Not Applicable	

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 which has to paid extra as per prevailing rate of service tax is \_\_\_\_\_%. 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 negotiation, 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 law 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:

West Bengal Industrial Development Corporation Ltd.

“PROTITI”

23, Abanindranath Tagore Sarani (Camac Street) Kolkata-700 017.

***Tender Notice For Preparation of Revised Master drawing & Preparation of Layout Maps and Handing over of plots in the Panagarh Industrial Park.***

Sealed proposals are invited from reputed Surveyors capable of undertaking the following jobs in Panagarh Industrial Park –

- a. Preparation of Revised Master drawing
- b. Preparation of Layout Maps & Handing over of plots in the Panagarh Industrial Park.

Interested parties may download further details and tender documents from WBIDC website [www.wbidc.com](http://www.wbidc.com) on and after **09/05/2015**

The Parties having experience of executing similar jobs may submit the rate after visiting the work site as per specified format mentioned in tender document within **20/05/2015** before 5:00 PM at WBIDC Ltd “PROTITI”, 23 Abanindranath Thakur Sarani (Camac Street) , Kolkata-700 017.

By Order

Managing Director

WBIDC