

WEST BENGAL
INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION
DJ-10, Sector II, Salt lake City, Kolkata 700 091



No. Infra/Gen/1A-1/2017(Part II)/1582

Date: 20.11.2019

SELECTION AND APPOINTMENT OF PANEL OF TWO CONSULTANTS FOR TECHNO-ECONOMIC EVALUATION OF INDUSTRY ESTABLISHMENT PROPOSALS AT DIFFERENT INDUSTRIAL GROWTH CENTRES OF WBIIDC

Notice Inviting Tender No : IIDC /01(ADMIN)/2019-20(3rd Call) of Secretary, WBIIDC

West Bengal Industrial Infrastructure Development Corporation (WBIIDC) has established several Industrial Growth Centers equipped with supporting infrastructure viz. developed Lands / sheds, power, water, access roads, drainage facilities, residential accommodation etc. WBIIDC desires to evaluate proposals for establishment of industrial units within its growth centers to ensure that such scarce land resource of the state is utilized optimally and effectively by employing expert consultants.

Sealed technical as well as financial **offers (On Lump Sum basis for each range of project cost)** in two-cover system are thus invited from the bonafide, reputed, reliable and experienced consulting firms having Proven Professional Expertise and in their credit, experience of successful completion of similar nature of job etc. under Government Departments and/or other Statutory Bodies or Public Sector Undertakings, Reputed Organizations etc. for the following work under WBIIDC:

Name of the Work: **Consultancy services** for “Techno-Economic Feasibility Evaluation of Industry establishment proposals which includes Proposals those are submitted time to time for allotment of land at different Industrial Growth Centres of WBIIDC for efficient land use and sustainable Industrialization”.

SCOPE OF WORK

- 1) To evaluate Project Plant Layout for optimal land space utilization following guidelines.
- 2) Techno-Economic evaluation including organizational analysis of project promoter firm to ensure sustainable industrialization resulting growth in earnings, benefits to society, environment etc., following guidelines.

ELABORATION OF D.P.R. EVALUATION METHODOLOGY

The consultant will be required to specifically certify as to whether :

- 1) The proposed project is technically feasible, financially & economically viable and sustainable with the promoter.
- 2) Area of land desired for allotment is appropriate in all respect.

For the purpose, Promoter's competence analysis, technical, market, financial, economical, environmental and relevant analysis as required to be made to evaluate feasibility of the project. Also plant layout study to be carried out towards optimal land use. The report should contain parameter viz. IRR, R.O.C.E., DSCR (average), Capital output ratio etc as usual.

The consultant shall observe all care in accordance with recognized sound engineering/financial/economic standards for carrying out the services required under this contract. They shall use for this purpose the highest scientific and most modern means and apply speedy and

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economical methods for evaluating as well as the use of electronic computer, software etc in achieving various evaluation output required for the work.

DURATION OF CONTRACT

The contract period will be initially for 1(one) year period and renewable thereafter based on performance and discretion of the authority.

KEY QUALIFICATIONS OF CONSULTANTS

- 1) Individual, proprietorship firm, partnership firm, private/public limited company or a co-operative society possessing at least 5(five) years Experience in performance and successful completion of similar nature of jobs under Govt. or other organizations mentioned above and Registration / affiliation with professional bodies.
- 2) Turnover of at least 2 (two) crores in each of last 3[three] financial years (duly certified copy of audited financial statements to be submitted for each of the years).
- 3) Operational establishment in Kolkata.

Intending consulting firms satisfying the eligibility criteria may submit tenders in two separate sealed envelopes super-scribing clearly the title as follows:

A. Technical offer

The offer should be submitted in printed letter heads of the Intending firms depositing Earnest Money and following documents Printed over Letter Heads of the firm(as appropriate) :

- 1) Covering letter submitting tender as format in annexure I
- 2) Statement of Experiences as per format in annexure II
- 3) C.V.s of key personnel and staffing pattern at Kolkata as per format in annexure III
- 4) Details of Registrations with professional bodies/organizations (enclose copies of certificate), if any.
- 5) Statement of Incomes as per format in annexure IV
- 6) Brief Profile of the Consultant not exceeding 2(two) pages
- 7) Copy of Current Income Tax Acknowledgement Receipt, valid Professional Tax Deposit Challan, PAN Card, Goods and Service Tax (GSTIN) Registration Certificate along with Identification Number GST Act, 2017 are to be accompanied with the Technical Bid Documents.

All the documents submitted with the application, will be verified from originals. All photo copies should be self attested with company stamp & date. Applications will be rejected for non-compliance of above. Technical offer **shall not** contain any reference to the consultancy fee.

Earnest Money Deposit (EMD)

Consultants shall deposit EMD amounting **Rs. 50,000/-** (Rupees fifty thousand only) in the form of Demand Draft drawn on any Nationalized Bank in favour of **“WEST BENGAL INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION”** payable at KOLKATA. The EMD shall be submitted along with Technical bid as mentioned. No interest shall be paid on any account against EMD. The EMD of the successful tenderer will be retained with WBIIDC as Security Deposit till end

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of contract period and till termination of the contract and the S.D will be released on request by the consultant only on successful completion of study in all respect.

EMD of all unsuccessful shall be returned after award of work to the successful bidder on request by the Tenderers.

B. Financial Offer

This will contain consultancy fee (as per format available in annexure V printed over the letter heads) to be charged for completing the work. Consultancy fees quoted would deem to have included all the incidental cost, taxes and charges including cost of all the drawings, documents, reports etc. which would be required to be prepared by the consultants during the course of the assignment and excluding GST which is to be charged and will be paid in addition as per rate of the Government prevailing during the period of service.

C. SUBMISSION OF TENDER

- a) The technical and financial bids along with earnest money (in two separate envelop) complete in all respects should be **submitted in printed letter heads of the Intending firms by 15-00 hours on 12.12.2019 in the office of the WEST BENGAL INDUSTRIAL INFRASTRUCURE DEVELOPMENT CORPORATION(WBIIDC), DJ-10, Sector II, Salt lake City, Kolkata 700 091.**
- b) Technical and financial bids should be sealed in separate envelopes duly superscribed. These two envelopes should be put in one cover which shall be superscribed with “Tender for Techno-Economic Feasibility Evaluation of Industry establishment which includes Proposals those are submitted time to time for allotment of land at different Industrial Growth Centres of WBIIDC for efficient land use and sustainable Industrialization.”
- c) Bids shall remain valid for a period not less than 120 (One hundred twenty) days after the dead line date for Financial Bid / Sealed Bid submission. Bid valid for a shorter period shall be rejected by the Secretary, WBIIDC as non-responsive. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
- d) If any bidder does not quote any rate against any particular item, it will be considered that the bidder is bound to execute the work up to stipulated quantity free of cost i.e. no amount will be claimed against that item for execution up to stipulated quantity mention in the BOQ.
- e) Intending bidders while attending Pre-bid meeting should come with written document for the points to be discussed and proposed to be incorporated in BOQ /NIT, otherwise no action will be taken for BOQ / NIT modification / corrigendum /addendum as the case may be.
- f) A bidder is not permitted to participate, if he has been debarred or penalized for any reasons out of work, by any Government department. During the bidding process if it is found that the firm has been debarred or penalized by any Govt. Department, the bid will be rejected outright. An affidavit in the prescribed format (mentioned in annexure) is to be produced in this respect.
- g) Joint venture establishments will not be allowed to participate in the above NIT. A prospective bidder shall be allowed to participate in a single job either in the capacity of

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individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job.

D. Date & Time Schedule

Sl. No.	Particulars	Date & Time
1.	Date of floating of N.I.T. (Publishing Date)	20.11.2019
2.	Last Date of Application	06.12.2019 upto 16.00 Hours
3.	Date of issue of tender form	09.12.2019 upto 14.00 Hours
4.	Time of completion	One Year
5.	Date of receipt of tender	12.12.2019 at 15.00 Hours

EVALUATION OF TENDERS

Initially technical & Financial offers will be opened on date of receipt of tender on 12.12.2019 at 15-15 Hrs in presence of the intending Tenderers.

If in the opinion of the WBIIDC, the offer submitted by the selected consultant seems too high, WBIIDC shall have the right to negotiate with the firm for bringing down the offer to an acceptable amount.

Work will be awarded to Two Consultants offering the lowest price (L1). In case only one offer is available with lowest price, L1 price will be offered to second lowest (L2) bidder for acceptance. In case of non acceptance, it will be further offered to subsequent higher priced bidders till L1 price is matched.

SECURITY DEPOSIT (SD)

In respect of successful tenderer the earnest money, on acceptance of tender, shall be converted as Security Deposit. The S.D will be released only on successful completion of all studies in all respect at end of contract period and termination of the contract following standard practice.

INCOME TAX:

Income tax & other taxes as admissible will be deducted from each bill as per Government Rules.

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The undersigned reserves the right to reject / accept the tender in whole or part thereof without assigning any reason whatsoever. If any date mentioned above happens to be holiday, the next working day will be considered as the stipulated date. In no circumstances, the quoted rates will be altered after acceptance of the tender.

For any elucidation on the above, please get in touch with Sri Debasis Dasgupta, Superintending Engineer (Civil), WBIIDC, [Cell no. 9434228943, E mail : debasisdasgupta.1960@gmail.com].

Effect of any breach of conditions of contract

In such event, security deposit of the consultant will be forfeited.

Billing Process

The consultant will submit to the **Secretary, WBIIDC** bills in triplicate on completion of each stage of consultancy service giving the details of fees, charges, service rendered etc. for payment. Tax Invoices(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017.

Submission of Reports

Consultant shall submit the Complete Assessment report (6 copies) including soft copies of all computation files and the whole report covering all activities as per Scope of Work to be submitted within 21 days of award of work.

Payment process

The fees shall become due on successful completion and acceptance of each assignment. Consultant/s will be required to submit bills in triplicate for the purpose.

Validity period of the accepted rate of the Consultant

The rate quoted by the consultant, accepted by WBIIDC and mentioned in work order will remain valid for entire period of contract including extended period, if any.

Payment of Taxes and charges – liability of the consultant and WBIIDC

The rate quoted shall include all taxes, duties, etc. such as sales tax, octroi , duties, toll etc but excluding the GST, which is 18% at present. The GST will be paid over and above the payment as admissible as per Govt. of India rules, as applicable from time to time.

Information to be supplied to the consultants

WBIIDC shall provide a copy of Detailed Project Report as available from the intending industrial establishments as reference document only. The consultant should conduct every study, obtain primary & secondary information as desired in Scope of Work utilizing own expertise and resources.

Consultant shall warrant that information furnished by WBIIDC shall be treated as secret and shall not be used except for the intended propose and shall not disclose it to any other party without prior approval of WBIIDC.

Original data and documents should be returned to WBIIDC on completion of the work.

Ownership of document and copyright

The report on submission by the consultant shall be the property of WBIIDC. It shall not be used in part or full, copied or published in any manner without obtaining prior permission of WBIIDC.

Agreement for the Work

The successful consultants in the Panel will have to execute an agreement with WBIIDC on Rs.100/- stamp paper (non-judicial). Format of agreement is placed at Annexure - VI. The conditions of the agreement shall be binding on the consultants. All communication and documents relating the tender will become part of agreement.

Time Extension for submission of report beyond the specified period

If at any stage of preparation of consultancy report, the Consultant apprehends delay in the submission, they shall at least a week in advance, seek on sufficient grounds suitable extension, which may be granted/rejected after consideration of related issues.

Where to put the E.M.D.

Along with Technical offer and inside the technical offer envelope.

When document verifications will be made with the originals

Representatives of bidders should bring the originals on the date of opening technical bids. On opening technical bids verification of the documents will be made on that day.

Where to mention details about evaluated project costs etc.

At Column 4 under "Brief Details" head of the format mentioned in annexure II of the submission documents.

C.V.s of which personnel to be given

C.V.s of key Managerial and subject specialist personnel who will be the team members dealing with the project must be given. Details of business heads, who will be the overall in charge, should also be provided.

Termination of contract

On issue of notice, 30 days in advance, from both ends.

Debarment of Consultant participating for works under WBIIDC

Penal measures of suspension and debarment will be imposed upon the consultants who are participating in the tender process as well as selected for execution of public works for their false declaration of forgery or falsification of records submitted or failure to execute committed contract or for their failure to perform contractual obligations and thereby resulting delay in execution of the public works or execution of faulty works. Action will be taken as per Memorandum No.547-W(C)/1M-387/15 dt.16.11.2015 of the Joint Secretary to the Govt. of west Bengal, Public Works Department.

Dispute Settlement

- a) In the event of any dispute or differences arising under the terms of this agreement, the same shall be settled by mutual discussion and negotiation. Only when such procedure fails, such matter shall be settled through a reference to arbitration by a sole arbitrator to be appointed under the provisions of Arbitration and Conciliation Act, 1996.

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- b) In case of any dispute between the agency and Corporation (WBIDC), the Corporation shall have the right to decide. However all matters of jurisdiction shall be at the local court located at West Bengal only.

Force Majeure

- a) If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riot, strike, tempest, Act of God, etc., which may prevent either party to discharge its obligation, the effected party shall promptly notify the other party about the happening of such an event.
- b) Neither party shall by reason of such event be entitled to terminate the contract in respect Of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist.
- c) The performance of any obligation under the contract shall be resumed as soon as practicable after the event have come to an end or cease to exist.

Obligation to the Consultant

- a) The Consultant shall ensure full compliance with Tax Laws of India with regard to this contract and shall be solely responsible for the same.
- b) The Consultant shall submit copies of acknowledgement substantiating ceiling of return every year and shall keep the Tender Inviting Authority fully indemnified against liability of Tax, Interest, Penalty etc., of the Consultant in respect thereof, which may arise.
- c) The Consultant shall also comply with all applicable statutory liability.

Secretary

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ANNEXURE I

COVERING LETTER SUBMITTING TENDER

(To be kept within main envelope along with technical and financial offers)

**To
The Secretary
WBIIDC,
DJ-10, Sector II,
Saltlake City,
Kolkata 700 091**

Subject : Submission of Technical and Financial offer for providing consultancy service on “Techno-Economic Feasibility Evaluation of Industry establishment which includes Proposals those are submitted time to time for allotment of land at different Industrial Growth Centres of WBIIDC for efficient land use and sustainable Industrialization”.

Reference : N.I.T. No. IIDC /01(ADMIN)/2019-20 (3rd Call) Dated 20.11.2019

Dear Sir/Madam,

I/We am/are submitting our technical and financial offer in sealed envelopes for the above work. All the statements made in this Tender are true and I/we accept that any misinterpretation contained in it may lead to our disqualification.

I/We also understand that you are not bound to accept any tender you have received.

We remain,

Yours Sincerely

Signature of Authorized Signatory

Name and Designation of the Signatory
Name of the Firm
Address
Ph. & , Fax No
E Mail ID

ANNEXURE II
Statement of Experiences

Please provide précised details of successfully completed jobs of similar nature during last three years period as per format given below.

Also please enclose supporting documents viz. completion certificate, payment certificates etc. for at least 5 (five) such jobs for each of the year as proof of performance:

A. FINANCIAL YEAR 2015-16

Serial No	Name of the Client	Name of the Work	brief details	Duration of work	Payment received in Rupees
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B. FINANCIAL YEAR 2016-17

Serial No	Name of the Client	Name of the Work	brief details	Duration of work	Payment received in Rupees
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C. FINANCIAL YEAR 2017-18

Serial No	Name of the Client	Name of the Work	brief details	Duration of work	Payment received in Rupees
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Signature of Authorized Signatory
Name and Designation of the Signatory
Name of the Firm
Address
Ph. & , Fax No
E Mail ID

ANNEXURE III

**CURRICULUM VITAE AND
STAFF STRENGTH AT KOLKATA**

Please provide:

A. C.V.s of key Managerial and subject specialist personnel of your firm in the format provided below:

1. Name
2. Designation
3. Address (local & permanent)
4. Contact Number (Cell Ph. & Land line)
5. Fax No.
6. E mail ID
7. Base location(Specify City)
8. Date of Birth
9. Nationality
10. Education (indicate college / University and other specialized education giving names of institutions, degrees obtained and date of acquiring said degree)
11. Membership of professional bodies
12. Other training
13. Overseas Work experience, if any
14. Employment record (starting with present position, list in reverse order every employment held by the staff since graduation, giving details for each employment, dates of employment, name of employing organization, positions held.)

B. Staff pattern of your firm at Kolkata in the format provided below:

1. Designation of Office Head
2. Name
3. Contact Number (Cell Ph. & Land line)
4. E mail ID :
5. Names & Designations of Managerial/Subject Specialist at Kolkata
6. Total Number of officer employees
7. Total Number of supporting/clerical stuffs
8. Jobs handled in terms of rupees by Kolkata office during 2015-16, 2016-17,2017-18.

Signature of Authorized Signatory
Name and Designation of the Signatory
Name of the Firm
Address
Ph. & , Fax No

E Mail ID

ANNEXURE IV
STATEMENT OF INCOMES

Statement of Incomes of Consultancy Firm:

Financial Year	Gross Income in I.N.R. in Crores
2015-16	
2016-17	
2017-18	

Enclosure: Audited financial statements for each of the above period duly authenticated.

Signature of Authorized Signatory

Name and Designation of the Signatory

Name of the Firm

Address

Ph. & , Fax No

E Mail ID

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**ANNEXURE V
TENDER FOR THE CONSULTANCY SERVICE WORK**

I/We hereby tender my/our rate for execution of Consultancy Service work specified in the underwritten memorandum within the time specified in such memorandum as follows:

MEMORUNDUM

a. General Description

Consultancy services for “Techno-Economic Feasibility Evaluation of Industry establishment which includes Proposals those are submitted time to time for allotment of land at different Industrial Growth Centres of WBIIDC for efficient land use and sustainable Industrialization”.

b. Earnest Money and Security Deposit

Rs. 50,000/- (Rupees fifty thousand only) to be retained as permanent deposit till end of contract period as Security Deposit for successful tenderer.

Item no	Item of the Work	Unit	Range of Project Cost	Lump Sum Rate Tendered	
				In Figure (₹)	In Words (Rupees)
1	Consultancy services for Techno-Economic Feasibility Evaluation of Industry establishment which includes Proposals those are submitted time to time for allotment of land at different Industrial Growth Centres of WBIIDC for efficient land use and sustainable Industrialization.	Each Project Report	Up to Rs. 1.0 Crore including Working Capital		
			Above Rs. 1.0 Crore and up to Rs 5.0 Crore including Working Capital		
			Above Rs. 5.0 Crore and up to Rs 10.0 Crore including Working Capital		
			Above Rs. 10.0 Crore including Working Capital		

Signature of Authorized Signatory

Name and Designation of the Signatory
Name of the Firm
Address
Ph. & , Fax No
E Mail ID

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ANNEXURE - VI

**AGREEMENT BETWEEN WEST BENGAL INDUSTRIAL INFRASTRUCTURE
DEVELOPMENT CORPORATION AND (NAME OF SUCCESSFUL TENDERER)**

This agreement made on this _____ day of _____ Two Thousand Fourteen between the West Bengal Industrial Infrastructure Development corporation, DJ-10, Sector II, Salt lake City, Kolkata 700 091 .West Bengal (hereinafter called the “WBIIDC” which expression shall unless excluded by or repugnant to the context, be deemed to include their successors in office) on the one part and----- (hereinafter called the “Consultant” which expression shall unless excluded by or repugnant to the context be deemed to include their heirs, executors, administrators, representatives and assigns or successors in Office) on the other part.

WHEREAS WBIIDC is desirous of commissioning the services of a Consultant to assume total responsibility with regard to “Techno - Economic feasibility Evaluation of Industry establishment Proposals submitted time to time at different Industrial Growth Centres of WBIIDC for efficient land use and sustainable Industrialization”. The study shall be completed in all respect within period as mentioned in respective section of tender document.

WHEREAS the Consultant has offered to execute and complete each study at L.S. rate of Rs. _____ as fees and whereas WBIIDC has accepted the offer of the Consultant and whereas the Consultant has furnished Earnest Money Deposit of Rs. 50,000/- (minimum preset non-interest bearing amount) in the form of Demand Draft in favour of “WBIIDC” for the due fulfillment of all the conditions of this contract.

NOW IN THIS AGREEMENT WITNESSTH AS FOLLOWS In this agreement words and expression shall have the same meaning as are respectively assigned to them in the conditions of contract hereinafter referred to: The following documents in this regard shall form an integral part of this agreement and be read construed as part of this agreement viz.

- i) Consultant’s submissions in response to N.I.T. No. IIDC/01(ADMIN)/2019-20 including its addendum & corrigendum if any.
- ii) All documents including addendum / corrigendum containing various terms and conditions relating to said consultancy work
- iii) Work Order no. ----- dated -----

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The contract agreement has been compiled by the WBIIDC primarily from the original tender documents and all the correspondence from the tendering stage till acceptance. In the event of any difference arising from the completion of the contract, the original tender document, Consultant's offer and work order issued by WBIIDC may be referred to by either party. The terms of this Agreement and Bid document are subject to change as occasion would arise and as may be decided by the Chief Executive Officer, WBIIDC.

These documents shall take precedence over the compiled documents. The Consultant hereby covenants with the WBIIDC to complete the "study" in all respect as per the provisions of the agreement.

The WBIIDC hereby covenants to pay the Consultant in consideration of such completion of study, the contract price at the time and in the manner as mentioned in the tender document.

In WITNESS WHERE OF the parties hereto have caused this contract to be executed in accordance with their respective laws the day and year first above written.

Signed sealed and delivered by the SECRETARY, WBIIDC (for the Authority) in the presence of
.....

Seal of the Authority Signed.

Sealed and delivered by the said (for the Consultant) in the presence of

Seal of the Consultant