



E-tender for Project Management Consultancy Service

for

Construction of Road Works, Drainage Structure, Truck Parking Bay, Landscaping and Beautification, Civil Repair works, etc.

at

Vidyasagar Industrial Park, Kharagpur;

E- Reference No.	:	WBIDC/VIP/PMC_SELEC/25-26/1
E Tender ID	:	2025_WBIDC_890571_1
Bid Start Date	:	21.08.2025
Bid Submission Last Date	:	09.09.2025

West Bengal Industrial Development Corporation Ltd.
(A Government of West Bengal Undertaking)

Protiti, 23 Abanindranath Tagore Sarani

Kolkata – 700017, West Bengal

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Disclaimer

1. The information contained in this Request for Proposal ("RFP") document provided to the Bidder(s), by or on behalf of WBIDC or any of its employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

2. The purpose of this RFP document is to provide the Bidder(s) with information to assist the formulation of their Proposals. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for WBIDC, its employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. WBIDC, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

3. WBIDC may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document or may reject the proposal.

SECTION: I

LIST OF IMPORTANT DATES OF BIDS

1.	Name of work	:	Project Management Consultancy Service For Construction of Road Works, Drainage Structure, Truck Parking Bay, Landscaping and Beautification, Civil Repair works, etc. at Vidyasagar Industrial Park, Kharagpur;
2.	Completion period	:	Till Completion of Projects.
3.	Date of Uploading of Notice Inviting Bid (Publishing Date)	:	13.08.2025
4.	Document download/sell Start Date (Online)	:	13.08.2025
5.	Pre-Bid Meeting at WBIDC Office	:	19.08.2025 at 15.00 hrs.
6.	Bid submission start date (On line)	:	21.08.2025 at Time: 16-00 hours
7.	Bid Submission closing (On line)	:	09.09.2025 at Time: 16-00 hours (as per server clock).
8.	Time and Date for opening Technical Bid	:	11.09.2025 at Time: 16-00 hours
9.	Date of uploading list for Technically Qualified Bidder(online)	:	Will be notified later.
10.	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any.	:	Will be notified later.
11.	Date for opening of Financial Proposal (Online)	:	Will be notified later.
12.	Bid validity	:	120 (One Hundred and Twenty) Days from the last date of bid submission

Press Notice

E-Tender Reference No.: WBIDC/VIP/PMC_SELEC/25-26/1

E-Tender Id:2025_WBIDC_890571_1

West Bengal Industrial Development Corporation (WBIDC) proposes to Notice Inviting e-Tender for **Project Management Consultancy Service for Construction of Road Works, Drainage Structure, Truck Parking Bay, Landscaping and Beautification, Civil Repair works, Building, Lift Installation etc.**

Sl No.	SUBJECT	DESCRIPTION
1.	Place	Different Industrial Parks of WBIDC
2.	Name of work	Notice Inviting e-Tender for Project Management Consultancy Service for Construction of Road Works, Drainage Structure, Truck Parking Bay, Landscaping and Beautification, Civil Repair works, etc. at Vidyasagar Industrial Park, Kharagpur;
3.	Estimated Project Cost of the Jobs	Total 7 nos. jobs with approximate estimated amount Rs.25.00 Crore
3.	Consultancy Fee	To be quoted in Lumpsum in Rupees in the prescribed BOQ
4.	Earnest Money Deposit	Rs70,000.00
5.	Time Allowed for Completion	Till completion of the Projects to be supervised by the PMC (About 18months)
6.	Document download	The total Tender Document can be downloaded from the e- procurement portal https://wbtenders.gov.in/nicgep/app from 13.08.2025 at 18:00 Hrs.
7.	Pre Bid Meeting	19.08.2025 at 15.00 Hrs. at WBIDC Office
8.	Last date and time for submission of Online Tender	09.09.2025; 16:00 hrs

By Order
Managing Director
WBIDC

1. Amendment of Bidding Documents:

- 1.1 At any time before the submission of proposals, WBIDC may, for any reason modify the documents by amendment
- 1.2 Before the deadline for submission of bids, WBIDC may modify the bidding documents by uploading the addenda in the website.
- 1.3 Any addendum thus uploaded shall be part of the Tender documents.

2. Earnest Money Deposit (EMD)

- a. Earnest money of Rs. 70,000/- (Rupees Seventy thousand) to be submitted only through online during submission of bid.
- b. The scanned copy of the earnest money details with duly stamped and signed must be uploaded at the time of submission of bid through e-tender. The bid stands cancelled in its entirety if the EMD is not provided.
- c. EMD shall be returned to the unsuccessful Bidders within a period of one month from the date of signing of Consultancy Agreement between WBIDC.
- d. EMD shall be forfeited in the following cases:
 - i) If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect.
 - ii) If the successful Bidder fails to execute the Consultancy Agreement within the stipulated time or any extension thereof provided by WBIDC or if the bidder withdraws the contract proposal even after execution of Consultancy agreement.

3. Pre Bid Meeting

- 3.1 A prospective Bidder requiring any clarification on the RFP document may attend pre bid meeting with their queries in writing on 19/08/2025 at 15:00 Hrs in the office of WBIDC.
- 3.2 The purpose of the meeting will be to clarify issues and to answer questions that may be raised at that stage. Bidder(s) are requested to visit the parks before meeting.
- 3.3 The bidder(s) 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.
- 3.4 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 website. Any modifications of the bidding documents listed in Clause 5 of Section IV, which may become necessary as a result of the pre-bid meeting shall be made by the WBIDC exclusively through the issue of an Addendum pursuant to Clause 5 of Section III and not through the minutes of the pre-bid meeting.
- 3.5 Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.

4. Address of Communication

For site visit or any further queries bidders are requested to communicate with the Project Division of WBIDC

SECTION - II

NOTICE INVITING e-TENDER

Sealed e-tenders are invited on behalf of WBIDC by

Managing Director, WBIDC
PROTITI, 23, Abanindranath Tagore Sarani
Kolkata– 700017.

For the following work:

Sl. No.	SUBJECT	DESCRIPTION
1	Name of work	Project Management Consultancy Service For Construction of Road Works, Drainage Structure, Truck Parking Bay, Landscaping and Beautification, Civil Repair works, etc. at Vidyasagar Industrial Park, Kharagpur;
2	Location of work	Vidyasagar Industrial Park, Kharagpur
4	Time of completion	PMC part will continue till completion of the works from start of Construction
5	Qualification criteria	The bidder must be a reputed and reliable design and consultant company having the following credentials: a) Intending organizations should have minimum 5years experience in these fields. b) Bidder should work as Consultant in any Industrial Park or equivalent. c) Bidder should not be black listed with any Govt./semi Govt./Statutory bodies/ Organizations. d) The bidder shall have a minimum average yearly turnover of at least Rs.50 Lakh from Consultancy services 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, structural engineers and electrical engineer and other technically qualified personnel necessary for implementation of job.
6	Availability of Tender Documents	Tender documents will be available w.e.f. 13.08.2025 at 18:00 Hrs from the e- procurement portal www.wbtenders.gov.in
7	Site Visit	Bidders are advised to visit the site before submission of bid.
8	Submission of tender	Bidding documents, digitally signed by authorized person of the bidder must be uploaded online from or after 19.08.2025 at 16.00 hrs. and must be uploaded on or before 09.09.2025 at 16-00 Hrs.(as per server clock).
9	Procedure for submission of tender	Bidders are requested to submit their tenders through e-procurement portal https://wbtenders.gov.in/nicgep/app . 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	11.09.2025 at Time: 16-00 hours (as per server clock). Place: WBIDC Office
11	Date of Opening of Financial Bid	To be notified later
12	Validity of the bid	120 (one hundred twenty) Days from the last date of bid submission
13	Taxation	Taxes applicable if any in respect of this contract whether in vogue or may be imposed in future shall be payable by the contractor and WBIDC will not entertain any claim what so ever in this respect. However any benefit due to reduction of taxes etc. may be passed onto WBIDC.

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 - III

Background Information

1.1 Background

- ❖ WBIDC has developed several Industrial Parks all over the state to promote the industrialization of the State. The parks are either Land based or Module based. In both the cases, setting up supporting facilities for efficient functioning of manufacturing has been taken up by WBIDC. The present estimates aimed at that.

- ❖ Vidyasagar Industrial Park, Kharagpur is a multi- industry park catering to both domestic & export markets. The International Standard Park provides state of the art facilities to the entrepreneurs at an affordable price. The Park has been set up to promote the growth of manufacturing industry in the state.

1.2 Advantage

- ✓ Situated by side of NH-6, the Park is easily accessible from all parts of the state.
- ✓ Only 5 km from Kharagpur Railway Station.
- ✓ Nearest Port – Haldia

Section-IV

Instruction to Bidders

A. General

1. Scope of Bid

The Employer –“Managing Director, West Bengal Industrial Development Corporation Limited invited “Notice Inviting e-Tender for **Project Management Consultancy Service for Construction of Road Works, Drainage Structure, Truck Parking Bay, Landscaping and Beautification, Civil Repair works, etc. at Vidyasagar Industrial Park, Kharagpur;**

1.1 The successful Bidder will be expected to complete the Works within a period of eighteen months or Completion of all the associated works whichever is later. Time required for vetting and Building Plan Sanction for relevant works will be within this period.

1.3 The intending tenderers should make them thoroughly acquainted in the prevailing conditions of the site, facilities and difficulties and together information which might influence in making the offers. They should study all the conditions and information included in the tender documents and gets these verified from actual inspection of site and collect additional information as may be necessary by them.

1.4 Extra claims or any concession on the ground of insufficient data or information and absence of knowledge of conditions prevailing at situation arising during the execution of the work shall not be entertained

1.5 Throughout these documents, the terms “bid” and “tender “and their derivatives (bidder / tenderer, bid/ tender, bidding /tendering, etc.) are synonymous.

1.6 The term ENGINEER will mean the authorized representative(s) from the Client who will overlook all the site activities.

1. Source of Funds

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

2. Invitation to Tender

2.1 The Tender Inviting Authority reserves the right to reject all the tenders or the lowest or any other tender which in the judgment of Tender Inviting Authority does not appear to be in its best interest, and the tender shall have no cause of action or claim against the Tender Inviting Authority or its officers, employees, successors or assignees for rejection of the tender.

2.2 **ANY DEVIATION OF TECHNICAL SPECIFICATION AS WELL AS CONDITIONAL TENDER WILL NOT BE ACCEPTED. EVEN TENDER INVITING AUTHORITY WILL HAVE EVERY RIGHT TO CANCEL THE PARTICULAR OFFER AT ANY STAGE EVEN AFTER ISSUANCE OF ACCEPTANCE ORDER.**

3. Pre-Bid Conference

A pre-bid conference is arranged in the office of WBIDC as per Time Schedule mentioned in the Notice. Bidders are advised to attend the same. Technical queries shall preferably be forwarded at least 2 days in advance before the pre-bid conference. Site visit should be undertaken by the bidders before the pre-bid conference.

4. Completeness of Offer

4.1 If any item or details of an item are not given in various specifications of the tender documents which are required essentially for the completion of the work, it should be included in the Contractor's offer so that the offer is complete in all respects. No claim for extra payment will be entertained on the plea that the specification for an item or equipment is not complete in all respect. It is the responsibility of the Tenderer to make an offer for the Complete Project. The tenderer is to be guided by the spirit of the project and not by the wording of the specification.

5. Eligible Bidders

5.1 This Invitation for Bids is open to all eligible and renowned bidders who have previous experiences of successfully completing similar nature of Works i.e. Project Management Consultancy works/ Drawing Design.

5.2 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 whatever name called under the Central or the State Government.

5.3 All bidders shall upload all the information as requested in Section 4, Qualification Information along with the Technical Part and Form of Bid (Format given in Section 9) along with the financial part of the Bid Document

5.4 All bidders shall include the following information and documents with their bid in Section 4, 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. Having proven experience, expertise & capabilities to undertake all the activities including preparation of detailed structural design, drawings, bill of quantities, vetting, PMC Works under State or Central Government / Autonomous body/Reputed Organisation/ semi Govt. /Statutory bodies within last 5 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.
- e. Reports on the financial standing of the Bidder, such as profit and loss statements and

auditor's reports for the Fy 2021-2022, 2022-2023, 2023-2024.

- f. Information regarding any litigation or arbitration during the Fy 2021-2022, 2022-2023, 2023-2024 in which the Bidder is involved, the parties concerned, the disputed amount, and the matter.

5.5 Bids from joint venture are not allowed.

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

- A. Minimum average yearly turnover of at least Rs.50 lakhs (in all cases of drawing and consultancy work only).
- B. At least one similar type work experience i.e. Survey, Soil test, Master plan of Project (both Architectural and structural part) and PMC work during last five years for which the bid is invited for Govt. /semi Govt. /Statutory bodies for repute.

Documentary evidence in support of the above should be submitted.

5.7 (a) each bidder must produce:

- i. Copies of Income Tax Return of Fy 2021-2022, 2022-2023, 2023-2024;
- ii. An affidavit that the information furnished with the bid documents is correct in all respects; and
- iii. Copy of Professional Tax clearance Certificate
- iv. Copy of GST registration.
- v. Copy of PAN Card

(b) Each bidder must demonstrate:

- i. Availability of technical personnel for the work as stated above.

5.8 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 incompleteness, litigation history, or financial failures etc.

6. One Bid per Bidder

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

7. Cost of Bidding

7.1 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.

8. Site Visit

8.1 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 design, drawing of all infrastructural work, preparation of bid document for selection of

consultant and contractor through e-tendering etc. of the Works. The costs of visiting the Site shall be at the Bidder's own expense.

- 8.2 For site visitor for any clarifications relating to this Tender Document the bidder may contact the person (s) whose contact details are given below:

GOPINATH CHATTOPADHYAY
 ADVISOR (Engineering), WBIDC
 Phone No. 033-22553838, E-mail: gopinath.chattopadhyay@wbidc.com

Subrata Chanda
 Executive Assistant
 Phone No. 033-22553866, E-mail: subrata.chanda@wbidc.com

B. Bidding Documents and Evaluation

1. Content of Bidding Documents

- 1.1. 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.
- 1.2. PRE QUALIFICATION PROPOSAL

Technical Proposal:

- a. Statutory Cover containing the following digitally signed documents:
1. NIeT
 2. Qualification Information
 3. EMD
- b. Non Statutory cover containing the following digitally signed documents:

Sl. No.	Category Name	Sub category Description	Details
1.	Qualification Information	Section 4 of NIT	Form given in Section 4 is to be filled up, duly signed and stamped
2.	Certificate	Certificate	As per Clause 7.5 (a) Section 3 (a) The Copies of Income Tax Returns of Fy 2021-2022, 2022-2023, 2023-2024; (b) An affidavit that the information furnished with the bid documents is correct in all respects. (c) Professional Tax clearance Certificate /Sale Tax Clearance Certificate. (d) GST registration certificate. (e) PAN Card (f) Audited balance sheets and Profit and Loss Account for the Fy 2021-2022, 2022-2023, 2023-2024 (audited and unaudited as applicable)

3.	Company Details	Company Details	(a) Name of the Organization (b) Address of the Organization (c) Year of Establishment (d) Status of the firm (e) (Whether Company/Firm/Proprietary) (f) Name of Directors/ Partners/Proprietor. (g) Whether registered with the Registrar of Companies/ Registrar of Firms. If so, mention number and date. (h) Document of empanelment with other Govt. /Semi Govt. / Statutory Agency, if so, furnish details.
4.	Credentials	Credential	At least one or more as applicable similar type of work i.e. Master plan of Project (both Architectural and structural part) and PMC work/ Design Drawing or equivalent type of work of Project Value Rs. 5 Crore or above preferably in an Industrial Park or equivalent work during last five years.
5.	Financial Information	P/L & Balance Sheets of last Three financial years	a) Fy 2021-2022, 2022-2023, 2023-2024
6.	Declaration	Declaration I	Addenda issued in accordance with Clause Of ITB and /or Minutes of Pre-Bid Meeting Other important documents

Additional Information: Any additional information may be incorporated in NIE.T. Financial Proposal:

The Financial Proposal contains the following documents:

- (i) Form of Bid as specified in Section 9;
- (ii) Priced bill of quantities for items (filled in 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.

1.3. The bidder is expected to examine carefully all instructions, conditions of contract, forms, terms and specifications, 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 E/4 hereof, bids, which are not substantially responsive to the requirement so the Bid Documents, shall be rejected.

2. Clarification of Bidding Documents and Pre-bid Meeting

- 2.1. 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.
- 2.2. The bidder or his authorized representative is invited to attend the pre-bid meeting on 16.07.2025 at WBIDC office at 15:30 HRS.
- 2.3. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage. Bidders are advised to attend the same. Technical queries shall preferably be forwarded at least 2 days in advance before the pre-bid conference.
- 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 this document of ITB, which may be commence as necessary result of the pre-bid meeting shall be made by the Employer exclusively through the issue of an Addendum pursuant to Clause of ITB and not through the minutes of the pre-bid meeting.

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

3. Amendment of Bidding Documents

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

3.2. Any addendum thus uploaded shall be part of the bidding documents

C. Preparation of Bids

1. Language of Bid

1.1. All documents relating to the Bid shall be in English.

2. Documents Comprising the Bid

2.1. The following documents, which are to be digitally 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)

3. Bid Prices

3.1. The Contract shall be for the whole Works, as described in Clause 1.1 of ITB, based on the priced Bill of Quantities submitted by the Bidder.

3.2. The Bidder shall have to submit their financial proposal in the form of following documents:

i. Lump sum Financial Quote in the prescribed BOQ Format

3.3. The Bidder shall adopt the ***Quality and Cost Based Selection Procedure (QCBS)***.

3.4. **The rates quoted by the Contractor shall be deemed to be inclusive of GST, all taxes of Central and State Governments, local bodies and authorities.**

3.5. The rates and prices quoted by the Bidder shall be fixed for the duration of the Contract and shall not be subject to adjustment.

3.6. 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 Chairman & Managing Director, WBIDC whose decision shall be Final and binding on all the parties.

4. Currencies of Bid

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

5. Bid validity

5.1. Bids shall remain valid for a period 120 (one hundred twenty) days after the dead line date for bid submission Specified in Clause of ITB. A bid valid for a shorter period shall be rejected

by the Employer as non- responsive.

- 5.2. 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 agreeing to the request will not be required or permitted to modify his bid, but will be required to extend the validity of the Bank Guarantee for a period of extension and in compliance with Clause C/6 of ITB in all respects.

6. Earnest Money Deposit

The Bidder shall furnish, as part of the Bid, Earnest Money Deposit, for an amount Rs.70,000/- online.

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

The Earnest Money may be forfeited:

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

7. Alternative Proposals by Bidders:

- 7.1. Bidders shall submit offers that comply with the requirements of the bidding documents, including the Bill of Quantities and the basic technical design as indicated in the drawings and specifications. Alternative proposals will be rejected as non-responsive.

8. Format and Signing of Bid:

- 8.1. The Bidder shall submit online one set of the bid comprising of the documents as described in Clause of ITB.
- 8.2. The Bid shall be digitally 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.
- 8.3. 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, making the correction, initial with date by the person or persons signing the Bid.

9. Evaluation Of Tenders

Conditional Tender shall be summarily rejected.

The Financial Bid offered by the technically qualified bidder(s) will only be opened.

10. Department's Right To Split Package And Accept Part Offer

The Department reserves the right to split the package and accept or reject any part/ item(s) of the offer from the scope of work without assigning any reason.

11. **Withdrawal of Submitted Tender**

Tender once submitted cannot be withdrawn before the scheduled validity date. If any tenderer desires to withdraw his tender before such time, entire Earnest Money Deposit shall be forfeited without assigning any reason.

D. Submission of Bids

1. Submission of Bids

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

2. Deadline for Submission of Bids:

2.1. The last date of uploading of Bids 09.09.2025 at 16:00 hrs, (as per server clock)

3. Late Bids:

3.1. Bids after the last date of submission cannot be uploaded.

E. Bid Opening and Evaluation

1. Bid Opening

1.1. 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 declare as holiday for the Employer, the Bids will be opened at the appointed time and location on the next working day.

1.2. **Quality and Cost Based Selection Procedure (QCBS)** for 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.

1.3. 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.

2. Process to be Confidential

2.1. 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 onward decisions may result in the rejection of his Bid.

3. Clarification of Bids and Contacting the Employer

3.1. 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.

3.2. 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.

4. Correction of Errors

4.1. 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.
- 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.

4.2. 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 and the Earnest money shall be forfeited in accordance with Clause of ITB.

5. Evaluation and Comparison of Bids

- 5.1. In evaluating the *Quality and Cost Based Selection Procedure (QCBS)* 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 of ITB.
- 5.2. If the Bid of the successful Bidder is seriously unbalanced in relation to the Engineer's estimate of the cost of work to be performed under the contract, the Employer may require the Bidder to produce detailed price analyses for any or all items of the Bill of Quantities, to demonstrate the internal consistency of those prices with the construction methods and schedule proposed. After evaluation of the price analyses, the Employer may require that the amount of the performance security set forth in Clause of ITB be increased at the expense of the successful Bidder to a level sufficient to protect the Employer against financial loss in the event of default of the successful Bidder under the Contract. The amount of the increased performance security shall be decided at the sole discretion of the Employer, which shall be final, binding and conclusive on the bidder

F. Award of Contract

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

- 1.1. 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 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' section.

2. Notification of Award and Signing of Agreement.

- 2.1. The bidder whose Bid has been accepted will be notified of the award by the Employer prior to expiration of the Bid validity.
- 2.2. The notification of award will constitute the formation of the Contract, subject only to the furnish in performance security in accordance with the provisions of Clause F/3.
- 2.3. 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.
- 2.4. 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.

3. Performance Security / Security Deposit

EMD will be converted into Initial security deposited & upto 10% of the total amount will be kept as security deposit from each running bill (i.e. upto 10% will be deducted from each running bill including Initial Security Deposit) which will be released after 18 (eighteen months) from the day of awarding work to the contractor.

4. Cost of Downloaded Tender Document.

- 4.1. 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.

5. Corrupt or Fraudulent Practices

- 5.1. 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.

Section V

Qualification Information

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 7 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/ architectural 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) 2019-2020, 2020-2021, 2021-2022, 2022-2023, 2023-2024
Separate sheets to be attached		

Section – VI

General Conditions of Contract

1. General Eligibility:

1.1 The Consultant(s) should have fulfilled the following criteria for both Part-I & Part-II:

- (a) Intending organizations should have minimum 5 years' experience in these fields.
- (b) The Consultant should have experience of Preparation of DPR for Construction of **Commercial/ Institutional Buildings and Road works during last 5 (five) years** prior to the date of issue of the tender notice for which the bid is invited for Govt. /semi-Govt. /Statutory for repute.
- (c) The Bidder should have completed PMC work in **at least one Industrial Park or equivalent work for Building and Road Project worth Rs. 5 Crore or more each during last 5 (five) years** prior to the date of issue of the tender notice for which the bid is invited for Govt. /semi-Govt. /Statutory bodies for repute.
- (d) Team Leader should be minimum **B.E / B.Tech (Civil) / M.Arch (Master of Architecture in Urban Design) having Ten (10) years' experience (Mandatorily in companies' payroll or Owner/ partner/ Director of Company); One Architects, who should have 5 years' Experience, Two Engineers, minimum B.E. (or B. Tech)/ Diploma Civil with 5 years' experience and must have handled large size projects.**
- (e) Agencies should have necessary technical, financial and managerial capabilities;
- (f) Financial Capacity: Minimum average annual turnover of Rs. **50 Lakh (Rupees Fifty Lakh) from consultancy services in the FY 2021-22, 2022-23, 2023-24.**

1.2 Each bidder must produce

An affidavit that the information furnished with the RFP documents is correct in all respects;

- a. PAN CARD
- b. Trade License
- c. Balance Sheet (for last 3 financial years)
- d. GST Registration Certificate & GST Return Challan
- e. Income-tax clearance certificate (for last 3 financial years)
- f. PF & ESIC Certificate and latest challan (for Registered under PF and or ESIC), if any
- g. Professional Tax Enrolment certificate with latest challan.
- h. CV of Key Personnel along with required documents (i.e.: Passing Certificate, Appointment Letter for In House Employees / Letter of Association for Consultants)
- i. Relevant Credentials
- j. Appendix A, B, C, D & E

2. **Payment Terms :**

Sl. No.	Stage of work	Percentage of the fee quoted
1	Pre Cast Slab Cover over Existing RCC Box Drain	5 %
2	Repair and Restoration of existing approach road to Truck Parking area at Vidyasagar Industrial Park, Kharagpur.	5 %
3	Compound Road with Drainage System and peripheral Boundary Wall at Cycle Park (20 acres) within Vidyasagar IP	15 %
4	Creation of Landscaping and Beautification work including one year Operation and Maintenance	7.5%
5	Maintenance of Landscaping and Beautification work at Vidyasagar Industrial Park, Kharagpur	7.5%
6	Construction of a new Truck Terminal with Dormitory, Wash Room and Canteen facilities	20 %
7	Road and Drainage System for replacement of existing village roads and kutchha nullah on allotted plots	20 %
	PREPARATION OF TENDER DOCUMENTS FOR SL NO. 6 & 7	
	Submission of Cost Estimate with BoQ	10 %
	Vetting of Estimate by PWD or other empowered Department	7%
	Checking of Draft Tender Document, Bill of Quantities & Cost Estimates for selection of contractor through e-tendering,	3%
	Total	100%

Note: Two no's of R/A bills will be accepted with respect to 15% of Sl no. 3 & 20% of Sl no. 6&7 of the bid amount

A. Scope of Work:

PROJECT MANAGEMENT CONSULTANCY:

- A. Review of Design Details:** Thorough study of the Design Report and drawing details prepared by Consultant and provided by WBIDC and based on that submission of a Review Report.
- B. Preparation of Working Drawings:** Preparation of Working Drawings is in the scope of work of PMC. They will prepare all the working drawings as per field situation and will submit the same before WBIDC for approval.
- C. Inspection and Examination of Act of Contractors:** As an overall supervisor of the Project, monitoring of all the activities of the contractor at every stage of their operation so

that the project is executed within the specific time limit ensuring desired quality level. Inspection and Examination of work must consist following

1. Inspection Equipment's before dispatch from the manufacturer's factory/ godown and during installation/ commissioning.
2. Checking of electrical and civil instruments which will be used by the contractor at site for execution of the project.
3. Day to Day supervision of all work.
4. Proper commissioning of the system
5. Coordination with regulatory agencies if required
6. Complete administration and management
7. Give proper guidance to the contractor
8. Duration of Projects : Minimum 18 months from the start of Construction work

At various stages of the construction process, inspection and examination of 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.

- D. 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.
- E. 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 to be verified through physical inspection/routine test and critical evaluation of the construction quality. Thereafter all these bills to be certified for payment along with its recommendations. Monitoring the overall cost of the project at every stage and WBIDC to be informed and advised accordingly.
- F. Variation:** Recommendations to be made for any changes or variations in the make/specification of the items to be used in the project for approval of WBIDC.
- G. Claims and Disputes:** Any claims, disputes etc. by the contractor to be analyzed and appropriate recommendations would be made to WBIDC for settlement of such claims and disputes.
- H. 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.

I. Completion and handling over of the site Stage: Preparation and submission Project Completion Certification after successful completion of the Project, Verification and certification of Final bill of the contractor, assist to taking handover the charge by WBIDC or any agency appointed by WBIDC.

Sl.	Name of work	Industrial Park	Rough Estimated Cost	Scope of work
1	Pre Cast Slab Cover over Existing RCC Box Drain	Vidyasagar Industrial Park	Rs. 30.00 lakh	PMC
2	Repair and Restoration of existing approach road to Truck Parking area at Vidyasagar Industrial Park, Kharagpur.	Vidyasagar Industrial Park	Rs. 70.00 lakh	PMC
3	Compound Road with Drainage System and peripheral Boundary Wall at Cycle Park (20 acres) within Vidyasagar IP	Vidyasagar Industrial Park	Rs. 870.00 lakh	PMC
4	Creation of Landscaping and Beautification work including one year Operation and Maintenance	Vidyasagar Industrial Park	Rs. 220.00 lakh	PMC
5	Maintenance of Landscaping and Beautification work at Vidyasagar Industrial Park, Kharagpur	Vidyasagar Industrial Park	Rs. 105.00 lakh	PMC
6.	Construction of a new Truck Terminal with Dormitory, Wash Room and Canteen facilities	Vidyasagar Industrial Park	Rs. 600.00 lakh	Design along with Estimate, vetting and PMC
7.	Road and Drainage System for replacement of existing village roads and kutchha nullah on allotted plots	Vidyasagar Industrial Park	Rs. 500.00 lakh	Design along with Estimate, vetting and PMC

B. Manpower

In view of the extent of involvement, the PMC Consultant has to depute following minimum manpower at site during the execution stage.

Name of Park	Civil Engineer	Architecture
VIDYASAGAR IP	1 – B E / B TECH 1- DCE	M.Arch/ B.Arch

SECTION- VII
MODE OF SELECTION

2. PROPOSAL EVALUATION

The Technical Proposal *Quality and Cost Based Selection Procedure (QCBS)* will be opened before the Screening Committee and after appraisal the technically qualified Consultants will be screened.

The date of opening of Financial Proposal will be informed later.

The Financial Proposals will be opened in presence of Screening Committee.

3. An organization will be selected from technically successful bidders under *Quality and Cost Based Selection Procedure (QCBS)*.

4. WBIDC reserves the right to cancel/accept any/all offer/tender either in part or in full at its discretion without assigning any reasons whatsoever.

3.1 Selection

3a. Selection will be done on the basis of **Quality-and-Cost-Based Selection (QCBS)** method.

3b. In the event of acceptance of the Proposal of the Preferred Bidder with or without, negotiations, WBIDC shall declare the Preferred Bidder as the Successful Bidder. WBIDC will notify the successful Bidder through a Letter of Acceptance (LOA) that its proposal has been accepted.

3c. The successful Bidders(s) shall execute the Consultancy Agreement within one week of the issue of LoA or within such further time as WBIDC may agree to in its sole discretion.

5. Evaluation Process

:

Technical Score Rating Criteria:.

Project area (Building/Infrastructural) for which DPR completed successfully in last 5 years	
Description	Score (S1)
i. Single Industrial Park or equivalent Project having project area minimum 50 acre or more	15
ii. A) Single PMC Project for building value 5 Cr. Or more	15
Or	10
B)) Single PMC Project for Building with Project value 2.5 Cr to 5 Cr.	
iii. A) Single PMC Project for Road with Project value 5 Cr. Or more	15
Or	10
B)) Single PMC Project for Road with Project value 2.5 Cr to 5 Cr.	
Maximum Marks (S1= i+ii+iii)	45

Average annual turnover (only from Consultancy Services) for last 3 (three) financial years	
Value (in Rupees)	Score (S2)
i) Above Rs. 50 lakh	15
iii) 40 to 50 lakh	10
iv) 30 to 40 lakh	5
Maximum Marks (S2)	15

Manpower & Experience:

Description	Experience	Marks(S3)	
Number of Year in Business	More than 10 years	10	
	7-10 years	7	
	5-7 years	5	
<u>Maximum Marks (S3)</u>		10	
Post	Min Experience (in year)	Qualification	Marks
i. Civil Engineer/ Architect (Team Leader) (In House)	10	B.E. (Civil) Or M.Arch (Urban Design)	10
ii. Geo Technical Expert	8	M.E./M.Tech	3
iii. Civil Engineer (2 nos) (In house)	5	D.C.E.	8
iv. Architect (1 no)	8	B. Arch	4
v. Electrical Engineer	5	Diploma/ B.E	5
Total Marks (S4)=			30

Note: The financial bids of shortlisted agency's scoring at least 70% marks in the technical proposal (Agencies those score minimum 70% marks in the technical proposal i.e. 70 out of 100 marks) will be considered for financial proposal opening.

Total Technical Evaluation Score (T.E.S.) = S1 + S2 + S3 + S4 = 45+15+10+30 = 100

Combined Technical Score (S_t) = 100 x (T.E.S. for Bidder under Consideration/ Highest T.E.S.)

Financial Score (S_f) = 100 x (Lowest bid value) / (Bid value for bidder under consideration)

Total Score for bid evaluation T.S. = S_t x 70% + S_f x 30%

- The decision of the Proposal Evaluation Committee in the evaluation of responses to the EOI shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.
- The Proposal Evaluation Committee may ask for meetings with the Bidders to seek

clarifications on their proposals.

- Proposal Evaluation Committee reserves the right to reject any or all proposal on the basis of any deviations.
- Each of the responses shall be evaluated as per the criterions and requirements specified in this EOI under the “Evaluation Process” section.

6. AWARD OF CONTRACT

The contract will be awarded following the negotiations and submission of the bank guarantee as mentioned earlier.

7. 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 party has been notified and the contract is signed.

- 8.** Incomplete EOIs are liable to be rejected. WBIDC reserves the right to accept or reject any of the NITs 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.

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 applicants independently.

- 9.** All related correspondence as exchanged by the Consultants along with the NIT 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. Sign should be digital.
- 10.** 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.
- 11.** For any other clarifications, intending agencies may attend the Pre bid meeting at the above mentioned date and venue as mentioned earlier in this NIT.

DIFFERENT FORMS INCLUDING FORM OF BID

Draft Contract Agreement

THIS AGREEMENT (“Contract Agreement”) is made on the _____ day of, 2025 at Kolkata.

BETWEEN:

West Bengal Industrial Development Corporation Limited, (Govt. of West Bengal undertaking), (hereinafter referred to as “WBIDC”) which expression shall, unless it be repugnant to the context or meaning thereof, include its administrators, successors in office and assigns) of One Part

AND

..... LIMITED, a company incorporated under the provisions of the Companies Act, 1956 and having its registered office at (hereinafter referred to as the “Consultant”) which expression shall, unless it be repugnant to the context or meaning thereof, include its administrators, successors in office) of the Other Part.

Whereas the WBIDC has invited e-Tender, e-Tender Reference No. : WBIDC/IP/PMC/24-25/TER-01/02 for the work “Notice Inviting e-Tender for selection of consultant regarding preparation of Design, vetting and PMC through e-tendering at different Industrial Parks of WBIDC”.

AND WHEREAS the consultant in Pursuant to that advertisement has participated in the tender process and thus become a successful bidder accordingly and has agreed to execute upon and subject to the conditions set forth herein and Schedule of items and quantities, General Conditions of Contract, Special Conditions of Contract including all other conditions as mentioned in the tender document, specifications and all correspondence exchanged by or between the parties from the submission of tender till the award of work, both letters inclusive, (all of which are collectively hereinafter referred to as “the said conditions”) the work shown upon the said drawings and/or described in the said specification and included in the schedule of items and quantities at the respective rates therein set forth amounting to the sum of Rs..... (Rupees.....only) as therein arrived at or such other sum as shall become payable there under (Hereinafter referred to as “the said Contract amount”)

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. In consideration of the said contract amount to be paid at the times and in the manner set forth in the said conditions, the Contractor shall upon and subject to the said conditions execute and complete the work show upon the said drawings and described in the said specifications and the schedule of items and quantities.
2. The WBIDC shall pay the Contractor the said amount, or such other sum as shall become payable, at the times and in the manner specified in the said conditions.
3. The said conditions and Appendices thereto shall be read and considered as forming part of this Agreement, and the parties hereto shall respectively abide by, submit themselves to the said conditions and perform the agreement on their part respectively in the said conditions contained.
4. Following documents mentioned herein shall form and part this contract:
 - a) e-Tender Document vide ref. No. Date
 - b) Section–1:List of Important Dates, Press Notice, Notice Inviting e-Tender (NIeT)
 - c) Section – 2: Background Information
 - d) Section – 3: Instructions to Bidders (ITB)
 - e) Section – 4: Qualification Information

- f) Section – 5: General Conditions of Contract
- g) Section – 6: Technical Specifications
- h) Section – 7: Bill of Quantities
- i) Section –8: Different Forms including Form of Bid
- j) Work Order vide ref. no. Date
- k) Any other documents related to this Tender Purpose.

5. The WBIDC reserves to itself the right of altering the drawings and nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this contract.
6. Time shall be considered as the essence of this contract and the contractor hereby agrees to commence the work on the day of handing over of the site or within fourteenth days from the date of issue of formal work order/ LOA whichever is later as provided for in the said conditions and to complete the Annual Maintenance Work for 12 months.
7. All payments by the WBIDC under this contract will be made at Kolkata and 30 days from receipt of the bill.
8. In case of any dispute by and between the contracting parties the same shall be referred to the Chairman & Managing Director of WBIDC whose opinion shall be prevailed as final and binding on all the parties and shall be subject to Kolkata jurisdiction only.
9. The various clause & sub-clause of the tender document along with its annexures and modifications made thereon by WBIDC shall be read and be treated as forming part of this Agreement and parties hereto will respectively be bound thereby and to abide by and submit themselves to the conditions and stipulations and perform the provisions of this Agreement on their parts respectively.
10. That the several parts of this contract have been read by the contractor and fully understood by the contractor.

In witness whereof the Employer and the contractor have set their respective hands to those presents through their duly authorized official and the said two duplicates hereof to be executed on its behalf or the day and year first herein above written.

Signed on behalf of WBIDC
 Consultant by its duly authorized official
 In the presence of:
 1. Signature _____
 Name with address _____

Signed on behalf of the

 In the presence of:
 1. Signature _____
 1. Name with address _____

2. Signature _____
 Name with address _____

2. Signature _____
 Name with address _____

Notes on Form of Bid

The Bidder shall fill in and submit this Bid form with the Bid.

_____ [Date]

To

[Name of Employer]

Authorised Address of communication:

Telephone No. (s): Office:.....

Mobile No.

Facsimile (FAX) No.

Electronic Mail Identification (E-mail ID).....

Description of the Works: _____

1. I/We offer to execute the works described above and remedy any defects therein, in conformity with the Conditions of Contract, specifications, drawings, Bill of Quantities and Addenda for Item Rate Contract of Total Bid Price of Rs. **Mentioned in BOQ** (BOTH IN FIGURES AND WORDS).
2. We undertake to commence the works on receiving the Notice to Proceed with work in accordance with the contract documents.
3. This Bid (including all amendments and minutes of pre-bid meeting) and your written acceptance of them shall constitute a binding Contract between us.
4. We understand that you are not bound to accept the lowest or any Bid you receive.
5. We hereby confirm that this Bid complies with the Bid validity and Earnest money required by the bidding documents and specified in the Instructions to Bidders (ITB).

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

Appendix A

Covering Letter

(On the Letterhead of the Bidder)

Date:

To:

Ref: ***.**

Dear Sir,

Being duly authorized to represent and act on behalf of (Hereinafter referred to as “the Bidder”), and having reviewed and fully understood all of the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of.....(Name of Bidder) for the aforesaid Project with the details as per the requirements of the RFP, for your evaluation. We confirm that our Proposal is valid for a period of 180 days from _____ (insert Proposal Due Date).

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed Agreement, a draft of which also forms a part of the RFP document provided to us.

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 hereby certify and confirm that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

Yours faithfully,

For and on behalf of (Name of Bidder)

**Duly signed by the Authorized Signatory of the Bidder
(NAME, TITLE AND ADDRESS OF THE AUTHORIZED
SIGNATORY)**

Appendix B

Details of Bidder

(On the Letter Head of the Bidder)

1. Details of Organization:

- (a) Name of the Organization
- (b) Address
- (c) Year of Establishment
- (d) Status of the firm (Whether Company/Firm/Proprietary)
- (e) Name of Directors/ Partners/Proprietor.
- (f) Whether registered with the Registrar of Companies/Registrar of Firms. If so, mention number and date.
- (g) Mention PAN No. of I.T and furnish copies of I.T return for last 3 years.
- (h) Furnish copies of audited Balance Sheet and Profit & Loss Account (Audited) for the last three years.
- (i) If you are empanelled with other Govt. /Semi Govt. / Statutory Agency, if so, furnish details.
- (j) Specify turnover in last 3 years. In Rs. (Lakhs)
- (k) Other relevant information

(A separate sheet may be attached if needed)

Appendix C
POWER OF ATTORNEY

(On Stamp paper of relevant value)

Know all men by these presents, We.....(name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms.....(name and residential address) who is presently employed with us and holding the position of as our Attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for “*****” including signing and submission of all documents and providing information/responses to WBIDC in all matters in connection with our Proposal for the said Work.

We hereby agree to ratify all acts, deeds and things lawfully done by our said Attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the Day of 2025

For.....

(Name and designation of the person(s)

Signing on behalf of the Bidder)

Accepted

..... (Signature)

(Name, Title and Address of the Attorney)

Date:

Note:

1. To be executed only if the Bidder is a Company or Partnership firm.
2. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Copy of such document should be submitted along with the Power of Attorney.
3. Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

Appendix D

Format for Project Data Sheet

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.

Firms Name

SL No.	Project Name	Name of Client	Starting Date	Completion Date	Consultancy Fees (in Rs.)

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

Appendix E

Format for Team members to be deputed

Using the format below, provide information on each team member to be deputed for the service.

Firms Name:

SL No.	Name, Contact Nos. & Email address	Qualification	Relevant Experience	Position in the Organization

Note: A separate sheet may be attached if needed