

Minutes of Prebid Meeting on 7/10/2026

REQUEST FOR PROPOSAL (e-RFP) for

Selection of Knowledge Consultant and Project Management Services (PMU)

WBIDC/CC/453/RFP PMU 1 30/9/2026

1. The Bid Submission date is extended till 30th Oct 2026, 5pm.
2. The dedicated number of manpower for PMU desk at WBIDC is 3 (three). Office space, workstations, internet and other logistic support for the department .
3. Dedicated PMU desk at WBIDC will be provided by WBIDC
4. In case of tenure exceeds more than 12 months the Monthly Running Bill shall continue.
5. The last three financial years are considered as FY 2022-23, FY 2023-24, FY 2024-25.
6. Remedial Measures Period is kept as 15 days .
7. Notice Period for Termination is clarified as 30 days for both parties.
8. Limited Liability clause is included.
9. The EMD of 'not qualified' bidders will be refunded
10. Substitution of Key Personnel amended .
11. Point on 'Blacklisting' is explained.
12. Evaluation Criteria is amended.
13. QCBS Calculation:
 - Technical Bid will be assigned a Technical score (Ts) out of a maximum of 100 points, as per the Scoring Model given above
 - 70% weightage will be awarded for Technical Evaluation and 30 % weightage will be awarded for Financial Evaluation.
 - The commercial scores would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro - rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation, explained in section below.

Final Evaluation Criteria - Quality and Cost based selection (QCBS):

The individual Bidder's commercial scores (CS) are normalized as per the formula below:

$F_n = F_{min}/F_b * 100$ (rounded off to 2 decimal places) Where,

F_n = Normalized commercial score for the Bidder under consideration

F_b = Absolute financial quote for the Bidder under consideration

F_{min} = Minimum absolute financial quote

Composite Score (S) = $T_s * 0.7 + F_n * 0.3$

Revised RFP Document after Prebid Meeting on 7/10/2026

NO: WBIDC/CC/453/RFP PMU 1

30/9/2026

REQUEST FOR PROPOSAL (e-RFP) for

Selection of Knowledge Consultant and Project Management Services (PMU)

for Investment Promotion Activities of the Industry, Commerce & Enterprises Department, Government of West Bengal and
WBIDC

Tender Particular	Details
e-Tender Reference No.	WBIDC/CC/453/RFP PMU 1
Mode of Tender	e-Tender
Selection Method	Quality and Cost Based Selection (QCBS)
Technical : Financial Weightage	70 : 30
Period of Services	1 YEAR
Bid Submission Mode	Online through https://tenders.wb.gov.in
Bid Uploading Date	30/9/2026, 3pm
Bid Download Start Date	30/9/2026, 4pm
Pre Bid Meeting	7/10/2026, WBIDC , 11.30AM
Bid Submission Start Date	30/9/2026 , 5PM
Last Date & Time of Submission	30/10/2026, 5pm
Technical Bid Opening	3/11/2026, 1PM
Technical Presentation Date	4/11/2026, 3PM
Financial Bid Opening	To be intimated
Bid Validity	120 days
Project Estimate	RS. 46 lakhs annually excluding taxes

Issued by

West Bengal Industrial Development Corporation Ltd. (WBIDC)
on behalf of the Department of Industry, Commerce & Enterprises
Government of West Bengal

NOTICE INVITING e-TENDER (NIeT)

West Bengal Industrial Development Corporation Ltd. (WBIDC), on behalf of the Department of Industry, Commerce & Enterprises, Government of West Bengal, invites online proposals through E-Tender from eligible firms for selection of a Knowledge Consultant and Project Management Unit (PMU) for investment promotion activities.

Sl. No.	Particular	Details
1	Name of Work	Selection of Knowledge Consultant and Project Management Services (PMU) for Investment Promotion Activities
2	Tendering Authority	West Bengal Industrial Development Corporation Ltd. (WBIDC)
3	Tender Mode	e-Procurement
4	Type of Bid	Two-bid system – Technical Bid and Financial Bid
5	Selection Method	QCBS – 70% Technical and 30% Financial
6	Contract Period	12 months
7	EMD	Rs 92000/- to be paid online. The EMD of unsuccessful bidder will be refunded
8	Online Submission	Through Government of West Bengal e-Procurement Portal
9	Address of WBIDC	“Protiti”, 23, Abanindranath Thakur Sarani, (Camac Street), Kolkata – 700017

Important Instructions for e-Tender Submission

- The tender shall be processed through the Government of West Bengal e-Procurement Portal.
- Bidders shall submit the Technical Bid and Financial Bid online in the manner prescribed in the tender schedule and portal.
- The Technical Bid shall contain all eligibility documents, credentials, technical proposal and supporting documents prescribed in this RFP.
- The Financial Bid shall be submitted electronically in the prescribed BOQ / financial bid format uploaded with the e-Tender. The financial quote shall not be included in the Technical Bid.
- Bidders shall possess a valid Digital Signature Certificate (DSC) and complete the required enrolment / authentication on the e-Procurement Portal before submission.
- Documents shall be uploaded in the prescribed file formats and within the permitted file-size limits of the portal.
- The bidder shall be solely responsible for timely online submission, including successful uploading and final submission of the bid before the prescribed deadline.
- Any corrigendum / addendum / clarification issued by WBIDC shall form part of the tender document and shall be available through the e-Procurement Portal.

REQUEST FOR PROPOSAL (RFP)

1. Introduction

WBIDC, on behalf of the Department of Industry, Commerce & Enterprises, invites online proposals through e-Tender for selection of a firm (the “Consultant” or “Bidder”) with appropriate experience and qualified and experienced consulting/knowledge and advisor agencies to act as Knowledge Partner / Knowledge Consultant and provide Project Management Services in accordance with the Terms of Reference (TOR) set out herein.

2. Broad Scope of Services

The Consultant shall deploy experienced professional staff to undertake the following broad scope of services and provide assistance in developing investment promotion strategy, investment facilitation activities and follow-up, dedicated PMU manpower, policy benchmarking, creation and marketing of collaterals and knowledge papers, and investment attraction activities.

2.1 Scope of Work for PMU – Investment Facilitation

1. PMU Services and Investment Promotion & Marketing

- Develop investment promotion strategies and sector-specific plans.
- **Provide a dedicated desk with 3 manpower for PMU services.**
- Prepare investment promotion materials, brochures, presentations and digital content.
- Identify priority sectors and target investors.
- Provide knowledge support for participation in national and international investment events.

2. Investor Outreach

- Conduct investor mapping and market intelligence.
- Generate investment leads through targeted outreach.
- Arrange B2B, B2G and investor meetings.
- Maintain a CRM / database of investor interactions.

3. Investment Facilitation

- Assist investors in understanding policies, incentives and procedures.
- Facilitate land identification and site selection.
- Coordinate with various Government Departments and agencies for approvals.
- Monitor timelines for statutory clearances.

4. Project Management & Monitoring

- Track investment proposals from expression of interest to commencement of operations.
- Maintain project-wise dashboards.
- Provide a dedicated PMU desk at WBIDC with **3 qualified manpower.**
- Monitor implementation milestones.
- Prepare progress reports.
- Support review meetings with Government officials.

5. Policy Research & Advisory

- Conduct sectoral studies and benchmarking.
- Review competing State policies.

- Recommend policy reforms.
- Assist in drafting industrial policies, incentive schemes and operational guidelines.
- Prepare concept notes, speeches, notes, agenda, MoMs and memoranda as required.

6. Data Analytics & MIS

- Develop Management Information Systems (MIS).
- Prepare dashboards on investment proposals, approvals, employment generation and sectoral trends.
- Generate analytical reports for senior management.
- Maintain investment databases.

7. Knowledge Management

- Develop SOPs, manuals and process documents.
- Create repositories of best practices and concepts.
- Document success stories and case studies.
- Maintain records of investment projects and approvals.

8. Coordination with Stakeholders

- Coordinate with State Government Departments.
- Coordinate with Industrial Development Authorities.
- Coordinate with Central Government Ministries.
- Coordinate with Industry Associations.

9. Monitoring of Investment Proposals

- Maintain a database.
- Track implementation status.
- Prepare investment realization reports.

2.2 Reporting & Deliverables

- Status reports.
- Investment reports.
- Sector analysis reports.
- Investor pipeline reports.
- Investment realization reports.
- Policy recommendation notes.
- Dashboards and MIS reports.
- Concept notes, pitch books, presentations and other documents as required.

The selected Consultant will be required to work in coordination with Government Departments / agencies / officials, sector experts, industry stalwarts, investment promotion and policy experts, international networks and various support partners engaged by the Department during the course of the services. Refer Annexure X for Key Deliverables

3. Role of the Department

- Facilitate and undertake necessary inter-departmental coordination.
- Provide logistic support at office.
- Nominate Single Point of Contact(s) for necessary guidance.

4. Pre-Qualification / Eligibility Criteria and Selection

4.1 Mode of Tender

This is E-Tender to be processed through the Government of West Bengal e-Procurement Portal.

4.2 Eligible Bidders

The Consultant shall be selected as per the source RFP, through quality and finance evaluation. Apex Chambers of Commerce with national presence can also apply.

Eligibility Criteria (Essential):

The consultant should meet below criteria to be eligible to participate in the Bid:

Main Criteria	Experience Criteria	Supporting Documents to be submitted
Legal Entity	The bidder must be a company registered in India, under the Companies Act 2013 or a partnership firm registered under the Limited Liability Partnership Act of 2008, and operating in India for the last 10 years, as of 31st March 2026. The bidder must have registered office in India. National level apex chambers of commerce can also apply	Copy of Memorandum of Association/ Article of Association or similar document and Proof of incorporation of the firm/ Company (Articles of Association).
Financial Criteria	The Bidder should have a Minimum Average Annual Turnover of INR 10 Crores during the last three financial years (FY 2022-23, FY 2023-24, FY 2024-25) from Consulting/Advisory Services in India	CA / Auditor Certificate certifying the Net worth and Turnover from Audited Consultative services. Profit & Loss account and Balance Sheet / statement showing revenues last 3 FYs certified by CA along with ITR of last three years.
In case of Chambers of Commerce necessary effect and market standards will be considered		

In case of Chamber of Commerce	• Must have 20 years of incorporation • Must have Presence in 6 cities in India • Must have organized state level investment promotion events for 3 state governments in last 3 years • Must have organized 3 Govt of India investment promotion events in last 3 years	
Blacklisting	“The Bidder should not be blacklisted or debarred by any Government Department, PSU, or Government Agency for corrupt or fraudulent practices, either permanently or during any period currently in force”	Self-certification by the authorized signatory.

4.3 Selection Process

The Consultant shall be selected through a two-stage bidding process under Quality and Cost Based Selection (QCBS). In the first stage, the Technical Proposals of bidders fulfilling the pre-qualification / eligibility requirements shall be evaluated. Financial Proposals of technically qualified bidders shall then be considered. The final ranking shall be based on the combined Technical and Financial Scores.

Component	Weightage
Technical Proposal	70%
Financial Proposal	30%

The first-ranked Consultant shall be selected, while the second-ranked Consultant shall be kept in reserve.

5. Period of Services

The period of services shall be for of 12 months. Payment shall be linked to the milestones and time schedule set out below, subject to satisfactory performance and acceptance of deliverables.

6. Payment Terms

Sl. No.	Deliverable / Milestone	Payment
1	Mobilization Advance	10%
2	Monthly Running Bills of equal amount	70%
3	Satisfactory Completion of Services	20%

In case of tenure exceeds more than 12 months the Monthly Running Bill shall continue.

7. Evaluation Process

7.1 Criteria for Technical Evaluation

Sl. No.	Evaluation Parameter	Maximum Marks	Marking System
1	Experience of PMU/PMA/ Monitoring & Evaluation of projects with Central/State government.(Value> INR 1 Cr)	15	2.5 marks per case to a maximum of 6 cases
2	Experience of working with Central / State Government Ministries / Departments / Organizations / Corporations / Authorities / PSUs in at least 2 similar assignments in the last 3 years in investment promotion, marketing and organizing partner / Knowledge partner of investment summits	35	2 cases: 15 marks 4 cases: 20 marks 6 cases: 25 marks 8 cases: 30 marks 10 cases: 35 marks

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3	Suitability of Key Personnel & Experience of Key Personnel – qualification and competence for the services:	25	General qualification – 40%; Competency relevant to services – 40%; Experience of working in the State / eastern region and familiarity with local language – 20%
	Team Lead : 15 marks		
	Trade Expert : 5 marks		
	Policy Expert: 5 marks		
	Concept Plan Presentation for Consultants	25	A live, structured pitch before the Tender Evaluation Committee (TEC) on domain expertise as PMU, and core team strength and executed projects for Industry in last 3 years
			I. Presentation Marking for Consultants: Experience as PMU, Knowledge Partner, No. of State & GOI level Investment Promotion Events held in last 3 years - 5 •Presentation on understanding of the assignment - 5 Marks •Detailed Approach and Methodology - 10 Marks •Work Plan- 5 Marks

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			II. Presentation Marking for Chambers of Commerce • Experience as PMU, Partner Chamber, No. of State & GOI level Investment Promotion Events held in last 3 years -5 marks • Presentation on understanding of the assignment - 5 Marks • Detailed Approach and Methodology - 10 Marks • Work Plan- 5 Marks
	Total	100	

In case of Chambers of Commerce necessary effect and standards will be considered

Only credentials supported by documentary evidence / work orders / completion certificates / testimonials or other acceptable records shall be considered.

8. Online Proposal Submission

The bidder shall submit the proposal electronically through the Government of West Bengal e-Procurement Portal.

8.1 Technical Bid – Documents to be Uploaded

- Details of the Bidder in the format attached as Appendix-I.
- Company background and capability statement supported by certificate of company registration / incorporation, PAN, financial statements and certified turnover certificates for the last three years.
- Experience of similar assignments completed during the last three years along with list of clientele supported by documentary testimonials / work orders / completion certificates or equivalent evidence.
- Organisation chart and list of key **professional staff with CVs** .
- All other documentary evidence required to support the eligibility and technical credentials.
- Signed and stamped copies of declarations / undertakings / forms prescribed in the tender document, wherever applicable.

8.2 Financial Bid

- The Financial Bid to be quoted in **Lumpsum without Tax** shall be submitted online in the BOQ / Financial Bid format provided with the e-Tender.
- The financial quote shall include all professional fees, travel, boarding and lodging, communication expenses and other costs necessary for performance of the services..
- No conditional financial proposal shall be accepted.
- In case of discrepancy between figures and words in a permitted financial document, the amount in words shall prevail, subject to the conditions of the e-Procurement system.

8.3 Online Submission Responsibility

- Bidder shall ensure that all documents are uploaded correctly and are legible.
- Bidder shall complete the final submission / freeze of bid within the prescribed deadline.
- Late submission shall be governed by the e-Procurement Portal and applicable tender conditions.
- Submission through any mode other than the prescribed e-Procurement mechanism shall not be accepted unless specifically permitted by the tender conditions.
- WBIDC shall not be responsible for delays attributable to bidder-side internet connectivity, hardware, software, DSC, browser or other bidder-side issues.

In case of Chambers of Commerce necessary effect and standards will be considered .

Information Memorandum

9.1 General

The Department includes its successors and permitted assigns as decided by the Government of West Bengal at any time.

9.2 Validity of Bids

The financial quote shall remain valid for 120 days from the date of submission.

9.3 Cost of Proposal Preparation

Bidders shall carry out at their own cost any surveys, investigations and detailed examination of information required for preparation and submission of proposals.

9.4 Right of Rejection

The Department reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals, at any time without notice and without assigning any reason, subject to applicable rules. Material misrepresentation or failure to furnish supplemental information sought for evaluation may lead to rejection. A bidder having a conflict of interest affecting the selection process shall be disqualified.

9.5 Proposal Submission Timeline

The last date for submission, technical bid opening and financial bid opening shall be as specified in the e-Tender Notice / e-Procurement Portal. Pre-bid meeting details, if any, shall be intimated separately.

9.6 Amendment of RFP

At any time prior to the proposal submission due date, the Department may modify the RFP by issuing Addenda / Corrigenda. The Department may extend the proposal submission due date by issuing an addendum uniformly for all bidders.

9.7 Proprietary Data

All documents and information provided by the Department or submitted by a bidder shall remain or become the property of the Department. Bidders and the selected Consultant shall treat all information as strictly confidential. All information collected, analysed, processed or otherwise provided by the selected Consultant in relation to the services shall be the property of the Department.

9.8 Fraud and Corrupt Practices

Bidders and their officers, employees, agents and advisors shall observe the highest standard of ethics. The Department may reject a bid, withdraw or terminate the services if it determines that the bidder has engaged, directly or indirectly, in corrupt, fraudulent, coercive, undesirable or restrictive practices.

9.9 Inspection

Periodic inspection may be carried out by representatives / authorised agencies of the Department for quality assurance of services, deliverables and performance of key personnel.

9.10 Substitution of Key Personnel

Key professional staff are expected to remain available during the tenure. **Substitution shall require equally or better qualified and experienced personnel to the satisfaction of the Department.**

9.11 Remedial Measures

If services are not delivered within the specified schedule or in accordance with the RFP, the Department may, **after granting 15 days to cure the breach**, cancel the services wholly or to the extent of default. Costs incurred by the Department in engaging a third party on an emergency basis may be recovered from amounts payable to the Consultant.

9.12 Termination

The Department shall be entitled to terminate the services with thirty (30) days' prior notice in case of breach of conditions / provisions / stipulations or non-performance . The consultant can also end services with a notice of 30 days.

9.13 Arbitration

Disputes shall first be settled through bilateral discussions. Any dispute which cannot be settled amicably may be resolved through arbitration under the Arbitration and Conciliation Act, 1996. The agreement shall be governed by the laws of India and courts at Kolkata shall have exclusive jurisdiction.

9.14 Patents and Intellectual Property Rights

The financial quote shall be deemed to include amounts payable for the use of patents, copyrights, registered charges, trademarks and other intellectual and industrial property rights.

9.15 Indemnity

The selected Consultant shall indemnify the Department, for an amount not exceeding the financial quote, against third-party claims relating to infringement of rights and direct loss or damage caused to the Department.

9.16 Confidentiality

The selected Consultant shall treat all information provided to it or obtained in connection with the services as confidential.

9.17 Force Majeure

Neither party shall be responsible for complete or partial non-performance, except payment obligations already due, where caused by Force Majeure circumstances such as flood, fire, earthquake, war, military operation, blockade, acts or actions of State authorities or other circumstances beyond the parties' control.

9.18 Communication & Contact Information

All communication and submission-related correspondence concerning this RFP shall be addressed to:

West Bengal Industrial Development Corporation Ltd. (WBIDC)

“Protiti”, 23, Abanindranath Thakur Sarani, (Camac Street), Kolkata – 700017

9.19 Limited Liability

The Bidder's total liability under this Bid or resulting contract shall not exceed the total contract value, as per tender terms and conditions and applicable Government rules and laws.

Appendix – I

Details of Bidder

1. Name:
2. Country of incorporation:
3. Address of corporate headquarters and branch office(s), if any, in India:
4. Date of incorporation and / or commencement of business:
5. Brief description of the Bidder, including main lines of business and proposed role and responsibilities:

Nature of Organization :

- 1) Consultant or Chamber of Commerce
- 2) If Chamber of Commerce (please fill up below)

Year of Incorporation	
No of Cities in India where your office is present	
No of State level Investment Promotion Events held in last 3 years as Partner Chamber	
No of Govt of India held in last 3 years with details FY2022-23, FY 2023-24, FY 2024-25.	

6. Details of individual(s) who will serve as point of contact / communication:

- a) Name:
- b) Designation:
- c) Company:
- d) Address:
- e) Telephone Number:
- f) E-mail Address:
- g) Fax Number:

7. Particulars of Authorized Signatory:

- a) Name:
- b) Designation:
- c) Address:
- d) Phone Number:
- e) Fax Number:

Other Information

Sl. No.	Criteria	Yes	No
1	Has the Bidder been barred by the Central / State Government, or any entity controlled by it, from participating in any project?		
2	If the answer to Sl. 1 is Yes, does the bar subsist as on the date of Bid?		

Annual Turnover

Sl. No.	Particulars	Details / Amount (₹)
1	Average Annual Turnover of the Bidder for the last three financial years FY 2022-23, FY 2023-24, FY 2024-25.	
2	Supporting document reference	

Appendix

Format of Curriculum Vitae

Sl. No.	Particulars	Details
1	Name of the Staff	
2	Designation	
3	Name and address of the firm presently employed, if any	
4	Years with the firm	
5	Position in the proposed project / degree of responsibility	
6	Qualifications – Technical and General	
7	Relevant Experience in the context of the assignment	
8	Employment Record – Name of Firm / Position Held / Years of Employment	
9	Integrity / Declaration	

Date: _____

Signature of the Bidder / Authorized Representative: _____

Seal / Stamp of the Firm: _____

Bid Submission Checklist – For Reference

Sl. No.	Document / Requirement	Technical Bid	Financial Bid / Portal
1	Bidder details – Appendix I	✓	
2	Certificate of incorporation / registration	✓	
3	PAN	✓	
4	Financial statements / turnover certificate for last 3 years	✓	
5	Similar assignment credentials with supporting documents	✓	
6	Organisation chart and key personnel details	✓	
7	CVs of key personnel	✓	
8	Signed declarations / undertakings, wherever prescribed	✓	
9	Technical proposal / methodology, if required by e-Tender schedule	✓	
10	Financial BOQ / Financial Proposal – Appendix II structure		✓
11	Valid DSC and online bid submission		✓

Important: This checklist is for bidder convenience and does not override the detailed requirements of the RFP, NIT, corrigenda, BOQ or the e-Procurement Portal.

List of Key Deliverables Annexure X

- Maintaining comprehensive records of discussions and action points of meetings.
- Compiling detailed reports, MOUs signed, investment proposals with regular coordination and follow-up with nodal officers of all departments.
- Assisting WBIDC and I&CE Dept in compiling reports, talking points, presentations, white paper, knowledge collaterals, policies documents, success stories, sectoral notes, RFPs/TORs etc.
- Data Collection from various sources
- Data Analysis, graphical representation and interpretation to provide insights on the trends and patterns of Investments (both private and public) and employment generation in the State.
- Knowledge support for Industrial Parks and Industry Corridors.
- Support in project management of the Industry Dept for various Govt of West Bengal and Govt of India projects and schemes
- Preparation of weekly news wrap on synopsis of the main developments and investments in West Bengal
- Preparation of country notes
- Drafting and Sending Letters and Emails
- Coordination for stakeholder consultation on Industrialization and Investment
- Preparation of databases- Industry & Association
- Support for organizing Investment Promotion Events

Timeline for Report Submissions

Sl. No.	Deliverable	Key Contents	Frequency
1	Investment Facilitation Report	Investor enquiries, proposals received, meetings held, issues identified, Sector-wise and project-wise pipeline actions taken and pending matters	Monthly
2	Investor Tracking & Follow-up Report	Status of prospective investors, follow-up undertaken and next steps	Monthly
3	Investor Grievance & Issue Resolution Report	Issues raised by investors, department-wise status, resolution achieved and pending cases	Quarterly
4	Policy & Regulatory Review	Review of policies, procedures, incentives, approvals and regulatory issues affecting investment	As per timeline given
5	Industrial Infrastructure Report With Dashboard & MIS Update	Availability of industrial land/parks, infrastructure gaps and opportunities for investor facilitation	Monthly
7	Best Practices & Benchmarking Report	Comparative assessment of investment facilitation practices of other States/countries	Quarterly
8	Success Stories / Case Studies	Documentation of major investments, investor journeys and successful facilitation interventions	Quarterly
9	Performance and Work Done Report	Consolidated achievement against KPIs, deliverables and Work done during the period	With each invoice