

## Request for Proposal (RFP)

for

### Selection of Consultants for Preparation of Detailed Project Report (DPR), Bid Process Management & Project Management Consultancy (PMC) for setting up Centre of Excellence for Fruits & Vegetables and Centre of Excellence for Flowers & Spices in West Bengal

RE-RFP No: 26/WBSFPHDCL/1770/2023-24

DATE: 08.05.2023



Issued by:

**West Bengal State Food Processing &  
Horticulture Development Corporation Limited  
(WBSFP&HDCL)  
BENFISH TOWER (6th Floor)  
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## **DISCLAIMER**

This bid document for selection of Consultants for preparation of Detailed Project Report (DPR), Bid Process Management & Project Management Consultancy for setting up Centre of Excellence for Fruits & Vegetables, Centre of Excellence for Flowers & Spices, under the WEST BENGAL STATE FOOD PROCESSING & HORTICULTURE DEVELOPMENT CORPORATION LTD (hereinafter referred to as WBSFP&HDCL), contains information on the scope of work, eligibility requirements and details of the selection process amongst others for the successful bidders.

Intimation of discrepancies in the bid document, if any, may be given by the bidders to the office of WBSFP&HDCL within 72 hours from the time of publishing the bid. If WBSFP&HDCL receives no written communication, it shall be deemed that the bidders are satisfied with the information provided in the bid document.

This bid document is not an agreement. The scope of work and other information as well as the right and obligations of the successful bidder shall be set out in a separate agreement to be executed between WBSFP&HDCL and the successful bidder.

WBSFP&HDCL reserves the right to accept or reject any or all bids without giving any reasons thereof.

WBSFP&HDCL shall not entertain or be liable for any claim for costs and expenses in relation to the preparation of the documents to be submitted in terms of this bid document.

WBSFP&HDCL may include any other item in the 'Scope of Work' at any time after consultation with applicants or otherwise.

WBSFP&HDCL reserves the right to relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of WBSFP&HDCL without assigning any reason thereof.

WBSFP&HDCL reserves the right to reject any or the entire offer without assigning any reason whatsoever.

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## 1. NOTICE INVITING TENDER

WBSFP&HDCL invites online applications from bonafide consultant(s) for preparation of Detailed Project Report (DPR), Bid Process Management & Project Management Consultancy for setting up Centre of Excellence for Fruits & Vegetables and Centre of Excellence for Flowers & Spices in West Bengal.

<b>Name of work</b>	<p>Selection of Consultants for preparation of Detailed Project Report (DPR), Bid Process Management &amp; Project Management Consultancy for setting up Centre of Excellence (CoE) for –</p> <ol style="list-style-type: none"> <li>1. Fruits &amp; Vegetables in Purulia District</li> <li>2. Flowers &amp; Spices in Alipurduar / Darjeeling District (or any other suitable location in North Bengal)</li> </ol> <p>The CoE will have the following components:</p> <ol style="list-style-type: none"> <li>1. Nursery</li> <li>2. Irrigation facilities (Micro, Drip, Sprinkler, Boom)</li> <li>3. Hi-tech greenhouse</li> <li>4. Naturally ventilated poly house</li> <li>5. Hi-tech poly house (fan &amp; pad)</li> <li>6. Walk in Tunnel</li> <li>7. Insect-proof net house</li> <li>8. Shade net house</li> <li>9. Fertigation systems</li> <li>10. Other relevant facilities</li> </ol>
<b>Provisional Land Details</b>	<ol style="list-style-type: none"> <li>1. Fruits &amp; Vegetables in Purulia District Land area – 20 acres approx.</li> <li>2. Flowers &amp; Spices in Alipurduar / Darjeeling District (or any other suitable location in North Bengal) Land area – 20 acres approx.</li> </ol> <p><i>Land at both locations are under the ownership of Food Processing Industries &amp; Horticulture Department, Government of West Bengal</i></p>
<b>Earnest Money Deposit (EMD)</b>	Rs. 1,00,000/- (Rupees One Lakh Only)

- ▶ Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website: <https://wbtenders.gov.in>.
- ▶ Tender documents may be downloaded from the website and the Technical Bid and Financial Bid shall have to be submitted as per Time Schedule mentioned in Clause 4. WBSFP&HDCL shall not be responsible for any delay in receiving the Proposal and reserves the right to reject any or all Proposals without assigning any reason thereof.

- ▶ The FINANCIAL OFFER of the prospective qualified tenderer(s) will be considered only if the TECHNICAL BID of the tenderer(s) is found qualified by competent authority of WBSFP&HDCL. The decision of the competent authority of WBSFP&HDCL will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
- ▶ Any subsequent corrigenda / clarifications will be made available in the website: <https://wbtenders.gov.in>.

## 2. BACKGROUND

The State of West Bengal is the highest producer of vegetables and a good variety of flowers in India. However, the farmers in the State are not equipped with the modern technologies & cultivation methods for a sustainable growth. The Government of West Bengal proposes to set up a Center of Excellence for Flowers & Spices and another for Fruits & Vegetables, with support from the Ministry of Agriculture & Farmers Welfare, Government of India. The CoEs are expected to help the farmers in using the modern technologies & cultivation methods which will improve their income and livelihood.

The major technology intervention under the project includes production of pest and disease free planting materials in hi-forced ventilated poly house, production of high quality planting material, use of automatic robot in seedling production, irrigation & fertigation, demonstration of soil less cultivation, soil less grow bags, vertical grow bags, exotic crops and introduction of modern agriculture techniques like pollination, trellising, training & pruning, butterfly vent climate control system, sensors, weather system, fertigation stock solutions and drain water recycling.

In line with the above, WBSFP&HDCL, as Nodal Agency for Department of Food Processing Industries & Horticulture, is planning to set up a Centre of Excellence for Fruits & Vegetables in Purulia District and a Centre of Excellence for Flowers & Spices in Alipurduar / Darjeeling District.

## 3. OBJECTIVE

The main objective of the CoEs for Fruits & Vegetables and Flowers & Spices is to establish demonstration hubs for fruits, vegetables, flowers & spices and transfer of technologies to the farmers through training and capacity building. Introduction of advanced technologies that are required to increase production, improve quality and methods to reduce losses in the supply chain will be demonstrated to the farmers and extension workers.

The project aims to demonstrate and produce at commercial scales seedlings and tree saplings so that farmers are able to make use of high quality, uniform and healthy plants and to present modern agro-technology, climate control components, irrigation and fertigation. The project aims also to exhibit intensive farming with increased productivity, optimal water use efficiency in key crops, focusing on applied solutions, addressing gaps via implementation of modern technology and knowledge tailored to local conditions.

The CoEs aim to benefit farmers with focus on selected key crops. The CoEs will develop and demonstrate best practices, cultivation techniques, irrigation & fertigation as well as sustainability. The projects aim to develop into self-sufficient platforms in the aspect of HR, accumulated knowledge & operating capabilities. It is expected that the CoEs shall help in expanding the knowledge domain of local farmers.

#### 4. PROPOSAL DATA SHEET

The following Table enlists important milestones and timelines for completion of bidding activities:

SL. NO.	PARTICULARS	DETAILS
1.	Bid Inviting Authority	West Bengal State Food Processing & Horticulture Development Corporation Limited
2.	Date of uploading (Publishing) of RFP & other Documents (Online)	08.05.2023
3.	Last date for submission of written queries for clarifications	12.05.2023 upto 3 PM
4.	Earnest Money Deposit	Rs. 1,00,000/- for both the projects
5.	Last date of response to queries and issuance of corrigendum	12.04.2023 at 2 PM
6.	Bid proposal submission start date (Online)	08.05.2023 at 2 PM
7.	Bid proposal submission end date (Online)	23.05.2023 up to 3 PM
8.	Date & Time of opening of technical bids (Online)	25.05.2023 at 3 PM [In case the date of opening falls on a holiday, the bids shall be opened on the following working day at the same time and it will be binding on the Bidders for acceptance.]
9.	Uploading of Technical Bid Evaluation Sheet	Informed latter
10.	Contact Person for queries	1. Rahul Marik, ADH, - 8918729896 2. Sandip Chandra, (AE), -8017738040

#### 5. INSTRUCTIONS TO BIDDERS

- a) The bidders shall be responsible for all of the costs associated with the preparation of their bids and their participation in the bidding process. WBSFP&HDCL shall not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.
- b) It shall be deemed that by offering a bid, the bidder has:

- 1) Made a complete and careful examination of the bidding documents, visited the proposed site(s), received all relevant information from WBSFP&HDCL;
  - 2) Satisfied itself about all matters, things and information hereinabove necessary and required for bidding, execution of the agreement in accordance with the bidding documents and performance of all of its obligations there under;
  - 3) Acknowledged and agreed that ignorance of any of the matters hereinabove shall not be a basis for any claim for compensation, damages, claim for performance of its obligations, loss of profits, etc. from WBSFP&HDCL;
  - 4) Agreed to be bound by the undertakings submitted by it under and in terms hereof.
- c) Any corrigendum including extension of date or change of date for submission of the tender that shall be published on the website shall be deemed to have been seen by the bidders.
  - d) Final selection of Consultants from the bids received will be done at the discretion of WBSFP&HDCL and the decision of WBSFP&HDCL shall be final and binding on all the participating parties.
  - e) Details submitted by the parties shall be examined in line with Clause No. 8. All the terms and conditions shall be considered in totality and applications received without documents complying with the above conditions shall be summarily rejected.
  - f) Applicants can also be asked to furnish additional information / confirmation in connection with verification of the documents submitted by them, if deemed necessary.
  - g) If at any stage, it is found that the documents submitted by the applicant or their claims are false, then the offer of the bid will be rejected and / or the agreement / contract will be terminated. Such action by the bidder may make the bidder liable for being blacklisted.
  - h) A tender without EMD would be summarily rejected. Exemption from deposition of Earned Money shall not be allowed under any circumstance.
  - i) Conditional and incomplete bids will be summarily rejected.
  - j) Any type of canvassing by the bidders in furtherance of a bid is strictly prohibited. Such canvassing may lead to cancellation of its bid.
  - k) The bidder has to execute an Agreement with WBSFP&HDCL to fully protect WBSFP&HDCL's overall interests and also the interests of the bidder.

## 6. BID RESPONSE

Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of bid shall be deemed to be done after careful study and examination of the RFP document with full understanding of its implications.

The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the bidder's risk and may result in rejection of its proposal.

## **7. SCOPE OF WORK**

WBSFP&HDCL intends to engage a competent Consultancy Firm for Preparation of Detailed Project Report (DPR), Bid Process Management & Project Management Consultancy (PMC) for the projects as mentioned above. The scope of work is given below.

The consultant shall prepare a Detailed Project Report for setting up a Centre of Excellence on Fruits & Vegetables in Purulia District and a Centre of Excellence on Flowers & Spices in Alipurduar / Darjeeling District through transfer of technology with aid and assistance probably from The Government of Netherlands or any other foreign country, under the initiative of Government of West Bengal & Government of India. The CoE will be organizing activities such as open-field farming, production, demonstration of modern farming practices and distribution of quality planting materials to farmers, and also training programs for farmers, entrepreneurs, and extension officers. The consultant's scope will encompass the following:

### **Task 1 : Preparation of DPR**

- a) Project objective & concept, with particular reference to other CoEs
- b) To study the existing site condition with reference to drainage network, availability of water and other infrastructure
- c) To conduct topographic survey, soil test & water quality test
- d) Preparation of conceptual layout & facility planning
- e) Scope for technology transfer and various options
- f) Schematic drawings for civil & structural (including admin building, hostel facilities, fire-fighting systems etc.)
- g) Production planning and scheduling
- h) Assessment of requirement of raw materials
- i) To work out the methodology for transfer of technology through distribution of high quality planting materials among farmers and capacity building through demonstration & training
- j) To assess the market prospect of end products, viz. fruits & vegetables and flowers & spices
- k) Preparation of Preliminary Project Report
  
- l) Detailed Design and Engineering
  - Selection of Plant and Machinery

- Identification of vendors for line / critical equipment
- Architectural Services – preparation of final layout and drawings
- Engineering Services – structural design and drawings, and estimates (BoQ's)
- m) To estimate the cost for site development covering fencing / boundary wall, internal road, reservoir, security room, administrative building, training center, demonstration center, multi chamber temperature controlled storage facility, hostel, staff quarter, and various types of greenhouses / poly houses.
- n) Assessment of requirement of utilities and furniture & fixtures etc. and cost thereof.
- o) Assessment of requirement of vehicles, forklift, reefer van etc. and cost thereof.
- p) Assessment of requirement of power and water supply systems and cost thereof.
- q) Organizational Structure and manpower requirements in terms of key skills and numbers and cost thereof.
- r) Operation & management (O&M) cost of the project for first 3 years.
- s) Highlighting demonstration facility for technology transfer and capacity building process.
- t) Estimation of Project Cost, Identification of funding sources / suggestive means of finance
- u) Revenue Model for operating the project on self-sustained basis, with Financial Analysis & Statements
- v) Scope for promoting the project in PPP framework & suggestive options
- w) Project implementation schedule.

### **Task 2 : Bid Process Management**

- a) Bid Document Preparation
- b) Assistance in floating the bid
- c) Technical evaluation of bids
- d) Assistance in selection of bidder & awarding of contract

### **Task 3 : Project Management Consultancy**

- a) Assistance in obtaining required statutory approvals
- b) Assistance in liaison for External Infrastructure (access road, electricity, water supply)
- c) Assistance in selecting vendors for different project components including plant & machinery, equipment, furniture & fixtures etc. for awarding of contract by the client
- d) To provide necessary architectural & civil design, drawing & estimates as may be necessary for construction of the project
- e) Periodic visit by experts – Engineering (Civil / Mechanical) & Agriculture / Horticulture Expert
- f) To assist WBSFP&HDCL to facilitate transfer of technology and capacity building for smooth take-off of the project.
- g) To monitor and supervise the construction work in line with the approved work plan during project implementation phase.
- h) To ensure necessary quality assurance during the implementation of the project.
  
- i) Preparation and maintenance of measurement books

- j) To check and certify the bills of the vendors in consultation with the officials of WBSFP&HDCL.
- k) To submit weekly and monthly MIS highlighting the progress, lapse and gaps, if any, for perusal of WBSFP&HDCL and initiation of necessary action.
- l) Project Completion Report

## **8. ELIGIBILITY CRITERIA**

- a) The bidder should be a registered Indian Company under The Companies Act, 1956/2013 or a Partnership / Limited Liability Partnership (LLP) incorporated in India under the Limited Liability Partnership Act, 2008, having a Registered Office in West Bengal. Consortium is allowed with not more than 2 entities. The Applicant shall be required to submit a true copy of its Certificate of Incorporation / Partnership Deed along with Technical Proposal as annexure.
- b) The bidder, whether a sole bidder or member of a consortium, must have a valid Goods and Service Tax registration in India.
- c) The bidder should have experience in at least three projects as Project Management Consultant (PMC) or Project Development & Management Consultant (PDMC) or Program Management Agency (PMA) or Bid Process Management Consultant under Central / State Government and Central / State Agencies in the last 7 (seven) years. Consultants with experience in infrastructure sector and having guided greater number of projects will be given preference. Copies of completion certificates / progress certificates / agreements / work orders to be submitted in support of project experience.

In case of Consortium, the combined experience of the members will be considered and in case of subsidiary company, the holding company's project experience will be considered for eligibility.

- d) Preference will be given to Government / Semi-Government and Joint Venture entity (equity) with State Government Agencies.
- e) Financial capacity: The applicant should have a minimum average annual turnover of Rs. 20 Crores (Rupees Twenty Crores only) from professional fees in the last three financial years ending March 2022. In case of Consortium, the Lead member should have the requisite turnover and in case of subsidiary company, the holding company's turnover will be considered for eligibility.
- f) The applicant should furnish an undertaking to the effect that they have never been blacklisted in India or abroad.

## **9. TEAM COMPOSITION**

### Core Team

Sl. No.	Position	Qualification	Exp. (in years)	Number of positions
1	Project Director	Master's in Economics / Agri Business Management/ Business Administration with experience in 2/3 similar projects. Candidates with additional LLB qualification will be preferred.	20	1
2	Team Leader	B.E. (Civil Engineering / Mechanical Engineering) & M.E. (Civil/ Mechanical / Environmental), with experience in 2/3 similar projects	12	1
3	Agriculture / Horticulture & Technical Expert	MBA (Agri Business Management) or M.Sc. (Agriculture) or M.Sc. (Horticulture) with experience in 2/3 similar projects	6	1
4	Architect-cum-Planner	B. Arch. & Masters in Planning with experience in 2/3 similar projects	8	1
5	Financial Expert & Bid Process Management Expert	MBA (Finance & Marketing) & B.E./ B. Tech (any discipline) with experience in bid process management in 2/3 projects.	8	1
6	Capacity Building Expert	M.B.A. (HR / Marketing / Entrepreneurship) with experience in capacity building	6	1
7	Project Supervisor (during PMC)	B.E. (Civil Engineering) with experience in 2/3 similar projects	10	1

In addition to the core team, there is requirement for other professionals which have been mentioned in the respective tasks. Their CVs are not required to be submitted along with Technical Proposal.

\* 'Similar projects' means projects relating to Food Park, Agro-Processing Cluster, Industrial Park and other infrastructure projects and Program Management Agency of FPI Department, Government of India & Government of West Bengal.

### Team Structure

#### DPR Stage

Sl. No.	Position	Number of positions	No. of man-weeks
1	Project Director	1	12
2	Team Leader	1	12
3	Agriculture & Technical Expert	1	8
4	Financial Expert & Bid Process	1	8

	Management Expert		
5	Architect-cum-Planner	1	4
6	Capacity Building Expert	1	4

#### Support / Back Office

1	Topography Surveyor	1	12
2	Structural Engineer	1	20
3	Chemical & Electrical Engineer (1+1)	2	12 (6+6)
4	CETP Expert	1	10

#### BPM Stage

Sl. No.	Position	Number of positions	No. of man-weeks
1	Team Leader	1	2
2	Financial Expert & Bid Process Management Expert	1	8

#### Support / Back Office

1	Project Director	1	2
2	Agriculture & Technical Expert	1	2

#### PMC Stage

SL. No.	Position	Number of positions	No. of man-weeks
1	Project Supervisor	1	78
2	Site Engineer (Junior Engineer - Civil & Electrical) – (1+1)	2	134 (78+56)
3	Senior Commerce Graduate (1+1) (Bill checking & Bill certification)	2	156 (78+78)

#### Support / Back office

1	Agriculture & Technical Expert	1	10
2	Financial Expert	1	10
3	Capacity Building Expert	1	12

The number of man-weeks mentioned above has been assessed as the minimum requirement and bidders are free to quote based on their requirement.

#### Substitution of Key Personnel

- ▶ WBSFP&HDCL will not normally consider any request of the selected applicant firm for substitution of key personnel as the qualification of the applicant firms based on the evaluation of key personnel and any change therein may upset the ranking. Substitution will, however, be permitted if the key personnel is not available for reasons of any incapacity or due to ill-health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of WBSFP&HDCL.

- ▶ The decision of WBSFP&HDCL shall be final and binding on the applicant firm.

## 10. EVALUATION CRITERIA

Sl. No.	Criteria	Maximum Marks
<b>Technical Experience</b>		<b>30</b>
1.	Experience in minimum 4 assignments in Food Processing / Agriculture / Horticulture / Floriculture/ Industrial Park with minimum project cost of Rs. 25 Crores in last 7 (seven) years (5 marks per assignment) 4 assignments = 20 marks 5 assignments = 25 marks 6 assignments = 30 marks	30
<b>General</b>		<b>20</b>
1.	Government / Semi-Government organizations and Joint Venture entity (equity) with State Agencies	5
2.	Average annual turnover in last 3 financial years > Rs. 30 Crores > Rs. 20 Crores = 10 marks > Rs. 30 Crores = 15 marks	15
<b>Approach &amp; Methodology</b>		<b>10</b>
<b>Team</b>		<b>40</b>
1.	Project Director	10
2.	Team Leader	8
3.	Agriculture & Technical Expert	5
4.	Architect-cum-Planner	5
5.	Financial Expert & Bid Process Management Expert	5
6.	Project Supervisor (during PMC)	4
7.	Capacity Building Expert	3
<b>Total</b>		<b>100</b>

**Minimum 80 marks are needed to qualify. In case of consortium, combined experience of the consortium members will be considered for eligibility.**

## 11. SUBMISSION OF BIDS

### TWO BID SYSTEM

The bidder shall submit the bid in two separate parts:

**Part-I shall be named “Technical Bid” and shall comprise of the following:**

- a) Form - A (Tender Form)
- b) Schedule-I (General Information of the Bidder)
- c) Schedule-II (Undertaking for not being blacklisted)
- d) Schedule-III (Power of Attorney)
- e) Schedule-IV (Bidder’s experience)
- f) Schedule-V (Experience of key professionals)
- g) Schedule-VI (Format for CV of key professionals)
- h) Schedule-VII (Financial Capacity of the Bidder)
- i) Certificate from a licensed Chartered Account confirming the average annual turnover of the Consultants for last 3 years ending March 2022
- j) Certificate of Registration in case of Company / Trade License or Certificate of Enlistment in case of Partnership / Proprietorship Firms
- k) PAN Card
- l) GST Registration certificate

*All the documents should be signed by the authorized representative and company's seal to be affixed.*

**Part-II shall be named as “Financial Bid” and shall be prepared as below:**

The Financial proposal should contain -

**Bill of Quantity (BOQ):-**

1. The bid should specify rate offered by the bidder as detailed vide BOQ of this RFP
2. Form-B for financial proposal will be uploaded in financial packet in pdf format

The participant will be rejected in case the BOQ/Financial Bid is uploaded in the folder for Technical Bid or is otherwise disclosed.

The bids shall be evaluated on ‘QUALITY AND COST BASED SELECTION’ (QCBS) method, with 70% weightage for Technical Bid, and 30% weightage for Financial Bid. The technical bid shall be evaluated against a total of 100 marks, totaled over all the parameters. The financial quote of the lowest bidder shall be assigned a mark of 100, and all the other bids shall be normalized against it. Both the technical bid and the financial bid will then be assessed by assigning the respective weightages against them.

It must be noted that Financial proposal of a bidder shall only be opened in case the bidder qualifies in the Technical proposal. A bidder will qualify in the Technical bid only if he scores a minimum of 80% in the technical score.

**EXAMPLE:**

This example with four bidders lays down the QCBS evaluation methodology to be adopted.

BIDDER	TECHNICAL BID MARKS (OUT OF 100)
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A	92
B	82
C	73
D	85

Conversion of Technical Bid marks to scores:

MARKS RANGE	SCORES
91-100	100
81-90	90
71-80	80

[Marks range may be divided into more classes based on number of valid bids]

Conversion of Technical marks to Technical scores:

BIDDER A: 100

BIDDER B: 90

BIDDER C: REJECTED

BIDDER D: 90

BIDDER	FINANCIAL BID
A	24 LAKHS
B	32 LAKHS
D	21 LAKHS

Conversion of Financial Bid to Financial scores:

BIDDER	FINANCIAL BID	FINANCIAL SCORE (LOWEST BID / BID * 100)
A	24 LAKHS	87.50
B	32 LAKHS	65.63
D	21 LAKHS	100

Combined score taking weightages:

BIDDER	WEIGHTED SCORE (TECHNICAL SCORE * 0.7) (FINANCIAL SCORE * 0.3)	RANK
A	96.25	1
B	82.68	3
D	93.00	2

## 12. BID PROCEDURE

### a) Registration of Bidder

Any bidder willing to take part in the process of e-Tendering will have to be enrolled &

registered with the Government e-Procurement Portal: <https://www.wbtenders.gov.in>.

**b) Digital Signature Certificate (DSC)**

Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of National Informatics Centre (NIC).

**c) Collection of Tender Documents**

The intending Bidders can search and download NIT and Tender Document(s) electronically / from the Government e-Procurement System / Portal using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

**d) Submission of Tenders**

Tenders are to be submitted online on the website <https://www.wbtenders.gov.in> in two folders before the prescribed date and time using the Digital Signature Certificate (DSC). The documents are to be uploaded in the form of virus scanned copy duly signed. The documents will get encrypted (transformed into non readable formats).

**e) Earnest Money Deposit (EMD)**

1) Detailed procedure for online submission of Earnest Money Deposit (EMD)

Procedure to be followed for online submission of EMD is as below -

- a. A bidder desirous of taking part in the tender invited by WBSFP&HDCL shall logon to the e-procurement portal <https://www.wbtenders.gov.in> using his login ID and password.
- b. Bidder will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by Net banking or RTGS / NEFT and in case of offline payment through bank account in any Bank.
- c. Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the RTGS / NEFT process to complete, in order to verify the payment made and continue the bidding process.
- d. If verification is successful, the fund will get credited to the concerned account.
- e. Hereafter, the bidder will go to the e-procurement portal for submission of bid.

2) Refund of Earnest Money Deposit

The Earnest Money of all unsuccessful bidders will be refunded by WBSFP&HDCL within 30 days. In case of successful Bidder, the Earnest Money deposit will be released after 90 days from the date of finalization of Tender. No interest on

Earnest Money will be paid by WBSFP&HDCL.

- 3) Forfeiture of Earnest Money Deposit will be mandated under following circumstances -
  - a. Withdrawal of bid, while bids are under consideration during tendering period.
  - b. Any unilateral revision made by the Bidder during the valid period of offer.
  - c. Failure to accept the "Letter of Intent" or execute the Agreement.
  - d. Providing false or fabricated information / documents.
- 4) **Exemption** of any kind for any of the eligible bidder towards cost of EMD will be according to
  1. 4245-F(Y) dated 28<sup>th</sup> May'2013 issued by Finance Department, Audit Branch, Govt. of West Bengal.

**f) Clarification of Bidding Document**

- 1) If there be any discrepancy or obscurity in the meaning of any clause of the bid document or if there be any query of the intending bidder, the bidder shall set forth in writing such discrepancies, doubt, obscurity or queries and submit the same to WBSFP&HDCL marked to the 'MD, WBSFP&HDCL' at least two days before the pre-bid meeting. MD, WBSFP&HDCL may refer such clarifications to Department of Food Processing Industries & Horticulture, if needed.
- 2) The queries sent by email to wbsfphdcl@gmail.com with in stipulated period shall be considered for response.

Further, a help desk shall be maintained at WBSFP&HDCL office and they may be approached for any clarification / support before closing of tender.

- 3) The clarification given in response to queries shall be final and binding on bidder.

**g) Amendment of bidding Document**

At any time, prior to the deadline for submission of bids, WBSFP&HDCL may, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by issuing amendments. Any such amendment shall form the part of the bidding document. Such amendments and clarifications will be published on the same website and the website of the Department of Food Processing Industries & Horticulture (<http://www.wbfpih.gov.in>). Prospective bidders are requested to visit the mentioned websites on a regular basis to keep abreast of any news. Requirements and conditions standing on final day of making bids shall be deemed to be final.

WBSFP&HDCL will bear no responsibility or liability for bidder failing to do so. Publication in the website shall be construed to be amended after alteration /

modification of bid document.

In order to afford the prospective bidders reasonable time in which to take the amendment into account in preparing their bids, WBSFP&HDCL may extend the deadline for submission of bids. Such amendments, clarifications etc. shall be binding on the bidders and will be given due consideration by the bidders while they submit their bids and invariably enclose such documents as a part of the bid.

**h) Penalty for suppression / distortion of fact**

If any bidder fails to produce the original hard copies of the documents or any other documents on demand of the Tender Committee within a specified time frame the proposal will be rejected and the EMD of such bidder will stand forfeited.

**i) Site inspection before submission of Tender**

Before submitting any bid, the intending bidders are advised to visit the sites to ascertain the availability of infrastructure like water, power, drainage system, road and telecommunication facilities at the site.

**13. PROCEDURE FOR SELECTION**

All the applications received in response to the notice for tender will be scrutinized by WBSFP&HDCL. The proposals received will be scrutinized to assess their eligibility based on the qualifying criteria. Those proposals which do not meet the qualifying criteria will be rejected forthwith at any stage of detection.

**14. AWARD OF CONTRACT**

After selection, a Letter of Award (LoA) shall be issued, in duplicate, by WBSFP&HDCL to the selected bidder and the bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In addition, the successful bidder will be required to sign a separate Memorandum of Agreement (MOA) with WBSFP&HDCL.

**15. TERMINATION**

WBSFP&HDCL reserves the right to terminate the Agreement proposed to be executed with the successful party within 30 days written notice to successful bidder in the event of:

- a) The successful bidder violates any clauses applicable to this RFP
- b) Unsatisfactory performance by the successful bidder at any time during contract period.
- c) Misrepresentation with regard to any information at any time during the contract period;
- d) The EMD will be forfeited in case of condition (a&b) mentioned above and if the selected Consultants show unwillingness to execute after Agreement is signed

## **16. TIME OVERRUN**

If the project implementation schedule is extended beyond 3 months, the consultant will be paid additional amount at a mutually agreed rate for the rest of the period.

## **17. FORCE MAJEURE**

If the performance of the contract by either party is delayed, hindered or prevented or is otherwise frustrated by reason of force majeure, which shall mean war, civil commotion, fire, flood, action by any Government or any event beyond the reasonable control of the party affected, then the party so affected shall promptly notify the other party in writing specifying the nature of the force majeure and of the anticipated delay in the performance of the contract, and from the date of that notification, WBSFP&HDCL may at its discretion either terminate the contract forthwith or suspend the performance of the contract for a period not exceeding 6 (six) months. If at the expiry of such period of suspension, any of the reasons for the suspension still remain, WBSFP&HDCL and the consultant may either agree a further period of suspension or treat the contract as terminated. In the event of the contract being terminated by reason of force majeure, the consultant shall take steps as are necessary to bring the services to an end in a cost effective, timely and orderly manner. The consultant shall submit an account in writing which shall state the amount claimed taking into account the fees and costs properly incurred or committed by the consultant in relation to the contract or its termination which cannot be recovered. Provided that the payments are not subject to dispute, WBSFP&HDCL shall –

- a) Pay all fees, expenses and other sums due and outstanding under the terms of the contract up to and including the date of termination;
- b) Reimburse all reasonable expenses necessarily incurred by the consultant after the date of termination in winding up the contract.

## **18. DISPUTE RESOLUTION**

In the event, any dispute arises between the successful bidder and WBSFP&HDCL in connection with this tender, the interpretation of any provision of this tender or the rights, duties or liabilities of the successful bidder/ WBSFP&HDCL under this tender, same shall be referred to the Secretary of Department of Food Processing Industries & Horticulture and he shall try to resolve the dispute to the satisfaction of both parties. If he fails to resolve the dispute, it would be referred to a sole Arbitrator having office at Kolkata, to be jointly selected & appointed by WBSFP&HDCL and the Consultants.

In the event disputes are not resolved even after appointment of Arbitrator either of the Parties shall be free to approach appropriate court of law. The Courts in Kolkata alone shall have the exclusive jurisdiction in respect of all disputes in relation to this tender.

## **19. INDEMNITY**

The Consultant shall, subject to the provisions of the Agreement, indemnify WBSFP&HDCL for any direct loss or damage that is caused due to any deficiency in services.

## **20. CONFIDENTIALITY**

Information relating to the examination, clarification, evaluation and recommendation for the Empanelment Bidders shall not be disclosed to any person not officially concerned with the process. WBSFP&HDCL will treat all information submitted as part of all Proposals in confidence and will insist that all who have access to such material treat it in confidence. WBSFP&HDCL will not divulge any such information unless it is ordered to do so by any Government authority that has the power under law to require its disclosure or due to statutory compliances.

## **21. CONFLICT OF INTEREST**

- a) The Authority requires that the Consultant provides professional, objective, and impartial advice and at all times hold the Authority's interests paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Consultant shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the Authority.
- b) An Applicant shall not have a conflict of interest that may affect the Selection Process or the Consultancy (the "Conflict of Interest"). Any Applicant found to have a Conflict of Interest shall be disqualified.

## **22. PROJECT TIMELINE**

### Sequencing of DPR, Bid Process Management & PMC

The project activities will be conducted in different phases as brought out below. Each phase will cover a set of activities and shall be followed with a detailed project report in respect of each project which would be followed by bid process management & project management consultancy. Time schedule in respect of all such activities is indicated below. Consultant shall be required to complete, to the satisfaction of the client all the different phases of project activities with the time frame indicated below.

The consultants shall furnish to the client the following report and documents in 3 copies. All reports and documents shall be in English.

- 1) Inception report
  - (a) Objective, Approach & Methodology.
  - (b) Survey and investigation methodology.
  - (c) Methodology for technology sourcing & transfer.
  - (d) Project framework.

- (e) Schedule of works indicating various activities.
- (f) Study team.
- 2) Preliminary Project report
- 3) Draft detailed project report
- 4) Final detailed project report

**Schedule of Services:**

Any one project

1) Preparation of DPR

Date of signing of Agreement		T0
Submission of Inception Report	3 weeks from T0	T1
Preliminary project report	5 weeks from T1	T2
Draft detailed project report	7 weeks from T2	T3
Final detailed project report	3 weeks from the date of receipt of observations / approval of draft DPR	T4

2) Bid Process Management

Preparation of Bid Document & its approval	3 weeks from the date of receipt of approval of final DPR and go-ahead for bid process	T5
Floating of bid document, evaluation of bid, & selection of bidder	5 weeks from T5	T6

3) Project Management Consultancy

Monitoring & supervision till completion of project	78 weeks from go-ahead signal for commencement of PMC	T7
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Both the projects together

1) Preparation of DPR

Date of signing of Agreement		T0
Submission of Inception Report	4 weeks from T0	T1
Preliminary project report	6 weeks from T1	T2
Draft detailed project report	8 weeks from T2	T3
Final detailed project report	4 weeks from the date of receipt of observations / approval of draft DPR	T4

2) Bid Process Management

Preparation of Bid Document & its approval	4 weeks from the date of receipt of approval of final DPR and go-ahead for bid process	T5
Floating of bid document, evaluation of bid, & selection of bidder	6 weeks from T5	T6

3) Project Management Consultancy

Monitoring & supervision till completion of project	84 weeks from go-ahead signal for commencement of PMC	T7
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**23. REWARD / PENALTY**

The consultant would be rewarded by way of incentive @ Rs. 10,000/- per man-day if they could complete the project well before the scheduled date of completion as mentioned in the agreement. Similarly, if there is a project time overrun for any reason which could have been avoided by the consultant, there would be a penalty @ Rs. 10,000/- per man-day extended beyond the specified time schedule as mentioned in the agreement.

The fields where penalty will be imposed are delay in

- 1) Submission of Inception Report
- 2) Preliminary project report
- 3) Draft detailed project report
- 4) Final detailed project report
- 5) Preparation of Bid Document & its approval
- 6) Floating of bid document, evaluation of bid, & selection of bidder

Monitoring & supervision till completion of project

#### 24. PAYMENT SCHEDULE

Payment schedule for the work will be as follows:

##### Task 1: Preparation of DPR (35% of total quoted fees)

Mobilization Advance on signing of agreement	10%
Submission of inception report	10%
Submission of topography survey report, suggestive layout and soil & water test reports	5%
Submission of preliminary project report	25%
Submission of draft detailed project report	25%
Approval of final detailed project report	25%
	<b>100%</b>

##### Task 2 : Bid Process Management (15% of total quoted fees)

Bid Preparation, its approval & assistance in floating of bid	50%
Technical evaluation of bids & assistance in selection and awarding of contract	50%
	<b>100%</b>

##### Task 3 : Project Management Consultancy (50% of total quoted fees)

Monthly Monitoring Progress Report and R A Bill covering the following <ul style="list-style-type: none"> <li>▶ GFC drawings</li> <li>▶ Record of measurement in log book</li> </ul>	90% [to be paid in equal installments over 18 months]
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► Certification of bill	
Project Completion Report on Commissioning	10%
	<b>100%</b>

**Note:**

1. For single project, PMC payment to be made in equal installments over 18 months and for two projects, the payment to be made in 21 equal installments
2. Any under prepared, incomplete/inadequate or part submission shall be deemed as invalid submission. The adequacy of the submittal shall be determined at the sole discretion of the client. Client will generally accord approval within 15 days of submission of reports.
3. Expenses for topographic survey, soil test, water quality test, vetting by institution / department, deposit for power & water supply and NOC from fire department, cost of floating the bid etc. including incidental expenses, will be borne by the client on actuals on certification of the bill by consultant.

**25. PERFORMANCE SECURITY**

Within 15 days of the letter of acceptance, the consultant shall deliver to the client a performance security in the form of bank guarantee for an amount equivalent to 3% of the contract price. The bank guarantee will be released at the time of final payment to the consultant.

S/d  
Managing Director

**FORM – A  
TENDER FORM**

(To be submitted in Bidder’s Letterhead)

To:  
The Managing Director  
WBSFP&HDCL, 6<sup>th</sup> Floor, Benfish Tower,  
GN Block, Sector V, Salt Lake  
Kolkata – 700 091

Sub: **Selection of Consultants for Preparation of Detailed Project Report (DPR), Bid Process Management & Project Management Consultancy for Centre of Excellence for Fruits & Vegetables and Flowers & Spices**

Dear Sir / Madam,

The undersigned having read and examined in detail all the tender documents pertaining to your assignment, do hereby express the interest to do the work as specified in the scope of work.

Sl. No.	Description	Response
1	Name of the Organization	
2	a) Address of the headquarters of the organization b) Address of the Kolkata office of the organization	
3	Name, designation & address of the person to whom all references can be made	
4	Telephone Number (with STD Code)	
5	Email ID	
6	Mobile Number of the contact person	
7	E-mail of the contact person	

We have enclosed the following documents:

1. Receipt towards payment of EMD of Rs. 1,00,000/-.
2. General information of the Bidder in Schedule I
3. Undertaking in Schedule II
4. Power of Attorney for Authorizing Signatory to sign the documents – Schedule III
5. Bidder's experience – Schedule IV
6. Experience of key professionals – Schedule V
7. CVs of key professionals in prescribed format – Schedule VI
8. Financial capacity of the bidder – Schedule VII
9. Financial Bid in Form B

We hereby declare that our Tender is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Yours faithfully,

(Signature of the authorized person)

Name:

Designation:

Name of organization:

**Schedule-I**

**General Information of the Bidder**

(To be submitted in the Bidder's Letterhead)

1. Name :
2. Status of bidder :  
[Company, Partnership Firm, Proprietorship Firm, JV Company]
3. Registration Number :  
[e.g. CIN in case of Company]
4. Address of Registered Office :
5. Details of individual(s) who shall serve as the point of contact/ communication for WBSFP&HDCL:  
Name :  
Designation :  
Company :  
Address :  
Telephone Number :  
Email Number :  
E-Mail Address :
6. GST Number :  
[provisional GSTN to be mentioned]
7. PAN :

We hereby declare that the information submitted above is true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us, our bid is liable to be rejected

(Signature of the authorized person)

Name:

Designation:

Name of organization:

**Schedule-II**

**Undertaking for not being blacklisted by any Central / State Government organizations**

(To be given by the Bidder on a Non-Judicial Stamp Paper of any denomination above Rs. 10/-)

We, M/s. \_\_\_\_\_ hereby declare that the firm / company namely M/s.\_\_\_\_ has not been blacklisted by Central / State Government organizations from taking part in Government tenders in India during the last 3 (three) years.

In case the above information is found false, we are fully aware that the tender/ contract will be rejected/cancelled by WBSFP&HDC, and EMD shall be forfeited without assigning any reason.

(Signature of the authorized person)

Company Seal

Name:

Designation:

Name of organization:

### Schedule-III

#### Format of Power of Attorney for Authorizing Signatory of the Applicants

(To be given by the Bidder on a Non-Judicial Stamp Paper of Rs. 100/-)

Know all men by these presents, we, (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms. (name) , son/daughter/wife of and presently residing at \_\_\_\_\_, who is presently employed with us and holding the position of \_\_\_\_\_, as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for **Preparation of Detailed Project Report (DPR), Bid Process Management & Project Management Consultancy for Centre of Excellence for Fruits & Vegetables and Centre of Excellence for Flowers & Spices**, proposed or being developed by WBSFP&HDCL, including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Bid and other conferences and providing information/ responses to WBSFP&HDCL, representing us in all matters before WBSFP&HDCL, signing and execution of all contracts and undertakings consequent to acceptance of our proposal, and generally dealing with WBSFP&HDCL in all matters in connection with or relating to or arising out of our proposal.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, \_\_\_\_\_, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF \_\_\_\_\_, 2023

For

(Signature)  
(Name, Title and Address of the Principal)

Witnesses:

1

**Accepted**

2

(Signature)  
(Name, Title and Address of the Attorney)

#### Notes:

1. 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 executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
2. Also, wherever required, the Applicant 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 Applicant.

**Schedule-IV**

**Bidder's Experience**

<b>Sl. No.</b>	<b>Details of the completed work</b>	<b>Start Date of Project</b>	<b>Completion Date of Project</b>	<b>Name &amp; complete postal address of the client</b>	<b>Name, Designation, Telephone / Mobile Number, E-mail Address</b>	<b>Value of Project (Rs.)</b>	<b>Whether supporting documents enclosed (Y/N)</b>
1							
2							
3							
4							

- ▶ Enclose detailed project data sheets along with necessary documentary proof
- ▶ Please mark necessary page number for each of the enclosures

**Schedule-V**

**Experience of Key Personnel**

<b>Sl. No.</b>	<b>Position</b>	<b>Name of the person</b>	<b>Academic Qualifications</b>	<b>Experience in the respective field</b>
1.	Project Director			
2.	Team Leader			
3.	Agriculture / Horticulture & Technical Expert			
4.	Architect-cum-Planner			
4.	Financial Expert & Bid Process Management Expert			
5.	Capacity Building Expert			
6.	Project Supervisor			

**Schedule-VI**

**Format for CV of Key Personnel**

1. Proposed Position :
2. Name of the person :
3. Date of Birth :
4. Nationality :
1. Educational Qualification -
  - a)
  - b)
  - c)
2. Membership of professional societies:
3. Publications:
4. Employment Record:

Period	Name of Employer	Position held	Location

5. Experience:  
Details of relevant projects handled, with activities performed

Name of Project:
Name of Client:
Position held:
Period:
Activities performed:

**Certification:**

1. I am willing to work on the project and I will be available as and when needed during the currency of the project.
2. I, the undersigned, certify that to the best of my knowledge and belief, this bio- data correctly describes myself, my qualification and my experience.

Signature of the Candidate

Signature of the Authorized Signatory

Date

Date

**Schedule-VII**

**Financial Capacity of the Bidder**

<b>Sl. No.</b>	<b>Financial Year</b>	<b>Turnover (Rs. In Crores)</b>
1	2019-20	
2	2020-21	
3	2021-22	
4	Average of last three financial years	

**Note**

Audited Financial Statements for the last three financial years along with Certificate from Statutory Auditor or a Chartered Accountant to be submitted as proof.

**FORM – B**

(FORMAT FOR SUBMISSION OF FINANCIAL BID)

To:  
The Managing Director  
WBSFP&HDCL  
6<sup>th</sup> Floor, Benfish Tower,  
GN Block, Sector V, Salt Lake  
Kolkata – 700 091

Sub: **Selection of Consultants for Preparation of Detailed Project Report (DPR), Bid Process Management & Project Management Consultancy for Centre of Excellence for Fruits & Vegetables and Flowers & Spices**

Dear Sir / Madam,

With reference to the subject mentioned in the tender, we hereby quote the most competitive rate as follows:

Sl. No.	Task	Fruits & Vegetables (Location: Purulia District)	Flowers & Spices (Location: Alipurduar / Darjeeling District)
1.	Preparation of DPR		
2.	Bid Process Management		
3.	Project Management Consultancy		
	<b>Total</b>		

**Note:**

- 1) Amounts in Indian Rupees, exclusive of GST, to be quoted in figures and in words
- 2) While quote against each task to be mentioned in the form, only the total amount to be mentioned in the online proposal, at the time of submission

Thanking you,  
Yours faithfully,

(Signature of the authorized person with Company Seal)

Name:  
Designation:  
Name of organization: