

# WEST BENGAL ZOO AUTHORITY

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## TENDER FOR SELECTION OF ARCHITECTURAL FIRM/ ORGANISATION/ INSTITUTES AS CONSULTANT OF WBZA FOR PLANING,DESIGNING & ESTIMATES OF WORKS IN DIFFREENT ZOOS/SAFARI PARKS/RESCUE CENTRES/CONSERVATION BREEDING CENTRES IN WEST BENGAL

TENDER NOTICE NO. 22/1/WBZA/2018-19

DATED 11.01.2019

### Introduction :-

The West Bengal Zoo Authority (WBZA) a Registered Society under Department of Forests, Govt. of West Bengal has been constituted for scientific management of Zoological Park and similar organizations in West Bengal. WBZA since its formation on 27.08.2009 is in process of establishing and maintaining a number of like organization including Sundarban Wild Animals Park, Jharkhali, South 24 Parganas, Zoological Garden, Alipore, Padmaja Naidu Himalayan Zoological Park, Darjeeling, North Bengal Wild Animals Park (Bengal Safari), Siliguri etc. in West Bengal.

WBZA has to execute different works in the zoos as per standard prescription & parameters like housing facilities of captive animals, animal enclosures, infrastructure of zoos, sewerage, water supply, electricity etc for management purpose. The consultant is expected to work with WBZA team for development & preparation of documents for planning, design, estimates, structural & Architectural details etc working drawings etc.

Mere submission of tender documents will not confer to applicants any right for receiving or carrying out the tendered job. West Bengal Zoo Authority reserves the right to accept/reject one or all proposal or stop the process of approval at any stage, at its sole discretion without assigning any reasons and shall bear no liability whatsoever consequent upon such a decision. Details indicating the assignment, eligibility, selection criteria and mode of submission of documents are as given below:

### 1. Eligibility criteria and General instructions:-

- a) e-Tender in prescribed form are invited from the reputed Architects/ Firms/ Consulting Organization/ Institute for selection of architectural consultant for construction of Animals Enclosure, Bridge, Culverts, physical infrastructure developments like- road, water supply, drainage & sewerage etc. as above said. Architectural firm having capacity to complete works costing up to Rs.100 lakh comprising either or - (i) Rs.100 lakh in any single contract & (ii) Two separate contract wherein any one contract should not be less than Rs.50 lakh during 60 (sixty) calendar months since 01.04.2013 till 31.03.2018 are eligible to apply for this work. The Architects/ Firms/ Organization/ Institute should have following personnel on its roll for implementation of the work.

b) **The Minimum Qualifications and Experience:-**

**Architect :-**

i) A person registered under the provisions of the Architects Act, 1972 (20 of 1972) and should have a degree in Architecture. He should have work experience of more than five years.

ii) A degree in Civil Engineering and a structural Engineer from any recognized University or Institute or any equivalent civil engineering qualification recognized by the Government and shall have at least five years' experience in planning, structural designs, and execution of building works including sanitary and plumbing works related to buildings.

iii) Surveyor

iv) Autocad specialist

c) The eligible Architects/ Firms/ Organization/ Institutions interested in rendering professional services are requested to submit their filled-in e-tender in the specified pro-forma.

The **Technical Bid** shall contain eligibility criteria and general instructions, general terms and conditions, services to be rendered by the architectural firm. Qualifications of the Architect Structural Engineer, Civil engineer, Surveyors, Supervisors, etc who will be engaged in the project. The work experience and the details of similar projects undertaken may be also be included in the Technical Bid.

d) The Technical Proposal should be submitted as per the Form TECH-2, TECH-3 and TECH-4, which are enclosed with the tender document. The Architectural Firm/ Organization/ Institute should submit proposal with a covering letter.

e) The technical proposal shall not include any financial information. A technical proposal containing financial details will be declared non-responsive.

g) The bidder will submit copy of PAN, P F Registration, GST Registration, Trade Licence, IT Return for last three years etc. documents as applicable.

## 2. **General Terms & Conditions**

a) The terms and conditions shall form part of the tender to be submitted by the Architects/ Firms/ Organization/ Institute.

b) **All the pages of the tender are to be signed by the architect/authorized signatory.** Any over-writing is to be duly initialed by the architect.

c) The bidders, eligible in terms of above qualification criteria are requested to submit their tender duly filled in. They shall submit the Tender documents online on the West Bengal Govt. e-tender website [wbtenders.gov.in](http://wbtenders.gov.in) within the stipulated timeframe.

d) Tender paper shall be downloaded from [http://wbza.co.in/](http://wbza.co.in) [wbtenders.gov.in](http://wbtenders.gov.in) Portal. A sum of Rs.2,000/- (Rupees Two thousand) only to be deposited to the account of the "**West Bengal Zoo Authority**" through **Demand Draft** towards the cost of tender paper failing which tender paper will be treated as cancelled.

- e) Tenders received after due date and time as stated below shall be rejected.
- i) The Firm should have the credential to undertake the work.
  - ii) Supporting documents shall be enclosed (non-statutory documents).
  - iii) West Bengal Zoo Authority reserves the right of accepting and rejecting any bidder without assigning any specific reason.
  - iv) No sub-contract will be allowed.
  - v) The Brochure/Catalogue of the project should accompany the technical bid documents (non-statutory documents). Selection of successful tenderer will be made on the basis of both technical Bid to be submitted in separate envelope which the main envelope with proper seal.
- f) There should not be any deviation in terms and conditions as have been stipulated. Tenders not confirming to any of the terms and conditions shall be rejected.
- g) ***The Tenderer should fill the relevant details online in the specified proforma of the Financial Bid properly. Financial bid in any other form or incomplete proforma will not be considered and shall be rejected.***
- h) The Tenderer should ensure visit to site prior to quoting rates. In case the need any clarification may raise those before office of the West Bengal Zoo Authority, through telephone no. (033) 2335 5011 / email [wbzooauthority@yahoo.in](mailto:wbzooauthority@yahoo.in) on working days during 11.30 hrs. to 15.30 hrs. and obtain necessary information.
- i) The technical bids as submitted will be opened as stated below and will be decided by the West Bengal Zoo Authority constituted for the Project in the presence of tenderer or their authorized representative who choose to be present at the above said office of the Member Secretary, West Bengal Zoo Authority. The tenderers are advised in their own interest to be present at the time of opening of the tenders on the said date, time and venue / they may send their representatives.
- j) First the technical bids will be evaluated by the Tender Committee of West Bengal Zoo Authority. The financial bids will be opened on another date with prior intimation to the architects whose technical bids are acceptable to the West Bengal Zoo Authority.
- k) The undersigned reserves the right to accept or reject any or all the tenders in part of full, as the case may be without assigning any reason thereof.
- l) Time Schedule :

Sl.No.	Particulars	Date & Time
1	Bid Submission End Date	30th January 2019 at 3 PM
2	Technical Bid Opening	1st February 2019 at 3 PM
3	Financial Bid Opening	6th February 2019 at 3 PM

- m) Taxes will be deducted from the source as per the Central & State Govt. Rules.

### 3. Terms of Reference

The Architect/Firm/Consultants/Organization/Institute shall render the following services in connection with and in regard to the said works amounting to Rs.16.0 crore (Rupees Sixteen crore) only spread over 2 (two) years timeframe.

- a) Prepare a detailed plan, structural drawings and estimates of Animals Enclosure, Buildings, Culverts, Retaining wall, Auditorium, Roads, Electrification works, Sewerage & Drainage works, water supply, landscape design, sitting arrangement, Entry and Exit Gates and other infrastructural development works in different Zoos of West Bengal under West Bengal Zoo Authority.
- b) Take Employer's instructions, visit the site, conducting Land Survey etc. as required, prepare and submit Site and sketch plans, lay out etc. as per Employer's requirements including preparation of alternatives and carrying out necessary revisions till the sketch plans are finally approved by the Employer in accordance with the rules/codes/standards, regulations etc. of Government of West Bengal and Government of India making Drawing, approximate cost based on unit cost and submit along with a detailed project report on the scheme so as to enable the Employer to take a decision on the sketch designs.
- c) Prepare detailed construction drawings, design of structures etc. on receipt of approval of the sketch plans by the Employer. submit drawings, estimates etc. as required to municipal or any other appropriate authorities, maintain liaison with local municipal corporation, government authorities for obtaining approval of the plans, commencement certificate, plinth checking certificate, completion certificate, occupation certificate etc. as per the regulation of local authorities and obtain their approval/sanction for construction, completion and occupation as per existing rules and regulations of the State Government. The quantum of work is not fixed and will depend on the works to be executed by different Zoos under West Bengal Zoo Authority.
- d) Execute survey of Land area, soil test, design and prepare architectural detailed drawings, structural design and drawings, layout drawings, estimates for water supply and drainage, electrical installations including UPS, generators and security arrangement as applicable, detailed estimates of cost, rate analysis for all items, take off sheets and all such other particulars as may be necessary for preparation of bill of quantities. The expenditure involved in soil test will be paid by West Bengal Zoo Authority on production of report and the bills.
- e) Wherever the work involves any structural additions/alterations, the Architect shall furnish one complete set of structural design, calculations and structural designs for the Employer's records. Obtain permission from local authorities for facilities and services as a result of addition, alteration and modification wherever required.
- f) Complete requisite formalities and obtain necessary service connections such as water supply, electrical, drainage, sewerage and other services from local authorities and Government Departments.
- g) Take timely action for revalidation of sanction for construction from appropriate authorities, as applicable.

- h) Obtain final building completion and /or occupation certificate and secure permission of concerned authority, fire department, defense authorities and any such other authorities as per the byelaws/laws/regulations/rules etc. for occupation of the building and refund of deposit if any, made by the West Bengal Zoo Authority to the authority or any such other authority/Government Departments.
- i) During planning stage ,the architect / representative shall visit site for finalization of plan, quantity estimates, rate analysis etc in connection with the work as required by West Bengal Zoo Authority. They will also take up the work of revised estimates as and when required depending on the circumstances.
- j) The architect shall visit the office of regulatory authority and any other such authorities for approval of building plan, obtain commencement certificate, plinth level certificate, water supply connection, sewer connection, fire clearance, completion certificate, occupation certificate, or any other certificate required to be obtained any authority and or any other local authorities as per building byelaws/laws/rules/regulations etc. and obtain the same.
- k) The architect shall enter into an agreement with the Employer in the prescribed form of agreement and abide by the provisions of the agreement.
- l) All services as stated above and as stated in the form of agreement and any other services connected with the works usually and normally rendered by the Architects but not referred to herein above.
- m) The conditions of the tender document shall form part of the agreement.
- n) The fees quoted by the architects shall include all the above mentioned services required to be provided by the architects in connection with this project.
- o) In case of any dispute, the decision of West Bengal Zoo Authority will be final and binding on the Consultants/Firm/Organizations/Institutes.
- p) Tendering will be made on the basis of estimate prepared by Architect and estimate will be prepared by PWD schedule of rates.

#### **4. Place of execution**

All Zoos, Rescue Centres, Conservation Breeding Centres etc. under West Bengal Zoo Authority in the State.

#### **5. Period of Engagement**

24 calendar months since placement of work order.

#### **6. Termination of Contract**

The contract document has been signed and executed by the selected firm and West Bengal Zoo Authority. However, the contract may be terminated by the Member Secretary, West Bengal Zoo Authority due to negligence and low performance by the selected firm at any time or due to any other reason of non compliance of orders.

## 7. Payment Schedule

The payment will be made to the selected firm as per percentage quoted by them for Planning Phase and documents submitted by them.

- i) On completion of drawing, design, estimate, quality assurance plan etc. - 90% as given below the calculated fees charges.
  - a) Planning and design of works - 20%
  - b) Preparation of estimates and structural detailed drawings - 50%
  - c) Preparation of Architectural drawings - 20%
- ii) On completion of project work by the contractor at site - balance 10% of the calculated fees charges.

**8. A sum of Rs.40,000/- (Rupees Forty thousand ) only shall be deposited to the undernoted Account of the "West Bengal Zoo Authority" through Demand Draft as earnest money and the Demand Draft for cost of Tender paper should be sent to the office before opening of the tender. The earnest money of the unsuccessful quotation(s) will be refunded without interest after one month of the opening of tender paper and the same of the successful Tenderer will be refunded without interest after three months of the satisfactory completion of work, subject to redressal of complaint, if any.**

**9. In case of successful tenderer refusing to sign the agreement and take up the work within 15 days from the date of receipt of work order, the Earnest Money Deposit shall be forfeited. The Earnest Money Deposit of the un-successful bidders will be returned within a month of placing LOA with successful consultants.**

## 10. Deliverables & Terms of Payment

- i) Bills in triplicate are to be raised to Member Secretary, West Bengal Zoo Authority.
- ii) All documents as will be submitted are to be in 4 nos. of hard copies along with corresponding soft copy.
- iii) Bill will be examined and released progressively in conformity with progress at site and terms of Work Order.

**V. K. YADAV, IFS  
Member Secretary  
West Bengal Zoo Authority**

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### FINANCIAL BID

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TENDER NOTICE NO. 22/1 / WBZA/2018-19 DATED 11.01.2019

#### Basic Fee

The particulars of fees quoted for providing professional services as per details in Technical Bid submitted in connection with construction of Various Infrastructural Facilities at different Zoos in West Bengal :

Visiting site, collecting all required data, information etc. conducting land survey, soil investigation, finalizing Layout preparation of (i) Design (ii) Drawing (iii) Estimate document (iv) Structural Details (v) Working Drawings along with Quality Assurance Plan for 2 (two) years.  Consultancy fee = Rs.16.0 lakh	Percentage
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1. The basic fee quoted is *including income tax, and all other taxes* as applicable.
2. The basic fee quoted *is including site visit charges* and all services as stated in the Technical bid or the tender.

Place ::

Date ::

**Signature of the Architect/Firm/Organization/Institute with seal**



## Form TECH-2 : Consultant's Organization and Experience

### A – Consultant's Organization

[Provide here a brief (not more than two pages) description of the background and organization of the Consultant and, if applicable, each joint venture partner for the assignment]

### B – Consultant's Experience

[Using the format below, provide information on each assignment engaged in the past five years ending on 31.03.2018 or on-going for which your firm and each joint venture partner for this assignment, was legally contracted either individually as a corporate services similar to the ones requested under this assignment. Consulting services similar to the one requested under this assignment may be

- a) Infrastructure development projects that are implemented by several local implementing agencies in different localities in the country with supervision of the Executing Agency at the central level or state level.
- b) Services may be project preparation, implementation management/supervision, or monitoring

Use not more than 20 pages]

Assignment name :	Approx. value of the contract (in current Indian Rupee) :
Country : Location within country :	Duration of Assignment (months) :
Name of Client :	Total No. of man-months of the assignment :
Address of Client :	Approx. value of the services provided by your firm under the contract (in current Indian Rupee) :
Start date (month/year): Completion date (month/year)	No of professional man-months provided by the joint venture partners or Sub-Consultants :
Name of joint venture partner or sub-Consultants, if any :	Name of senior regular full-time employees or your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader) :
Narrative description of Project	

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**Signature of Architect**

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**Form TECH-3 : Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client**

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**A – On the Terms of Reference**

*[Present and justify here how you will meet with the Terms of Reference to improve performance in carrying out the assignment. Such suggestions should be concise and to the point, and incorporated in your proposal.]*

**B – On Counterpart Staff and Facilities**

*[Comment on counterpart staff and facilities to be provided by the Client according to Clause Reference 1.5 of the Data Sheet including administrative support, office space, local transportation, equipment, data, etc.]*

**Signature of Architect with Seal**

## Form TECH-4 : Description of Approach, Methodology and Work Plan for Performing the Assignment

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*[Technical approach, methodology, quality control and work plan are key components of Technical Proposal. The Consultant is suggested to present Technical Proposal (not more than 50 pages) inclusive of charts and diagrams) divided into the following three chapters:*

- a) *Technical Approach and Methodology*
- b) *Work Plan*
- c) *Quality Control*
- d) *Organization and Personnel*

- a) **Technical Approach and Methodology :** *In this chapter the Consultant should explain his understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.*
- b) **Work Plan :** *In this chapter the Consultant should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.*
- c) **Quality Control :** *In this chapter the consultant is expected to present one comprehensive Quality Control plan for adherence during actual construction detailing stages of inspection, conducting tests on site and in laboratory as the case may be, specifying its linkage with recommendation of payment for works etc.*
- d) **Organization and Personnel :** *In this chapter the Consultant should propose the structure and composition of the Consultant's team. The Consultant should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support personnel. The Consultant shall also specify if the Consultant will be the lead firm in a joint venture or in an association with Sub-Consultants. For joint venture, the Consultant must attach a copy of the joint venture agreement.]*

**Signature of Architect with Seal**

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