

WEST BENGAL ZOO AUTHORITY
(under Forest Department, Government of West Bengal)
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Memo No. :712/1/WBZA/D-27/21-22

Date: 01.02.2022

NOTICE INVITING e-TENDER

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

e-TENDER NOTICE NO. 03/WBZA/2021-22

DATED 01.02.2022

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, Harinalaya Deer Park, New Town, Kolkata, Garhchumuk Deer Park, Uluberia, Howrah and other zoos and Parks under WBZA 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, 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:

e-Tender Notice

NieT No. 03/WBZA/21-22

Member Secretary, West Bengal Zoo Authority under Forest Department, Government of West Bengal invites bid from eligible bidders to carry out "Planning, Designing & Estimation of works in different Zoos/Safari Parks/ Rescue Centres/ Conservation Breeding Centres in West Bengal under West Bengal Zoo Authority. Bidders fulfilling the prescribed eligibility criteria of the NieT can access and download the complete NieT document and other details from wbtenders.gov.in. The same information may also be available at www.wbza.com.in.

The major events under the bid process are:

Sl. No.	List of Key Events	Critical date & time
1	Date of issue of NieT	01.02.2022
2	Availability of NieT documents in wbtenders.gov.in	03.02.2022 at 6.00 PM
3	Starting date of submission of Technical & Financial Bid online	04.02.2022 at 10.00 AM
4	Closing Date and Time for Document Downloading	19.02.2022 at 1.00 PM
5	Last date and time for submission of Technical & Financial Bid online	19.02.2022 at 6.00 PM
6	Last date & time for submission of hard copies of Technical Bid documents & original EMD in separate sealed envelope at the office of West Bengal Zoo Authority	21.02.2022 within 4.00 PM
7	Date of opening Technical Bid	22.02.2022 at 11.00 AM and onwards
8	Date of Technical Bid Evaluation.	To be notified in due course
9	Date of opening of Financial Bid	To be notified in due course

**Member Secretary
West Bengal Zoo Authority**

1. Bidder's Data Sheet

Sl. No.	Particulars	Details
1	Name of the Client	Member Secretary, West Bengal Zoo Authority under Forest Department, Government of West Bengal
2	Method of Selection	Combined Quality and Cost Based Selection (CQCBS) Method
3	Date of Issue of NlET	On 01.02.2022
4	Availability of NlET document	On 03.02.2022 after 6.00 pm in wbtenders.gov.in
5	Starting date for submission of technical and financial bid online	04.02.2022 at 10.00 am
6	Closing date & time for Document Downloading	19.02.2022 at 1.00 pm
7	Last Date and Time for submission of Technical and Financial Bid online	19.02.2022 at 6.00 pm
8	Date of opening of Technical Bid	22.02.2022 at 11.00 am and onwards
9	Date of Technical Bid Evaluation	To be Notified in due course
10	Date of opening of Financial Bid	To be Notified in due course
11	Earnest Money Deposit (EMD)	Rs. 1,00,000/- in shape of Demand Draft from any scheduled commercial bank in favour of "West Bengal Zoo Authority." A scanned copy of the demand draft should be uploaded with the bid document.
11	Security deposit	10% of Bill value to be deducted from bill for payment.
12	Additional Performance Security from the successful bidder	10% of the tendered amount from the successful bidder, as per Government Order No. 4608-F(Y) dated 18.07.2018
13	Website for Submission of Bid	wbtenders.gov.in
14	Mode of Submission of Bid	Online in wbtenders.gov.in
15	Total estimated amount exclusive of all taxes, spread over 2 years time frame	Rs.40.00 (Forty) Crore

2. Eligibility criteria and General instructions:-

- a) e-Tender in prescribed form are invited from the reputed **Architectural Firms/ Consulting Organization/ Institute for selection of architectural consultant for construction of Animals Enclosure, Bridge, Culverts, Building, physical infrastructure developments like – road, water supply, drainage & sewerage etc. as above said.** Architectural firm having capacity to complete works costing up to **Rs.1600 lakh** comprising either or - (i) **Rs.1600 lakh** in any single contract & (ii) **Two or more than two separate contract wherein any one contract should not be less than Rs.800 lakh** during 60 (sixty) calendar months since **01.01.2017 till 31.12.2021** 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 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, Bridge, Culverts and Road works including sanitary and plumbing works related to buildings. **OR ME/M.Tech in structural engineering with 3 years' working experience as above.**
 - iii) Two Diploma in Civil Engineering and two Diploma in Architecture with 5 (five) years working experience
 - iv) Surveyor of 5 (five) years working experience
 - v) Autocad specialist 5 (five) years working experience
 - vi) Supervisor of 5 (five) years working experience
- 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 Engineers, Structural Engineers, Civil Engineers, Surveyors, Supervisors, AutoCAD Specialists etc. who will be engaged in the project. The work experience and the details of similar projects undertaken may also be included in the Technical Bid.

- d) The Technical Proposal should be submitted as per the Form TECH-1, TECH-2 and TECH A-1 to TECH A-6 and TECH B-1 to TECH B-2 which are enclosed with the tender document. The bidders i.e. 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.**

- f) The bidder will submit copy of PAN, P F Registration, GST Registration, Trade Licence, IT Return and Audit Report for last three years with documents as applicable.

3. Information to the Bidder:-

The invitation to NIT is open to all bidders who qualify the eligibility criteria given below and the bidders must submit online the required supportive documents/information as indicated against each as part of their technical bid:

Sl.No.	Basic Requirement	Specific Requirement	Supporting Documents Required
1	Legal Entity	Single entity legally registered under appropriate authority in India. Consortium or Joint Venture is not allowed. The bidder must be registered under GST Act 2017.	g) Copy of certificate of Incorporation/Registration b. Copy of GST Registration c. Copy of valid PAN
2	Required Experience from the Bidder	The bidder should have more than 10 years of existence and 5 years of experience. The bidder should have experience of similar nature of work under Central / State Government / PSU /Autonomous Bodies / National & International organization* each with contract value of \geq Rs. 16 Crore. [Refer Para 1-Eligibility Criteria]. Work experience in Project areas would be considered as an advantage	Copies of engagement such as Completion Certificate
3	Turn Over	The bidder should have an average annual turnover of more than Rs.30 lakh during the last three financial years	Copies of audited balance sheet and profit and loss account with all schedules and a turnover certificate certified by the Chartered Accountant and by the bidder along with the acknowledgement of Income Tax return as proof (TECH A-3)
4	Earnest Money Deposit (EMD)	The bidder should upload scanned copy of an Earnest Money Deposit (EMD) of Rs.1,00,000/- in the form of Demand Draft in favour of “ West Bengal Zoo Authority ” payable at Kolkata	Scanned copy of Original Demand Draft to be uploaded at wbtenders.gov.in

5	Affirmative Statement	Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current or proposed agreements, engagements or affiliations with the Client.	Self-Declaration from the Bidder as per the format (Tech A-5)
6	Blacklist	The bidder should not have been banned/blacklisted/debarred/suspended by any bilateral and multi-lateral donor agencies Central Government / any State Government/ Government Organization/Financial Institution/Court/Public Sector Unit in India.	Self-Declaration by the Authorized representative on the bidder's letterhead (Tech A-6) .

4. Period of Contract:-

The assignment is for **Twenty-four months**. If the selected agency fails to deliver the output as agreed upon in the contract to be signed with the Member Secretary, West Bengal Zoo Authority or **commit breach of any of the terms and conditions**, provisions or stipulations of the contract, Member Secretary, West Bengal Zoo Authority shall take appropriate action including termination of the contract with the agency and forfeit the EMD.

5. 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** within the stipulated timeframe. It is mandatory.
- d) Tender paper shall be downloaded from **wbtenders.gov.in** Portal.
- e) Documents / Conditions :
 - 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 Combined Quality and Cost Based Selection (CQCBS) both technical Bid and Financial 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 0012 / email mswbza@gmail.com on working days during **12.30hrs. to 15.30 hrs.** and obtain necessary information.
- i) 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 which will be notified in due course in website.
- j) The undersigned reserves the right to accept or reject the tender without assigning any reason thereof.
- k) **Time Schedule :**

Sl.No.	Particulars	Date & Time
1	Date of Publishing the NieT documents	03.02.2022
2	Document downloading start date & time	03.02.2022 at 6.30pm
3	Document downloading closing date & time	19.02.2022 at 1.00pm
4	Last Date & Time for submission of Technical & Financial Bid online	19.02.2022 at 6.00pm
5	Last Date & Time for submission of hard copies of Technical Bid documents and original EMD in separate sealed envelope at the office of the West Bengal Zoo Authority	21.02.2022 within 4.00pm

- l) Taxes will be deducted from the source as per the Central & State Govt. Rules.
- m) **EARNEST MONEY**
A sum of Rs.1,00,000/- (Rupees One lakh) only shall be deposited in favour of “West Bengal Zoo Authority” through Demand Draft as earnest money. The earnest money of the unsuccessful bidder(s) will be refunded without interest after finalization of selection process and award of contract. Exemption of EMD as per rule of Government of West Bengal.
- n) EMD will be forfeited on account of the following reasons :
- Bidder withdrawals its bid during the bid validity period as specified in e-NIT
 - Bidder has submitted false information in support of its qualification
 - 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
 - Any other circumstance which holds the interest of the client during the overall selection process.

6. Documents to be submitted along with Technical Bid:-

The bidder must submit online at **wbtenders.gov.in** the following documents duly signed in along with their Technical Bid:

Sl. No.	Name of the document
1	Filled in Bid Submission Check List (Annexure-I)
2	Covering letter (TECH A-1) on bidder's letterhead requesting to participate in the bid process.
3	Earnest Money Deposit (EMD) scanned copy attached
4	Copy of Certificate of Incorporation/ Registration
5	Copy of PAN
6	Copy of Goods and Services Tax Identification Number (GSTIN)
7	Copies of IT Return and Audit Report for the last three financial years
8	General Details of the Bidder (TECH A-2)
9	Financial Details of the bidder (TECH A-3) along with all the supportive documents as applicable duly signed as per the instruction.
10	List of completed or ongoing assignments of similar nature (Past Experience Details, TECH A-4) along with copies of contracts / work orders / completion certificate from previous Clients.
11	Self-Declaration regarding Conflict of Interest on bidder's letterhead (TECH A-5).
12	Undertaking for not having been banned/blacklisted/debarred/suspended by the Central Government/any State Government /Government Organization/Financial Institution/Court /Public Sector Unit in India on bidder's letterhead (TECH A-6).
13	Income Tax Exemption Certificate, if any
14	Consultant's Organisation and Experience (TECH-1)
15	Description of Approach, Methodology and Work Plan for performing the Assignment (TECH-2)

7. Submission of Bid:-

Bidder must submit their bid online in **wbtenders.gov.in** before the last date and time for submission of bid as mentioned in **Bidder Data Sheet and Time Schedule**. The bid must have to be submitted in two parts (Technical and Financial).

The procedure for submission of the bid is described below:

❖ **Technical Bid (PART – A)**

Documents as mentioned under the heading “**Documents to be submitted along with Technical Bid** “ to be submitted online in **wbtenders.gov.in**

❖ **Financial Bid (PART – B)**

The bidder should mention the percentage above or less over Bill of Quantity (BOQ) in covering letter **FIN-1 & Proforma FIN-2** in relevant section of the Notice Inviting e-Tender (NieT) in **wbtenders.gov.in**

8. Opening of the Bid:-

The **Technical Bid** will be opened in the initial stage by the Client after the closing of bid period.

Financial Bid only of the **technically qualified bidders** will be opened after completion of technical evaluation stage. The date and time for opening of the financial bid will be intimated accordingly and uploaded in **wbtenders.gov.in**

Evaluation of Bid:

A three-stage process will be adopted as explained below for evaluation of the bid: **First stage** would be checking proper submission of all required documents, which is qualifying in nature. Qualified bid will be evaluated **in second stage** with marking as per technical bid submitted. **At third stage** financial bid will be evaluated for those qualified in technical evaluation.

9. 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.40.0 Crore (Rupees Forty Crore) only inclusive of all taxes spread over 2 (two) years timeframe.

- a) Prepare a detailed survey & plan, structural drawings & design and estimates of Animals Enclosure, Conservation Breeding Centres, Buildings, Bridge, Culverts, Retaining wall, Auditorium, Roads, Electrification works, Sewerage & Drainage, Sanitary & Plumbing 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 as per PWD schedule of rates with latest corrigendum and estimate will be vetted by concerned Authority, Government of West Bengal where necessary.

10. Place of execution:-

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

11. Period of Engagement :-

24 calendar months since placement of work order.

12. Evaluation :-

□ Preliminary Evaluation (1st Stage)

Preliminary evaluation of the bid will be done to determine whether the bid comply with the prescribed eligibility conditions and the requisite documents/information have been properly submitted online by the bidder or not. Submission of following documents/information will be verified :

- Filled in Bid submission Check List in Original (**Annexure – I**)
- Covering letter (**TECH A-1**) on bidder's letterhead requesting to participate in the selection process.
- Proof of Earnest Money Deposit (EMD) as applicable
- Copy of Certificate of Incorporation / Registration
- Copy of **PAN & PF Registration**
- Copy of Goods and Services Tax Identification Number (**GSTIN**) as applicable
- Copies of IT Return and Audit Report for the three preceding financial years
- General Details of the Bidder (**TECH A-2**)
- Financial Details of the bidder (**TECH-A-3**) along with all the supportive documents as applicable duly signed and certified as per the instruction.
- List of completed or ongoing assignments of similar nature (Past Experience Details, **TECH A-4**) along with copies of contracts / work orders & completion certificate from previous clients
- Self-Declaration on Conflict of Interest (**TECH A-5**)
- Undertaking for not having been banned / blacklisted / debarred / suspended by the Central Government / any State Government / Government Organization / Financial Institution/ Court / Public Sector Unit in India (**TECH A-6**).
- All the uploaded pages of the bid and attachments are to be signed.
- Income Tax Exemption Certificates, if any
- Consultant's Organization and Experience (**TECH – 1**)
- Description of approach, Methodology and Work Plan for assignment (**TECH -2**)

Bid not complying with any of the above requirement, will be out rightly rejected

□ Technical Evaluation (2nd Stage) :

Total 100 Marks (70% is the qualifying mark)

Technical bid will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Technical evaluation of the bid of the qualified bidders shall be made as per the following technical parameters :

Sl.No.	Bid Evaluation Parameter	Scoring Methodology	Maximum Mark
1	Experience of the Bidder: Experience in planning, structural designing, estimation and supervision of infrastructural development work including survey work, landscaping works etc. under Central / State Governments/Autonomous Bodies / National & International Organization and Public Sector Undertaking with contract value of more than Rs.10 lakh (Assignments undertaken during 1st January 2017 to 31st December 2021)	3 projects = 20 marks 4 projects = 24 marks 5 projects = 28 marks 6 projects = 32 marks 7 projects = 36 marks 8 projects & above = 40 marks	40
2	Team Members :		
2.1	Graduate or Post Graduate Civil Engineer, and Architect Engineer as mentioned in 2(b) of Eligibility Criteria (Marks to be awarded on maximum experienced member)	For 5 years experience = 8 marks For every 1 year of additional experience beyond 5 years = 2 marks will be given subject to a maximum of 12 marks	8 + 12 = 20
2.2	Key Team Members (5) Key Team Member includes Diploma in Civil Engineering & Architect Engineering and Surveyor	Five key team members qualification and experience will be evaluated. 4 marks for each member	20
3	Satisfactory completion certificate of similar nature of works above Rs.10 crore work value from the competent Authority as mentioned in Sl.No. (1) above	5 marks per project, maximum 20 marks, certificate beyond 5 projects will be advantages to the bidder	20
Grand Total			100 Marks

□ Financial Evaluation (3rd Stage):

The financial bid of the technically qualified bidders only shall be opened at this stage. The name of the successful bidder along with the quoted financial price will be made available in website.

Evaluation Process :

Combined Quality and Cost Based Selection (CQCBS) method will be followed during the overall selection process. Based on the evaluation of technical bid, the technically qualified bidders shall be ranked highest to lowest Technical Score (ST) in accordance to the marks obtained during the technical evaluation stage. There shall be **85%** weightage to technical score and **15%** weightage to financial score.

The individual bidder’s financial score (SF) will be evaluated as per the formula given below

SF = [F min / Fb]* 100 (rounded off to 2 decimal places)

Where;

SF=Normalized financial score of the bidder under consideration, F min=Lowest financial quote among the technically qualified bidders, Fb=Financial quote of the bidder under consideration

Combined Score (S) = (STx0.85) + (SFx0.15)

Where ST = Technical Score secured by the bidder, SF = Financial Score secured by the bidder

The bidder securing the highest evaluated **Combined Score (S)** will be awarded the contract observing due procedure. **For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the Agency including overhead expenses, such as travel, accommodation, logistics, training / workshop, preparation of reports / formats, printing & other secretarial expenses etc.**

Combined Score of the bidders for the bid shall be worked out as under :

Bidder	Technical Score (ST)	Financial Score(SF)	Weighted Technical Score (85% of ST)	Weighted Financial Score (15% of SF)	Combined Score (F=D+E)
A	B	C	D	E	F

13. Award of Contract :-

The Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notify all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 7 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. *Sub-contracting / outsourcing of any farm shall not be allowed for any activities under the scope of the work as mentioned in this NieT.*

14. Additional Performance Security:-

Successful bidders may need to submit Additional Performance Security @ 10% of the tendered amount as per **Government Order No. 4608-F(Y) dated 18.07.2018**. This security amount to be deposited in the form of Bank Guarantee from any scheduled Bank before issuance of Work Order in favour of **West Bengal Zoo Authority, payable at Kolkata**. If the bidder fails to submit the Additional Performance Security within seven days from the date of issuance of Letter of Acceptance, his Earnest Money will be forfeited and other necessary actions as per NieT like blacklisting of the contractor etc. may be taken. The Bank Guarantee shall have to be valid up to end of the Contract Period and shall be renewed accordingly, if required. The Bank Guarantee will be returned immediately on successful completion of the contract. If the bidder fails to complete the work successfully the Additional Performance Security shall be forfeited at any time during the pendency of the contract period after serving proper notice to the Contractor. Necessary provisions regarding deduction of security deposit from the progressive bills of the contractor as per relevant clauses of the contract shall in no way be altered / affected by provision of this Additional Performance Security.

15. Disclosure :-

- a) Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- b) Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to :
 - a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct
 - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract
 - failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

16. Language of Bid : -

The bid and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language. Supporting documents and printed literature that are part of the bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Bid, the translated version shall govern.

17. Bidding :-

Bidders are not allowed to submit more than one bid under the selection process. Alternate bids are also not allowed.

18. Legal Jurisdiction :-

All legal disputes are subject to the jurisdiction of the High Court at Calcutta.

19. Governing Law and Penalty Clause :-

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the Agency liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and

completes the same from any other agency. The rights and obligations of the Client and the Agency under this contract will be governed by the prevailing laws of Government of India and Government of West Bengal. Failure on Agency's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ **1% per week subject to maximum of 10% of the total contract value**. In case delay in the delivery of services is found not attributed to the Agency, the penalty may be waved.

20. Amendment of the NieT Document :-

At any time **before submission of bid**, the Client may amend the NieT by issuing an addendum through **wbtenders.gov.in & <http://wbza.co.in> website**. Any such addendum will be binding on all the bidders. To given bidders reasonable time in which to take an addendum into account in preparing their bid, the Client may, at its discretion, extend the deadline for the submission of the bid.

21. Client's right to accept any bid, and to reject any or all bids:-

The Client reserves the right to accept or reject any bid, and to annul or amend the bidding / selection / evaluation process and reject all bids at any time prior to award of contract award, without assigning any reason thereof and thereby incurring any liability to the bidders.

22. Force Majeure :-

For purpose of this clause, "Force Majeure" means an event beyond the control of the Agency and not involving the Agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil, commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the Agency, which prevents or delays the execution of the order by the Agency. If a Force Majeure situation arises, the Agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days

of occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the Agency in any manner for whatsoever reason.

23. Arbitration :-

The Client and the Agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or disputes arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such a dispute shall be resolved by a sole arbitrator nominated by the Member Secretary, West Bengal Zoo Authority.

24. 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.

25. 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. – 80% as given below the calculated fees charges.
 - a) Planning, Architectural and structural drawing and submission of estimates - 60%
 - b) Submission of Working drawings - 20%
- ii) On completion of project work and construction at site duly supervised and certification on the bill of the construction agency with quality assurance, balance 20% of the calculated fees charges will be released.

26. 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 copy along with corresponding soft copy.
- iii) Bill will be examined and released progressively in conformity with progress at site and terms of Work Order.
- iv) Statutory dues will be deducted from bill as per prevailing rules.

**Member Secretary
West Bengal Zoo Authority**

FIN-1

Covering Letter

(In Bidders Letter Head)

To
The Member Secretary
West Bengal Zoo Authority
Aranya Bhawan, 1st Floor,
Block – LA-10A, Sector – III,
Salt Lake City, Kolkata 700 106,

Subject: Tender for Selection of Architectural Firm/Organization/Institute as Consultant of West Bengal Zoo Authority for Planning, Designing and Estimation of Works in different Zoos/Safari Parks/Rescue Centres/Conservation Breeding Centres etc. in West Bengal

[Financial Bid]

Sir,

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your **e-TENDER No.03/WBZA/2021-22 Dated: 01.02.2022**. Our Financial Bid is _____% above/below over **Bill of Quantity (BOQ)** I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the NieT document.

Our financial bid shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the bid of **90 days**. I have carefully read and understood the terms and conditions of the Nie-T and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any bid you receive.

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]: _____

Name and Designation of Signatory with Date and Seal: _____

Address of the Bidder: _____

FIN-2
FINANCIAL BID

**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**

e-TENDER NOTICE NO. 03 / WBZA/2021-22

DATED 01.02.2022

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 and Parks etc. in West Bengal under West Bengal Zoo Authority.

<p>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 (vi) Supervision of works and certification on the bill of working agency. Validity up to completion of works. For total estimated amount exclusive of all taxes amounting Rs.40.00 Crore.</p> <p>Consultancy fee = 40.00 Lakh + applicable GST</p>	<p>Quoted Percentage excluding GST</p>
--	--

1. The basic fee quoted is exclusive of all prevailing taxes as applicable.
2. The basic fee quoted is consolidated amount i.e., all incidental expenditures are inclusive.

Place ::

Date ::

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

Form TECH-1 : 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 31.12.2020:

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

Use not more than 5 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 :
Narrative description of Project	

Signature of Architect/Firm/Institution/Organization with Seal

Form TECH-2 : Description of Approach, Methodology and Work Plan for Performing the Assignment

[Technical approach, methodology, quality control and work plan are key components of Technical Proposal. The Consultant is suggested to present Technical Proposal inclusive of charts and diagrams) divided into the following four chapters:

- 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.*
- 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.*

Signature of Architect /Firm/Institution/Organization with Seal

TECH A-1

Covering Letter

(On Bidder's Letter Head)

Date :

To
The Member Secretary
West Bengal Zoo Authority
Aranya Bhawan, 1st Floor,
Block LA-10A, Sector III, Salt Lake City
Kolkata – 700106, West Bengal.

Subject : Selection of Architectural Firm/Organization /Institute as Consultant of West Bengal Zoo Authority for Planning, Designing & Estimation of Works in different Zoos/Safari Parks/Rescue Centres/Conservation Breeding Centres in West Bengal.

Dear Sir,

I, the undersigned, offer to participate in the selection process to provide consultancy services for Planning, Designing & Estimation of works in different Zoos / Safari Parks / Rescue Centres / Conservation Breeding Centres in West Bengal in accordance with your **E-Tender No. 03/WBZA/2021-22 dated 01.02.2022**. We are hereby submitting our bid, which includes Technical Bid and Financial Bid sealed in separate envelopes.

I, hereby declare that all the information and statements made in this Technical Bid are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our bid. Our bid will be valid for acceptance up to 90 days and I confirm that this bid will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the NieT document. In case any provision of this NieT is found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our bid including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours sincerely,

Authorized Signatory with Date and Seal :

Name and Designation : _____

Address of the Bidder _____

TECH A-2

Bidder's Organization (General Details)

Sl.No.	Description	Full Details
1	Name of the Organization/Firm/Company	
2	Date of Establishment	
3	Experience in years (the work as mentioned in e-Tender)	
4	Registered Office Address : Telephone: : Fax : Email id :	
5	Address for Communication : Telephone No : Fax : Email id :	
6	Details of Individual who will serve as the point of contact/communication : Name : Designation : Mobile No. : Email id :	
7	Details of authorized person signing & submitting the bid on behalf of the Bidder: Name : Designation : Mobile No. : Email id :	
8	Registration /Incorporation Details: Registration No. : Date & Year :	
9	EMD Details: Amount BC/DD No. Date Name of the Bank	
10	PAN Number	

11	Goods and Services Tax Identification Number (GSTIN)	
12	Willing to carry out assignments as per the scope of work of the NieT	Yes
13	Willing to accept all the terms and conditions as specified in the NieT	Yes

Authorized Signatory[in full and initials] : _____

Name and Designation with Date and Seal : _____

TECH A -3

Bidder Organisation (Financial Details)

Financial Information in Rs.				
Details	FY 2018-19	FY 2019-20	FY 2020-21	Average
Annual Turnover (in Lakh)				
Supporting Documents: Audited financial statements for the last three FYs (Submission of copies of Audited Profit & Loss Account and Balance Sheet along with all the schedules and IT return for the respective financial years is mandatory along with this form)				

Authorized Signatory [*In full initials with Date and Seal*]: _____

Communication Address of the Bidder: _____

NB: Documents to be scanned with original signature

TECH A – 4

(Bidder's Past Experience Details)

Table – 1 List of completed or ongoing assignments (with % of completion) as certified by the Authority in any Central or State Governments or Semi-Government or Government Undertaking Sector during last 5 years.

Sl. No.	Period	Name of the Assignment with Details thereof	Name of the Client	Contract Value (in Rs.) and Duration in Month *	Date of Award / Commencement of assignment	Date of Completion of Assignment	Remarks if any	Page No.
A	B	C	D	E	F	G	H	I
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

Note: Bidders are requested to furnish the list of the assignments undertaken/completed during the last 5 Years (1st January 2017 to 31st December 2021) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order & Completion Certificate from the previous Clients need to be furnished along with the above information.

TECH A- 5

Information Regarding any Conflicting Activities and Declaration Thereof

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Eligibility Criteria under Information to Bidder Sl.No. 5

If yes, please furnish details of any such activities.

If no, please certify,

In Bidders Letterhead

I, hereby declare that our agency is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Eligibility Criteria under Information to Bidder Sl.No. 5**

I, also acknowledge that in case of misrepresentation of any of the information, our bid/contract shall be rejected / terminated by the Client which shall be binding on us.

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

TECH A-6

Self-Declaration for Not Banned/Blacklisted/Debarred/Suspended

To
The Member Secretary
West Bengal Zoo Authority
Aranya Bhawan, 1st Floor
Block LA-10A, Sector III, Salt Lake City
Kolkata – 700106, West Bengal.

Ref. : E-TENDER No. _____ , Dated : _____

Sir,

I hereby declare that our agency has not been banned/ blacklisted/debarred/suspended by the Central Government/ any State Government/ Government Organization/Financial Institution/Court /Public Sector Unit in India as mentioned in **Serial – 3 : Information to the Bidder : Para (6)**.

I, also acknowledge that in case of misrepresentation of any of the information, our bid / contract shall be rejected / terminated by the Client which shall be binding on us.

Authorized Signatory [*In full initials with Date and Seal*]: _____

Communication Address of the Bidder: _____

To
The Member Secretary
West Bengal Zoo Authority
Aranya Bhawan, 1st Floor,
Block – LA-10A, Sector – III,
Salt Lake City, Kolkata 700 106,

Subject: Tender for Selection of Architectural Firm/Organization/Institute for Planning, Designing and Estimates of Works in different Zoos/Safari Parks/Rescue Centres/Conservation Breeding Centres in West Bengal

[Technical Bid: Part – B]

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your **e-TENDER No. 03/WBZA/2021-22 Dated: 01.02.2022**. I hereby submitting the bid which includes this technical bid sealed under a separate envelope. I confirm that this bid will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical bid are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our bid. If negotiations are held during the period of validity of the bid, I undertake to negotiate on the basis of the bid submitted by us. Our bid is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your NieT and offer to undertake the service described in accordance with the conditions and requirements of the selection process. **I agree to bear all costs incurred by us in connection with the preparation and submission of this bid and to bear any further pre-contract costs.** In case, any provisions of the ToR included in NieT, including of our technical & financial bid is found to be deviated, then your Project shall have rights to reject our bid including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the bid and to clarify any details on its behalf. I understand you are not bound to accept any bid you receive.

I remain,

Yours sincerely,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder : _____

TECH B -1

Bidder's Organisation (Brief Profile)

Provide here a brief description regarding professional background of the organisation

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

[NB: Bidder needs to restrict the above information within 2-3 pages only]

TECH B – 2

Bidder's Experience

(List of 8 or more completed or ongoing assignments by State/Central/PSU Organisation in any Sector during last 5 years) including Clause 2(a) of Eligibility Criteria and General Instruction in Page – 4.

Sl. No.	Period	Name of the Assignment with Details thereof	Name of the Client	Contract Value (in Rs.) and Duration in Month *	Date of Award / Commencement of assignment	Date of Completion of Assignment	Remarks if any	Page No.
A	B	C	D	E	F	G	H	I
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Authorized Signatory [*In full and initials*]: _____

Name and Title of Signatory with date and seal : _____

ANNEXURE – I

Bid Submission Check List

Sl. No.	Description	Submitted Yes/No	Page No.
Technical Bid			
(Part – A) (Original)			
1	Filled in Bid Submission Check List (Annexure-I)		
2	Covering Letter (TECH A-1)		
3	Consultant’s Organization and Experience (TECH-1)		
4	Description of approach, Methodology and work plan for performing the assignments (TECH-2)		
5	EMD of Rs. 1,00,000/- in form of Demand Draft/Banker's Cheque		
6	Copy of Certificate of Incorporation / Registration of the Bidder		
7	Copy of PAN		
8	Copy of Goods and Services Tax Identification Number (GSTIN)		
9	Copies of IT Returns for the last three financial years		
10	General Details of the Bidder (TECH A-2)		
11	Financial details of the bidder (TECH A-3) along with all the supportive documents such as copies of Profit & Loss Account and Balance Sheet along with all schedules and IT return for the concerned period		
12	List of completed or ongoing assignments (with % of completion) of certificate by the authority in any Central or State Governments or Semi-Government or Government Undertaking Sector (TECH A-4) along with the copies of work orders for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest (TECH A-5)		
14	Undertaking for not having been banned/blacklisted/debarred/suspended by the World Bank/ Central Government / any State Government / Government Organization/Financial Institution/Court /Public Sector Unit in India (TECH A-6).		
(Part - B) (Original)			
1	Covering Letter (TECH B-1)		
2	Bidder Organisation (TECH B-2)		
Financial Bid (Original + 1 Copy + Soft Copy in PDF Format)			
1	Covering Letter (FIN-1)		
2	Financial in BOQ (FIN – 2)		

Undertaking:

- All the information have been submitted as per the prescribed format and procedure in **wbtenders.gov.in**.
- The bid has been signed and sealed by the authorized representative, followed by scanning and uploading in **wbtenders.gov.in**

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____