



## West Bengal Housing Infrastructure Development Corporation Limited

(A Govt. of West Bengal Undertaking)

ECO PARK, GATE NO.-6, New Town, Kolkata-700156.

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### E. O. I. - 02

No: HIDCO / AGM (E) – II / EP / Civil / 506

Dated: 26.07.2024.

**Notice inviting Expression of Interest for Operation and Maintenance of Solar Dome Renewable Energy Museum in Eco Park, New Town, Kolkata.**

**Notice inviting EOI No.-WBHIDCO/AGME-II/EP/Civil/EOI-02/2024-2025 of The Addl. General Manager (Engg.)-II, WBHIDCO]. (Submission of Bid through online).**

WBHIDCO hereby invites encrypted electronic bid for selection of Facility Management firm comprising of well experienced team of manager and staffs for operation and maintenance of Solar Dome at Eco Park in New Town.

The applicant bidders/contractors are advised to carefully read all the 'Terms & Conditions' contained in this EOI. He/she should particularly go through the minimum desired Prequalification (PQ) works credential & financial eligibility criteria and satisfy himself/herself of all the mandatory eligibility requirements. Bidders desirous of participating in the e-Tender should submit bids only if they fulfil the minimum PQ eligibility criteria and are in possession of all the required PQ Credential documents "in original" as these may be summoned by the Tendering authority for verification purposes.

The detailed EOI document is available at <https://wbtenders.gov.in/nicgep/app> and also in WBHIDCO portal at <https://www.wbhidcoltd.com>. Interested participants who meet the pre-qualification criteria may submit their Expression of Interest online with all the necessary documents as instructed in the EOI.

#### **A) Introduction of New Town, Kolkata:**

New Town, Kolkata is one of India's latest and fastest-growing planned new cities. The Township is strategically situated in the North eastern Fringes of Kolkata, the capital of West Bengal. On one side, it is adjacent to Salt Lake City, another planned city close to the capital city of Kolkata and on the other, it is in close proximity to the Netaji Subhash Chandra Bose International Airport in Greater Kolkata. New Town, Kolkata is fast emerging as a Smart and Green Township, which caters to the housing needs of all classes of people in the society and provides job opportunities to thousands of young people as more and more IT giants like as TCS, ITC, WIPRO, Infosys etc. are setting up their units here.

The Township has Eastern India's largest Ecological Park developed on 480 acres of green area surrounding a vast water body. The park is better known as Eco-Park. The Township also takes pride in constructing an iconic welcome gate to the people entering the city of Kolkata via Netaji Subhash Chandra Bose International Airport. The said gate is better known as Kolkata Gate. Biswa Bangla Convention Centre, the largest Convention Centre in Eastern India with a sitting capacity of 3200 people, is another iconic structure that has added to the glory of this township.

#### **B) Project Overview:**

The Solar Dome is a 27m high and 46-meter diameter, spherical dome clad with solar panels built within Eco Park on a plot area of about 03 (three) acres. The solar dome has 2,086 solar panels of 150 and 200 watts installed on its exterior dome-shaped building façade.

Solar Dome Museum is a futuristic energy museum, solely dedicated to creating awareness to educate the common masses about the urgent need to shift to alternative green sources of energy and to tackle the menace of changing climate. With 50 TV displays, 6 LED tunnels, 30 projectors and 6 robots the Solar Dome Museum elaborates on the immersive experience about solar dome, hydro energy, tidal energy, wind energy, geothermal energy, solar energy, environmental awareness, sustainable practices, futuristic gadgets: AR/VR and future for kids.

**C) Scope of Work:**

The selected firm will have to carry out the following Management Works:

- I. Operation and maintenance of the Displays inside the Solar Dome.
- II. Operation and maintenance of the models of renewable energies inside the museum.
- III. Guide visitors through the museum and operate the videos being played inside the Solar Dome.
- IV. The firm will run and maintain the interactive displays which include quiz for users, and online games.
- V. The firm will also maintain and operate the kid's zone inside the museum.
- VI. All hardware and software related issues will be managed by the firm.
- VII. Crowd management of the museum will need to be handled by the firm.
- VIII. Housekeeping of the entire museum have to be maintained by the firm.
- IX. All the MEP (mechanical, electrical and plumbing) works will need to be maintained by the firm.
- X. House Keeping Machineries (like Brooms, Mop, Vacuum cleaner etc.) are under the scope of firm.

**D) Non-Disclosure Agreement**

The selected Bidder has to sign Non-Disclosure Agreement with WBHIDCO. It will be selected bidder's responsibility to get this agreement signed along with contract agreement.

**E) Eligibility Criteria:**

**I. General Criteria**

Sl. No	Eligibility Criteria	Document Proof
1	<ul style="list-style-type: none"><li>• The bidder may be a Company, Partnership Firm or Sole Proprietorship Firm.</li><li>• The bidder shall be a single entity.</li><li>• The bidder shall be solvent at the date of bidding.</li></ul>	<ul style="list-style-type: none"><li>• Copy of Certificate of Incorporation / Registration under Companies Act 1956/2013.</li><li>• Documentary proof for business operation in India</li></ul>
2	The bidder must have an experience of carrying out similar type of facility management work i.e. operation and maintenance of museums or commercial buildings with a project value of at least INR 16 Lakhs in the last 3 years.	Work Completion Certificate + Work Order issued by the client and self-declaration with project details may please be submitted.
3	The bidder must be registered in India with an experience of working in India for at least 3 years.	Work Completion Certificate + Work Order issued by the client and self- declaration with project details may please be submitted.

Sl. No	Eligibility Criteria	Document Proof
4	<p>The Bidder should not have in the past 3 years, preceding the due date of this proposal, been</p> <p>(i) Expelled from any project or contract by any government or government instrumentality.</p> <p>(ii) barred by any government or Government instrumentality in India.</p>	A self-declaration by the Bidder may be submitted in this regard in a Non- Judicial Stamp Paper amount of Rs.10/-.
5	The bidder should have a minimum average annual turnover of INR 1 Crore only and must be a profit-making organization for the last 3 (three) years.	Annual Audited Accounts of last 3 (three) financial years ending 31 <sup>st</sup> March 2024 may please be submitted.
6	<p>Other mandatory legal documents</p> <ul style="list-style-type: none"> <li>• Trade License</li> <li>• GST Certificate</li> <li>• Income Tax Return (Last 3 Financial Year)</li> <li>• Copy of PAN</li> <li>• Registration (depending on company type)</li> <li>• E.S.I.</li> <li>• P.F.</li> <li>• Professional Tax Clearance Certificate for last Financial Year.</li> </ul>	Copy of the valid documents.
7	The bidder shall submit a Power of Attorney of Authorization for signing the bid in Rs.10.00 Non-Judicial Stamp Paper.	Scanned copy of the Power of attorney certificate.

## II. Technical Criteria

The bidder will have to submit the detailed resume with work experience for the key experts as mentioned below:

Position	No. of manpower	Desirable Qualification	Required Experience
Museum Manager	1	B.Com / BBA / BCA	A minimum of five (5) years of experience required in related field.
Floor Guide	Max – 11 Min – 6 as per requirement of (busy or leave days)	Graduate with knowledge of Geography / Climate & nature	A minimum of three (3) years of experience and conversant in speaking in Bengali, English & Hindi.
Electrician	1	Diploma in Electrical Engineering	A minimum of five (5) years of experience in similar field.
Technician – I	1	Diploma in Electronics & Communication or Diploma in Audio-Visual or similar discipline.	A minimum of three (3) years of experience required in similar field. Experience in operating audio-visuals is also required.

Position	No. of manpower	Desirable Qualification	Required Experience
Technician – II	1	Diploma in Electronics & Communication or Diploma in Audio-Visual or similar discipline.	A minimum of three (3) years of experience required in similar field.
House Keeping	As per requirement	-	A minimum of three (3) years of experience required in similar field.
Receptionist	2	Graduate	A minimum of three (3) years of experience required in similar field.(Preference will be given to female candidates.) and conversant in speaking in Bengali, English & Hindi.

#### **F) Earnest Money Deposit (EMD)**

The process of deposit of earnest money through offline instruments like Bank Draft, Pay Order etc. has been stopped for e-tender procurement of this office. Submission of INR 80,000/- (Rupees Eighty Thousand Only) Earnest Money will be deposited by the bidder electronically online through his net banking enabled bank account, maintained at any bank or offline through any bank by generating NEFT / RTGS Challan from the e-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank Name (ICICI Bank) & IFSC Code and e-Proc Ref. No.

Intending bidder who wants to transfer EMD through NEFT / RTGS must read the instruction of the Challan generated from E-Procurement site.

Bidders are also advised to submit EMD of their bid, at least 03 (three) working days before the bid submission closing date as it requires time for processing of Payment of EMD.

Refund of EMD: The Earnest Money of all the unsuccessful tender deposited online through e-procurement portal of Government of West Bengal Website <https://wbtenders.gov.in> with the tender will be refunded accordingly to the order of Finance Department of Government of West Bengal vide no.-3975-F(Y) of 28<sup>th</sup> July 2016.

#### **G) Financial Evaluation:**

Payment to the selected bidder will include:

- i) INR 24,00,000 (Twenty-Four Lakhs) + GST per year based on actual engagement of above-mentioned resource. Deduction will be made on failure of engagement of mentioned resources on prorata basis. Proportionate payment will be made on monthly basis.
- ii) Additionally, a percentage of the revenue generated by the Solar Dome. The selection of the bidder will be based on the quoted revenue percentage, with preference given to the bidder offering the lowest percentage. Payments will be made on a monthly basis.

#### **H) Terms & Conditions**

- 1) The firm must have GST Registration Certificates and IT & PAN valid at least up to the date of submitting their bids. Applications for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.
- 2) Before submitting any bid / offer, the intending participants should make themselves thoroughly acquainted with the museum by actual inspection of the site, and take into consideration all aspects including actual size and available technologies, communication facilities etc. No claim whatsoever will be entertained on these counts afterwards.
- 3) The selected bidder will have to enter into an agreement with WBHIDCO within 07 (seven) days from the date of issuing Work Order.
- 4) Any bid /offer containing overwriting is liable to be rejected. All corrections are to be attested under the dated signature of the bidder without which the bid/offer may be informal.

- 5) No conditional bid/offer shall be accepted.
- 6) A prospective Bidder requiring any clarification about the EOI document and scope of work may contact the undersigned through e-mail/ letter as mentioned below. After opening of EOI responses, if the tender committee feels, they may ask for supporting documents in respect of the claim of the bidder and the bidder will have to submit supporting documents as well as written clarifications as required by the committee within three days.
- 7) The EOI response submitted by the Bidder should be in English language only. All the documents relating to the EOI (including brochures) supplied by the Bidder should also be in English, and the correspondence between the Bidder & WBHIDCO will be in English language only.
- 8) No Sub-contracting will be allowed.
- 9) No Consortium is allowed to participate.
- 10) The selected bidder comprising of the Experts as described above, will have to be deployed at the site for the entire project period.
- 11) The contract will be for 12 (twelve) months and can be extended up to 03 (three) years depending on the performance. Extension will be allowed on yearly basis. Please note WBHIDCO reserves the right to accept / reject, at its sole discretion, any or all evaluated Proposals of the Bidders and cancel this Bidding process without assigning any reason whatsoever.
- 12) Earnest Money Deposit (EMD) submitted by the applicants will be INR 80,000 (Rupees eighty thousand only).

**I) Bidding Process:**

- I. The bid documents containing the Company Profile and Work Experience of the bidder will have to be uploaded on the e-portal of NIC in (.rar) file.
- II. The bid document of General Eligibility will have to be submitted in soft copy. The soft copy should be uploaded on the e-portal of NIC in .rar file.
- III. WBHIDCO Ltd. authority reserves the right to cancel the E.O.I. due to unavoidable circumstances and no claim in this respect will be entertained.
- IV. Bid shall remain valid for a period not less than 180 (one hundred eighty) days from the last date of submission.
- V. There shall be no provision of Arbitration.

**J) Schedule of Dates:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	26.07.2024.
2	Documents download/sell start date (Online)	27.07.2024 at 11.00 AM
3	Documents download/sell end date (Online)	10.08.2024 at 14.00 PM
4	Pre-bid meeting to be held in the Conference Hall at 3 <sup>rd</sup> Floor of HIDCO BHABAN	01.08.2024 at 12.00 Noon
5	Bid submission start date (Online)	06.08.2024 at 11.00 AM
6	Bid Submission closing (Online)	12.08.2024 at 15.00 PM
7	Bid opening date for Technical Proposals (Online)	14.08.2024 at 15.00 PM
8	Date of uploading list for Technically Qualified Bidder (online)	To be notified later on
9	Uploading of final summary sheet of Technically qualified bidders or Technical Bid Evaluation Sheet (TBE)	To be notified later on
10	Date for opening of Financial Proposal (Online)	To be notified later on

a) Annexure I: Covering Letter for submission of EOI

(To be submitted on the letterhead of the bidder)

(Date)

To,

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Ref:

Sub: Submission of an EOI for "Operation and Maintenance of Solar Dome at Eco Park in New Town, Kolkata".

Dear Sir/Madam,

We have examined the EOI document, we, the undersigned, herewith submit our EOI in response to your EOI No. \_\_\_\_\_ dated \_\_\_\_\_ for "Operation and Maintenance of Solar Dome at Eco Park in New Town, Kolkata", in full conformity with the said EOI document.

- i. We have read the provisions of the EOI document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our EOI shall not be given effect to.
- ii. We agree to abide by this EOI, consisting of this letter, the detailed response to the EOI and all attachments, for a period of 180 days from the date of submission of the bid.
- iii. We would like to declare that we are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
- iv. We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this EOI.
- v. We hereby declare that all the information and statements made in this EOI are true and accept that any misrepresentation contained in it may lead to our disqualification.
- vi. We understand you are not bound to shortlist / accept any EOI you receive

Yours sincerely,

Signature of the Authorized Signatory and Seal of the bidder

Name:

Designation:

Date:

b) Annexure II: Details of the Responding Bidder

(To be submitted on the letterhead of the bidder)

1.	Name of the company	
2.	Official Address	
3.	Phone No. and Email id.	
4.	Corporate Headquarters Address	
5.	Phone No. and Fax No.	
6.	Web Site Address	
7.	Details of Company's Registration (Please enclose copy of the company registration document)	
8.	Name of Registration Authority	
9.	Registration Number and Year of Registration	

Signature of the Authorized Signatory and Seal of the bidder

Name:

Designation:

Date:

c) Annexure III: Declaration for not being blacklisted

(To be submitted on a Rs.10.00 non-judicial stamp paper; date should be after the publication of the EOI)

Self-declaration for not being blacklisted by any Government Entity

(Date)

To,  
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Sub: Submission of an EOI for the Operation and Maintenance of Solar Dome at Eco Park in New Town, Kolkata.

Ref: EOI Notice No.

Dear Sir/Madam,

In response to the above mentioned EOI, I/We, \_\_\_\_\_, as \_\_\_\_\_ <Designation> of M/s \_\_\_\_\_, hereby declare that we are having unblemished past record and are not declared blacklisted or ineligible to participate for bidding by any State/Central Government, Semi-Government or PSU.

Sincerely,

Signature of the Authorized Signatory and Seal of the bidder

Name:

Designation:

Date:



d) Annexure IV: Details of Projects undertaken

(To be submitted on the letterhead of the bidder)

Assignment Name:		
Location in India / abroad:		Duration of Assignment:
Name of Client:		Total Project Value:
Address of the Client:		Value of the services provided by the bidder:
Start date:	Completion date:	No. of person-months of the assignment:
Narrative description of Project:		
Description of actual services provided:		

Signature of the Authorized Signatory and Seal of the bidder

Name:

Designation:

Date:

e) Annexure V: Bio-data of Experts

1. Expert Category:
2. Name of the person:
3. Qualifications:
4. Year of working experience in the related field:
5. Year of working experience in this Company:

Signature of the Authorized Signatory and Seal of the bidder

Name:

Designation:

Date