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Memo No: 303/HIDCO/GM(Engg)-IV/33/Consultant/RFP-01/2026-27

Dated: 07.08.2026

REQUEST FOR PROPOSAL

Selection of Consultant for Architectural and Detail Engineering Including MEP Works for Construction of Dr. Syama Prasad Mookerjee Memorial Complex with 125ft Tall Statue at Eco Park in Newtown, Kolkata.

RFP-01 OF 2026-2027 OF GM(E)-IV, WBHIDCOLTD.

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General Manager (Engg)-IV
WB HIDCO

DISCLAIMER

The information contained in this Request for Proposal document ("RFP") or any other information subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the WB HIDCO or any of its employees or advisers, is provided to the Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the WB HIDCO to the prospective Bidders or any other person. The purpose of this RFP is to provide interested Bidders with information that may be useful to them in the formulation of their Proposals pursuant to the RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the WB HIDCO in relation to the Services. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the WB HIDCO, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The WB HIDCO accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The WB HIDCO, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense, which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection process.

The WB HIDCO also accepts no liability of any nature whether resulting from negligence or otherwise however caused or arising from reliance of any Bidder upon the statements contained in this RFP.

The WB HIDCO may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the WB HIDCO is bound to select a Bidder or to appoint the selected Consultant, as the case may be, to provide the Services. The WB HIDCO reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the WB HIDCO or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the WB HIDCO shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the selection process.

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SECTION: 1

PROJECT OVERVIEW

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Background:

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.

1.1. Project Title

Selection of Consultant for Architectural and Detail Engineering Including MEP Works etc. for Construction of Dr Syama Prasad Mookerjee Memorial Complex with 125 ft. Tall Statue at Eco park in New Town, Kolkata.

1.2. Project Overview

The Government of West Bengal has resolved to construct Dr. Syama Prasad Mookerjee Memorial Complex with 125 feet tall statue at Eco Park, Kolkata to commemorate his 125 year centenary celebration. It will act as a tourist magnet/hub for Kolkata. WB HIDCO has been appointed WB HIDCO Ltd. as the nodal agency for the project. The WB HIDCO wishes to engage Architectural Design Consultants to provide Designs, Drawings and Engineering Feasibility.

1.3. Project Objectives

The project objective for erecting and constructing the 125-foot tall statue of Dr. Syama Prasad Mookerjee—announced as a landmark initiative in West Bengal—is built around several cultural, educational, and developmental goals.

Honoring a 125th Birth Anniversary Legacy: The primary driver of the project is to commemorate the 125th birth anniversary (spanning 2025–2027) of Dr. Syama Prasad Mookerjee. The 125-foot structure physically mirrors this milestone and stands as a monumental tribute.

Recognizing National & Regional History: Dr. Syama Prasad Mookerjee was the India's first Minister for Industry and Supply, the youngest Vice-Chancellor of the University of Calcutta, and an integral leader who fought to preserve West Bengal within India during the 1947 Partition. The objective is to highlight his role in safeguarding Bengal's cultural and political identity.

Creating a Cultural Landmark & Tourism Hub: Proposed in major zones like Eco Park, New Town in Kolkata, the statue is designed to act as a major civic landmark and heritage tourism center equipped with public amenities, visitor infrastructure, and green spaces to attract national and international visitors.

Educational and Public Inspiration: The structure serves as an anchor for a broader memorial ecosystem. Alongside the statue, related initiatives (such as converting his ancestral home into a public library and research memorial) aim to educate younger generations on his contributions to academia, governance, and national integration.

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National Symbolism: Upon completion, this will be the tallest statue of Dr. Syama Prasad Mookerjee in the country (surpassing the 65-ft statue in Lucknow), symbolizing civilization pride, unity, and eastern India's rich political history

1.4. Project Location

Site Plan showing the proposed Site for the project is placed at Annexure-I. The project location is at Eco Park in New Town, Kolkata. **The total area for this project is approximately 14.5 acre within the Eco Park.**

1.5. Project Specifications

The Concept for the proposed development at Kolkata includes Site Development of the identified land parcel and associated Lake and surrounding area development, Visitor Amenities & Facilities, Digital Museum, and Spaces for Cultural Activities etc. Finally, a monumental statue of Dr. Syama Prasad Mookerjee shall form the visual focus of the proposed development.

The various components are defined below:

- 1) Master plan of the Identified Site.
- 2) Land mark statue of Dr. Syama Prasad Mookerjee with height of about 125 feet, installed above the structure including interpretation centre and other facilities.
- 3) A state-of-the-Art Museum/Exhibit narrating the epic of the Dr. Syama Prasad Mookerjee.
- 4) An auditorium of 500 capacities.
- 5) Galleries for temporary exhibits and Cultural events
- 6) Sound and Light show on the lake fountain in front narrating the life and philosophy of Dr. Syama Prasad Mookerjee
- 7) Food Court
- 8) Visitor Amenities & Facilities.
- 9) Office and Administration, Control Room and facility for support staff
- 10) Landscaped Gardens
- 11) Outdoor Arena for Multi-Media Audio Visual Shows
- 12) Parking Facilities
- 13) A State-of-the-Art Services Backbone shall be planned for the project.
- 14) A State-of-the-Art IT & Security Infrastructure shall be planned for the project.

The design of the memorial should be cognizant of and responsive to the local social-cultural ethos and belief system & remain contextual and location specific.

1.6. Project Cost

Preliminary Estimated Cost of the proposed Project is approximately Rs. 225.00Cr.

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SCOPE OF WORK

The work shall include the preparation of conceptual drawings and plans, detailed architectural drawings, structural designs and drawings, and detailed engineering drawings, including MEP and other specialized works, for the construction of the **Dr. Syama Prasad Mookerjee Memorial Complex** with a **125-ft. Tall Statue** at **Eco Park in New Town, Kolkata** and its ancillary different units including the statue, interpretation center, sound & Light show, landscape, etc. with bill of quantities including sanitary, plumbing, electrical, firefighting arrangements, air conditioning, etc. The detailed estimate is to be prepared on the basis of CPWD schedules. In case of non-scheduled items, analysis of rates also to be provided. In addition to the above, the work would include periodical Architectural supervision of execution in the field. The selected Consultant would have to provide the following:-

- 1) Architectural Designs including preparation of concept plan and then detail Plans, Elevations, Sections, Perspective Drawings, and Architectural Details etc. for Construction of Dr Syama Prasad Mookerjee Memorial Complex with 125 ft. Tall Statue, interpretation center, sound & light show at Eco park in New Town, Kolkata and its ancillary parts. The planning should be of international level, unique look and State of Art Architectural view and finishes.
- 2) Structural Design of the Construction of Dr Syama Prasad Mookerjee Memorial Complex with 125 ft. Statue including vetting of the Structural Design and drawing. The vetting would be done by IEST, IIT or similar Institute as agreed upon by WBHIDCO. Fees for proof- checking by the agency shall be reimbursed to the Consultant or paid directly on an actual basis by WB HIDCO.
- 3) Cost of soil testing for design purpose will be borne by the Consultant.
- 4) Detail design & drawings of Water Supply, Sewerage, Drainage, Electricals, Air conditioning (HVAC) and other related activities.
- 5) Detailed Traffic Circulation Plan around the Construction of Dr Syama Prasad Mookerjee Memorial Complex with 125 ft. Statue and the entry & exit of the spectators and vehicles coming from various directions inside the Compound.
- 6) Any change in Architectural and other Designs of the job as may be suggested by an Expert Panel must be done by the selected bidder without any additional cost. Also, any other unavoidable change is to be done by the selected bidder without any additional cost.

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7) Sanctioning of the project plan from New Town Kolkata Development Authority (NKDA) as per NKDA Building Rules, 2009. The fees will be re-imbruesed by WBHIDCO.

8) Preparation of detailed estimate, bill of quantities and specifications for the work of Construction of Dr Syama Prasad Mookerjee Memorial Complex with 125 ft. Tall Statue, interpretation centre, sound & light show and ancillary works like electrical, sanitary, fire-fighting arrangements, air conditioning etc. and also its different ancillary units including the landscaping, fountains etc. within the compound.

9) Periodical Architectural supervision of construction work including ancillary works.

10) To prepare a good model of the Dr Syama Prasad Mookerjee Memorial Complex with 125 ft. Tall Statue by a reputed Modeler without any additional cost.

11) Consultant must have a local office in Kolkata, with whom HIDCO official can contact regarding the day to day site issues in execution, drawing, design etc. In the event, the consultant does not have an office, they have to submit an undertaking to open an office in Kolkata, during bid submission.

WB HIDCO would furnish the requirements and are a schedule forth various activities/functions of the proposed building. The Consultant shall render the following services, which are deemed included in their quoted price unless mentioned otherwise.

The role of the Consultant is to provide “Architectural & Engineering Consultancy Services for comprehensive planning and designing of the **Dr. Syama Prasad Mookerjee Memorial Complex with 125-Foot-Tall Statue at Eco Park, in New Town, Kolkata.**” It shall be involved throughout the project's duration until final commissioning & handing over.

The Consultant's role & responsibilities will include:

1.1. Preliminary Stage

(a) Preliminary Concept Report

i) To furnish a site evaluation and analysis report with a fundamental approach to Circulation, activity, distribution, interaction, and external linkage.

ii) The Consultant shall be responsible for conducting the Soil Investigation and the Topographical survey at their own cost to ascertain the existing features at the proposed site with respect to roads, water bodies, services, trees & landscape, etc. The Consultant is also responsible for collecting any data or information needed for the design from relevant sources, including (but not limited to) statutory bodies, power distribution authorities, Electricity Boards/Corporations, etc.

However, the basic survey drawing shall be provided to the Consultant for the initial concept planning for mere rough guidance only.

iii) To prepare a Site Plan (showing contours, features, services, and facilities available), general Layout Plans/ Space Plans of the building and services, preliminary sketches/designs with drawings, giving details of usable areas, services areas, circulation areas and total plinth area/ built-up area and preliminary estimate to provide information in respect of magnitude of work, its components & services and cost of all such items involved.

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The Consultant should submit the design and modify it if WB HIDCO considers it necessary. The Consultant shall conduct site inspections to finalize the above details.

iv) To prepare a Preliminary Estimate (PE) based on Plinth Area Rates (PAR) as per CPWD norms. The estimate shall also include the non-schedule items at the prevailing market rate, along with justification/specification, etc.

v) To obtain the approval of WB HIDCO of the above and supply 06 hard copies of approved plans/ drawings.

vi) To prepare & submit the physical Models/ prototypes (in the desired scale) and 3D views for the exterior & interior, along with the walk-through of the entire scheme for detailed visualization as per the requirement of the WB HIDCO.

vii) To prepare and give presentations on the schemes as and when required by WB HIDCO and shall incorporate the observations / comments / revisions as desired by WB HIDCO without any extra cost.

(b) Preliminary Planning

i) Preliminary planning of all internal and external utility services like Public Health Engineering (PHE services such as water supply, plumbing / sewerage, storm water drainage, rain water harvesting etc.), Electrical (services including all the high side & low side such as power supply / telephone / networking points, UPS / power back-up system, internal & external lighting, ESS, DG sets etc.), Mechanical / HVAC (Heating, Ventilation and Air-conditioning system), Firefighting system (including internal & external Fire Alarm & Fire-fighting appliances), landscaping (Development Plans showing compound walls, roads, paths, parks, paved areas, drains, culverts, plantation / greenery / vegetation, water bodies and lighting etc.), vertical accessibility (Lifts / elevators, escalators etc.), developing universal accessibility & barrier-free environment, acoustical design, interior design, graphic design (including internal & external signage, monograms etc.), security system, telecommunication system etc. indicating scope, specifications and costs separately of each sub-head.

ii) To prepare the DPR covering the following:

- Detailed Architectural, structural, and SLD / flow chart drawings.
- The structural design/details should be proof checked by the consultant from any of the IITs or other reputed structural organizations as approved by WB HIDCO. The Consultant has the obligation to make as many required modifications to the design as possible, incorporating the above authority's observations, and to resubmit the design and drawings. Fees for proof-checking by the agency shall be reimbursed to the Consultant or paid directly on an actual basis by WB HIDCO.
- Detailed specifications for each & every item / work.
- Bills of Quantities (BOQ) duly priced along with take-off sheets. All estimates shall be prepared based on the Central / State Schedule of Rates (SOR), norms wherever applicable, and on the basis of market rate analysis where Central / State SORs are not applicable. These estimate should be comprehensive and should include all the items. A Detailed Analysis of Rates (AOR) shall have to be submitted for items not included in the Central / State SORs. The Consultant shall supply six copies of the preliminary drawings to WB HIDCO.

iii) To submit market rate analysis for Non-Scheduled Items supported with Quotations.

iv) Collection of all data regarding existing services in the area like sewerage system, power/ electrical lines, water supply, transportation, OFC / internet cables, telecommunication lines, etc.

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- v) To obtain the approval of Layout Plans & drawings from the competent authority / statutory body, if necessary, according to the local development Acts, building by e-laws / regulations, etc., and make any changes desired by such authorities. The approved / modified Layout Plans and drawings are to be submitted to WB HIDCO by the Consultant. Fees charged by such statutory authority/ local body shall be reimbursed to the Consultant or paid directly on an actual basis by WB HIDCO.
- vi) The Consultant shall ensure that the proposed building is designed as a ‘Green Building’ with all the features to get the certified GRIHA 4-Star ORIGBC / LEED- USGBCG old Rating. The Consultant shall be responsible for obtaining **“4-star” rating of GRIHA certification ‘OR’ Gold rating of IGBC / LEED-USGB Certification. However, the GRIHA council / IGBC / LEED-USGBC fees shall be reimbursed to the Consultant or paid directly on an actual basis by WB HIDCO.**
- vii) The Consultant shall have to incorporate eco-friendly building materials like low VOC paints, water / energy efficient appliances, equipment & fixtures, etc., per prevailing government rules / regulations.
- viii) To prepare and submit the required set of Tender documents, including Tender drawings, BOQ, Estimates, Specifications, etc.
- ix) Detailed Structural Drawings / Design calculations for all the scheme components, including vetting. The vetting would be done IEST, IIT or similar Institute civil engineering department. The cost of vetting charge will be re-imbruesed separately.
- x) Detailed electrical / mechanical / firefighting drawings / design calculations for all the components of the schemes, including getting approval from the concerned authorities.
- xi) Detailed Technical specifications with rate analysis for all the non-scheduled items proposed in the scheme.
- xii) Any other drawings / information / details required for execution and completion of work that are not mentioned above.
- xiii) The Consultant shall discuss all the points / short comings / new requirements, if any, with the WB HIDCO / Local bodies / Authorities / State or Central Govt. and shall take their concurrence on all the observations.
- xiv) If any new component is to be added to the scheme, the Consultant shall collect all the data and complete all the surveys / investigations / tests required for the planning / designing of additional components, and nothing extra shall be payable on this account.
- xvi) To undertake site visits or to attend meetings to collect details/ data/ information required for planning purposes, holding necessary discussions with WB HIDCO/ local bodies, and obtaining requirements of the project and attending meetings with officials of WB HIDCO/ local bodies / Govt. authorities/ State/ Central Govt. or any other agency, as and when required.

1.2. Working Drawing Stage

The preparation of Detailed Working Drawings with details incorporating services and Schedule of Quantities (SOQ) shall include:

- i) Preparation of working and detailed Architectural and Structural drawings and Detailed Estimates as per the latest Delhi Schedule of Rates (DSR) of CPWD or any other Standard Schedule of Rates (SOR) for civil works, electrical works, plumbing & water supply works and CPWD specifications for civil works, General specifications for electrical / HVAC / FF works such as Internal, External, Lifts and escalators, Substation (ESS), wet risers and sprinkler system, HVAC works, DG set and other CPWD specifications for services like substation, Air-conditioning etc. for all items of the above work, including internal and external utility services, along with details of quantities (Bill of Materials) , supporting calculations and details of structural design for whole of the work or in part of to facilitate all for tender by WB HIDCO / Executing agency / PMC. For items not covered in the Schedule of Rates, the Consultant would provide detailed specifications, descriptions of the items, market rates, and other relevant information, complete in all respects.
- ii) To prepare & submit Good for Construction (GFC) drawings & visit the site of work regularly as per the requirements of WB HIDCO / Local bodies / Authorities / State or Central Govt. to resolve the problems / bottlenecks of the site & issue necessary clarifications / details of the Project.
- iii) To provide Analysis of Rates (AoR) for scheduled and non-scheduled items on current market rates.
- iv) Obtaining approval from local authorities, if any, and making changes required by them.
- v) Preparation & submission of an adequate number of Tender Documents / Tender Drawings comprising BOQ / Estimates, particular specifications, etc., as required by WB HIDCO / Executing agency / PMC.
- vi) Preparation & submission of an adequate number of Detailed Design calculations / BOQ / Good for Construction (GFC) drawings for all the components of the schemes as per the requirements of WB HIDCO / Vetting authority / Executing agency / PMC. The Structural Design shall be performed using STAAD-Pro (latest version).
- vii) Preparation & submission of Detailed Engineering Drawings, Detailed specifications & list of makes.

1.3. Construction Stage

- i) To supply 06 hard copies of the detailed working drawings, specifications, BOQ, and Detailed Estimates (DE), etc., to WB HIDCO free of charge for use during execution of work.
- ii) To supply such further drawings, specifications, or details this may be required for the proper execution of work to WB HIDCO.
- iii) To obtain approval from any statutory body / local authority, / Govt. Body like Pollution Control Board, Environmental clearance, etc., as applicable to the proposed project for execution of work or for designs / drawings of the scheme.
- iv) To obtain the approval from WB HIDCO for any material deviation in design, cost, working drawings, schedule, and specifications from the approved scheme.

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- v) To carry out all modifications / deletions / additions / alterations / in the designs / drawings / documents as required by WB HIDCO / Local Bodies / Authorities / State or Central Govt. or any other authorities as applicable for proper execution of works at the site till completion and handing over of the project to the WB HIDCO.
- vi). If the work in full or part is withdrawn from the scope of the Consultant by WBHIDCO, the proportionate consultancy fee shall be paid only up to the stage for which the consultancy work has been completed and the Consultant shall have no further claim whatsoever on this account on WBHIDCO.
- vi) To provide BOQ, Specifications, and a detailed analysis for any extra / substituted items along with their justification.
- vii) To undertake site visits or to attend meetings during execution of the project to ensure adherence of execution as per detailed drawings and specifications, including sorting out problems and issue necessary clarifications at site including preparation & submission of additional drawings and details for proper execution of work at site which shall have to be borne by the Consultant and shall be covered with in his quoted / negotiated fees and nothing extra shall be payable on this account. After each site visit, the Consultant should confirm that the work is being executed as per drawings & specifications, and deviations, if any, shall be brought to the notice of WB HIDCO.
- viii) The Consultant shall have to deploy 01 number of Architect / Engineer (having min. 05 years' experience) on site for day-to-day co-ordination / liaisoning with all the stake holders till the completion of the project.

1.4. Completion Stage

- i) To obtain completion and occupation certificates, wherever necessary from the local bodies/ authorities/ statutory bodies after completion of work and inspection by Municipal/ Fire/ Electrical Dept./ Officials and supply the same to WB HIDCO. For this purpose, any assistance required from WB HIDCO will be extended to the consultant. Any statutory fee payable to local bodies for the issue of a completion certificate shall be borne by WB HIDCO.
- i) To prepare completion drawings, including Building Plans, Elevations, and sections, etc. (on 1:100 scale), indicating the details of the building and all internal and external services as completed, and supply 4 sets of Completion Drawings to WB HIDCO and also hand over the originals of the Completion Drawings to WB HIDCO.
- iii) Preparation & submission of completion reports, Operation & maintenance manual, As-built drawings and documents for the project including Architectural, Structural, Plumbing & water supply, Electrical, HVAC, Firefighting and Interior drawings in Auto-CAD / STAAD-Pro for mats or as required and acceptable to WB HIDCO / local bodies / authorities including getting "Completion Certificate" from concerned authorities, if required.
- iv) To assist WB HIDCO in Arbitration / Litigation case(s) that may arise out of the contract entered into, in respect of the above work, regarding clarifications / interpretations, supply of drawings / designs / specifications as and when required. The Consultant's role will be limited to these clarifications only, and unless specifically required by the Arbitrator / Court, he shall not be required to participate in actual Arbitration / Litigation proceedings.
- v) Consultancy for obtaining GRIHA / Green Building Certification, as mentioned in the 'Preliminary Stage' of the Scope of Consultancy.

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2. Payment of Remuneration:

2.1 Remuneration

The fee includes planning, designing, and periodic supervision during the construction of the project, travel expenses for site supervision, and attendance at meetings with WB HIDCO / local authorities, etc., by the Consultant and / or their technical personnel. The fees should also include the cost of deploying 01 Architect / Engineer (with a minimum of 05 years' experience) on site for day-to-day coordination during construction until the completion of the project. In the event of non-deployment, recovery of @ Rs.50000/- (Rupees Fifty Thousand Only) per month shall be made from the Consultant's running bills. All payments shall be made in Indian currency (₹) only.

i) The Consultancy Fee:

WB HIDCO agrees to pay the Consultant's fees for their professional services as described in 1.1, 1.2, 1.3 & 1.4 in Clause 1, "Scope of Work," of the RFP Document. Nothing extra shall be paid/ deducted for consultancy fee for increase/ decrease up to 20% of total project cost given in the bid document. Variation of project cost beyond plus/ minus 20% of total Project cost, the rates shall be analysed on pro-rata basis on the quoted rate of bidder for the given project cost in the bid document. The actual project cost of the project or DPR / Preliminary Cost approved by WB HIDCO, or the estimated cost of the project put to tender, or the completion cost shall not include the following:

- Cost of land, if any.
 - Payment to Statutory Bodies / Local Authorities / Vetting Agencies / Green Building Certification Authorities / State or Central Government.
 - Any fee, deposit, and payment towards services rendered by local Authorities /, State, or Central Government.
- (ii) The above fee at 2.1 (i) is inclusive of all the fees payable by the Consultant to any sub-Consultant / Associate(s), and nothing extra shall be payable by WB HIDCO for this purpose.
- (iii) The Architect / Consultant shall submit all running bills and final bills to WB HIDCO. All the required / pre requisite documents, e.g., work completion reports for respective stages and Tax Invoice, etc., shall also be closed with the bills.

3. Time Schedule and Mode of Payment

The construction operations shall be carried out, by the construction contractors after the award of contracts following planning, designing & preparation of drawings & details, Bills of Quantities (BOQ), Specifications, and Tender Documents by the Consultant keeping in view the Project objectives, prioritized scheduled programmes of implementation which shall need special attention and careful planning by the Consultant engaged on this Contract fulfilling the objectives as envisaged thus. The time period shall be considered approximately 04 months for planning and 20 months for execution.

Time and Milestone Payment Schedule based on various activities is given below:

3.1 Payment Schedule

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The Consultant shall be paid a consultancy fee as a percentage of the Total fee payable in the following manner:

Sr. No.	Activity / Deliverable	Elapsed time	Fees Payable
A	Milestones for Architectural and Allied Services (04 months approx.)		
1	After ascertaining requirements, preparation and submission of the conceptual scheme of the building, master Plan and all drawings required for approvals to the satisfaction of the Engineer-In-Charge.	20 Days from the date of signing of the Agreement	10% of the Fee
2	On submitting the final approved preliminary drawings along with preliminary cost estimates of the project, and its approval by the Institute.	15 days from the date of approval of Milestone-1	20% of the Fee (Less payment Already made)
3	Preparation & Submission of Detailed design, calculations, tender drawings, specifications, detailed estimates, BOQ, proto type model, Tender Documents, etc. External and internal systems and services and for approval by the institute.	45 days from the Date of approval of Milestone-2	50% of the Fee (Less payment Already made)
4	On submission of complete sets of working drawings sufficient for commencement of work for the building, internal and external services with all the details required for execution of the works and their approval by the institute.	45 days from the Date of approval of Milestone-3	60% of the Fee (Less payment already made)
B	Time schedule for Construction & Execution (20 months approx.)		
5	Time Schedule for Periodic Supervision and issue of working drawings as per site requirements. Deputing 1 no. Architect or Structural Engineer continuously at the site for certifying at each stage of progress of construction works (given below) that the work is being done as per approved drawings and specifications submitted by contractors for specialized works, providing clarifications on drawings and additional details required by the Institute during execution of works:		
	(a) On execution of work worth 20% of its estimated cost.	During the execution	70% of the Fee (Less payment Already made)
	(b) On execution of work worth 40% of its estimated cost		75% of the Fee (Less payment Already made)
	(c) On execution of work worth 60% of its estimated cost		80% of the Fee (Less payment Already made)

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	(d) On execution of work worth 80% of its estimated cost	of the work.	85% of the Fee (Less payment already made)
	(e) On virtual completion of Construction Work		90% of the Fee (Less payment already made)
6	On submitting Completion reports, drawings, Structural Safety Certificate and obtaining completion / occupancy certificate from Statutory authorities wherever required and on approval of as built drawings along with all required documentation as per scope of services.	After the completion of The construction	100% of the Fee (Less payment already made)
			Total 100%

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TEAMING ARRANGEMENT BY THE COSULTANT (KEY PERSONNEL)

Sl. No.	Key Personnel	Minimum Qualification	Experience	No. of Personal
1.	Team Leader	B. Arch.	20 Years	1
2.	Project Architect	B. Arch.	15 Years	1
3.	Architect (Interior)	B. Arch.	10 Years	1
4.	Landscape Architect	B. Arch. And M. Arch. (Landscape)	15 Years	1
5.	Structural Design Expert	B. Arch. (Civil) and M. Tech. / M.E. (Civil/Structure)	15 Years	1
6.	Electrical Engineer	B. Tech. (Elect.)	10 Years	1
7.	Mechanical / HVAC Engg.	B. Tech. (Mechanical)	10 Years	1
8.	Plumbing / Civil Engg.	B. Tech. (Civil)	10 Years	1

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SECTION: 2
LETTER OF INVITATION

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General Manager (Engg)-IV
WB HIDCO

Name of the Assignment: Selection of Consultant for Architectural and Detail Engineering Including MEP Works for Construction of Dr. Syama Prasad Mookerjee Memorial Complex with 125ft Tal Statue at Eco Park in Newtown, Kolkata.

1. This is an e-tendering process by the WB HIDCO Ltd. The proposal must be submitted online only. In online mode, the electronic files are to be uploaded to the tender portal www.wbtenders.gov.in
2. The Proposal online in two parts. The two parts of the proposal shall be as follows: -

PART 1: TECHNICAL PROPOSAL

PART 2: FINANCIAL PROPOSAL

The proposals shall be evaluated according to the evaluation criteria mentioned in the RFP prior to opening the financial proposal.

3. The two parts of the Proposal (Technical proposal and Financial proposal) must be submitted online, with all pages numbered serially and an index of submission. The Financial Proposal must be submitted online only. Submission in any other form shall not be acceptable. In the event any of the instructions mentioned herein have not been adhered to, the WB HIDCO may reject the Proposal.
4. The proposal, complete in all respect as specified in the RFP Document, shall be submitted along with a bid processing fees of **Rs. 15000/- (Rupees Fifteen Thousand)** only in the form of Demand Draft drawn in favour of WBHIDCO Ltd. payable at Kolkata through **offline mode only**. The Bid Processing Fee shall be paid by the selected agency at the time of agreement.
5. The bidder shall also submit an **Initial Earnest Money Deposit (EMD) of Rs. 5,00,000.00 (Rupees Five Lakhs) Only** in favour of **WB HIDCO Ltd.** through **online mode** at the time of submission of the RFP/Tender. The successful bidder shall deposit the balance amount of the Earnest Money so that the total EMD equals **2% of the accepted quoted amount**, in the form of a Demand Draft (DD) drawn in favour of **WB HIDCO Ltd.**, payable at Kolkata, at the time of execution of the agreement. Failure to submit the Initial EMD in the prescribed manner shall render the bid liable for rejection.
6. The Consultants must possess compatible Digital Signature Certificate (DSC) of Class-II or Class-III.
7. Physical proposals will not be accepted, as the applicant must submit the proposal only through online mode within the stipulated date and time as mentioned in the RFP.
8. The last date and time for submission of proposal, complete in all respects, on the tender portal, is as per the Bidder Data Sheet, and the date of opening of the technical proposal is as mentioned in the Data Sheet, which will be done in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet (Sl. no.15). Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
9. This RFP includes following sections:
 - a) Letter of Invitation [**Section – 1**]
 - b) Information to the Bidder [**Section – 2**]
 - c) Terms of Reference [**Section – 3**]
 - d) Technical Proposal Submission Forms [**Section – 4**]
 - e) Financial Proposal Submission Forms [**Section –5**]

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f) Annexures [Section –6]

- Bid Submission Checklist
- Performance Bank Guarantee Format

g) Standard Form of Contract [Section –7]

10. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the WB HIDCO's knowledge, the WB HIDCO holds no responsibility for the accuracy of information, and it is the responsibility of the bidder to check the validity of information / data included in this RFP. The WB HIDCO reserves the right to accept/reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

DATA SHEET

Sl. No.	Particulars	Details
1.	Name of the WB HIDCO	WB HIDCO Ltd.
2.	Method of Selection	Combine Quality & Cost Based Selection (CQCBS)
3.	Proposal Validity	180 Days
4.	Earnest Money Deposit (EMD)	All bidders have to submit EMD along with their bid proposal. Total Earnest Money @ 2% of the Quoted amount. Initial Earnest Money Rs. 5,00,000.00 (Rupees Five Lakhs) only in favour of WB HIDCO Ltd. through online mode during submission of this RFP / Tender. Balance covering 2% will be paid by the selected agency during making agreement in the form of demand draft (DD) in favour of WB HIDCO Ltd. Payable at Kolkata.
5.	Bid Processing Fee (Non- Refundable)	Rs 15000.00 (Rupees Fifteen Thousand Only) in the form of DD in favour of WB HIDCO Ltd. for 4 (Four) set each. Payable at Kolkata through offline mode only will be paid by the selected agency during making agreement.
6.	Contact Person	General Manager (Engg)-IV, WBHIDCO Telephone No: 033-2324-6014 E-mail-habibur.rahaman@wbhidco.in

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General Manager (Engg)-IV
WB HIDCO

Schedule of Dates:

Sl. No.	Particulars	Date & Time
1	Date of uploading of R.F.P & other Documents(online)	07.08.2026 at 06:55 PM
2	Documents download / sell start date (Online) by the bidders.	07.08.2026 at 06:55 PM
3	Deadline for submission of Pre-Bid queries. [Pre-bid queries to be submitted through official e-mail of GM(E)-IV only (Ref: Sl. No.-6 of Data Sheet)]	12.08.2026 upto 02:00 PM
4	Pre-Bid meeting	14.08.2026 at 02:00 PM at Conference Hall of HIDCO BHABAN (3 rd Floor) through VC or physical presence.
5	Uploading of Pre-bid minutes.	18.08.2026 at 03:00 PM
6	Bid submission start date	19.08.2026 from 10:00 AM
7	Documents download / sell end date (Online)	01.09.2026 upto 02:00 PM
8	Bid Submission closing (Online)	01.09.2026 upto 02:00 PM
9	Bid opening date for Technical Proposals (Online)	03.09.2026 at 02:00 PM
10	Uploading the list of technically qualified bidder who will give presentation before the expert committee.	08.09.2026 at 02:00 PM
11	Date of presentation of the technical proposal before the ex-part committee.	10.09.2026 at 12:00 Noon at Conference Hall of HIDCO BHABAN (3 rd Floor)
12	List of qualified bidder with marks after evaluation of technical bids	11.09.2026 at 02:00 PM
13	Date for opening of Financial Proposal(Online)	Will be intimated later
14	Final Selection	Will be intimated later

**General Manager (Engg.)-IV,
WB HIDCO**

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General Manager (Engg.)-IV
WB HIDCO

SECTION: 3

INFORMATION TO BIDDERS

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1. Pre-Qualification Criteria

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce copies of the required supportive documents/information as part of their technical proposal failing which the proposals will be rejected. The RFP is the technical proposal / bid and financial proposal / bid will be considered only for the bidders who will qualify the Pre-Qualification Criteria.

S. No	Eligibility Criteria	Supportive Documents
1	The bidder must have experience of a similar assignment* with Project cost of ₹ 150 Cr or more in the last Seven (7) years preceding the proposal due date, in Central Govt. / State Govt. / PSUs.	Past Experience Details (Tech – 5)
2	The Bidder should have a minimum average annual turnover of ₹ 5 Crores in last 3 (Three) Financial Years ending 31st March 2025.	Financial Details of the Bidder (Tech – 3)
3	The Bidder should have at least Twenty (20) years of experience in the field of architectural planning & detailed design, and providing Consultancy Services.	Copy of Certificate of Incorporation / Registration under Companies Act1956/2013. Documentary proof for business operation in India
4.	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 WB HIDCO.	Self-Declaration from the Bidder as per the format (Tech -6)
5.	The bidders shall submit a Power of Attorney in Favour of the bidder's representative	Copy of power of attorney

**** Consortiums / Joint Ventures are not allowed. In case, any proposal is received from Consortium/ Joint Venture, the same shall be rejected.***

- The bidders are required to confirm that the Similar Works / Projects completed during the last 07 years have been executed by them independently and not executed through another Consultant on a back-to-back basis.
- The Completion Certificates for satisfactorily completed Similar Works/ Projects should be issued by an Officer/ Authority not below the rank of Executive Engineer or equivalent. The certificate should include the project's value, stating the overall project cost with details, the year of completion, and any time overrun.

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Definition of Similar Works/ Projects:

Similar Works/ Projects means successfully completion of Design, Detailed project Report, Master Plan including preparation of estimates (From Concept to GFC drawings) for Memorial park or Memorial Building, Interpretation Centre, Cultural Centre or river fronts with at least 40 feet height statue in bronze material.

Successfully completed Similar Works/ Projects” shall mean Completion of the construction of the project for which the consultancy service has been rendered/ executed.

Note: The bidder's experience in executing similar nature of work shall be supported by completion certificates issued by an officer not below the rank of Executive Engineer or an equivalent officer of the client/executing authority. In the case of works executed for private sector clients, the completion certificate shall be supported by copies of the Letter of Award (LoA) or Contract Agreement, along with the corresponding TDS Certificates. The value of the work executed shall be considered only to the extent substantiated by the corresponding TDS Certificates.

1.1 Annual Turnover:

The bidder should have a minimum average turnover of Rs. 5.00 Cr. over the last three (03) audited financial years, i.e., **FY 2022-23, 2023-24, and 2024-25. The bidder is required to submit the information in Tech-3.**

1.2 Profit/Loss Statement:

The applicant should not have incurred any loss during the immediate last three (03) consecutive financial years, duly certified by a Chartered Accountant.

1.3 Technical capability:

The applicant should have in-house capability of a sufficient number of technical and administrative staff. The applicant should submit a list and details of these employees stating clearly how these employees would be involved in this work. Further, the applicant should submit the list of Consultants, Specialists and experts of Civil, Structural, MEP services etc. either in-house or appoint a consultant for proper planning, designing and execution of the contract work (each with a minimum of experience as indicated below), who shall be engaged for engineering and detailed design of the project by the bidder. The qualification of the Key Personnel is indicated below along with the minimum experience. The experience shall be duly supported by proper documents. Bidders will be solely responsible for the correctness and accuracy of such documents produced in support of qualification and experience. Needless to say, the minimum requirement of the personnel listed below has to be fulfilled, otherwise, the bid will summarily be rejected. The bidder is required to submit the information in **Forms- Tech-2, Tech 2A, 2B & Tech – 8**

No.	Personnel/Expert	Min. Experience	Qualification
1.	Team Leader/ Principal Architect – 01 no.	20 years, mandatory Requirement.	B.Arch. From Recognized Universities and registered with COA
2.	Sr. Architect- 01no.	15 years	B.Arch. From recognized Universities and registered with COA
3.	Architect (Interior) -01no.	10 years	B.Arch. From recognized Universities

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WB HIDCO

			and registered with COA
4.	Landscape Architect-1no.	15 years	M. Arch. in Landscape Architecture
5.	Civil Engineer-01no.	10 years	B.E. / B. Tech (Civil Engg.)
6.	Structural Engineer - 01no.	15years	M.E./ M. Tech. (Structure)
7.	Electrical Engineer - 01no.	10 years	B.E./ B. Tech. in relevant stream
8.	Mechanical / HVAC-Engineer-01no.	10years	B.E./ B. Tech. in relevant stream

Note:

- i) All the bidders are expected to have at least one Principal Architect / Team Leader who will be responsible for the overall design and development of the project. **The Principal / Team Leader will have a minimum experience of 20 years and shall either be a Proprietor, 'OR' a Partner, 'OR' a Director of the Bidder / Firm.** The capability of the bidders will be judged by the availability of the Team Leader as well as the team which would assist him / her, for which marks shall be given as per Clause No. 9 of Evaluation Proposal.
- ii) The bidder shall have to submit the CVs of each of the above Technical/ Key Personnel. Each CV shall contain proof of qualifications and shall be signed by the key personnel and countersigned by the bidder/ authorized officials of the Firm. Photocopies or unsigned CVs shall be rejected.
- iii) The bidders shall certify that the professional is a regular employee on their rolls for at least 03 months before the last date of submission of bids **(to be supported by TDS/ Form-16/ Form-16A for the previous 03 months for each of such in-house regular employees).**

The Technical bids of those bidders who meet the Eligibility Criteria will only be evaluated.

2. Documents / Formats need to be submitted along with TECHNICAL PROPOSAL:

The bidders have to furnish the following documents duly signed along with their Technical Proposal:

- Filled in Bid Submission Check List in Original (**Annexure-I**).
- Covering letter (**TECH- 1**) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee & Earnest Money Deposit (**EMD**).
- Copy of Certificate of Incorporation/ Registration or partnership deed or any other relevant Document.
- Copy of PAN
- Copy of Goods and Services Tax Registration Certificate (Form GST Reg-06)
- Copies of IT Return for the last three financial years (**FY 2024-25, 2023-24, 2022-23**)
- General Details of the Bidder (**TECH – 2**) along with **TECH- 2A, TECH – 2B**
- Financial Details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed as per the instruction
- Power of Attorney (**TECH – 4**) in favour of the person signing the bid on behalf of the bidder.
- List of completed assignments of similar nature (**Past Experience details, TECH – 5**) along with copies of contracts/work orders with completion certificates from WB HIDCOs.
- Affidavit regarding Conflict of Interest (**TECH - 6**)
- Description of Approach & Methodology to undertake the assignment (**TECH - 7**)
- CV of Key Personnel (**TECH - 8**)

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General Manager (Engg)-IV
WB HIDCO

- Proposed work plan to carry out the assignment (**TECH - 9**)
- No Relation Certificate with the department in standard format.
- Undertaking for not having been blacklisted by any Central / State Government / Any other Autonomous Bodies/ International & National Organization in the last three (3) years from the bid submission due date.
- Declaration of No involvement in any legal conflicts or any pending legal issues with the WB HIDCO during last 3 years from the date of Bid submission due date. (on the letterhead of the bidder)

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above may lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the RFP Document. The proposal must be complete in all respect, indexed. Each page should be numbered and signed by the authorized representative. No hard copy is to be submitted.

3. Earnest Money Deposit:

The EMD of unsuccessful bidders shall be refunded after the finalization of selection process and award of contract. The EMD will be converted into Security Deposit (S.D.). The EMD and SD will be released after successful completion of the project. Total SD will be 10% out of which 8% will be deducted from the RA bill. The EMD will be forfeited on account of the following reasons:

Bidders withdraws its proposal during the bid validity period as specified in RFP:

- (-) Bidder does not respond to requests for clarification of its proposal.
- (-) Bidders fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.

If the bidder fails to:

- (-) Provide any clarification to the WB HIDCO
- (-) Agrees to the decision of the contract negotiation meeting.
- (-) Sign the contract with the prescribed time period.
- (-) Furnish required Performance Bank Guarantee in time.
- (-) Any other Circumstances which hold the interests of the WB HIDCO during the overall selection process.

4. Validity of the Proposal:

Proposals shall remain valid for a period of **180 (One Hundred and Eighty)** days from the date of opening of the technical proposal. The WB HIDCO reserves the right to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

5. Pre -Proposal Queries / Pre-Proposal Meeting:

Bidders are allowed to submit their queries in respect of the RFP and other details if any to **WBHIDCO** through e-mail at **habibur.rahaman@wbhidco.in** till the timeline as per Data Sheet. Clarifications to the above will be either uploaded on the tender portal of the Government of West Bengal www.wbtenders.gov.in or clarified through email to the respective bidders for the purpose of preparation of proposal.

Pre-proposal meeting will be held through VC or physical presence at HIDCO office as per the schedule mentioned in Bidder Data Sheet. The bidders will have to ensure that their queries for pre-proposal meeting should reach one day before the pre-proposal meeting to the **point of contact: General Manager (Engg)-IV, WBHIDCO.**

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General Manager (Engg)-IV
WB HIDCO

6. Preparation and Submission of Proposal:

- (i) Detail RFP may be downloaded from www.wbtenders.gov.in and the application should be submitted online only.
- (ii) The following shall be the form of various documents in the Application.

A. Only Electronic Form (to be uploaded on the Tender Portal)

- (a) Technical proposal as per format prescribed in SECTION-4 of RFP including documents.
- (b) Financial proposal in the Excel format template uploaded by the Authority for the assignment based on SECTION-5 of RFP.
- (iii) The Applicant shall upload scanned copies of the Technical Proposal as specified in Clause 7(ii)A(a) above on the Tender Portal before the Proposal Submission due date & time as specified in Data Sheet. Financial Proposal as specified in clause 7(ii)A(b) is to be submitted online only & **no hard copy is to be submitted**.
- (iv) It may be noted that the scanned copies can be prepared in PDF file format for Technical Proposal and in Excel format for Financial Proposal, uploaded by the Authority in the designated locations.
- (v) Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The WB HIDCO will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected by the WB HIDCO.

Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected.

7. Opening of the proposal:

- (i) Completed proposal must be submitted online on or before the time and date stated in the Data Sheet.
- (ii) Opening of Proposals will be done through online.
- (iii) For participating in the tender, the authorized signatory holding Power of Attorney shall be the Digital Signatory. In case the authorized signatory holding Power of Attorney and Digital Signatory are not the same, the bid shall be considered non-responsive.
- (iv) The Financial Proposal 7 (ii) A (b) will be opened for the shortlisted applicants who qualify for financial opening as per RFP. The date of opening of the Financial Proposal will be notified later.

8. Evaluation of Proposal

A Three-stage evaluation process will be conducted as explained below for evaluation of the proposals:

PRELIMINARY EVALUATION (1ST STAGE): Preliminary evaluation of the proposals will be done to determine whether the proposal comply with the prescribed eligibility condition and the requisite documents / information have been properly furnished 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- 1) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee & Earnest Money Deposit (EMD).
- Copy of Certificate of Incorporation/ Registration or partnership deed or any other relevant document
- Copy of PAN
- Copy of Goods and Services Tax Registration Certificate (Form GST Reg-06)
- Copies of IT Return for the last three financial years (**FY 2024-25, 2023-24, 2022-23**)

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General Manager (Engg)-IV
WB HIDCO

- General Details of the Bidder (TECH – 2).
 - Financial Details of the bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction
 - Power of Attorney (TECH – 4) in favour of the person signing the bid on behalf of the bidder.
 - List of completed assignments of similar nature (Past Experience details, TECH – 5) along with copies of contracts/work orders with completion certificates from WB HIDCOs.
 - Affidavit regarding Conflict of Interest (TECH - 6)
 - Description of Approach & Methodology to undertake the assignment (TECH - 7)
 - CV of Key Personnel (TECH - 8)
 - Proposed work plan to carry out the assignment (TECH - 9)
 - No Relation Certificate with the department in standard format
 - Undertaking for not having been blacklisted by any Central / State Government / Any other Autonomous Bodies/ International & National Organization in the last three (3) years from the bid submission due date.
 - Declaration of No involvement in any legal conflicts or any pending legal issues with the WB HIDCO during last 3 years from the date of Bid submission due date. (on the letter head of the bidder).
- * Bids not complying with any of the above requirement will be out rightly rejected at the discretion of the WB HIDCO's authority.**

TECHNICAL EVALUATION (2ND STAGE): Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for evaluation of the proposals

S. No	Bid Evaluation Parameters	Total Maximum Marks
1	Minimum Eligibility of consultant relevant to the assignment	Mandatory
1.a	The Bidder shall be an Architectural/Engineering, Company, LLP or Partnership Firm established for at least ten (10) years as on the last date of submission of the bid.	Mandatory
1.b	Average annual turnover of at least Rs. 5 Crore in the last each 3 (Three) Financial Years ending 31st March 2025.	Mandatory
1.c	Experience of a similar assignment* with Project cost of ₹150 Cr or more in the last Seven (7) years preceding the proposal due date, in Central Govt/State Govt/PSUs	Mandatory
2	Specific experience of consultant relevant to the assignment	30
2.a	The bidder must have experience of Successfully completed One (1) cultural/ public/ religious project with minimum 40 feet height statue in the last Seven (7) years preceding the proposal due date – 10 Marks	30
2.b	The bidder must have experience of Successfully completed Two (2) cultural/ public/ religious project with minimum 40 feet height statue in the last Seven (7) years preceding the proposal due date – 15 Marks	
2.c	The bidder must have experience of Successfully completed One	

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General Manager (Engg)-IV
WB HIDCO

	(1)cultural/ public/ religious project with minimum 60 feet height statue in the last Seven (7) years preceding the proposal due date – 20 Marks	
2.d	The bidder must have experience of Successfully completed Two (2) such projects with minimum 60 feet height statue– 30 Marks	
3	1. Qualification and relevant experience of key staff:	10
3.a	2. Team Leader	3
3.b	3. Senior Architect	1
3.c	4. Architect	1
3.d	5. Landscape Architect	1
3.e	6. Civil Engineer	1
3.f	7. Structural Engineer	1
3.g	8. Electrical Engineer	1
3.h	9. Mechanical/ HVAC Engineer	1
4	Adequacy of the proposed ‘Approach and Methodology’ and work plan - To be submitted in Technical Proposal	40
4.a	Understanding of Scope, Objectives and Completeness of response	10
4.b	Description of Approach & Methodology	10
4.c	Concept Design	20
	Total (Maximum Marks)	80

Similar Works/ Projects means successfully completion of Design, Detailed project Report, Master Plan including preparation of estimates (From Concept to GFC drawings) for Memorial Park or Memorial Building, Interpretation Centre, Cultural Centre or river fronts with at least 40 feet height statue or above having total project value of 150 Cr or more.

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General Manager (Engg)-IV
WB HIDCO

Consultants having experience in designing of Cultural Projects / Memorial Projects with 60 feet height statue shall be given preference.

FINANCIAL EVALUATION (3RD STAGE): The financial proposals of the bidders qualifying the technical evaluation (2nd Stage) only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

9. Evaluation Process:

Selection of Bidder for Award of Work: Combined Quality and Cost Based Selection (CQCBS) method will be followed during the overall process. Selection of Bidder for Award of Work. The Final Selection of the Bidder for the award of work will be based on the scores secured in the Technical bid and the Price quoted in the Financial Bid as detailed below:

- 1) During evaluation, a score is assigned out of the maximum 80 marks to each of the responsive bids as per the scheme laid out in the RFP. **The total score obtained by the bidder in the Technical evaluation shall be the technical score (Ts) of the bidder.**

2) Opening of Financial Proposal

Financial proposals are then opened for only eligible and responsive offers and are also given a cost-score based on relative ranking of prices, with 100 for the lowest financial bid and pro-rated lower marks for higher priced offers.

Financial Score: The financial scores of all proposals will be computed as follows:

$$Fs = 0.20 \times 100 \times FM1 / F1$$

(Fs=Financial Score of the bidder, FM1= Lowest financial quote; F1= Amount of Financial Proposal as quoted by the bidder)

$$\frac{0.20 \times \text{amount quoted by the Lowest Bidder}}{\text{Amount quoted by the Bidder}} \times 100$$

3) Combined and Final Evaluation

Proposals will finally be ranked according to their combined Score (S) calculated based on technical (Ts) and financial (Fs) scores as follows:

$$\text{Composite Score} = \text{Technical Scores (Ts)} + \text{Financial Scores (Fs)}$$

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score). The Second and third Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws or fails to comply with the requirements specified in the RFP document.

The bidder shall quote financial charges as a lump sum cost as the consultancy fee. The CEC (Consultant Evaluation Committee) will correct any computational errors. When correcting computational errors, in case

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General Manager (Engg)-IV
WB HIDCO

of a discrepancy between the partial amount and the total amount, or between words and figures the former will prevail. All required items must be priced accordingly in the financial bid.

For the purpose of evaluation, the quoted amount by the bidder shall be inclusive of all taxes & duties (except GST which shall be paid extra at prevalent rates by the WB HIDCO).

10. Taxes and duties:

- 10.1. The Consultant shall ensure payment of appropriate tax on the supplies made under the contract. The Consultant shall take registration under the applicable enactment levying tax on supply of goods or services under the contract and issue invoice having all the particulars prescribed under the applicable provisions of the law, including description of goods/ services, rate and amount of tax paid or payable on the supplies made under the contract. The Consultant shall comply with all applicable provision of Goods and Service Tax (GST) levied by Union Government and State Governments (CGST, UTGST, SGST and IGST). The Consultant shall get himself registered and discharge his obligations for payment of taxes, filing of returns etc. under the appropriate provisions of law in respect of all the tax, duties, levies, cess, etc. WBHIDCO would have right to seek necessary evidence that the Consultant is registered under the law and duly discharging its obligations under the tax law.
- 10.2. In case any law requires WBHIDCO to pay tax on the contract price on reverse charge basis, the amount of tax deposited by WBHIDCO would be considered as paid to the Consultant and, accordingly, the price payable to the Consultant would stand reduced to that extent.
- 10.3. Stamp duty and registration charges, if any, payable on the executed contract document, shall be borne by the Consultant.
- 10.4. Tax deduction at source, if any, shall be made by WBHIDCO as per law applicable from time to time from the amount payable to the Consultant.
- 10.5. The consultant has to register himself in GST Act as per applicable law and submit the details as per.

11. Approval Criteria:

The bidder with the highest Composite Score shall be declared as 'Successful Bidder'

12. The employer reserves the right, without being liable for any damages or obligation to inform the applicant to:

- (a) Amend the scope and value of the Contract.
- (b) Reject any or all the applications without assigning any reason.
- (c) Negotiate the fees with any bidder as required in the interest of the WB HIDCO.

12.1. Any effort on the part of the applicant or his agent to exercise influence or to pressurize the employer would result in rejection of his application to qualify. Canvassing of any kind is prohibited.

12.2. The application should be typewritten. The applicant should sign each page of the application.

12.3. Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialling, dating and rewriting. Pages of the eligibility criteria document are numbered.

WBHIDCO reserves the right to accept or reject any Offer or extend the date of submission of the Offers or cancel any or all the EOI(s) or this whole EOI process without assigning any reason whatsoever.

13. Award of Contract:

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General Manager (Engg)-IV
WB HIDCO

After successful completion of the bidding process the selected agency will be awarded.

14. Conflict of Interest:

Conflict of interest exists in the event of:

- (i). Conflicting assignments, typically monitoring and evaluation of the same project by the empanelled bidder;
- (ii). Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the WB HIDCO directly or indirectly; and
- (iii). Practices prohibited under the anti-corruption policy of the Government of India and Government of West Bengal. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the WB HIDCO as this would amount to their disqualification and breach of contract.

15. Disclosure:

- a) Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- a.1 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 the 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:
 - b.1 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;
 - b.2 corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - b.3 failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

16. Anti-corruption Measure:

- (i). Any effort by Bidder(s) to influence the WB HIDCO in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- (ii). A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the WB HIDCO shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

17. Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the WB HIDCO shall be written in the English language. Supporting documents and printed literature that are part of the proposal 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 Proposal, the translated version shall govern.

Seal and Signature of the Tenderer.

General Manager (Engg)-IV
WB HIDCO

18. Cost of Bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The WB HIDCO shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. A bidder is not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

19. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of civil court of Kolkata only within Kolkata.

20. 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 bidder liable for liquidated damages and thereafter the WB HIDCO holds the option for cancellation of the contract for pending activities and completes the same from any other agency. The WB HIDCO may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the WB HIDCO and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of West Bengal. Failure on bidder's part to furnish the deliverables as per the agreed timeline / milestone will enforce a penalty **@ 1% per week of subject to maximum of 10% of the total contract value**. The amount will be deducted from the subsequent payment. In addition, the PBG amount may also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final. In such situations, the firm will be debarred from participation in future bids of this organization /department for next five years from the date of this occurrence and notifications.

21. Confidentiality:

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the WB HIDCO's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the WB HIDCO, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

22. Amendment of the RFP Document:

At any time before submission of proposals, the WB HIDCO may amend the RFP by issuing an addendum at <https://wbtenders.gov.in> any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the WB HIDCO may, at its discretion, extend the deadline for the submission of the proposals.

23. WB HIDCO's right to accept any proposal and to reject any or all proposal(s):

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

24. Copyright, Patents and Other Proprietary Rights:

WBHIDCO shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct

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General Manager (Engg)-IV
WB HIDCO

relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the WB HIDCO's request, the Consultant shall take all necessary steps to submit them to the WB HIDCO in compliance with the requirements of the contract.

25. 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 WB HIDCO 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 WB HIDCO 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 WB HIDCO in writing, the beginning and the end of the above causes of delay, within seven days of the 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, WB HIDCO reserves the right to cancel the contract without any obligation to compensate the agency in any manner for any reason.

26. Settlement of Dispute:

In the case of dispute arising upon or in relation to or in connection with the contract between the Employer and the Consultant, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. Such disputes shall be referred to an Arbitral Tribunal consisting of 3 (three) arbitrators, one each to be appointed by the Employer and the Consultant, the third arbitrator shall be chosen by the two arbitrators so appointed by the parties and shall act as Presiding Arbitrator. In case of failure of the two arbitrators, appointed by the parties to reach a consensus regarding the appointment of the third arbitrator within a period of 30 days from the date of appointment of the two arbitrators, the Presiding arbitrator shall be appointed by the Secretary of the Ministry / Department. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings.

27. Disqualification of Proposal:

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Processing Fee & EMD, as applicable
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- Proposal is received in incomplete form after due date and time for submission of bid.
- Proposal is not accompanied by all the requisite documents / information.
- A commercial bid submitted with assumptions, conditions or uncertainty.
- Bids with any conditional technical and financial offer.
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value.
- Proposal is not properly sealed or signed.
- Proposal is not conforming to the requirement of the scope of the work of the assignment.
- Bidder tries to influence the proposal evaluation process by unlawful/corrupt/ fraudulent means at any point of time during the bid process.
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, and clarifications provided by the bidder), excluding the

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General Manager (Engg)-IV
WB HIDCO

commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid.

- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices.
- Any other condition/situation which holds the paramount interest of the WB HIDCO during the overall section process.

28. Liability:

The Liability of the selected agency under this agreement in any case shall not be beyond the amount of fees payable to the selected agency under this agreement.

29. Indemnity:

The Agency at all times during the pendency of this agreement, keep the Government/ Authority Indemnified to an amount not exceeding the total fees payable to the agency under this agreement

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General Manager (Engg)-IV
WB HIDCO

SECTION: 4

TECHNICAL PROPOSAL SUBMISSION FORM

Seal and Signature of the Tenderer.

General Manager (Engg)-IV
WB HIDCO

TECH -1
COVERING LETTER
(ON BIDDER'S LETTERHEAD)

[Location, Date]

To,
The GM Engineer-IV,
WB HIDCO

Subject: Selection of Consultant for Architectural and Detail Engineering Including MEP Works for Construction of Dr. Syama Prasad Mookerjee Memorial Complex with 125ft Tall Statue at Eco Park in Newtown, Kolkata.

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. Dated: . I hereby submit the proposal which includes this technical proposal. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal 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 proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) 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 proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your organization / department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive. I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of

Seal and Signature of the Tenderer.

General Manager (Engg)-IV
WB HIDCO

TECH – 2

BIDDER'S ORGANIZATION (GENERAL DETAIL)

Sl. No.	Description	Particulars
1	Name of the Firm	
2	Address for communication: Tel : Fax: Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Kolkata If Yes, Please furnish contact details	
6	Bid Processing Fee Details Amount: Online reference No. : Date: Name of the Bank	
7	EMD Details Amount: Online reference No. : Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	

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General Manager (Engg)-IV
WB HIDCO

10	Willing to carry out assignments as per the scope of work of the RFP	YES
11	Willing to carry out assignments as per the scope of work of the RFP	YES

Authorized Signatory [*In full and initials*]:

Name and Designation with Date and Seal:

Seal and Signature of the Tenderer.

General Manager (Engg)-IV
WB HIDCO

TECH – ‘2A’

DETAILS OF PROFESSIONAL / KEY PERSONNEL (ON ROLL / IN-HOUSE)

S. No.	Manpower	Name of Employees	Designation	No. of Years with the Company	Total experience (in Years)
1	Principal Architect/ Team Leader: B. Arch with minimum 20 years’ Experience.				
2	Sr. Architect: B. Arch with minimum 15 years’ Experience.				
3	Architect (Interior): B. Arch with minimum 10 years’ Experience.				
4	Landscape Architect: M. Arch with minimum 15 Years Experience.				
5	Civil Engineer: B.E. / B. Tech (Civil Engg.) with minimum 10 Years Experience.				
6	Structural Engineer: M.E. / M. Tech (Structure) with minimum 15 Years Experience.				
7	Electrical Engineer: B.E. / B. Tech in relevant stream with minimum 10 Years Experience.				
8	Mechanical / HVAC Engineer: B.E. / B. Tech in relevant stream with minimum 10 years’ Experience.				

Certified that the above Personnel are the regular employees on my / our rolls since 06 months.

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

Seal and Signature of the Tenderer.

General Manager (Engg)-IV
WB HIDCO

TECH – 2 ‘B’

**DETAILS OF PROFESSIONAL / KEY PERSONNEL
(TIE-UPS / ASSOCIATES / OUTSOURCED)**

S. No.	Manpower	Name of Employees	Designation	No. of Years with the Company	Total experience (in Years)
1	Sr. Architect: B. Arch with minimum 15 years' Experience.	Not Applicable			
2	Architect: B. Arch with minimum 10 years' Experience.	Not Applicable			
3	Landscape Architect: M. Arch with minimum 15 Years Experience.				
4	Civil Engineer: B.E. / B. Tech (Civil Engg.) with minimum 10 Years Experience.				
5	Structural Engineer: M.E. / M. Tech (Structure) with minimum 15 Years Experience.				
6	Electrical Engineer: B.E. / B. Tech in relevant stream with minimum 10 Years Experience.				
7	Mechanical / HVAC Engineer: B.E. / B. Tech in relevant stream with minimum 10 years' Experience.				

We undertake full responsibility for timely deliveries of services to be rendered by the above Personnel without deficiencies.

Seal and Signature of the Tenderer.

General Manager (Engg)-IV
WB HIDCO

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

TECH – 3

BIDDER ORGANIZATION (FINANCIAL DETAILS)

(INR in lakhs)

Sr. No.	Financial Years	Turnover from Consultancy Services only (in Crores.)	Average
1	2024 – 25		
2	2023 – 24		
3	2022 – 23		

Supporting Documents:

Audited certified financial statements for the last Three FYs (preceding the financial year in which the proposal is due) (Submission of copies of Income & Profit/Loss and Balance Sheet for the respective financial years is mandatory along with this form)

Filled in information in this format must have to be jointly certified and sealed by the CA(along with UDIN) and the authorized representative of the bidder and to be furnished scan copy along with the technical proposal failing which the proposal will be out rightly rejected.

Signature and Seal of the Chartered Accountant with UDIN

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

Seal and Signature of the Tenderer.

General Manager (Engg)-IV
WB HIDCO

TECH - 4

FORMAT FOR POWER OF ATTORNEY

(On Bidder's Letter Head)

I, _ , the (Designation) of (Name of the Organization) in witness whereof certify that <Name of person> is authorized to execute the attorney on behalf of <Name of Organization>, <Designation of the person> of the company acting for and on behalf of the company under the authority conferred by the <Notification / Authority order no.> Dated <date of reference> has signed this Power of attorney at <place> on this day of <day><month>, <year>.

The signatures of <Name of person> in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Seal and Signature of the Tenderer.

General Manager (Engg)-IV
WB HIDCO

TECH - 5**(BIDDER'S PAST EXPERIENCE DETAILS)****Table -1**

(List of completed assignments only of similar nature* during last five (7) years preceding the proposal due date)

Sl. No.	Period (Year)	Name of the Assignment with details thereof	Name of the WB HIDCO	Contract Value	Date of Award / Commencement of Assignment	Date of Completion of Assignment	Remarks, if any
1	2	3	4	5	6	7	8

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Note: Bidders are requested to furnish the list limited to 7 eligible assignments of similar nature and other categories as mentioned in this RFP undertaken during the last 7 Years (preceding the due date of proposal) 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 / Contract Document along with Completion Certificate signed by the minimum rank of Executive Engineer from the previous WB HIDCOs need to be furnished along with the above information.

Seal and Signature of the Tenderer.

General Manager (Engg)-IV
WB HIDCO

TECH - 6
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 Section 2: [Information to the Bidder] under Eligibility Criteria: SI No (2). If yes, please furnish details of any such activities.

If no, please certify,

IN BIDDER'S LETTERHEAD

I, hereby declare that our agency as Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: SI No (2) and Clause no 14 of the Section – 2.**

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

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

Seal and Signature of the Tenderer.

General Manager (Engg)-IV
WB HIDCO

TECH -7

DESCRIPTION OF APPROACH, METHODOLOGY TO UNDERTAKE THE ASSIGNMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain his understanding of the scope and 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. Further, he should highlight the problems being addressed and their importance and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]

A. Understanding of Scope, Objectives and Completeness of response

Please explain your understanding of the scope and objectives of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/ copy the ToR here.***

B. Description of Approach and Methodology:

- a. Key guiding principles for the study.
- b. Proposed Framework.
- c. Information matrix
- d. Any other issues

C. Methodology to be adopted:

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach. This includes:

- a. Detail research design including sample design and estimation procedure.
- b. Field Process Protocol control
- c. Suggestive tools for data collection.
- d. Analysis of field data and preparation of reports
- e. Any other issues

D. Concept Design:

The bidder should prepare the design proposal based on the information given in the document.

Authorized Signatory *[In full and initials]:*

Name and Designation with Date and Seal:

Seal and Signature of the Tenderer.

General Manager (Engg)-IV
WB HIDCO

TECH - 8

Format of Curriculum Vitae (CV) for Proposed each Key Professional

1. Proposed Position:

2. Name of Firm:

3. Name of Staff:

4. Date of Birth:

5. Total Years of experience:

6. Relevant years of experience:

7. Education:

[Indicate college / university and other specialized education of staff member, giving names of Institutions, degrees obtained, and dates]

8. Membership in Professional Associations:

9. Other Trainings:

10. Countries of Work Experience:

11. Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and Writing]

12. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held. For experience in **last ten years**, also give types of activities performed and WB HIDCO references, where appropriate as per the prescribed format given below]

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment /jobs that best illustrate staff capability to handle the tasks listed under point 12.]

<i>Name of the Project</i>	
Year	
Location	
Name of the WB HIDCO	
Project Feature	
Position Held	
Activities Performed	

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General Manager (Engg)-IV
WB HIDCO

Certification:

I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV.

Date:

Signature of Key Professional with Date

Authorized Signatory [*In full and initials*]:

Name and Designation with Date and Seal:

Seal and Signature of the Tenderer.

General Manager (Engg)-IV
WB HIDCO

TECH – 9**PROPOSED WORKPLAN TO CARRY OUT THE ASSIGNMENT**

Weeks (1 to 12) → 1 2 3 4.... Sequence of Study Activities / Sub Activities ↓	1	2	3	4

Indicate all main activities / sub activities of the proposed assignment including delivery of reports (Inception. and Final Reports) and other associate sub-activities

Authorized Signatory [*In full and initials*]:

Name and Designation with Date and Seal:

Seal and Signature of the Tenderer.

General Manager (Engg)-IV
WB HIDCO

SECTION: 5

BID SUBMISSION CHECK LIST

Seal and Signature of the Tenderer.

General Manager (Engg)-IV
WB HIDCO

Seal and Signature of the Tenderer.

General Manager (Engg)-IV
WB HIDCO

Annexure - I

Bid Submission Checklist

Sl. No.	Description	Submitted (Yes / No)	Page No.
TECHNICAL PROPOSAL			
1	Filled in Bid Submission Check List (ANNEXURE – I)		
2	Covering Letter (Tech -1)		
3	Bid Processing Fee		
4	EMD		
5	Copy of Certificate of Incorporation/Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last Three FYs preceding proposal due date.		
9	General Details of the Bidder (TECH -2)		
10.	Details of Professional Key Personnel (on Roll / In House)		
11.	Details of Professional Key Personnel (Tie-up/Associates /Outsourced)		
12	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
13	Power of Attorney (Tech – 4) in favor of the person signing the bid on behalf of the bidder.		
14	List of completed assignments of similar nature (Past Experience Details) (TECH - 5) along with the copies of work orders for the respective assignments		
15	Self-Declaration on Potential Conflict of Interest (TECH -6)		
16	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies as per the RFP		
17	Description of Approach, Methodology & Work Plan (TECH – 7)		
18	CV of Key Professional (TECH – 8)		
19	Work Plan (TECH – 9)		

Seal and Signature of the Tenderer.

General Manager (Engg)-IV
WB HIDCO

Undertaking:

- All the information has been submitted as per the prescribed format and procedure.
- All pages of the proposal have been sealed and signed by the authorized representative.

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

Name and Designation with Date and Seal: _____

Memo. No. 303/HIDCO/GM(Engg)-IV/33/Consultant/RFP-01/2026-27

Dated: 07.08.2026

Copy forwarded for information to:-

- 1) Joint Managing Director-I, WB HIDCO.
- 2) Chief Engineer, WBHIDCO
- 3) Chief Finance Officer, WB HIDCO.
- 4) PS to MD, WBHIDCO.

Seal and Signature of the Tenderer.

General Manager (Engg)-IV
WB HIDCO

SECTION – B

FORM – I

PRE-QUALIFICATION APPLICATION

To

General Manager (Engg)-IV, WB HIDCO
HIDCO BHABAN,
6th FLOOR, NEW TOWN,
KOLKATA.

Ref : Tender for

(Name of work)

.....

e-N.I.T. No.: HIDCO/GM(E)IV/RFP-01/26-27

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.T. documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of in the capacity
..... duly authorized to submit the
order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- 5) Tender Inviting & Accepting Authority / Engineer-in-Charge can amend the scope & value of the contract bid under this project.
- 6) Tender Inviting & Accepting Authority / Engineer-in-Charge reserve the right to reject any application without assigning any reason.

Enclosure(s): e-Filling:-

- 1) Statutory Documents.
- 2) Non Statutory Documents.

Date:

Seal and Signature of the Tenderer.

General Manager (Engg)-IV
WB HIDCO

SECTION – B

AFFIDAVIT – “Y”

(To be furnished in Non – Judicial Stamp paper
of Rs.100.00 (One Hundred only) duly notarized)

- 3) I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
- 4) The under-signed also hereby certifies that neither our firm M/S nor any of constituent partner had been debarred to participate in any tender by any Govt. Organization / Undertaking during the last 5 (*five*) years prior to the date of this N.I.T.
- 5) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
- 6) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- 7) Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

.....
Signed by an authorized officer of the firm.

.....
Title of the officer

.....
Name of the Firm with Seal

Date:

Seal and Signature of the Tenderer.

General Manager (Engg)-IV
WB HIDCO