

## Request for Proposal (RFP)

for

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

EOI No: 138/WBSFPHDCL/1770/2022-23

DATE: 23.02.2023



Issued by:

**West Bengal State Food Processing &  
Horticulture Development Corporation Limited**  
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## DISCLAIMER

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

Intimation of discrepancies in the bid document, if any, may be given by the bidders to the office of WBSFP&HDCL till per bid meeting for the bid. If WBSFP&HDCL receives no written communication, it shall be deemed that the bidders are satisfied with the information provided in the bid document.

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

A pre-bid meeting will be held to address the queries of prospective bidders well before the closure / last date of submission of bid.

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

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

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

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

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



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## 1. NOTICE INVITING TENDER

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

Name of work	Estimated Fees (Rs.)	Earnest Money Deposit (Rs.)
Selection of Agency for preparation of Detailed Project Report (DPR), Bid Process Management & Project Management Consultancy for setting up Centre of Excellence for – 1. Flowers & Spices 2. Fruits & Vegetables	Rate to be quoted for - 1. Individual project OR 2. Both the projects	EMD to be deposited of amount Rs. 75,000/- (Rupees seventy five thousand)only

- a) Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website: <https://wbtenders.gov.in>.
- b) Tender documents may be downloaded from the website and the Technical Bid and Financial Bid shall have to be submitted as per Time Schedule mentioned in Clause 4. WBSFP&HDCL shall not be responsible for any delay in receiving the Proposal and reserves the right to reject any or all Proposals without assigning any reason thereof.
- c) The FINANCIAL OFFER of the prospective qualified tenderer(s) will be considered only if the TECHNICAL BID of the tenderer(s) is found qualified by competent authority of WBSFP&HDCL. The decision of the competent authority of WBSFP&HDCL will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
- d) Any subsequent corrigenda / clarifications will be made available in the website: <https://wbtenders.gov.in>.

## 2. BACKGROUND

The Government of West Bengal proposes to set up Center of Excellence for Flowers & Spices as well as Fruits & Vegetables under Indo-Dutch collaboration in different parts of India, with support from the Ministry of Agriculture & Farmers Welfare, Government of India.

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

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



### 3. OBJECTIVE

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

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

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

### 4. PROPOSAL DATA SHEET

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

SL. NO.	PARTICULARS	DETAILS
1.	Bid Inviting Authority	West Bengal State Food Processing & Horticulture Development Corporation Limited
2.	Date of uploading (Publishing) of EOI and other Documents (Online)	24.02.2023
3.	Last date for submission of written queries for clarifications	03.03.2023 up to 2 PM
4.	Date & Venue of Pre-bid Meeting[physical]	03.03.2023 at 4 PM, at Meeting Hall, Benfish Tower, 4 <sup>th</sup> floor, Kolkata- 700091
5.	Earnest Money Deposit	Rs. 75,000/- (Rupees seventy five thousand)only
6.	Bid proposal submission start date (Online)	24.02.2023
7.	Bid proposal submission end date (Online)	10.03.2023 up to 4 PM
8.	Date & Time of opening of technical bids (Online)	13.03.2023 at 12 PM [In case the date of opening falls on a holiday, the bids shall be opened on the following working day at the same time and it will be binding on the Bidders for acceptance.]
9.	Contact Person for queries	1. Rahul Marik, ADH, - 8918729896 2. Sandip Chandra, (AE), -8017738040

## 5. INSTRUCTIONS TO BIDDERS

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

## 6. BID RESPONSE

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



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

## 7. SCOPE OF WORK

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

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

### Task 1 : Preparation of DPR

- a) Project objective & concept
- b) To study the existing site condition with reference to drainage network, availability of water and other infrastructure
- c) To conduct topographic survey, soil test & water quality test
- d) Preparation of conceptual layout & facility planning
- e) Scope for technology transfer and various options
- f) Schematic drawings for civil & structural (including admin building, hostel facilities, fire-fighting systems etc.)
- g) Production planning and scheduling
- h) Assessment of requirement of raw materials
- i) To work out the methodology for transfer of technology through distribution of high quality planting materials among farmers and capacity building through demonstration & training
- j) To assess the market prospect of end products, viz. flowers, spices, fruits & vegetables
- k) Preparation of Preliminary Project Report
- l) Detailed Design and Engineering
  - Selection of Plant and Machinery
  - Identification of vendors for line / critical equipment
  - Architectural Services – preparation of final layout
  - Engineering Services – detailed architectural drawings, section drawings, structural design and drawings, BoQ's
- m) To estimate the cost for site development covering fencing / boundary wall, internal road, reservoir, security room, administrative building, training center, demonstration center, multi chamber temperature controlled storage facility, hostel, staff quarter, and various types of greenhouses / poly houses.
- n) Assessment of requirement of utilities and furniture & fixtures etc. and cost thereof.
- o) Assessment of requirement of vehicles, forklift, reefer van etc. and cost thereof.
- p) Assessment of requirement of power and water supply systems and cost thereof.
- q) Organizational Structure and manpower requirements in terms of key skills and numbers and cost thereof.



- r) Operation & management (O&M) cost of the project for first 3 years.
- s) Demonstration facility for technology transfer and capacity building process highlights.
- t) Estimation of Project Cost, Identification of funding sources / suggestive means of finance
- u) Revenue Model for operating the project on self-sustained basis, with Financial Analysis & Statements
- v) Scope for promoting the project in PPP framework & suggestive options
- w) Project implementation schedule.

**Task 2 : Bid Process Management**

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

**Task 3 : Project Management Consultancy**

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

**8. ELIGIBILITY CRITERIA**

- a) The bidder should be a registered Indian Company under The Companies Act, 1956/2013 or a Partnership / Limited Liability Partnership (LLP) incorporated in India under the Limited Liability Partnership Act, 2008, having Registered Office in West Bengal. Consortium is allowed with not more than 2 entities. The Applicant shall be required to submit a true copy of its Certificate of Incorporation / Partnership Deed along with Technical Proposal as annexure.
- b) The bidder, whether a sole bidder or member of a consortium, must have a valid Goods and Service Tax registration in India.
- c) The bidder should have experience in at least two projects as Project Management Consultant (PMC) or Project Development & Management Consultant (PDMC) or Program Management Agency (PMA) under Central / State Government and Central / State Agencies in the last 5 (five) years. Consultants with experience in infrastructure sector and having guided greater number of projects will be given preference. Copies of completion certificates / progress certificates / agreements / work orders to be submitted in support of project experience.



- d) Preference will be given to Government / Semi-Government and Joint Venture entity (equity) with State Government Agencies.
- e) Financial capacity: The applicant should have a minimum average annual turnover of Rs. 30 Crores (Rupees Thirty Crores only) from professional fees in the last three financial years ending March 2022. In case of Consortium, the Lead member should have the requisite turnover and in case of subsidiary company, the holding company's turnover will be considered for eligibility.
- f) The applicant should furnish an undertaking to the effect that they have never been blacklisted in India or abroad.

## 9. TEAM COMPOSITION

S. N.	Position	Qualification	Exp. (in years)	Number of positions
1	Project Director	Masters in Economics / Agri Business Management, M.B.A. & LL.B. with experience in 2/3 similar projects	20	1
2	Team Leader	B.E. (Civil Engineering) & M.E. (Environmental Engineering), with experience in 2/3 similar projects	12	1
3	Agriculture & Technical Expert	MBA (Agri Business Management) & M.Sc. (Food Science & Technology) & B.Sc. (Agriculture) with experience in 2/3 similar projects	6	1
4	Financial Expert	MBA (Finance & Marketing) & B.E. (Mechanical Engineering) with experience in bid process management in 2/3 projects	8	1
5	Bid Process Management Expert	MBA (Finance & Marketing) & B.E. (Mechanical Engineering) with experience in bid process management in 2/3 projects	8	1
6	Capacity Building Expert	M.B.A. (HR) with experience in capacity building	6	1

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

### Substitution of Key Personnel

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

## 10. EVALUATION CRITERIA

Sl. No.	Criteria	Maximum Marks
<b>Technical Experience</b>		<b>50</b>
1.	Experience in minimum 2 assignments in Food Processing / Agriculture / Horticulture / Floriculture with minimum project cost of Rs. 30 Crores in last 5 (five) years (5 marks per assignment) 3 assignments = 15 marks 4 assignments = 20 marks	20
2.	Experience in minimum 2 assignments in infrastructure projects like Food Park, Industrial Park etc. with minimum project cost of Rs. 60 Crores in last 10 (ten) years (4 marks per assignment) 4 assignments = 16 marks 5 assignments = 20 marks 6 assignments = 24 marks	24
3.	Government / Semi-Government organizations and Joint Venture entity (equity) with State Agencies	6
<b>Approach &amp; Methodology</b>		<b>10</b>
<b>Team</b>		<b>40</b>
1.	Project Director	12
2.	Team Leader	10
3.	Agriculture & Technical Expert	5
4.	Financial Expert	5
5.	Bid Process Management Expert	5
6.	Capacity Building Expert	3
<b>Total</b>		<b>100</b>

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

### Support / Back-end staff

1.	Deputy Team Leader
2.	Market Survey Professional
3.	Topography Surveyor
4.	Structural Engineer
5.	Chemical & Electrical Engineer
6.	CETP Expert
7.	Site Engineer – 2 Nos.
8.	CA Inter / Commerce Graduate

**CVs of support staff may not be submitted along with Technical Proposal.**

## 11. EVALUATION OF FINANCIAL PROPOSAL

In the second stage, the financial evaluation will be carried out and each Financial Proposal will be assigned a financial score (SF). For financial evaluation, the total cost indicated in the Financial Proposal will be considered.



WBSFP&HDCL will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the consultant to be compensated and the liability to fulfill its obligations as per requirement within the total quoted price shall be that of the Consultant. The lowest financial proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

$$S F = 100 \times F M / F \text{ (F = amount of Financial Proposal)}$$

## 12. COMBINED TECHNICAL AND FINANCIAL EVALUATION

The consultant would be selected based on the Quality and Cost Based Selection (QCBS) method with 80% weightage to Technical Proposal and 20% weightage to Financial Proposal.

Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

$$S = ST \times Tw + SF \times Fw$$

Where S is the combined score, and Tw and Fw are weightage assigned to Technical Proposal and Financial Proposal. The Bidder scoring Highest Combined Score shall emerge as a first ranked Bidder and shall be declared as Selected Bidder (i.e. selected Consulting Agency) for the assignment. The second ranked consulting agency shall be kept in reserve in case the first ranked firm withdraws, or fails to comply with the requirements as the case may be.

## 13. AWARD OF CONTRACT

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

## 14. BID PROCEDURE

### a) Registration of Bidder

Any bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement Portal: <https://www.wbtenders.gov.in>.

### b) Digital Signature Certificate (DSC)

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

### c) Collection of Tender Documents

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

### d) Submission of Tenders

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



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

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

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

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

2) Refund of Earnest Money Deposit

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

3) Forfeiture of Earnest Money Deposit will be mandated under following circumstances -

- a. Withdrawal of bid, while bids are under consideration during tendering period.
- b. Any unilateral revision made by the Bidder during the valid period of offer.
- c. Failure to accept the "Letter of Intent" or execute the Agreement.
- d. Providing false or fabricated information / documents.

**f) Clarification of Bidding Document**

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

**g) Amendment of bidding Document**

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



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

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

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

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

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

- 1) Before submitting any bid, the intending bidders are advised to visit the sites to assess availability of the communication facilities, availability of local labour, wage rate in the locality, etc. which are likely to be involved in preparation of the bid and no claim, whatsoever, will be entertained on these account afterwards.
- 2) Conditional and incomplete bids will be summarily rejected.
- 3) Any type of canvassing by the bidder in furtherance of a bid is strictly prohibited. Such canvassing may lead to cancellation of its bid.
- 4) Exemption from deposition of Earnest Money shall not be allowed under any circumstance.

## **15. SUBMISSION OF BIDS**

The bidder shall submit the bid in two separate parts:

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

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

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

The bidder has to quote the rate in the space provided in Form B and it should be over and above the reserved price. Normally, the bidder quoting the lowest rate will get the offer.

**Help Desk**

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

**16. PROCEDURE FOR SELECTION**

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

**17. TERMINATION**

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

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

**18. TIME OVERRUN**

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

**19. DISPUTE RESOLUTION**

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

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

**20. INDEMNITY**

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



## 21. CONFIDENTIALITY

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

## 22. CONFLICT OF INTEREST

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

## 23. QUALITY ASSURANCE PLAN

The consultant should have to ensure quality assurance in his work. All his work should be checked by a quality assurance team, which will be different from the team for the project. The consultant should submit the quality assurance plan and his team to WBSFP&HDCL for approval.

## 24. PROJECT TIMELINE

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

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

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

- 1) Inception report
  - (a) Objective, Approach & Methodology.
  - (b) Survey and investigation methodology.
  - (c) Methodology for technology sourcing & transfer.
  - (d) Project framework.
  - (e) Schedule of works indicating various activities.
  - (f) Study team.
- 2) Preliminary Project report
- 3) Draft detailed project report
- 4) Final detailed project report

Schedule of Services:

Any individual project

1) Preparation of DPR

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

2) Bid Process Management

Preparation of Bid Document & its approval	3 weeks from T4	T5
Floating of bid document, evaluation of bid, & selection of bidder	5 weeks from T5	T6

3) Project Management Consultancy

Monitoring & supervision till completion of project	78 weeks from T6	T7
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Both the projects together

1) Preparation of DPR

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

2) Bid Process Management

Preparation of Bid Document & its approval	4 weeks from T4	T5
Floating of bid document, evaluation of bid, & selection of bidder	6 weeks from T5	T6

3) Project Management Consultancy

Monitoring & supervision till completion of project	84 weeks from T6	T7
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**25. REWARD / PENALTY**

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



## 26. PAYMENT SCHEDULE

Payment schedule for the work will be as follows:

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

Mobilization Advance on acceptance of LoA / signing of agreement	10%
Submission of inception report	10%
Submission of preliminary project report	25%
Submission of draft detailed project report	30%
Approval of final detailed project report	25%
	<b>100%</b>

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

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

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

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

#### Note:

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

## 27. PERFORMANCE SECURITY

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

  
 Managing Director  
 WBSP&HDCL

**FORM – A**

**TENDER FORM**

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

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

Dear Sir / Madam,

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

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

We have enclosed the following documents:

1. Form A on the Company's letterhead duly signed by the authorized person under proper seal.
2. EMD of Rs. \_\_\_\_\_/- in favor of WBSFP&HDCL, payable at Kolkata.
3. General information of the Bidder in Schedule I
4. Undertaking in Schedule II
5. Self-attested copies of all Supporting Documents.
6. Financial Bid in Form B

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

Thanking you,  
Yours faithfully,

(Signature of the authorized person)

Name:  
Designation:  
Name of organization:



**Schedule-I**

**General Information of the Bidder**

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

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

(Signature of the authorized person)

Name:

Designation:

Name of organization:

**Schedule-II**

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

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

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

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

(Signature of the authorized person)

Company Seal

Name:

Designation:

Name of organization:



### Schedule-III

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

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

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

IN WITNESS WHEREOF WE, \_\_\_\_\_, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF \_\_\_\_\_, 2022

For

(Signature)  
(Name, Title and Address)

Witnesses:

1

**Accepted**

2

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

#### Notes:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
2. Also, wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

**Schedule-IV**

**Bidder's Experience**

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

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



**Schedule-V**

**Experience of Key Personnel**

<b>Sl. No.</b>	<b>Position</b>	<b>Name of the person</b>	<b>Academic Qualifications</b>	<b>Experience in the respective field</b>
1.	Project Director			
2.	Team Leader			
3.	Project Supervisor (Civil / Environmental Engineer)			
4.	Agriculture & Technical Expert			
5.	Financial Expert & Bid Process Management Expert			
6.	Capacity Building Expert			

**Schedule-VI**

**Format for CV of Key Personnel**

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

Period	Name of Employer	Position held	Location

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

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

**Certification:**

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

Signature of the Candidate

Signature of the Authorized Signatory

Date

Date



**Schedule-VII**

**Financial Capacity of the Bidder**

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

**Note**

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

**FORM – B**  
(FORMAT FOR SUBMISSION OF FINANCIAL BID)

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

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

Dear Sir / Madam,

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

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

*\* Amounts in Indian Rupees, exclusive of GST, to be quoted in figures and in words*

Thanking you,  
Yours faithfully,

(Signature of the authorized person with Company Seal)

Name:  
Designation:  
Name of organization: