

GOVERNMENT OF WEST BENGAL
URBAN DEVELOPMENT DEPARTMENT
OFFICE OF THE EXECUTIVE ENGINEER
SALT LAKE RECLAMATION DIVISION
NIRMAN BHAVAN, SECOND FLOOR,
SALT LAKE, KOLKATA- 700 091.
PHONE: 033-2337-1404

Memo No. 8-391/15/2090

Dated: 18/12/2015

NOTICE INVITING EXPRESSION OF INTEREST (EOI)
(e)EOI No – WBUDD/SE/SLRD/EOI-02(e) / 2015-16 of EE, SLRD.

Name of Work: "Architectural Design of the Proposed Lepcha Bhavan (G+6) in Plot No. DC/193/2e, Action Area 1D, New Town, Kolkata."

Tribal Development Department, Government of West Bengal intends to build Lepcha Bhavan (G+5) in Plot No. DC/193/2e, Action Area 1D, New Town, Kolkata and, for this purpose, the undersigned invites Expression of Interest (EOI) from reputed architectural firms for architectural design and drawing of the said building through electronic bidding (e-Bidding).

Intending bidders who desires to participate in the bids are requested to log on to the departmental website www.wburbandev.gov.in & Govt. Bid website <https://wbttenders.gov.in> for information about the bid.

Bidders willing to take part in the process of e-Bidding are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Government of India (viz. NIC, nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT). DSC is given as a USB e-Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website. Bids are to be submitted separately for each work online and intending bidders are to download the bid documents from the website stated above, directly with the help of the e-Token provided. This is the only mode of collection of bid documents.

1.0 Scope of Activities

The successful architectural firm will have to undertake architectural design, electrical design, structural design including vetting of the structural design by reputed educational institution, preparation of all detailed working drawings of the said building and preparation of Bill of Quantities (BOQ) for both civil & electrical as per PWD schedule in vogue including rate analyses of items not included in the PWD schedule. The architectural design should take into consideration multifarious facets of aesthetics, compatible with the daily life, art and culture and means of earnings of the Lepcha tribe residing in our state. In this regard a design brief (Annexure-I) is annexed with this notice which may be perused, before participation.

The building should comply with Newtown Kolkata Development Authority (NKDA) Building Rules, In force, and, the architectural design should also comply with latest edition of the National Building Code. A site plan is enclosed as Annexure –II.

2.0 General Terms & Conditions

Submission of Bids

1. General process of submission

Bids are to be submitted separately online through the website stated above. All the documents uploaded by the Bid Inviting Authority form an integral part of the contract. Bidders are required to upload all the bid documents along with the other documents, as asked for in the bid, through the above website within the stipulated date and time as given in the Bid. Bid is to be submitted in two folders at a time for the work, one is Technical Bid and the other is Financial Bid. The bidder shall carefully go through the documents and prepare the required documents, and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. He needs to fill up the rates in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The

- documents uploaded must be virus scanned and digitally signed using the Digital Signature Certificate (DSC). Bidders should specially take note of all the addendum and corrigendum related to the bid and upload the latest documents as part of the bid.
2. The undersigned reserves the right to disallow participation of any or all the applicants in the EOI, without assigning any reason whatsoever and no challenge against such refusal will be entertained. The applicants will also not be entitled to any compensation for rejection of their prayer for participation in the EOI.
 3. In case of sudden closure of office due to reasons beyond the control of the undersigned, the last date and time as indicated hereinafter, will automatically be deferred to the next working day without further notice.
 4. Participation in this EOI deems that the applicant is fully agreeable to abide by all terms and conditions as stated in this notice inviting EOI.
 5. Any notice or instruction to be given to the participants under the terms of this EOI shall be deemed to have been served if it has been delivered to his authorized agent (on the strength of authorization) or representative or sent by registered letter to his address as furnished.
 6. The undersigned reserves the right to annul the whole process of EOI without assigning any reason whatsoever.
 7. The bidders are bound by the terms and conditions of W.B.F No. 2911 along with the specification, notice of EOI along with all enclosures, Special Terms & Conditions, if any, and schedule of works etc. which forms part and parcel of this contract. Conditional offer will not be entertained and shall be deemed as 'informal'
 8. **The payment shall be milestone-based. Maximum of 80% (eighty percent) payment shall be made on achieving 100% (hundred percent) of each mile-stone. Balance 20% (twenty percent) payment shall be released on completion of the whole project and on carrying out modifications, if any, successfully without any extra cost. If no component of the work is executed by the selected bidder, for whatsoever reason, no payment shall be made.**
 9. No conditional bid/offer/proposal shall be accepted.
 10. Any bid/offer containing over writing is liable to be rejected. All corrections are to be attested under the dated signature of the bidder without which bid/offer may be informal.
 11. **01(one) model of the proposed building of Lepcha Bhavan(G+5) in Plot No. DC/193/2e, Action Area 1D, New Town, Kolkata is to be supplied by the selected bidder, totally, free of cost to the undersigned.**

Technical Bid

The Technical Bid should contain scanned copies and / or declarations in the following standardized formats in two covers (folders).

A. *Technical File (Statutory Cover) containing*

- i. *Application for Bid (Vide Form – 1) (to be submitted in "Forms" folder).*
- ii. *Tender Form No. 2911 (ii) (to be submitted in "2911" folder).*
- iii. *Notice Inviting Quotation (NIQ) (to be submitted in "NIQ" folder).*
- iv. **Conceptual Architectural design/proposal of the proposed Lepcha Bhavan(G+5) in Plot No. DC/193/2e, Action Area 1D, New Town, Kolkata (to be submitted in "Design" folder).**

Earnest Money Deposit (EMD)

Earnest money of Rs. 15,000.00 (Rupees fifteen thousands) only is to be submitted by the participating bidders with their quotation, in the shape of Bank Draft /Bankers cheque purchased from any nationalised bank drawn in favour of the Executive Engineer, Salt Lake Reclamation Division, payable at Kolkata, without which the bid shall be declared as informal. The Earnest money submitted by the bidder whose bid/quotation is accepted, shall be converted into Security deposit and shall be refunded/returned at the end of contractual period after successful execution of work in the field. Unsuccessful bidder may submit application for refund of their Earnest money deposit to the Executive Engineer, Salt Lake Reclamation Division, and that shall be released after issuance of work order to the lowest bidder, whose bid/quotation is accepted. No adjustment of any short of above mentioned Earnest money previously deposited for other works will be considered.

Scanned copy of Demand Draft (DD) / Banker's Cheque (BC) towards EMD as prescribed in the NIT, in favour of the Executive Engineer, Salt Lake Reclamation Division, Nirman Bhawan payable at Kolkata (to be submitted in "Drafts" folder)

v. **Credential Certificate** (to be submitted in "Forms" folder)

vi. **Declaration of not having common interest between the participating bidders** (vide Form-2)
(to be Submitted in "Forms" folder).

Note: Bids will be summarily rejected if any item in the Statutory Cover is missing.

B. Document (Non-Statutory Cover) containing

i. **Certificates**

1. Professional Tax (PT) submission of Challan and PAN Card details. Application for such addressed to the competent authority may also be considered.

ii. **Company Details**

1. Registered Deed for Partnership Firm / Consortiums from Registrar of Assurances having office at Todi Mansion, Kolkata. Mere application for registration will not be considered. However, in cases where the applicant is yet to receive registration certificate from Todi Mansion, the applicant is to submit an affidavit in Non-Judicial Stamp Paper along with the application pledging that "the registration certificate of the Consortium / Partnership Firm" would be submitted to the Bid Inviting Authority before making agreement with the Bid Accepting Authority in case he is found lowest." In case of inordinate delay in submitting the document, his bid is liable to be rejected and his EMD deposited will stand forfeited to Government. Any change in the constituents of the Consortium / Partnership Firm should also be registered from the Office at Todi Mansion, Kolkata, prior to the date of application of bid otherwise his application will be rejected.

Note : An affidavit regarding authorized user of DSC for Consortiums and a declaration regarding such authorization for Limited Companies is to be submitted.

2. Trade License for Proprietorship Firms.
3. Memorandum of Articles for Limited Companies.

The architect(s) who are having registration from Council of Architecture will have to submit self-attested photocopy of the same. The originals will have to be produced for verification by the successful participant only. The originals will be returned after verification.

iii. **Credential/ Eligibility Criteria**

Registered bona fide, reliable and resourceful architectural agencies/firms **having sufficient experience in execution of similar type of works** may participate in this Expression of Interest (EOI).

Addenda / Corrigenda: If published.

Note : Bidders are to keep track of all the Addendum / Corrigendum issued with a particular bid and upload all the above digitally signed along with the NIT. Bids submitted without the Addendum / Corrigendum will be treated as informal and liable to be rejected.

Others: Any other documents found necessary.

Note: Failure of submission of any one of the above mentioned documents will render the bid liable to summary rejection.

Financial Bid

The Financial Bid should contain the following document in one cover (Folder)

i. **Bill of Quantities (BOQ)**

The contractor is to quote the rate online through computer in the space marked for quoting rate in the BoQ. (Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor).

3.0 Selection/Acceptance of the successful Bid/Offer/Proposal

The selection/acceptance of the bid/offer/proposal shall be made on Cost Based Selection

The Bidders will be shortlisted on the basis of marks obtained on different criterias mentioned in the table below. The evaluation for short listing will be done by the tender committee of this department.

Sl. No.	Criteria	Weightage
1	2	3
1	Past experience of the firm <ul style="list-style-type: none"> • Number of years experience (20%) • Past experience of studies/job of similar nature (50%) • Past experience in carrying out studies/ job in related sectors (20%) • Studies/job carried out in West Bengal (10%) 	60%
2	Experience of Key personnel. <ul style="list-style-type: none"> • Qualifications (30%) • Relevant experience (70%) 	25%
3	Financial strength of the consultant. <ul style="list-style-type: none"> • Turnover figure for last three years. (50%) • Net profit figure for last three years (50%) 	15%
		TOTAL: 100%

Qualifying mark in technical bid will be 60%. Financial bid of technically qualified bidders, only, will be opened for selection.

The accepting authority reserves the right to reject any or all of the bid/offer/proposal received without assigning any reason whatsoever to the intending participants including lowest bid/offer/proposal received.

4.0 Terms of Payment

One time payment of 80% of the total amount of each of the first three items in the schedule of work will be paid after completion of all the items. Rest will be paid after receiving "completion certificate" from the competent authority.

Special Terms and Conditions

1. All participants are requested to visit the site and satisfy themselves about local conditions and also other matters that may be required in connection to the work. Such matters should be duly taken care of during the work.
2. Any corrigendum regarding this EOI will be uploaded in the website of Urban Development Department i.e www.wburbandev.gov.in and W B Govt. bid website <https://wbtenders.gov.in> along with publication through office notice board. The intending participants are requested to visit the websites for any updates etc. in this regard.
3. All changes in the architectural design and subsequent structural design will have to be done free of cost by the selected bidder/firm. Also, any changes those are unavoidable must be done by the selected bidder free of cost.
4. All N.O.Cs related to fire, environment etc. are to be arranged by the successful agency.
5. The selected bidder/ firm has to submit Completion Drawing (five hard copies) and two soft copies to Special Engineer, Salt Lake Reclamation & Development Circle at the end of the project.

6. Payment shall be made on availability of fund.
7. The intending bidders are to quote their offer taking all the above points into consideration and no extra claim whatsoever shall be admissible afterwards.

SCHEDULE of Dates for e-EOI :

Sl. No.	Activity.	Date & Time.
1.	Publishing Date.	18/12/2015 at 17:00 hrs.
2.	Document Download Start date	18/12/2015 at 17:00 hrs.
3.	Bid Submission start date	18/12/2015 at 17:00 hrs.
4.	Document Download end date	28/12/2015 at 16:00 hrs
5.	Bid Submission end date	28/12/2015 at 17.00 hrs.
6.	Last date of physical submission of EMD	29/12/2015 up to 14.00 hrs.
7.	Technical Bid opening date	30/12/2015 12:00 hrs. onwards.
8.	Financial Bid opening date.	To be notified later.


 EXECUTIVE ENGINEER
 SALT LAKE RECLAMATION DIVISION

APPLICATION FOR EOI

To
The Special Engineer
Salt Lake Reclamation & Development Circle
Urban Development Department

Notice Inviting EOI No. : _____

Dear Sir,

Having examined the Statutory, Non-statutory & NIQ documents, I/We hereby like to state that I/We willfully accept all your conditions and offer to execute the works as per EOI No. stated above. I/We also agree to remedy the defects after / during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this _____ day of _____ 2015

Full name of applicant: _____

Signature: _____

In the capacity of : _____

Duly authorized to sign bids for
and on behalf of (Name of Firm) : _____

(In BLOCK CAPITALS or typed)

Office Address : _____

Telephone No(s) (Office) : _____

Mobile No. _____

Fax No. _____

E mail ID _____

FORM - 2

Declaration against Common Interest

I / We Sri / Smt. _____, the authorized signatory on behalf of
_____ do hereby affirm that I / We / any of the member of

_____ Bidding against EOI No. _____ do not have any common interest either as a partner or any Partnership Firm / Consortium as a Proprietor / Owner of any other firm in the same serial for the work I / We want to participate.

Date : _____

Signature of the bidder

Memo No. 8-391/15/2090(22)

Dated 18/12/2015

Copy forwarded for information & necessary action to:

- 1) The Principal Secretary, Urban Development Department, Govt. of West Bengal, Nagarayan, Salt Lake, Kolkata.
 - 2) The Principal Secretary, Tribal Development Department, Administrative Building, Salt Lake.
 - 3) OSD & EO, Secretary, Tribal Development Department, & Member Secretary, Mayel Lyang Lepcha Development Board, Govt. of West Bengal, Sidhu Kanu Bhawan, KB-18, Sec-III, Salt Lake, Kolkata-700098.
 - 4) The Chief Engineering Advisor, Urban Development Department (Salt Lake Project), Nirman Bhavan, Salt Lake, Kolkata.
 - 5) The Administrator, Bidhannagar. Nirman Bhavan, Salt Lake, Kolkata- 700 091.
 - 6) "Computer cell", Nagarayan, Urban Development Department, DF-8, Sector – I of Salt Lake City with request to upload the Notice in the Departmental Website www.wburbandev.gov.in
 - 7) The Special Engineer, Salt Lake Reclamation & Development Circle, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
 - 8) The Executive Engineer, Salt Lake Construction Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
 - 9) The Executive Engineer, Bidhannagar Municipal Services Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
 - 10) The Executive Engineer, Central Mechanical Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
 - 11) The Executive Engineer, Metropolitan Drainage Division-I, Jalasampad Bhavan, Salt Lake, Kolkata- 700 091.
 - 12) The Executive Engineer, Mograhat Drainage Division, Jalasampad Bhavan, Salt Lake, Kolkata- 700 091.
 - 13-20) The SDO/ Salt Lake Roads Sub-Division/ Salt Lake Drainage Sub-Division/ Salt Lake Reclamation Sub-Division-I & II/ Salt Lake Survey Sub-Division/ Salt Lake Water Supply Sub-Division/ Salt Lake Sewerage Sub-Division/ Salt Lake Electrical Sub-Division/ Salt Lake Mechanical Sub-Division.
- 21-22) Accounts branch / Office Notice Board.

M. K. Chatterjee
EXECUTIVE ENGINEER

SALT LAKE RECLAMATION DIVISION

M. K. Chatterjee
18/12/15

ANNEXURE-I**DESIGN BRIEF****“Architectural Design of the Proposed Lepcha Bhavan(G+5) in Plot No. DC/193/2e, Action Area 1D, New Town, Kolkata.”****ABOUT THE PROJECT**

The building should be a Multipurpose structure. It would be a State-of-Art Building. The building should reflect the ethos of Lepcha Culture and the design and colour combination must reflect the Lepcha Culture of West Bengal.

A plot of land in Plot No. DC/193/2e, Action Area 1D, New Town, Kolkata measuring, approximately, 7.47(seven point four seven) cottah has been earmarked for that.

The authority has a dream that this multifunctional city of New Town will get a unique landmark building with good aesthetics. It will be an eye catching building which may enhance the urban scope. The aim of the authority is to have a building with unique combination of the best natural resources and the modern technology. The building should be an Eco- Friendly one with building materials those are environmental friendly and locally resourced. We aim to create a healthy, efficient building that will help to promote a green corporate image to all. The proposed building should be air-conditioned & fire protected.

The design of the landmark building should cater to the following demands.

- o Functional Demand
- o Spatial Demand
- o Physical Demand
- o Cultural Demand

LOCATION (Site & the surroundings):

The proposed Lepcha Bhavan is to be located at Plot No. DC/193/2e, Action Area 1D, New Town, Kolkata measuring approximately 7.47(seven point four seven) cottah. The shape of the plot is almost rectangular.

LAND AREA: 7.47(seven point four seven) cottah, approximately.

USE OF BUILDING: Assembly Building.

PERMISSIBLE F.A.R.: Maximum permissible FAR is to be achieved in the design.

PERMISSIBLE GROUND COVERAGE: 45% of the Plot Area.

REQUIRED BUILT UP AREA: At least 12,000 (twelve thousand) Sq. ft.

PARKING FACILITIES: As per the prevailing Newtown Kolkata Development Authority (NKDA) Building Rules, in force.

OPEN SPACE SYSTEM: Beside the marginal open spaces, green open spaces, landscaped gardens using water features etc. shall have to be included in the project as per the prevailing Newtown Kolkata Development Authority (NKDA) Building Rules in force.

CIRCULATION SYSTEM: Circulation within the project should be smooth, easy and flawless. Internal roads, drive ways, path ways etc. should cater all the connections within the project.

FUNCTIONAL ACTIVITY SYSTEM: The building must provide the space for 01 (one) office with provision for 03(three) chambers with attached toilets, multi-purpose hall for the staff of the departments/sections, conference room, toilet blocks for both gents and ladies in each floor, canteen for the office staff, server room, driver's rest room, security or guard room, 2-bedded guest rooms, suites, atleast ten bed dormitory etc

OTHER FACILITY: ATM counter, Medicine shop, Photocopy shop, Stationery shop, etc. to be provided in the ground floor of the building. Lift- 2 nos. (8 passenger) with machine room.

SERVICE SYSTEM: To maintain smooth building operation – Electrical sub-station room, Generator room, Pump room, fire pump room, HVAC (VRF) room, drainage and sewerage system must be provided in the project.

FIRE FIGHTING ARRANGEMENT : Fire fighting system should be equipped with Fire alarm, Hydrant, Sprinkler system, Fire rated door, Fire Damper, Smoke extraction system, CO₂ foam system etc. as per fire safety norms.

Grid connected Solar Panels atop the building providing energy for compound illumination.

SECURITY SYSTEM: Close circuit TV monitor system at the entrance & in common spaces manual security guard tour system along with guard rooms etc. must be included in the project.

The designer consultant is free to include any other facility which may be deemed appropriate for this office building.

Milal K. Sanyal
EXECUTIVE ENGINEER

SALT LAKE RECLAMATION DIVISION

18/11/14

