

# **DIGHA SANKARPUR DEVELOPMENT AUTHORITY**

**(A Statutory Authority of Govt. of West Bengal  
under Urban Development & Municipal Affairs Department)**

Online E.O.I. invited for engagement of consultancy service for  
Preparation of DPR for construction of cottage complex  
alongwith other ancillary works at Permanent Picnic Spot,  
New Digha under DSDA

Administrative Building  
Digha Sankarpur Development Authority  
New Digha :: Purba Medinipur

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Office of the  
**Executive Officer**  
**Digha Sankarpur Development Authority**  
New Digha :: Purba Medinipur  
**NIT/NIQ/EOI/RFP NO. : 101/DSDA/ OF 2022 – 2023**

**E.O.I. NOTICE**

**ONLINE E.O.I. INVITED FOR ENGAGEMENT OF CONSULTANCY SERVICE  
FOR PREPARATION OF DPR FOR CONSTRUCTION OF COTTAGE  
COMPLEX ALONGWITH OTHER ANCILLARY WORKS AT PERMANENT  
PICNIC SPOT, NEW DIGHA UNDER DSDA**

The Executive Officer, DSDA is to hereby invite the "Expression of Interest" from renowned Consultancy Firms only having sufficient experience as stated below for preparation of DPR (Drawing, Design & BOQ) including supervision of works on the field for construction of Cottage Complex alongwith other ancillary works at Permanent Picnic Spot, New Digha under DSDA.

**About the proposed Cottage Complex :**

The proposed Cottage Complex will be constructed at Permanent Picnic Spot, southern side of Administrative Building of DSDA, New Digha measuring area 2.0 acres. Once the said Cottage complex is developed, the tourists may be accommodated there.

**Scope of Work :**

The work will include preparation of details of Architectural Drawing, Structural Designs including preparation of details estimate of the proposed cottage complex alongwith other ancillary works with bill of quantitative including supervision of work. The detailed estimate will have to be prepared on the basis of PWD schedules and in case of non-scheduled items, analysis of rates will have to be provided. The details estimate to be vetted by the Consultancy from the Competent Authority. In addition to the above, the work will also include periodical Architectural supervision of the construction work of the Cottage Complex site. The selected Design Consultant will have to carry out the following Consultancy works :

- 1) Architectural detailed Design& Drawings including preparation of Plans, Elevations, Sections, Perspective Drawings, Architectural Details etc.
- 2) Detailed Structural Design and Drawing of the components of the cottage complex including vetting of the Structural Designs of the said components. The structural vetting should be done by IEST, JU, IIT-Kharagpur or similar Institute as agreed upon by DSDA.
- 3) Detailed designs & drawing of Cottages, Sewrage, Drainage, Electricals and other related ancillaries.
- 4) Any change in Architectural and other Designs of the proposed cottages as may be suggested by an Expert Panel must be done by the selected bidder free of cost. Any other unavoidable change is also to be done by the selected bidder free of cost.
- 5) Obtaining necessary NOC/clearance relating to construction work from the Statutory Authorities as applicable.
- 6) Preparation of Draft & Final Tender Documents which will include Technical Specifications & Bill of Quantities.

- 7) Periodical Architectural supervision of the construction work including ancillary works.
- I. Intending bidders may download the bid documents from the website <http://wbtenders.gov.in>
2. Selection Procedure - Selection will be made through Combined Quality Cum Cost Based System (CQCCBS). The minimum technical qualification marks is 70. The technical proposal will be given 70% weightage while the financial proposal will be allotted weightage of 30%. The bidder (H-1) who will obtain the highest total combined score after technical (quality) and financial (cost) evaluations will be selected.

Detailed Bid Evaluation Criteria is given in the table.

### 3. Submission of Proposals:-

Proposals are to be submitted in two folds, viz.,

- A. Technical Bid  
B. Financial Bid.

### 4. Time Schedule

Date of uploading of Bid documents	01.12.2022
Publishing date and time (online)	01.12.2022 at 6:00 P.M.
Documents download start date and time (online)	01.12.2022 from 6:00 P.M.
Date & time of Pre-Bid Meeting with the intending bidders in the Office of the EO/DSDA	08.12.2022 at 2:00 P.M.
EOI submission start date and time	08.12.2022 from 4:00 P.M.
Date of showing Power Point Presentation	16.12.2022 at 3:00 P.M.
EOI submission closing date and time	26.12.2022 upto 3.00 P.M.
Date and time of opening Technical Proposal(s) (online)	28.12.2022 at 3.00 P.M.
Date of opening of Financial Proposal(s) (online)	To be notified at the time of uploading the technical evaluation sheet
Uploading the list of qualified bidders along with marks (online)	After evaluation by Tender Evaluation Committee
Validity of Bid	60 days w.e.f the date of publishing this NIT
Completion Period of the work	<b>60(Sixty) days</b> w.e.f the date of issuing AOC.

All bids, viz., Technical and Financial will be evaluated by the Tender Evaluation Committee to be formed by DSDA. The decision of the Tender Evaluation Committee will be **final and absolute in this respect.**

### 5. Eligibility Criteria for the Bidders: -

Consultancy firms having experience offering similar consultancy service i.e. preparation of at least one similar type of project in the last 5(five) years in Govt. Sector. The entity should have sufficient number of in-house/associated technically qualified professionals such as Design Engineers, Architect, Civil, Electrical and Mechanical Engineers, Draftsman with knowledge of AutoCAD, Surveyor with knowledge of TS/DGPS etc. and other suitable consultants as may required for successful preparation of DPR and mentioned under. It would be desirable for the firm to have an office in West Bengal. The Bidders

(other than individuals) should be an Indian entity and should be in existence for at least previous 5 years as on date of bid submission. The entity/lead partner in the consortium must have experience in above nature of project during the last five financial years as follows:

- One completed DPR costing not less than **Rs. 1 crore** and duly approved / accepted by the Client or
- Two completed DPRs costing not less than **Rs. 50 Lakhs** each and duly approved/ accepted by the Client

ii) The bidders should have an average Annual Turnover of **Rs. 25.00 Lakh or more** during the financial years 2021-22, 2020-21 & 2019-20

a) Photocopy of PAN card, professional tax certificate, GST registration certificate etc. will have to be submitted.

b) Other supporting documents to be produced with respect to Eligibility Criteria:

<b>Criteria</b>	<b>Supporting Documents to be Submitted</b>
i) The Bidder should be an Indian Company registered under the Indian Companies Act 1956/2013.	Certificate of Incorporation
ii) The Architect (participating in individual capacity) should be registered with the Council of Architecture.	Certificate of Registration issued by Council of Architecture
iii) All proprietors/partners of the Architectural firm should be registered with the Council of Architecture.	Certificates of Registration issued by Council of Architecture
iv) For partnership firm	Partnership Deed
v) For consortium of not more than three entities	Agreement/Deed
vi) The Bidder or Lead Partner in a consortium should have executed planning, designing, Drawing & BoQ of similar type of project anywhere in India in last five financial years from the date of publication of this EOI as follows : a) One completed DPR costing not less than Rs. 1 crore and duly approved/accepted by the Client or b) Two completed DPRs costing not less than Rs. 50 Lakhs each and duly approved/accepted by the Client	a) Completion Certificate b) Completion Certificates
vii) The bidder should have an average Annual Turnover of <b>Rs. 25.00 Lakh or more</b> during the financial years 2021-22, 2020-21 & 2019-20.	Copy of audited balance sheet for FYs 2021-22, 2020-21, 2019-20 duly certified by a Chartered Accountant
viii) The bidder should have adequate technical professionals having experience in similar nature of works.	Form 2 {CV format}

**6. Declaration on Notary:-**

Photo Copy of one affidavit before Notary will have to be submitted mentioning the correctness of the documents and a declaration regarding blacklisting and/or penalty debarment etc. faced by him/her under any Govt./ Semi-Govt./ Autonomous body/ Institution.

**7. Mobilization Advance:** No Mobilization Advance, escalation and Secured Advance will be allowed.

**8. Bid Validity:** Bid shall remain valid for a period of 60 (Sixty) days. If the bidder withdraws the bid during the period of bid validity, the earnest money deposited will be forfeited without assigning any reason thereof.

**9. Arbitration:** There will be no provision of arbitration.

**10. Bid documents: -**

**A. Technical cover**

a) The following documents shall have to be submitted by each bidder:

i. Trade License if any.

ii. Audited Balance Sheet for last 03(three) Years mentioned above.

iii. PAN Card

iv. Professional Tax Certificate.

v. Latest P. Tax return.

vi. GST Registration Certificate.

vii. Latest GST Return Certificate.

viii. Technical Credential in form of Completion Certificate(s) only as mentioned above.

ix. Certificate of Incorporation

x. Form 2 (CV format for technical professionals)

xi. EOI and corrigenda & addenda, if any, uploaded by the TIA

xii. Notary Affidavit as mentioned above (sample format given below).

xiii. All Form & Annexure.

b) Additional list of documents shall have to be submitted by a Proprietorship/Partnership Firm/Consortium:

i. Trade License.

ii. The power of Attorney for the firm for signing the tender.

iii. Partnership Deed/Agreement.

**B. Financial cover**

The rate should be quoted including all of taxes on BOQ.

**Note-**

1. Content showing the requisite documents uploaded by a bidder should be annexed in the beginning.

2. The Bid Documents cited above shall be part and parcel of the Tender and shall have to be uploaded by a bidder with digital signature.

**11. Survey, Concept Plan, Design, Approach, Methodology and Work Plan:** This is the most important part of the bidding process. Care should be taken to accommodate all the provisions of Terms of Reference (TOR). Addition and/or alteration, if any, towards betterment of the project will be appreciated keeping the basic requirements as mentioned under TOR. The CTEC also reserves the right to cancel a particular bid or all of them if the documents submitted by the bidders are not satisfactory without assigning any reason.

## 12. Language of Bid documents: -

The bid documents shall be submitted in the prescribed form in English language. All literatures and correspondences in connection with the Tender shall be in English language. If any document is not in English language, it should be translated in English language and will have to be authenticated by the bidder.

### Special Terms and conditions:-

- a) Notwithstanding anything contained in this bid document, the Authority reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals at any time without any liability or any obligation for such acceptance, rejection or annulment and without assigning any reason thereof.
- b) **Pre-Bid Meeting.** Pre-bid meeting will preferably be held at the Office Chamber of the EO/DSDA, at the scheduled date and time mentioned above. All intending bidders are requested to go through the bid documents visit the site and submit the queries, if any, addressed to the EO/DSDA through e-mail: [eodsda@gmail.com](mailto:eodsda@gmail.com) prior to the bid submission start date.

## 13. Amendment of Bid Document

- i. At any time, prior to the start date of submission of Bids, the Authority may, for any reason whether at its own initiative or in response to clarifications requested by a prospective Bidder during the Pre -bid meeting or via mail, modify bid documents by corrigenda and/or addenda.
- ii. The corrigendum details will be published only on the website <https://wbtenders.gov.in> and these amendments shall be binding on all bidders.

## 14. HOW TO APPLY

- i. Applicants willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system through logging on to <https://wbtenders.gov.in> using the option - Click here to Enroll. Possession of a Valid Class II Digital Signature Certificate (DSC) in the form of smart card/ e-token in the name of the Firm is a prerequisite for registration and participating in the Tender submission activities through this website. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <https://wbtenders.gov.in>.
- ii. Intending bidders can search and download NIT and other Tender documents electronically by logging on to the website <https://wbtenders.gov.in> using Digital Signature Certificate (DSC). This is the mode of collection of Tender documents electronically.
- iii. Submission of Earnest Money (EMD) & refund of the same under thee-procurement system will be dealt with as per G.O. no 3975 - F(Y) dated 28th July, 2016.
- iv. An initial EMD amounting to **Rs. 50,000/- (Rupees fifty thousand)** towards earnest money to be deposited online. Balance amount, if any, to the tune of 2% of quoted value should be submitted online before making formal agreement, if selected.

Note: - The Earnest Money, as specified in this e-NIT shall be paid by online internet bank transfer or NEFT/RTGS (as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Department, Govt. of West Bengal). Every such Transfer shall be done on or after the date of publish of e- NIT. Any Bid without EMD (except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. The bidder should attach the relevant documents for exemption of EMD, if applicable, otherwise the bid would be treated as cancelled.

- v. A prospective bidder shall be allowed to participate in the tender either in capacity of individual or as a partner of a firm / authorised person for Ltd. Co.
- vi. Applicants should note clearly that date and time of submission of applications. Applicants are reminded that no supplementary documents will be entertained by the Authority and the evaluation will be carried out only on the basis of the documents received at the time of closing for receiving Request for Proposal documents.

**Notes for Financial Bid:**

The price quoted in financial bid will be inclusive of all taxes including GST and other charges as applicable. No additional payment will be made above the quoted price. All payments shall be made in INR.

**15. OPENING AND EVALUATION OF EOI: -**

The technical bid will be opened by the TIA on the pre-scheduled date and time (as per time schedule mentioned above. All bidders will appear for Power Point Presentation of their design proposals with all requirements. However, only those bidders fulfilling the primary criteria cited above will be considered for technical scoring. Technical evaluation will be made by the Consultancy Tender Evaluation Committee (CTEC). Financial bid will be opened on recommendation of the CTEC. The decision of the CTEC will be final and absolute in this respect.

### iii. Points for Technical Qualification:

Technical scoring for those bidders fulfilling the primary criteria will be made by the CTEC on the basis of the following components

#### Minimum qualification marks 70

Component	Maximum Marks
<b>Experience in designing, drawing &amp; BOQ in India</b>	<b>40</b>
i) Completed one similar nature of DPR of Project Value not less than Rs. 1.00 crore and duly approved/accepted by the Client <b>or</b> ii) Completed two similar nature of DPRs of Project Value not less than Rs. 50 Lakh each and duly approved/accepted by the Client	25
Experience in designing, drawing & BoQ	10
The entity has an office in West Bengal	5

<b>Financial Capacity of the Firm</b>	<b>5</b>
Average Annual Turn Over of the entity amounting to Rs. 25 Lakh for the last three financial years 2021-22, 2020-21, 2019-20	4
1 mark per additional Rs. 25 Lakh over	1
<b>Qualification and Experience of the Key Professionals</b>	<b>45</b>
Team Leader (Post Graduate in Architect or equivalent with minimum 10 years experience in similar field. Preference will be given to a person with specific experience in the field.	15
Design Engineer (Post Graduate in Civil Engineering (preferably experienced in Building work with minimum 7 years experience)	10
Environmental Specialist (Specialization in Environmental Engineering with at least 5 years experience)	3
Structural Engineer (Specialization in Structural Engineering with at least 5 years experience)	3
Geo-Technical Engineer (Specialization in Soil Mechanics & Foundation Engineering with at least 5 years experience)	3
Electrical Engineer (B.E./ B. Tech. in Electrical Engineering with at least 5 years experience)	3
Mechanical Engineer (B.E./ B.Tech. in Mechanical Engineering with at least 5 years experience)	3
Draftsman conversant to AutoCAD (I.T.I. in Draftsmanship with at least 5 years experience)	3
Surveyor conversant to TS/DGPS (ITI in Survey with 5 year experience)	2
<b>Power Point Presentation</b>	<b>10</b>

Financial Bid of only those bidders who will score 70 or more marks in the Technical Evaluation will be opened by the TIA



## Example for Technical & Financial Evaluation

Technical Qualification(100 Marks)

Minimum Qualifying Marks : 70 (i.e. 70% of total marks 100)

### STAGE 1: Technical Bid Evaluation

Bidder details	Technical Mark Obtained	Remarks
Bidder 1	72	
Bidder 2	65	Rejected
Bidder 3	80	
Bidder 4	85	

### STAGE 2: Conversion of Technical Marks to Technical Score (St)

Bidder details	Conversion of Technical Marks to Technical Score (TM/HTM*100)	Remarks
Bidder 1	$72/HTM*80 = 72/85*100 = 84.70$	84.70
Bidder 2	Rejected	0
Bidder 3	$80/HTM*100 = 80/85*100 = 94.11$	94.11
Bidder 4	$85/HTM*100 = 85/85*100 = 100$	100

TM = Technical Marks obtained by individual bidders

HTM = Highest Technical Marks obtained by any bidder in Technical Evaluation.

### STAGE 3: Financial Bid Evaluation

Bidder details	Financial Bid Amount
Bidder 1	1,30,000
Bidder 3	1,20,000
Bidder 4	1,00,000

### STAGE 4: Conversion of financial bid amount to Financial Score (s)

Bidder details	Financial Bid Amount	Financial Score (Sf) (LFB/F*100)
Bidder 1	1,30,000	$100000/130000*100 = 76.92$
Bidder 3	1,20,000	$100000/120000*100 = 83.33$
Bidder 4	1,00,000	100

LFB : Lowest Financial Bid, F= Quoted Amount by individual bidders

**Consolidated Technical & Financial Score**

Bidder details	Technical Score (St)	Financial Score (Sf)
Bidder 1	84.70	76.92
Bidder 3	94.11	83.33
Bidder 4	100	100

Illustration -

T = the weight given to the Technical Proposal (70%)

P = the weight given to the Financial Proposal (30%)

$S = St \times T\% + Sf \times P\%$

**STAGE 5: Combined Technical and Financial Score (CTFS) with Weight age 70:30**

Bidder details	Applying weights for the Technical Score & Financial Score	CTFS	Rank of the Bidder
Bidder 1	$84 \times 70(70/100) + 76.92 \times (30/100)$	82.36 (59.29+23.07)	H3
Bidder 3	$94.11 \times (70/100) + 83.33 \times (30/100)$	90.86 (65.87+24.99)	H2
Bidder 4	$100 \times (70/100) + 100 \times (30/100)$	100 (70+30)	H1

## ABOUT THE PROJECT & SCOPE OF WORK :

- 1) Digha is one of the main tourist destination of West Bengal. This also has historic importance. Most importantly, a large part of the local population are dependent on tourist activities. Also a huge surge of floating population comes in holidays and long weekends. So many departmental officers came Digha & stayed in this Holiday Home. But said holiday home is now dilapidated condition and needs to be renovated & upgraded with some modern activities.
- 2) The scope of work is further stated in the Terms of Reference (TOR), which should be followed to prepare the concept plan.
- 3) The intending bidders should visit the site for preparation of realistic bid.
- 4) After getting Work Order, the Consultant will conduct a detailed surveyed and finally preparation the drawing, design & BOQ as directed by the Engineer-in- Charge (EIC) within 60 days. The Executive Engineer, DSDA will be the EIC and will be the overall authority of the Project.
- 5) After approval of the draft DPR from the concerned engineer with recommendation(s), if any, the Consultant will prepare and submit at least 4 (four) hard copies of DPR with one soft copy to the EIC within two weeks for necessary approval from the competent authority. Preparation of BOQ along with necessary checking from third party & vetting from Govt. recognized University like IITs, NITs, IEST, Jadavpur University etc. The successful bidder will have to supervise the whole construction work including ancillary works.
- 6) After necessary additions & alterations, if required, as per direction of the authority, the Consultant should submit 8 (eight) hard copies of modified DPR with one soft copy to the EIC within one week for necessary approval from the appropriate authority.
- 7) Administrative Approval & Financial Sanction (AA & FS) from the Department of UD &MA would be the final approval for the DPR. The Consultant should comply with the observations of the Department, if any, prior to issuance of AA &FS, within the time as instructed by the EIC.



*Executive Officer*

*Digha Sankarpur Development Authority  
& Spl. Officer, U.D.&M.A. Deptt.*

Dated : 01.12.2022

**Memo No. : 1588 /DSDA/2022-23**

Copy forwarded for information to:-

1. The Hon'ble Chairman, DSDA & District Magistrate, Purba Mednipur.
2. The Hon'ble Vice-Chairman, DSDA & S.D.O., Contai.



*Executive Officer*

*Digha Sankarpur Development Authority  
& Spl. Officer, U.D.&M.A. Deptt.*

**FORM-I**

**PRE-QUALIFICATION APPLICATION**

To  
The Executive Officer,  
Digha Sankarpur Development Authority,  
Digha :: Purba Medinipur.

Ref: - EOI for \_\_\_\_\_ (Name of work)

EOI No.: \_\_\_\_\_

Sir

Having examined Bid 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 of \_\_\_\_\_ duly authorized to submit the proposals. The necessary evidence admissible by law in respect of authority assigned to us on behalf of the firm/individual for application for bidding is attached herewith.

I/We am/are interested in bidding for the said work. I/We understand that:

(a) Tender Inviting & Accepting Authority can amend the scope & value of the contract bid under this project.

(b) Tender Inviting & Accepting Authority reserves the right to reject any application without assigning any reason.

Date: -

**Signature of Applicant including title  
and capacity in which application is made**

**FORM-2  
(CV Format)**

<b>Name of Staff</b>					
Name of Firm/Individual					
Date of Birth					
Nationality					
Education		Attach qualification certificate(s)			
Countries of Work Experience					
Languages		Name	Speak	Read	Write
<b>Employment Record</b>					
From:		To:			
Employer:					
Position Held:					
From:		To:			
Employer:					
Position Held:					
<b>Detailed Tasks to be Assigned under Team of Experts of Consultant for this work</b>					
<b>Works undertaken that best illustrates capability to undertake the tasks to be assigned for this work</b>					
Expert's contact information:					
Certification					
I, the undersigned , certify to the best of my knowledge and belief that, this CV correctly describes myself, my qualifications and experience and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.					
Signature and name of key professional					
Signature and name of authorized signatory of the applicant					

**FORM-3**  
**(Particulars of the Bidder)**

	Particulars		Details
I.	Entity details	Full legal name of bidder	
		Country of registration	
		Year of incorporation	
		Registered office address	
		Telephone No.	
		e-mail address	
		Entity registration No.	
		Entity PAN	
		GST No.	
2.	Turnover	Average annual turnover during three financial years, 2021-22, 2020-21, 2019-20	
3.	Contact person details	Name	
		Mobile No.	
		Designation	
		e-mail ID	
4.	Contact details for Power of attorney for signing of tender	Name	
		Title	
		Telephone No.	
		Fax No.	
		e-mail ID	
		Address	

## **Terms of Reference (TOR)**

### **1. Objective/ Scope of Work:**

Digha is one of the main tourist destination of West Bengal. This also has historic importance. Most importantly, a large part of the local population are dependent on tourist activities. Also a huge surge of floating population comes in holidays and long weekends. So many departmental officers came Digha & stayed in this Holiday Home. But said holiday home is now dilapidated condition and needs to be renovated & upgraded with some modern activities.

1. Detail Survey of the entire area in order to fully understand the entire terrain.
2. Detail drawing & design for the said project.
3. Preparation of BOQ along with necessary checking from third party & vetting from Govt. recognized University like IITs, NITs, IIST, Jadavpur University etc.

### **2. Submission of DPR:**

A Detailed Project Report will have to be prepared with detailed designs on the basis of soil investigation report(s), drawings, project planning management and estimates following current PWD(WB) SOR with analysis of rates for non-scheduled items of works preceded by detailed surveying for Eco-friendly management.

The draft Bid documents along with BOQ for implementation of the Project will also be prepared by the Consultant in consultation with the Executing Authority. During execution, supervision of the Consultant should be provided as per requirement.

### **3. Working Drawings and Scope of Modifications:**

Detailed drawings (Hydraulic, Structural, Construction, Electrical, Site Development, Building, Sanitary & Plumbing Works and other specific drawings to meet up the requirement of execution) will have to be provided by the Consultant in five sets (hard copy) along with a soft copy before execution of the project as per direction of the EIC. Modifications should also be made by the Consultant as per site conditions & requirements and as per direction of the EIC during the time of implementation of the project, if required.

### **4. Payment Milestone**

a. After approval of DPR	30%
b. After AA & FS on DPR	30%
c. Architectural & Structural Supervision at Construction Stage (Since beginning till the end of the Project on Field).	40%

### **5. Security Deposit**

Security deposit @3% of the total amount to be deducted from the bill(s) of the Consultant which will be released after completion of the project.