

Office of the
Executive Officer
Digha Sankarpur Development Authority
New Digha :: Purba Medinipur

NIT/NIQ/EOI/RFP NO. : 005 /DSDA/ OF 2026 - 2027

E.O.I. NOTICE

**ONLINE EOI INVITED FOR ENGAGEMENT OF CONSULTANCY SERVICE
FOR FIXING UP THE BASE PRICE OF VARIOUS ASSETS UNDER DSDA**

An Expression of Interest (EOI) is hereby invited by DSDA from empanelled agency for valuation by Finance Deptt., Govt. of West Bengal only having sufficient experience of similar works for fixing up the base price of various assets under Digha Sankarpur Development Authority (DSDA).

1. Scope of Work:

The work would include preparation of Base price of various assets under DSDA for leased out. The selected bidder will have the following major responsibilities: -

- a) Verification of different assets at ground level.
- b) Survey the assets in different aspects.
- c) Preparation of details drawings etc. of the assets.
- d) Fixing up the Base price of different assets for leased out.
- e) Other works as instructed by this Authority.

2. Eligibility Criteria - Selection Procedure:

Empanelment Agency of Finance Deptt. having not less than 3(three) years of experience in designing similar type of work may participate in this Expression of Interest (EOI).

The bidding firm is required to submit a complete list of consultants, specialists, and experts who shall be engaged for engineering and detailed design of the project by the bidder. The experience shall be duly supported by proper document. Bidders will be solely responsible for the correctness and accuracy of such documents produced in support of qualification and experience.

Sl. No.	CONSULTANT	EXPERIENCE	QUALIFICATION
1	Architect		
2	Structural Engineer		
3	Electrical Engineer		
4	Plumbing and Sanitary Engineer		
5	Surveyor		

Detailed Bid Evaluation Criteria is given in the table.

3. Submission of Proposals:-

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

- Technical Bid
- Financial Bid.

4. Time Schedule

Date of uploading of Bid documents	17.07.2026
Publishing date and time (online)	17.07.2026
Documents download start date and time (online)	17.07.2026 at 6.00 P.M.
Date & time of Pre-Bid Meeting with the intending bidders in the Office of the EO/DSDA	21.07.2026 at 2.00 P.M.
EOI submission start date and time	21.07.2026 at 4.00 P.M.
EOI submission closing date and time	25.07.2026 at 3.00 P.M.
Date and time of opening Technical Proposal(s) (online)	27.07.2026 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
Completion of Report	30(Thirty) days

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 Valuer, Surveyor, Architect, Civil and Electrical Engineers with knowledge of AutoCAD, Surveyor with knowledge of TS/DGPS etc. and other suitable consultants as may required for successful completion the project.

- One completed similar nature of work costing not less than **Rs. 4 Lakh** and duly approved / accepted by the Client or
- Two completed similar nature of work costing not less than **Rs. 3 Lakhs** each and duly approved/ accepted by the Client

i) The bidders should have an average Annual Turnover of **Rs. 5.00 Lakh or more** during the financial years 2024-25, 2023-24 & 2022-23

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

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

Criteria	Supporting Documents to be Submitted
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/individual of the Architectural firm should be registered with the Council of Architecture and supporting documents to be submitted.	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 similar type of project anywhere in India in last five financial years from the date of publication of this EOI as follows : ➤ One completed similar nature of work costing not less than Rs. 4 Lakh and duly approved / accepted by the Client or ➤ Two completed similar nature of work costing not less than Rs. 3 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 Rs. 5.00 Lakh or more during the financial years 2024-25, 2023-24 & 2022-23.	Copy of audited balance sheet for FYs 2024-25, 2023-24 & 2022-23 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:

- Trade License if any.
- Audited Balance Sheet for last 03(three) Years mentioned above.
- PAN Card
- Professional Tax Certificate.
- Latest P. Tax return.
- GST Registration Certificate.
- Technical Credential in form of Completion Certificate(s) only as mentioned above.
- Certificate of Incorporation if applicable.

- Form & Appendix.
- EOI and corrigenda & addenda, if any, uploaded by the TIA

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.

11. 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.

12. 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**](https://wbtenders.gov.in) and these amendments shall be binding on all bidders.

13. HOW TO APPLY

- 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**](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**](https://wbtenders.gov.in).

- 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.
- DSDA shall not be responsible for any expense incurred by bidders in Connection with the preparation & delivery of their bids, site visit and other Expenses incurred during qualification process.
- DSDA reserves the right to reject any or all bids at their sole discretion without assigning any reason thereof.
- Tele fax / Email bids shall not be accepted.
- In view of tight project schedule, Bidders are requested not to seek any extension in due date of submission of bids.
- Before submitting any bid offer, the intending participants should make themselves acquainted, thoroughly, with the local conditions prevailing by actual inspection of the site and take into considerations all aspects. As no claim whatsoever will be entertained on these accounts, afterwards.
- The selected bidder will have to enter into an agreement of contract within 02(Two) days from the date of communicating the acceptance of offer/bid.

14. 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. Acceptance of EOI :

Lowest valid rate may be accepted, however, the undersigned does not bind himself to do so and reserves the right to reject any or all the EOI, without assigning any reason and also reserves the right to split the work amongst more than one bidder.

16. 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).

17. The successful bidder shall have to be fixed-up the base price of the following assets under DSDA.

Sl. No.	Name of Property
1	Toilet Complex alongwith Parking Space Sankarpur
2	Lavatory Block Eastern side of Police Holiday Home
3	Tourist Establishment/Lodge at 2nd floor of Market Complex near Dishari at Old Digha
4	Car Parking at Old Digha
5	Car Parking space at Old Digha & New Digha
6	License of Room at 1st floor of Stall Block-A,B,C,D,F
7	Toilet complex at the North East side of Parking area, Helipad Ground
8	Toilet complex at Jaldha
9	Amenity Centre Toilet complex alongwith Parking space Choulkhola
10	Lavatory Block at Digha Bye-Pass road
11	Lavatory Block at Digha Mohana
12	2 nos. Locker facility space at New Digha near Sea Beach
13	8 nos. Single Storied Cottage at Duttapur

18. After getting Work Order, the Consultant will conduct a detailed surveyed and finally fixing-up the Base up. The Executive Engineer, DSDA will be the EIC and will be the overall authority of the Project.
19. After necessary additions & alterations, if required, as per direction of the authority, the Consultant should submit 8 (eight) hard copies of Base Price with one soft copy to the EI C within one week for necessary approval from the appropriate authority.

S. Pandey

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

Dated : 17.07.2026

Memo No.: 986/DSDA/2026-27

Copy forwarded for information to:-

1. The District Magistrate, Purba Medinipur & Chairman, DSDA.
2. The Chief Executive Officer, Haldia Development Authority.
3. The Sub-Divisional Officer, Contai/Egra/Haldia/Tamluk.
4. The Block Development Officer, all Block under Purba Medinipur District.
5. The Pradhan, Padima-I & II G.P., Talgachhari-II G.P., Kalindi G.P.
6. The District Informatics Officer, NIC, Purba Medinipur, Tamluk with a request to publish it in the official website of Purba Medinipur District.
7. Hoteliers Association of Digha, Sankarpur, Tajpur & Mandarmoni.
8. I.T. Cell, UD&MA Deptt. (<https://udma.wb.gov.in>)
9. Purba Medinipur District Official Website (<https://purbamedinipur.gov.in>)
10. DSDA's official website (<https://dsda.org.in>)
11. Reception / Notice Board.

S. Pandey

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**

Appendix-1
Company / Firm Related Information

All individual firms are requested to complete the information in this form.

1.	Name of the Firm	:	
2.	Nationality	:	
3.	Address	:	
	Registered Office	:	
	Head Office	:	
	Mobile	:	
	Land line	:	
	Fax	:	
	E-Mail	:	
	Website	:	
4.	Year of Incorporation/Registration	:	
5.	Main lines of Business & since a) b) c) d)	:	
6.	Constitution a) Individual b) Sole proprietorship concern c) Partnership firm d) Public Ltd. Co. e) Private Ltd. Co.	: : : : : :	
7.	If partnership firm, names of the partners/If Company name of the Director a) b) c) d)	: : : :	
8.	Name of Authorised signatory for this assignment	:	
9.	Nationality	:	
10.	Place of Business	:	
11.	Full time technical staff in Applicant's employment	:	
	a) 1 senior Architect (with more than 10 yrs. Experience)	:	
	b) 2 Graduate or Post Graduate Architects with more than 2yrs. Experience) 1) 2)		
12	Certificates 1) I/We(including all partners) certify that I/we have read the terms of condition of EOI for engagement of consultancy service for fixing up various assets under		

	DSDA. 2) I/we certify that the information given above is true to the best of our knowledge. I/we also understand that if any of the information is found wrong, I am/we are liable to debarred.	
13	Signature(s) of applicant(s) : Name & Signature	
	1.	
	2.	
	3.	

Seal of Bidder

Date & Place

**Signature of bidder
Authorized Representative**

APPENDIX-2
Bidder's Experience

A List of Similar jobs executed by the Bidder year wise with Name & address of person whom reference can be made, by the DSDA, if required necessary.[Bidder shall submit the information in the Format detailed here under] Supporting Documents must be attached.

Sl. No.	Name of the Project & Client name/firm	Value of Project Completed* (Rs.)	Period as per Contract	Actual Period for the Completion of the supply	Date of Completion	Persons to whom reference may be made
1.	2.	3.	4.	5.	6.	7.
1)						

Seal of Bidder

Date & Place

Signature of bidder
Authorized Representative

APPENDIX-3
Brief Details of Similar Projects executed in last 3 years

• NOTE:

a) Maximum 6 projects shall be specified in the following format starting from the highest value.

Sl. No.	Description	Details
1.	Name of Project	
2.	Type of Project	
3.	tail description of work with associated facilities awarded to the Consultant	
4.	Total built up Area as per the approved drawings)	
5.	Project Cost (Actual)	
6.	Name of Client	
7.	Postal address of Client	
8.	Whether any sub Consultant was involved (if yes, than specify their area of participation in the project)	
9.	Project Start Date	
10.	Completion Date	
11.	Special feature designed in the project	

Seal of Bidder

Date & Place

Signature of bidder
Authorized Representative

APPENDIX-4
Staff Employed by the Consultant

Sl. No	Name	Qualification	Working experience with Consultant (since date & total no. of year.)
A	Architect		
1			
2			
3			
B	Structural Engineer		
1			
2			
3			
D	Electrical Engineers		
1			
2			
3			
E	Plumbing and Sanitary Engineer		
1			
2			
3			
F	Surveyor		
1			
2			
3			

Note: Each Consultant shall note that for the Pre Screening Criteria, grading evaluation and availability for this assignment, the persons mentioned in chronological order will be considered.

Seal of Bidder

Date & Place

Signature of bidder
Authorized Representative