GOVERNMENT OF WEST BENGAL
NORTH BENGAL DEVELOPMENT DEPARTMENT
Writers' Buildings
Kolkata - 700001

INVITATION OF PROPOSALS FOR EXPRESSION OF INTEREST FROM STATE/CENTRAL PUBLIC SECTOR UNDERTAKINGS (PSU) FOR THE WORKS OF NORTH BENGAL INFRASTRUCTURE DEVELOPMENT IN HEALTH SECTOR, HOUSING & URBAN DEVELOPMENT, TRANSPORTATION, WATER RESOURCES, DEVELOPMENT OF LARGE INSTITUTIONAL, MARKET & OFFICE COMPLEXES, ROADS & HIGHWAYS ETC.

(i) Project Management Consultancy (PMC) services include design, engineering, procurement services, Tendering, construction supervision etc. to North Bengal Development Department (NBDD)

1. North Bengal Development Department (NBDD) has taken up the above projects under North Bengal package of infrastructure development.

2. The NBDD intends to short-list Consultants for Engineering, Procurement & Construction Management (EPCM) services for implementation of above-mentioned projects. Capable Firms/Companies/Joint Ventures who have proven experience in handling similar works only can apply for being short-listed for the above supervision consultancy services.

3. The consulting services will also broadly include project supervision, monitoring, quality control, contract management, and engineering, providing advisory services to NBDD for administering successful and timely implementation of the project. The detailed scope of work including the details of construction activities shall be furnished at the time of issue of Request for Proposal (RPF) to short-listed Consultants.

4. The NBDD now invites eligible Consulting Engineering Firms / Organizations / Joint ventures for Expression of Interest for discharge of the duties as mentioned above. The details are available in the Letter of Invitation hosted on the website: **http://www.banglarmukh.gov.in**

5. The authority shall invite the aforesaid firms in the panel of firms to submit their respective technical and financial offers, each in a separate sealed cover. All the technical bids so received shall be opened and pursuant to the evaluation thereof, the Authority shall shortlist 4 (four) eligible firms on the basis of their technical scores. The financial bids in respect of such 4 (four) firms shall be opened and the order of priority as among these firms shall be determined on the basis of weighted evaluation where technical and financial scores shall be assigned respective weights of 75:25.

6. Based on relevant experience in the field of project monitoring, construction management, contract management, etc., as detailed in LOI, NBDD will shortlist the firms and prepare a panel of Consultants which will be valid for above mentioned projects. Technical & Financial Proposals will be invited from the consultants out of the panel so formed. The total time period for the assignment will be up to 36 months. **It is proposed to invite the Technical and Financial Proposals from shortlisted consultants only.**

7. Expression of Interest should be submitted in sealed cover and delivered at the address given below latest by **15:00 hours on 15 November 2011** and be clearly marked "Empanelment for Independent Consultant for Projects of North Bengal Package". Letter of Invitation may be downloaded from the website: **http://www.banglarmukh.gov.in**

8. Interested consulting engineering firms/ organizations/ joint ventures may obtain further information at the following address.

Address for Communication:

To
The Principal Secretary to the
Government of West Bengal,
North Bengal Development Department
Branch Secretariat
New Administrative Building (of Backward Classes Welfare Department),
P.O. Kadamtala, Siliguri,
Dist. Darjeeling. (Tele: 0353-2580035)

LETTER OF INVITATION (LOI)

Memo No. 57/PS/NBD/2011 Dated: 24 October, 2011

Sub: Expression of Interest for Independent Engineering Services for the Projects of North Bengal Package of Infrastructure Development.

Dear Sir,

1. North Bengal Development Department (NBDD) has taken up development of large Infrastructure projects like hospitals & medical colleges, housing & urban development, transportation, development of water resources, development of large institutional, market & office complexes, roads & highways etc. NBDD now intends to shortlist eligible consulting firms/ organizations/ joint ventures who, have proven experience in preparation of Detailed Project Report, Engineering Designing and Drawing and Construction Supervision.

2. The sole applicant/members of joint ventures (JV) should have an experience as specified in **Annex-IV**. Experience of project supervision in projects that have been substantially completed (not less than 90% of Contract value) shall also be considered towards qualifying experience if the applicant does not have any complete project under its bag.

3. Only those consultants who satisfy the above minimum eligible criteria need apply. Client certificates shall be required for experience in both DPR preparation, detailed engineering and project supervision. In case a consulting engineering firm claims experience for a project undertaken as a member of JV, the particular firm's position in the JV needs to be clearly brought out in the clients' certificate or in a supporting sheet by the firm itself.

4. Engineering Services are to be provided by an integrated multi-disciplinary team of key personnel consisting of Team Leader-cum-Experts in multi Engineering disciplines as may be required including Quality, Material Handling, Finance Management and Legal Experts.

5. Duration of the services as envisaged at this stage will be required over a period of about 36 months.

6. The short-listing of Consultants shall be done based on the marks obtained by the firm after evaluation of firm's experience, credential etc. The points assigned for evaluation criteria have been given in **Annexure-V**.

7. Instructions for submission of the expression of interest are enclosed in **Annex-I** and guidelines for the preparation for the expression of interest is enclosed in **Annex-II**. Eligible Consulting Engineering firms/joint ventures interested in short-listing for independent consultant should fill up the enclosed Expression of Interest form (Annex-III) and submit together with a letter of intent (LOI) so as to reach our office not later than 15:00 hours on 15th November, 2011.

Yours sincerely,

Sd/
Principal Secretary to the
Govt. of West Bengal
North Bengal Development Department

Encl. As above

Contd….3

Annexure – I

NORTH BENGAL DEVELOPMENT DEPARTMENT

INSTRUCTIONS FOR SUBMISSION OF EXPRESSION OF INTEREST STATEMENT

1. Accomplished Expression of Interest statement must be submitted together with a Letter not later than **15:00 hrs. on 15th November, 2011.**

2. The Expression of Interest document shall be the basis of drawing up a shortlist of Consultants who, will be invited to submit proposals for the services required.

3. All applications shall have to be submitted in English.

4. Power of Attorney (on stamp paper and duly notarized) of the person submitting the Expression of Interest on behalf of the applicant shall be attached. JV shall be formed with maximum 2 partners including the Lead Partner.

5. In case of the application made by a joint venture, either joint venture MOU/Agreement or Letter of Intent to form the joint venture shall be attached along with necessary details.

6. A particular Consulting Engineering firm is allowed to be an eligible applicant provided it has applied either as a sole firm or in JV with one more partners. Formulation of more than one JV with different partners for the same category is NOT allowed and all such Expression of Interest involving the firm shall be treated as non-responsive.

7. Completed Expression of Interest along with enclosures should be hard bound, page numbered and initialed on each page. Loose/spiral bound Expression of Interest is liable to be treated as non-responsive.

8. Submission must be addressed to the following:

   The Principal Secretary to the
   Government of West Bengal,
   North Bengal Development Department
   Branch Secretariat
   New Administrative Building
   (of Backward Classes Welfare Department),
   P.O. Kadamtala,
   Siliguri, Dist. Darjeeling.
   (Tele: 0353-2580035)

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Annexure – II

NORTH BENGAL DEVELOPMENT DEPARTMENT

GUIDELINES FOR PREPARATION OF EXPRESSION OF INTEREST

Expression of Interest Statement of IC, interested to be considered for the services contemplated shall fill up the enclosed form in single copy. The numbers below correspond to the numbers contained in the enclosed form (Annex-III):

1. The short-listing of consultant shall be done based on the marks obtained by the firm after evaluation of firm's experience, credential etc. A Consulting Engineering firm may submit the proposal either as a sole applicant or as a member of joint venture for different categories. However, if a firm submits Expression of Interest for the same category in different combinations, all such Expression of Interest involving the firm shall be treated as non-responsive.
2. Complete name of firm, date of establishment and type of organization whether proprietorship, partnership, state/central PSU, private limited company, limited company etc.
3. Name of affiliated firms, their years of establishment, countries of origin and type of organization.
4. Exact and complete office address, telephone numbers, Fax numbers, E-mail and cable address. For consulting firms of foreign registry, indicate if there is any branch office(s) established in India with details in the aforesaid manner. Information is to be furnished by the sole applicant or members of JV individually.
5. If present firm is the successor to or outgrowth of one or more predecessor firms, fresh mane(s) of former entity (ties) and the year(s) of their original establishment. Information is to be furnished by the sole applicant or members of JV individually.
6. Present a brief narrative description of the firms. Information is to be furnished by the sole applicant or members of JV individually.
7. List not more than two (2) principals who may be contacted by this office. Listed principals must be empowered to speak for the firm on policy and contractual matters. Information is to be furnished by the sole applicant or members of JV individually.
8. (i) Indicate the number of employees by discipline indicating designation, educational qualification & experience. While some personnel may be qualified in several disciplines, each person should be counted once only in accordance with his/her primary functions.

   (i) Indicate the hardware, software and experts available for catering engineering design and drawing etc.
9. Under this item, indicate the financial figures from consultancy business for the last five (5) years. Gross fees received as prime consultant or in joint venture with other consulting firms separately for design consultancy and supervision consultancy.
10. This item represents the completed large infrastructure project consultancy and those handled on the last (7) years. The first column represents the list of eligible projects. The second column represents the name of the project was started and how it was accomplished, i.e. as prime consultant or through joint venture or as an associate with other consultants. If it was implemented as an associate with other consultant, indicate name of the consultant. Third column represents the consulting services rendered, defined as clearly as possible. Forth column represents length of project. Fifth column represents the client whom the services were rendered and the address of the client. Sixth and seventh column represents the fees received by the consultant and the last column represents the duration of services. The fees should be stated in Indian Rupees. The currency conversion rate shall be furnished, if applicable. Attach services completion certificates or any equivalent proof to substantiate the experience. The firm should furnish the project-wise supporting statement which best illustrates the experience of the firm relevant to the project.

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Annexure – III

EXPRESSION OF INTEREST FORM FOR CONSULTING ENGINEERING

FIRM/JOINT VENTURE

1. Stretches for which this application is to be considered:

SL. NO.	STATE	NAME OF PROJECT	PROJECT STRETCH

2&3.

Consultant	Year Established	Country	Type of Organization			
			Govt. PSU	Partnership	Individual	Corporation
2. Name						
3. Affiliated Firms						

4. Office/Business Address/Telephone Nos./Cable Address
5. Consulting Firms' former Name and Year of Establishment
6. Narrative Description of Firms (Use other sheet, if necessary).
7. Name of, not more than two (2) principals who may be contacted with title and Telephone number / Fax Number.
8. Number of Personnel in the Organization :

DISCIPLINE	NUMBER		
KEY PERSONNEL	*Experience >10 years	*Experience between 5-10 years	*Experience above 10 years
Team Leader-cum Senior Project			
Senior Civil Engineer			
Senior Mechanical Engineer			
Senior Electrical Engineer			
Senior Quality cum Material Expert			
Senior Financial Expert			
Legal Expert			

9. Financial Statement of the last five financial years:

Sl. No.	Particulars	2010-11	2009-2010	2008-2009	2007-2008	2006-2007
I.	Annual turnover from Consulting business					
II.	Total Assets					
III.	Current Assets					
IV.	Total Liabilities					
V.	Current Liabilities					
VI.	Net Worth					
VII.	Working Capital					
VIII.	Net Profit					

Audited Statement of accounts/balance sheet to be attached in support of Financial Statement given above.

Note: i) The amount shall be stated in INR. (Consider US$1=INR.48)

ii) The currency conversion rate for the respective years shall be mentioned for other international currencies.

iii) The application with amount stated in currencies other than INR shall be treated as non-responsive.

10. Large Infrastructure Project handled by the Consulting firms during the last seven years (Only those projects be included, which are supported by the certificate of the clients mentioning that the consultancy work has been completed satisfactorily or has been substantially completed in case of project supervision works (substantial completion means 90% work in financial value having been executed) satisfactorily.

Sl. No.	Projects Name / Year	Type of services Rendered	Critical Activities	Client (with complete address, contact person, telephone Nos. & Fax Nos.)	Fee in INR (Applicant's share in case of JV)		Duration
	Prime Consultant or Joint Venture.						
1	2	3	4	5	6	7	8

Supporting Statements to clients' certificates may be furnished giving full details of the projects carried out as below.

Name of Project:_____

Location of Project:_____

Owner's Name and Address:_____

_____

_____

Completion (Actual and Estimated):_____

Description of Project: _____

Description of Services Provided by the Firm:_____

11. List of minimum essential equipment which the firm must possess for eligibility.

Category of Equipment	**Quantity (No/Sets) (Own Equipment)**	**No. of operating personnel with experience**
1. Office equipment - Computer - Plotter - Xerox Machine -Scanner - Fax - Server		
2. Software - Auto CAD - STADD or Equivalent - PDS - STRUCAD - Caesar - Navis work		

I certify that the information in the above Expression of Interest forms is true to the best of my knowledge.

AUTHORISED SIGNATORY

SUBSCRIBED AND SWORN in before me this _____date of _____,

2011 _____ at _____

NOTARY PUBLIC

#Please attach Power of Attorney as described or valid authorization.

Annexure - IV

ELIGIBILITY CRITERIA

1. The eligibility criteria for each group in respect of experience of firms has been mentioned below:

A). Eligibility Criteria for sole applicant firm or lead partner in case of JV/Association.

Sl. No.	Experience of the Firm in preparation of DPR (Large Infrastructure Project)	Project Supervision/Construction Management	Annual Turnover *
1.	The firm should have minimum experience of preparation of detailed project report of large infrastructure development project/ Feasibility study cum preliminary Design Report of at least one major project.	The firm should have minimum experience of Project / Construction supervision of large Infrastructure Development Project.	Annual turnover (average of last 5 years or in each of the preceding two years) of the firm should be equal to or more than Rs.20.00 Crore.

*Annual Turnover should be duly certified by statutory body like Chartered Accountant or Independent Auditors who are competent to do so as recognized by the State concerned.

B) Eligibility Criteria for partner in case of JV (not more than one partner shall be allowed) In case of JV, the lead partner must fulfill the requirements as in para (A) and JV partner should have

(i) The minimum experience either as a sole firm, or as JV partner, or as an Associate partner in preparation of Detailed Project Report for Large Infrastructure Development Project or equivalent.

(ii) Minimum experience either as a sole firm, or as JV partner, or as an Associate partner in project supervision as stated above.

Note: If the applicant firm (s) has / have completed projects as lead partner in a JV/Association with some other firms, 75% weightage shall be given. However, if the applicant firm has executed the project in a JV/Association with some other firms other than in the capacity of a lead partner, 50% weightage shall be given to the applicant firm for the projects in a JV/Association.

Annexure – V

POINTS ALLOCATED FOR EVALUATION CRITERIA

Sl. No.	Description	Marks
1.	Year of Establishment of Firm	10
2.	Average Annual Turnover (Last five years)	10
3.	Number of Key Personnel	10
4.	Experience of the firm in DPR preparation for large Infrastructure Development Project during last 10 years.	10
5.	Experience of the firm in DPR preparation/detailed engineering and design/construction supervision for large Infrastructure Development Project during last 10 years.	10
6.	Experience of the firm as Supervision Consultant for large Infrastructure Development Project during last 10 years.	10

The firm should score at least 75% of total marks for qualifying to the next stage.