



# ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

(A Statutory Body of the Government of West Bengal)

**Asansol Office:** ECL Rehabilitation Cell, Sahara Apartment, Kumarpur, G.T. Road, Asansol-713304

Phone: (0341)225-7440/2327 Fax: (0341)225-7379

**Durgapur Office:** 1<sup>st</sup> Administrative Building, City Centre, Durgapur-16

Phone: (0343)254-6815/6716/6889 Fax: (0343)254-6665/5793

Website: [www.addaonline.in](http://www.addaonline.in)

E-mail: [ceo\\_adda@yahoo.com](mailto:ceo_adda@yahoo.com), [ceoadda.ud@gmail.com](mailto:ceoadda.ud@gmail.com)

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Memo No- ADDA/ASL/ 1491 /xxxix -2/15 /RR

Date 14/10/15

**E-NOTICE INVITING QUOTATION NO.- 2 OF 2015-2016**

**ECL Rehabilitation Cell, ADDA, ASANSOL.**

## 2<sup>nd</sup> Call for

### **Preparation of Master Plan and Detailed Project Report (DPR) for the sites at Bijohnagar in Jamuria Block in connection with the work of “Planning and Designing of Township with ancillary infrastructures for the purpose of rehabilitation”**

Asansol Durgapur Development Authority (ADDA) invites sealed Expression of Interest (EOI) in two parts (Part I: Technical bid and Part II: Financial bid) from interested firms/ consultants for **the work detailed in the table below.**

Eligible firms having experience in providing above services are invited to submit offer as per terms of reference (TOR) (Submission of Bid through online).

Sl. No.	Name of Work	Amount Put to Tender (Rs.)	Earnest Money (Rs.)	Period of Completion	Price of Technical, Financial Bid documents and other Annexure (Rs)	Defect liability period	Eligibility of Contractor
1.	Preparation of Master Plan and Detailed Project Report (DPR) for the sites at Bijohnagar in Jamuria Block in connection with the work of “Planning and Designing of Township with ancillary infrastructures for the purpose of rehabilitation”	Lump sum amount	Rs. 100000/-	60 days from the date of receipt of work order (for submission of final draft DPR for vetting and sanction)	15000.00 (Only applicable for the Successful bidder at the time of formal Agreement)	5 (Five Years from the date of approval of DPR)	Bonafide Resourceful Tenderers ( Regarding eligibility follow the instruction given in “ Eligibility Criteria”)

**Important Dates:**

Sl No.	Activity	Duration
1.	Date of start online downloading the document etc.	15.10.2015 from 10:00 Hrs. IST
2.	Pre Bid Meeting	28.10.2015 at 15:00 Hrs. IST.
3.	Date of closing online downloading the document etc.	5.11.2015 at 17:00 Hrs. IST
4.	Date of closing online submission of Technical & Financial Bid	5.11.2015 at 17:00 Hrs. IST
5.	Date of submission of hard copy with Earnest Money at Office of the Executive Engineer, ADDA, Asansol (Part I: Technical bid and Part II: Financial bid)	6.11.2015 at 12:00 Hrs. IST
6.	Date & time & place for opening of Technical Bid	6.11.2015 at 15:00 Hrs. IST at ADDA office Asansol
7.	Date & time & place for opening of Financial Bid	48 hrs after opening of Technical Bid at ADDA office Asansol

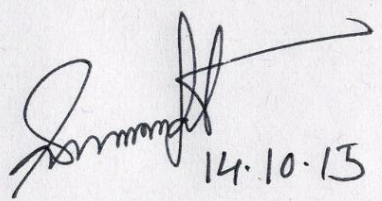
1. On the eve of e-Filling intending Tenderer may download the tender document from the website directly by the help of Digital Certificate and same may be documented along with earnest money through e-Filling.
2. As per notification no.- 199-CRC/2M-10/2012 dt.21.12.2012 of the Secretary, Govt. of West Bengal, the intending tenderers shall not have to pay the cost of tender documents in case of participation in e-tender except the lowest tenderer at the time of formal agreement.
3. Earnest Money put to tender shall be deposited as a soft copy (scanned copies of the originals) in the shape of Demand Draft / Pay Order drawn in favour of Asansol Durgapur Development Authority of any Nationalized Bank payable at Asansol. Both technical Bid and Financial Bid will have to be submitted concurrently duly digitally signed in the Website <https://wbtenders.gov.in> as well as the hardcopy of the same and the original Demand Draft for Earnest Money Deposit must be submitted by hand to this office on or before the schedule date mentioned above.
4. The documents submitted by the Tenderers should be properly indexed and be self attested.
5. Corrigendum / Addendum / Corrections, if any will be published on the website i.e. [www.addaonline.in](http://www.addaonline.in) and [www.wbtenders.gov.in](http://www.wbtenders.gov.in)
6. Interested bidders may obtain further information at pre-Bid Meeting or at the office during office hours.
7. Asansol Durgapur Development Authority reserve the right to reject any or all applicants without assigning any reason thereof.

**Eligibility Criteria:**

1. The applicant Consultant Company/ firm / agency should be reliable and resourceful and should have experiences of completing similar types of job. The applicant must submit their valid IT, PT, Service Tax registration, PAN Card, registration certificates by the Companies Act 1956 of India etc.
2. The consultant may be a joint venture or consortium companies, but Technical Bid evaluation will be executed for the Lead firm. The copy of MoA between the JV companies must be submitted with the application.

3. The bidder should have an Average Annual Turnover of at least Rs. 1 Crore in the last three financial years.
4. The applicant Consultant Company/ firm / agency should have experience of at least one approved DPR of value more than 15 Crores for EWS/LIG housing under any Central / State Government Scheme/ or may be in PPP mode. DPR should be prepared for a minimum site area of 15 acres. Documentary evidence for completion/ approval of DPR should be submitted.
5. The applicant Consultant Company/ firm / agency should have the following Consultants as their permanent employees and the CV of the Consultants must be enclosed with the application of the following:

Sl No	Professionals/ Consultants	Qualification	Desired experiences
1	Architect-Urban Planner/ Urban Designer	Bachelors in Architecture And Masters in Architecture/Planning/ Urban Design or equivalent	Having more than 10 years of experience in conducting planning works like affordable housing/planning for EWS/LIG/Urban Poor, Master plan of Integrated Townships as Team Leader
2	Architect (3 nos.)	Bachelors in Architecture	Having more than 3 years of experience in designing residential buildings, schools, hospitals, etc.
3	Environmental Engineer	Masters in Environmental Engineering	Having more than 3 years of experience in designing infrastructure options with sustainable solutions at low cost
4	Structural Engineer	Masters in Structure	Having more than 3 years of experience in designing foundations and structural drawings of residential and commercial buildings
5	PHE Expert	Civil Engg with Specialization in PHE	Having more than 3 years of experience in Public Health Engineering in township projects
6	Electrical Engineer	B.E. (Elec.)	Experience of more than 3 years in electrical installations in township projects

  
 14.10.13  
 No Chief Executive Officer,

**Asansol Durgapur Development Authority**



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## **TERMS OF REFERENCE for**

### **2<sup>nd</sup> Call for**

### **Preparation of Master Plan and Detailed Project Report (DPR) for the sites at Bijohnagar in Jamuria Block in connection with the work of “Planning and Designing of Township with ancillary infrastructures for the purpose of rehabilitation”**

## **TENDER INVITING QUOTATION DETAILS**

### **1.0 General Information:**

Asansol Durgapur Development Authority, a statutory body of Govt. of West Bengal is mandated for the project mentioned in conformity with the comprehensive Master Plan prepared by CMPDIL to deal with problems of fire, subsidence and rehabilitation in the lease hold of Eastern Coalfields Limited (ECL) for Raniganj Coalfield Area (RCFA). The Master Plan and DPR for the resettlement sites at Bijohnagar in Jamuria Block is to be prepared for planning and designing of township for rehabilitation purpose as per the Master Plan prepared by CMPDIL for the people residing in the declared subsidence prone unstable locations.

The project is for preparation of a Detailed Project Report with Master Plan for planning a rehabilitation township in 26 acre (approx.) of land in Bijohnagar Mouza of Jamuria Block providing all the basic facilities as per Master Plan prepared by CMPDIL. The target group for this township is mainly from lower income group and lower- middle income group households residing in 141 locations of Asansol and Durgapur Subdivision. The Planning and Design of this township should address their way of living, cost effective easy to maintain structures, energy efficient climate resilient design, use of local materials and local labour, integration of innovative construction technology etc.

## 2.0 Scope of Work:

Master Plans with a DPR (both Technical and Financial) including Land use Zoning Plan, residential building layout, road network, services like electrical, drainage, water supply etc, relevant social infrastructures like school, small market place, community centre, health centre etc, with necessary details for laying the services, area programming and relevant assessments for infrastructure requirements, Phasing plan as per requirement and shall be proposed strictly in conformity with the National Building Code, State Town and Country Planning (Development of Township Projects) Rules, 2008, and other applicable national codes and standards.

### **In preparation of Master Plan and Detailed Project Report the following work and analysis need to be included:**

#### 2.1.1 **Site Analysis**

- a. The survey and analysis of Hinterland connectivity (Rail, Road etc.), existing Infrastructures like water sources, drainage, power, Existing Land-use pattern, to analyse the site surroundings to design conforming existing environmental and social issues and surrounding features.
- b. Topographic survey and Geo technical survey of the proposed site identifying all the natural and manmade features viz. water bodies, habitation, trees, power lines etc. and preparation of site plan of the proposed area showing contours, objects on land and plots superimposed on cadastral maps.

2.1.2 **Physical Tests-** Soil and water conditions shall be investigated to ascertain the approach for the structural designs, foundation design of the buildings and the design for various physical infrastructures. A report on Soil Investigation duly signed by competent personnel shall be submitted along with DPR.

2.1.3 **Planning and Design-** the site plan with the building layout with relevant social and physical infrastructure should be finalized after the initial discussions with the ADDA, and the incorporation of appropriate recommendations.

#### The chapter will include following drawings

- Site Plan
- Topographic survey map showing contours, objects on the land, plot numbers super imposed on cadastral map.
- Land use Zoning
- Residential building layout
- Site Level physical infrastructure design and assessment
- Social infrastructure design and assessment
- Landscaping layout

- Phasing Plan

#### 2.1.4 **Infrastructure Planning, Design and Specifications-**

Ground Arrangement Drawing containing all infrastructure components including but not limited to Drainage system, water supply system, power supply, solid waste handling system, internal roads, approach roads, sewage system, open area landscaping etc planned for the township shall be prepared.

- a) Design of road should be done as per CBR value, the main approach road should be of 2 lanes bituminous road and internal road can be of single lane rigid pavement type. The drawing should include road layout, long section, cross section, culvert details, and other necessary details required to construct roads.
- b) The water supply to every flat has to be designed considering 135 l/capita/day demand and 30% more for ancillary activities. The water supply lay out should be designed following existing topography of the site. The design should include a water boosting station, underground reservoir, at least 3 no of over head reservoir at suitable location and connection to every household from over head reservoir. The design detail and specification should include water supply network, details of UGR and OHR, design and specification of Pump (should include one no extra stand by pump) and other necessary details as per requirement to lay water supply connection in the site and also other related work.
- c) The drainage line should be designed following existing contour. Position of outlet has to be designed after discussion with this end and other Authority concerned. The drawings, details and specification shall include the drainage network, long section, cross section and other necessary details.
- d) The sewerage system should be designed with septic tank type treatment facility with soak well. The drawings, details and specification shall include the sewage network, details of septic tank and other necessary details as per requirement.
- e) The power supply should include connection to each household and other ancillary building, street lighting arrangement, pumping boosting station for water supply. The design should include a substation and a power distribution system and other necessary details required to provide electrical connection the township.

**Note:** The source of such infrastructures like potable water intake source, source of power supply, drainage outlet etc. has to be finalized after discussion with ADDA, concerned local bodies and other authority concerned.

#### 2.1.5 **Building level Details**

- a) Building drawings for the Rehabilitation buildings containing the following:
  - All Floor plans & details for Architectural – Structural – Water supply – Plumbing –

Electrical – etc.

- Sections and Elevations.
  - Furniture layout.
  - 3D view/model etc.
  - Fully dimensioned working drawing and all minute details required for construction
  - Internal & external finishing details
  - Detail area chart.
- b) Building drawing with plan, elevation section, necessary details for Architectural – Structural – Water supply – Plumbing – Electrical – etc for other relevant Social infrastructure like school, Shops, Community center, Health center etc.

**Note:** All the drawings and designs shall be duly certified by the agency. All the Drawings and designs shall be vetted from any Government Institution.

2. **Specifications and Costing -**

- a. Specifications and cost should follow the State PWD, CPWD and PHE's current Schedule of Rates (SOR).
- b. Specification for drainage system, water supply system, power supply, solid waste handling system, internal roads, approach roads, sewage system, open area, landscaping etc. will be mentioned and the infrastructures shall be integrated with the existing infrastructures available near the proposed sites.
- c. Prepare detailed estimates for Capital Cost, Supervision Cost and O&M Cost for all the infrastructure segments as per the Master Plan.

**Note:** All the drawings shall be duly certified by the agency. All the Drawing with specification and cost should be vetted from Government Organization like State PWD/ CPWD.

3. **Clearances and Sanctions-**

The consultant shall take care for all the Clearances, Sanctions and Approvals from respective organizations/ agencies to be required for execution of this project. The ADDA will assist the consultant in the subject following the recommendations of the consultant.

4. **Implementation Plan-**

The DPRs shall recommend an Implementation Plan that shall outline the process to be followed during implementation, outline the benchmarks, the project milestones, the possible risks and the mitigation plans.

5. The qualified bidder/ consultant have to assist during construction of proposed work with the Contractors/ Project Management Consultants. In case of any dispute or correction required in DPR/ Drawings/ Estimates, during execution necessary rectification must be

provided promptly.

6. **Preparation of Tender Documents-**

The qualified bidder/ consultant will prepare the documents for inviting tenders for construction and supervision of township project as per requirement.

**3.0 Present requirements and Guideline**

The township will be planned as per latest approved Master Plan prepared by CMPDIL.

- a) Considering the scarcity of land the maximum ground coverage and FAR shall be utilized for developing rehabilitation buildings with least possible area for ancillary infrastructures following the West Bengal Municipal (Building) Rules, NBC and other relevant norms and Standards.
- b) The 26 Acres of land in Bijohnagar shall be planned to accommodate at least 2000 households in flats of 38.92 sqm of super built up area in G+3 storey building with height not exceeding 15 m. However the super built up area for each flat may increase which will be intimated in later stage but before finalization of plan.
- c) Each flat will comprise of at least two bed rooms, one multipurpose area, kitchen, one toilet and one balcony.
- d) The building will be planned in cost effective manner, with minimum area for staircase and other common facilities.
- e) All building unit will be provided with direct access from internal roads, water supply, power connection as per requirement.
- f) School, health centre, Community centre, play ground, market and other relevant social infrastructure have to be planned in an area not exceeding 10 % of the site.

**4.0 Schedule of Services :**

a)	Draft Master plan with Site analysis, Physical Test, Concept Layout plan with zoning, building layout, detail area programming, infrastructure assessments etc.	15 days from the date of issue of work order
b)	<b>Detail Master Plan with Preliminary Draft DPR</b> with the contents, Drawings mentioned in paragraph 2.1.1- 2.1.4 and detail estimates as mentioned in paragraph 2.2 of scope of Work The submission will be followed by a presentation by the consultant in front of ADDA, ECL and other authority concerned	30 days from the date of issue of work order
c)	<b>Preliminary Draft DPR</b> with all the contents, Drawings mentioned in paragraph 2.1 and detail	45 days from the date of issue of



	estimates as mentioned in paragraph 2.2 of scope of Work	work order
d)	<b>Master Plan with Final draft DPR</b> with all the contents and drawing mentioned in Scope of Work i.e. Paragraph 2. The submission should followed by Vetting from concerned Govt. organization.	60 days from the date of issue of work order
e)	Submission of Final DPR: 15 days of the approval letter of Final Draft considering proposed changes in vetting and any changes suggested by this end.	

**Note: In case of any modification after the submission or during execution the Consultant will be liable to accommodate relevant modification in Master plan/ Drawing/ DPR/ estimate and submit the relevant part of DPRs/ Drawings in 7 Days.** The consultant may have to do Power Point Presentation before Commerce and Industries Department/ Ministry of Coal/ Eastern Coalfield Limited/ any other Authority concerned when required on behalf of ADDA.

### 5.0 Reports:

- a. 6 (six) copies of each Draft DPR with drawings in A1 size are to be prepared and to be submitted along with 3(three) soft copies in CD containing all DPRs has to be submitted in case of submission mentioned in point a, b, c, d of Schedule of Service.
- b. In case of modification during vetting process or any changes suggested by ADDA Final Draft DPR, same number of copies (hard & soft) as mentioned above after incorporating the modifications are to be prepared and submitted.

### 6.0 Responsibility for Accuracy of Project Proposals and Indemnification:

The consultant shall be responsible for accuracy of all the data used in project preparation and the designs/ drawings and estimates prepared by him as part of the project. The consultant shall indemnify ADDA against any inaccuracies in the work which might surface out at the time of ground implementation of the project. In such cases, the consultant will be responsible to correct the drawings including any re-surveys/ investigations (including correcting the layouts etc.) as required without charging any extra amount.

### 7.0 Eligibility Criteria:

As stated in the Notice inviting Expression of Interest.

### 8.0 Application fees, Earnest Money and Security Deposit :

The Earnest Money amount for the task shall be of @ 2% of the quoted amount. As per BOQ Earnest Money @ Rs.1 lakh has to be submitted along with the Financial Bid via Demand Draft issued from

any nationalized bank in favor of "Asansol Durgapur Development Authority" payable at Asansol. **In case 2% of quoted amount is more than Rs. 1 lakh Balance amount of Earnest Money has to be submitted via Demand Draft issued from any nationalized bank in favor of "Asansol Durgapur Development Authority" payable at Asansol before issue of work order from this end in case of L1 bidder.**

The successful bidder will pay Rs. 15000/- as cost of tender as per notification no.- 199-CRC/2M-10/2012 dt.21.12.2012 of the Secretary, Govt. of West Bengal at the time of formal agreement in the shape of Demand Draft / Pay Order draw in favour of Asansol Durgapur Development Authority of any Nationalized Bank payable at Asansol.

The Security deposit will be 10 % of the contract amount. The Earnest Money i.e 2% of quoted amount shall be adjusted with the security deposit in case of L1 bidder. Rest 8% security Deposit will be deducted from each bill.

#### **9.0 Instruction to Tenderer**

1. **Registration of Contractor:** Any contractor willing to take part in the process of e-Tendering will have to be enrolled and registered with the Government e-Procurement system; through
2. logging on to <https://wbtenders.gov.in> (the web portal of West Bengal State Government) the contractor is to click on the link e-Tendering site as given on the web portal.
3. **Digital Signature Certificate (DSC):** Each contractor is required Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount. Details are available at the said Web Site.
4. The contractor can search & download e-NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
5. **Submission of Offer:** Tenders are to be submitted online through <https://wbtenders.gov.in> (the web portal of West Bengal State Government) in two folders, one in Technical Offer and the other is Financial Offer before the prescribed date and time using the Digital Signature Certificate (DSC). The documents will get encrypted (transformed into non readable formats).

The hard copy of the bid is to be submitted in two parts viz. Part-I (Technical Offer) & Part-II (Financial Offer) in two separate sealed covers in one outer sealed envelope should be marked as "Technical and Financial offer for Preparation of Master Plan and Detailed Project Report (DPR) for the sites at Bijoy Nagar in Jamuria Block in connection with the work of Planning and Designing of Township with ancillary infrastructure for the purpose of rehabilitation."

The sealed bid must be dropped in the tender drop box at the Asansol Office of ADDA on or before the schedule date mentioned in Notice Inviting Expression of Interest.

The bid documents must have covering letter in the format as stated in Annexure-I duly signed by

the authorized signatory along with Annexure-II.

The offer/bid may be sent through post/courier service or may be submitted in the Tender Box at the Asansol Office of ADDA. However Authority will not be responsible for postal / courier delay.

## **10.0 Contents of Envelope:**

### **Part – I: Envelope no.1/ Folder 1 (Technical Offer) shall contain following documents:**

- Photo copies of valid Income Tax, PAN, and P. Tax, Registration of Service tax registration certificate or trade license of the firm, etc. whichever is applicable, of the consultant must be submitted.
- Photo copies of income tax return for the last three financial years
- Photo copies of the documents of experience in similar kind as a proof of the eligibility criteria mentioned in page no. 3 of 16 of this document.
- In case of Consortium/ JV/ Association valid association letter with the leading firm mentioned clearly.
- List of ongoing assignments, list of completed assignments during the last 3 (three) financial years
- List of Human resources of the consulting agency with qualification and experience in details.
- A conceptual site plan, plan of typical residential unit, and a write up on the design philosophy, process of implementation etc in a CD format.

### **Part – II: Envelope No. 2 (Financial Offer)/ Folder 2 shall contain following documents:-**

- Copy of BOQ
  - i. Bill of quantities (BOQ) will be quoted as lump-sum amount including all Govt./ Statutory Taxes online in the space marked for quoting rate in the BOQ.
  - ii. Only downloaded copy of the BOQ (“.xls” file with same name) of the above documents are to be uploaded after virus scanned and Digitally Signed by the contractor.
- Earnest Money in shape of Demand Draft/Pay Order drawn in favour of Asansol Durgapur Development Authority as mentioned in Paragraph 8 (Application fees, Earnest Money and Security Deposit).

Note: If Earnest Money as stated above is not enclosed, the bid offer will be summarily rejected.

## **11.0 Bid Evaluation Process:**

The ADDA will prepare a list of firms based on the compliance to all the terms and conditions of the tender. The tenders who do not conform to the tender conditions and tenders from firms

without adequate capabilities as per tender requirements shall be straight away rejected, without specifying any reason. All eligible tenders will be considered for further evaluation. The decision of the Chief Executive Officer, ADDA will be final in this regard.

**Evaluation of Technical Bids**

The Tender Evaluation Committee will evaluate the Technical Proposals on the basis of eligibility criteria given in the notice. The Bidders may be present during the date and time of opening of technical bid.

**The Technical Evaluation will be followed by opening of Financial Proposals only for those who qualify the evaluation of Technical bid by fulfilling all eligibility criteria mentioned in the notice.**

The tender inviting authority may verify the credential and other documents of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is either manufacture of false in that case, work order will not be issued in favour of the lowest bidder under any circumstances.

**12.0 Rejection of Bid**

The Employee reserves the right to accept or reject any bid and to cancel the Tenderer process and reject all bids at any time prior to the award of contract without there by incurring any liability to the affected bidder or any obligation to inform the affected bidder or bidders of the ground for Employee’s action.

**13.0 Award of contract**

The Tenderer who’s Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter. The notification of award will constitute the formation of the Contract. The Agreement in Prescribed ADDA tender form will incorporate all agreement between the Tender Accepting Authority and the successful bidder. All the tender documents including e-NIT & BOQ will be the part of the contract document.

**14.0 Payment Schedule:**

a)	<b>Submission of Detail Master Plan with Preliminary Draft DPR</b> with the contents, Drawings mentioned in paragraph 2.1.1- 2.1.5 and detail estimates as mentioned in paragraph 2.2 of scope of Work	10% of the total contract amount
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b)	<b>Submission and approval of Detail Master Plan with Preliminary Draft DPR</b> with the contents, Drawings mentioned in paragraph 2.1.1- 2.1.4 and draft estimates as mentioned in paragraph 2.2 of scope of Work	20% of the total contract amount
c)	<b>Submission and approval Master Plan with Final draft DPR</b> with all the contents and drawings mentioned in Scope of Work i.e. Paragraph 2.	30% of the total contract amount
d)	Submission of Final DPR after vetting and Sanction from all Authority Concerned	40% of the total contract amount

**The Security money may be refundable as per following schedule:-**

Refund of Security Deposit may be started after 5 years from sanctioned DPR or the starting of construction whichever is earlier.

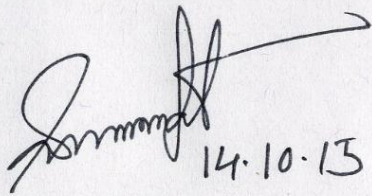
e)	During Construction - On Completion of 25% of work.	25 % of the security deposit/ or 5th years from sanctioned DPR whichever is earlier.
	During Construction - On Completion of 50% of work.	25 % of the security deposit/ or 6th years from sanctioned DPR whichever is earlier.
	On Completion after satisfactory execution and construction of work according to proposed DPR and drawings/ estimated cost of the project.	50 % of the security deposit/ or 7th years from sanctioned DPR whichever is earlier.

**15.0 Information to Bidder**

1. The Tenders will be accepted only through e-procurement system/ e-tendering process.
2. Consortium/ JV/ Association are allowed in case valid association letter is attached with the leading firm mentioned clearly. In that case the leading firm itself alone has to qualify all eligible criteria.
3. All documents should be in English.
4. Offers submitted through Email will not be accepted.
5. The Department will not be responsible for any postal delay and offer received after last date and time. If, however the submission date falls on a holiday the same will be received and opened on the next working day as per the time given for submission and opening above.
6. Proposals must remain valid for 180 days after the submission of rate.
7. Before entering in to agreement negotiation may be made as per necessity.

8. No advance payment to the selected consultant will be made under any circumstances.
9. If any document furnished by the bidder is found to be false, incorrect and misleading, the Bid will be declared as informal.
10. Any conditional Bid is also will be declared informal.
11. All the pages of the Bid paper and the documents (submitted as Bid Documents) including photocopies of documents must be self attested and sealed.
12. The original documents must also be produced for verification as and when called for by ADDA.
13. Bidders will clearly mention the Name of work & EOI reference no. over the outer & inner sealed cover. In the cover containing documents of Technical Bid the word 'Technical Bid' and on the cover for Financial Bid, the word 'Financial Bid' must also be clearly written.
14. The bid will be opened as per date & time as mentioned in presence of bid opening & verification committee & intending Bidders or their authorized representative, who like to be present at that time.
15. ADDA reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
16. Authority is not bound to accept the lowest rate of the tenderer / Bidder. The successful bidder has to enter into Formal Agreement with ADDA.
17. The Financial Part will be opened of those bidders only who have qualified in Technical Bid.

**All applicants will strictly follow the Terms of Reference (TOR) given above. Application which does not fulfill the above mentioned points may be liable for rejection without making any further communication. Any sort of canvassing will also make the application liable for rejection.**



14.10.15

**Chief Executive Officer,  
Asansol Durgapur Development Authority**

**ANNEXURE-I**

**The Technical offer must be accompanied by a forwarding letter in the format vide**

From

.....  
.....  
.....

Telephone Number..... Fax Number.....

e-mail ID .....

**To**

**The Chief Executive Officer,**

Asansol Durgapur Development Authority,

Kumarpur, G.T. Road

Asansol-713304.

Sub.:- **Consultancy Service for Preparation of Master Plan and Detailed Project Report (DPR) for the sites at Bijohnagar in Jamuria Block in connection with the work of “Planning and Designing of Township with ancillary infrastructures for the purpose of rehabilitation”**

.Sir,

Pursuant to the Notice inviting Offers on the subject above, issued by Asansol Durgapur Development Authority, we hereby submit our offers for being appointed as the consultants to ADDA for **Preparation of Master Plan and Detailed Project Report (DPR) for the sites at Bijohnagar in Jamuria Block in connection with the work of “Planning and Designing of Township with ancillary infrastructures for the purpose of rehabilitation”**. We have thoroughly read and understood the instructions in the Offer Document, submission of offers will not devolve any right on us to be considered for selection.

We agree to keep this offer of ours open for acceptance by ADDA up to 180 days after the last date of receipt of offer and agree not to revoke our offer at any time during such period.

In the event of our offer being accepted, we agree to execute the formal contract/agreement with ADDA as per the stipulated deadline in the award letter.

Yours faithfully,

Date:-

(Name & Designation of the person signing with office seal)

**ANNEXURE-II**

From

.....  
.....  
.....

Telephone Number..... Fax Number.....

e-mail ID .....

**To**

**The Chief Executive Officer,**

Asansol Durgapur Development Authority,

Kumarpur, G.T. Road

Asansol-713304.

Sub.:- **Consultancy Service for Preparation of Master Plan and Detailed Project Report (DPR) for the sites at Bijoy Nagar in Jamuria Block in connection with the work of “Planning and Designing of Township with ancillary infrastructures for the purpose of rehabilitation”**

Sir,

I/We hereby declare that I/We will abide by all clauses/provisions mentioned in the bid documents and will not hold any sort of litigation/arbitration/dispute whatsoever may be with Asansol Durgapur Development Authority.

Yours faithfully,

Date:-

(Name & Designation of the person signing with office seal)