



# ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

A Statutory Authority of the Government of West Bengal  
( Under Urban Development & Municipal Affairs Department )

1<sup>st</sup> Administrative Building,  
City Centre,  
Durgapur – 713216

Vivekananda Sarani, Senraleigh Road,  
Near Kalyanpur Housing More,  
Asansol -713305

Memo No. ADDA/DGP/ED/G-57(XXXII)/24-25/190

Date: 21/08/24

## Online RFP No. ADDA/DGP/ED/RFP-01/2024-25

For and on behalf of ADDA, Executive Engineer (Civil), A.D.D.A. invites 'Request for Proposal' (RFP) (Two Bid System in two Parts) in Authority's contract form from reliable and resourceful eligible consultancy firm or Agency for the works given below.

Sl. No	Name of the work	Initial Earnest Money ( By DD/ Pay order) in Rs.	Time allowed for Completion	Cost of Formal Agreement papers. Rs.
1.	Empanelment of Firm(s) for preparation of DPR for balance works of 5 MGD water supply scheme at EPIP and assisting Asansol Durgapur Development Authority (ADDA) for selection of a suitable agency for completion of unfinished 5 MGD Water Supply Scheme, commissioning and running the scheme for revenue generation in the State of West Bengal.	Rs.5,000.00	120 days	1,000.00

### Important Dates

Sl.	Particulars	Date & Time
1.	Online Document Download and Bid Submission start Date	on 23.08.2024 from 10:00 Hrs. IST
2.	Online Document Download and Bid Submission end Date	on 09.09.2024 at 15:00 Hrs. IST
4.	Pre Bid Meeting	03.09.2024 at 15:00 Hrs IST at ADDA office, City Centre, Durgapur-16
3.	Bid opening Date at the office of the Executive Engineer (Civil), ADDA, Durgapur	on 11.09.2024 at 15:30 Hrs. IST

Details of RFP documents available in *Annexure –A* which is attached herewith.

Please view website [www.tenderwizard.com/UDWB](http://www.tenderwizard.com/UDWB) or [www.addaonline.in](http://www.addaonline.in)

*blumen*  
*24.08.2024*

**Executive Engineer (Civil)**  
**Asansol Durgapur Development Authority**  
**Durgapur.**

Memo. No. ADDA/DGP/ED/G-57(XXXII)/24-25/190

Date: 21.08.2024

Copy to:-

- The Hon'ble Chairman, Asansol Durgapur Development Authority.
- The Hon'ble Chairperson, Board of Administrator, Durgapur Municipal Corporation.
- The District Magistrate, Paschim Bardhaman, Asansol-713305.
- The Chief Executive Officer, Asansol Durgapur Development Authority.
- The Assistant Executive Officer (Admn.), Durgapur, Asansol Durgapur Development Authority
- The Finance Officer, Asansol Durgapur Development Authority.
- Shri Atanu. Ghosh, Deputy Magistrate & Deputy Collector – Member Tender Committee, Sub-Divisional Office, Durgapur.
- The Executive Engineer (Electrical), Asansol Durgapur Development Authority, Durgapur. [with a request to remain present in the Pre-Bid meeting to address Electro-Mechanical related quarries ( if any)]
- The Assistant Engineer, Asansol Durgapur Development Authority, Durgapur.
- The Sub Assistant Engineer, Asansol Durgapur Development Authority, Durgapur.
- Sri Pradip Banerjee, System Manager, ADDA, Durgapur-- with a request to upload the same on website of ADDA.
- Notice Board, Asansol Durgapur Development Authority, Durgapur office. 13. File Copy ADDA/DGP/ED/CN-52/20-21

*blumen*  
*21.08.2024*

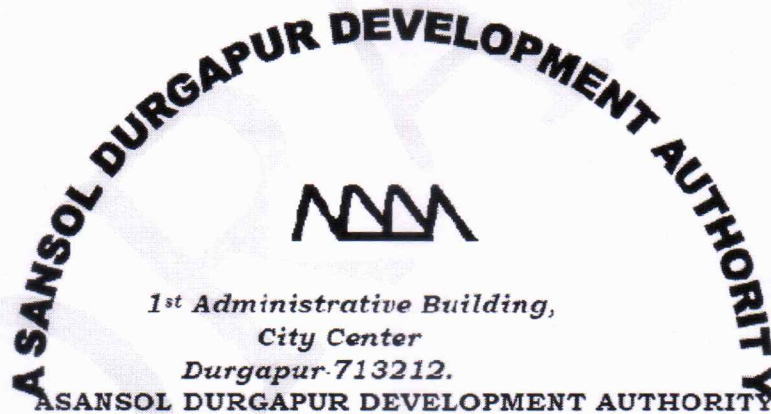
**Executive Engineer (Civil)**  
**Asansol Durgapur Development Authority**  
**Durgapur.**



## Request for Proposal (RFP)

For Selection of Consultant / Firm for preparation of DPR for balance works of 5 MGD water supply scheme at EPIP and assisting Asansol Durgapur Development Authority (ADDA) for selection of a suitable Private Partner for completion of unfinished 5 MGD Water Supply Scheme, commissioning and running the scheme for revenue generation in the State of West Bengal.

ANNEXURE - A



*1<sup>st</sup> Administrative Building,  
City Center  
Durgapur-713212.*

ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

(A STATUTORY BODY OF GOVERNMENT OF WEST BENGAL)

ASANSOL OFFICE:- VIVEKANANDA SARANI (SENRALEIGH ROAD), NEAR  
KALYANPUR HOUSING MORE , ASANSOL-713305.

PHONE NO.:- (0341) 225-7277, 225-7368, FAX:- (0341) 225-7379

DURGAPUR OFFICE:- 1<sup>ST</sup> ADMINISTRATIVE BUILDING, CITY CENTER,  
DURGAPUR-713216

PHONE NO.:- (0343) 254-6815, 254-6716, 254-6889

WEBSITE:- [www.addaonline.in](http://www.addaonline.in)

e.mail:- [adda.dgpr@gmail.com](mailto:adda.dgpr@gmail.com), [eeciviladda.dgpr@gmail.com](mailto:eeciviladda.dgpr@gmail.com)



## **DISCLAIMER**

The information contained in this Request for Proposal (RFP) document or subsequently revised to the prospective Consultant(s), whether verbally or in documentary form by or on behalf of ADDA or any of its employees or Consultants, is provided to the prospective Consultant(s) on the terms and conditions set out in this document and any other terms and conditions subject to which such information is provided. This document is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person. The purpose of this document is to provide interested parties with information that may be useful to them in the formulation of their Proposals for Request for Proposal (RFP) submission pursuant to this document. Assumptions, assessments and statements do not purport to contain all the information that each Applicant may require and also may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this document and obtain independent advice from appropriate sources. The Authority accepts no responsibility for the accuracy or otherwise for any information, interpretation or opinion of law expressed herein. This invitation for Request for Proposal (RFP) document does not purport to contain all the information each prospective Consultant(s) may require. This document may not be appropriate for all prospective Consultant(s) and it is not possible for ADDA and their employees or Consultants to consider the objectives, financial situation and particular needs of each prospective Consultant (s). Certain prospective Consultant(s) may have a better knowledge of the proposed selection than others. The Authority and its employees make no representation or warranty and shall have no liability to any person including any Applicant(s) under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expenses which may arise from or be incurred or suffered on account of anything contained in this Request for Proposal (RFP) or otherwise. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this document. ADDA reserves the right to reject, cancel, terminate, change or modify this selection process and/or requirements of bidding stated in this RFP document, at any time without assigning any reason or providing any notice and without accepting any liability for the same.

*Sumona*  
*21.08.2024*

Executive Engineer (Civil),  
Asansol Durgapur Development Authority  
1<sup>st</sup> Administrative Building, City Center  
Durgapur-713216.



Ref: ADDA/DGP/ED/G-57(XXXII)/2024-25/190

Date-21/08/2024

## **Request for Proposal (RFP)**

FOR SELECTION OF CONSULTANT / FIRM FOR PREPARATION OF DPR FOR BALANCE WORKS OF 5 MGD WATER SUPPLY SCHEME AT EPIP AND ASSISTING ASANSOL DURGAPUR DEVELOPMENT AUTHORITY (ADDA) FOR SELECTION OF A SUITABLE PRIVATE PARTNER FOR COMPLETION OF UNFINISHED 5 MGD WATER SUPPLY SCHEME, COMMISSIONING AND RUNNING THE SCHEME FOR REVENUE GENERATION IN THE STATE OF WEST BENGAL.

**NOTICE INVITING ONLINE RFP**  
**ADDA/DGP/ED/RFP-01/2024-25; Date:- 21/08/2024**



**INVITATION TO CONSULTANT/FIRM TO SUBMIT REQUEST FOR PROPOSAL (RFP)**

**Selection of Consultant / Firm for preparation of DPR for unfinished balance works of 5 MGD water supply scheme at EPIP including rising mains from the intake pump house situated at Birbhanpur and assisting Asansol Durgapur Development Authority (ADDA) for selection of a suitable Private Partner for completion of unfinished works of 5 MGD Water Supply Scheme, commissioning and running the scheme for revenue generation in the State of West Bengal.**

**1. INVITATION FOR REQUEST FOR PROPOSAL (RFP)**

This Request for Proposal (RFP) Document is for selection of Qualified, Reputed and Resourceful **Consultant / Firm** who have executed similar type of work as noted above during 07 (Seven) years prior to the date of issue of this RFP and the Qualified consultancy firm assist ADDA for preparation of DPR for execution of balance works of 5 MGD water supply scheme at EPIP and assisting the Asansol Durgapur Development Authority (ADDA) for selection of a suitable Private Partner for completion of unfinished 5 MGD Water Supply Scheme, commissioning and running the scheme for revenue generation in the State of West Bengal. The primary scope of works but not exclusive are enumerated below:-

- i. Checking for correctness of the approved engineering design and drawings prepared and vetted by the previous agency which is available with ADDA and modify accordingly by competent authority and subsequently vetted by a reliable & reputed Govt. institute.
- ii. Assessment of the as-it-is infrastructure of the WTP and allied unfinished components, and identify gaps in terms of infrastructure, and designing.
- iii. Preparation of Detail Project Report (DPR) incorporating cost components of civil, electrical, mechanical and instrumentations required to operationalization of the scheme for the unfinished & balance portions of the work and that to be vetted by competent reliable & reputed Govt. institute or Govt. Department such as PHE etc.
- iv. Preparation of Tender Document, assist ADDA to tender processing and other assistance for tendering & evaluation for selection of competent bidder through open bidding and award, to actual execution through monitoring.
- v. Preparation of all working drawings of the balance portions of the work other than the drawings available with ADDA.
- vi. Preparation of Notice Inviting Tender (NIT), Contract Agreement and other related documents for selection of the appropriate agency to complete the balance work.



- vii. To assist ADDA to fulfill its obligations and requirements in respect of approval of the project from Govt. of WB.
- viii. Assisting ADDA in respect of Technical knowhow considering the reverted design & drawings is in order & correct. However, if any discrepancies noticed and changes required in the design & drawings during execution that to be corrected without any extra cost.
- ix. Project monitoring activities and related consultancy services/documentation during the execution/implementation of the project upto the completion of the project from the date of issue of Request for Proposal (RFP).
- Assistance in conducting Pre-bid conference and responding to the queries received earlier or raised during the pre-bid meeting.
  - Assistance in evaluation of the Bids and finalizing Evaluation report in connection to selection eligible bidder.
  - Assistance in award of the Request for Proposal (RFP) to the successful Bidder and signing of the final contract agreement.
  - Providing specialized engineering consultancy service in connection to the implementation of the project and find out most amicable solution with viable technical support in respect of conflict arising out during implementation stage with ADDA and the consultant acceptable to both the parties. However the decision of the Engineer-in-Charge will be conclusive and binding to all the parties.
- 1.1. Interested Consultants/Agencies/Parties/Consultancy Firms are advised to study this Request for Proposal (RFP) document carefully before submitting their proposals in response to the Request for Proposal (RFP) Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.
- 1.2. The process of deposit of earnest money through offline instruments like Bank Draft, Pay Order etc. will be stopped for e-tender procurement of this Authority wef. 01.10.2015. Necessary Earnest Money will be deposited by the bidder electronically: online – through his net banking enabled bank account, maintained at any bank or; offline – through any bank by generating NEFT/ RTGS challan from the e-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their Respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank Name (ICICI Bank) & IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD.



- 1.3. The complete Request for Proposal (RFP) document should be submitted on or before the Due Date as specified above. ADDA shall not be responsible for any delay in receiving the Proposal and reserves the right to reject any/all Proposal (s) without assigning any reason thereof.
2. Any Corrigendum and addendum will be published through ADDA website: [www.addaonline.in](http://www.addaonline.in)
- 2.1. Pre bid meeting will be held on 27/08/2024 at 03.00 PM at DURGAPUR OFFICE:- 1st ADMINISTRATIVE BUILDING, CITY CENTER, DURGAPUR-713216,
- 2.2. Bidders are requested to put forward their queries on or before 26/08/2024 at e-mail address: - **[eeciviladda.dgpr@gmail.com](mailto:eeciviladda.dgpr@gmail.com)/[ceoadda.pa@gmail.com](mailto:ceoadda.pa@gmail.com). All communications including the queries prior to pre bid meeting and the submission of bid should be addressed to: The Chief Executive Officer, Asansol Durgapur Development Authority, 1st Administrative Building, City Center, Durgapur-713216.**

## SCHEDULE OF BIDDING PROCESS

1a.	Name of the Work	Selection of Consultant / Firm for preparation of DPR for unfinished balance works of 5 MGD water supply scheme at EPIP including rising mains from the intake pump house situated at Birbhanpur and assisting Asansol Durgapur Development Authority (ADDA) for selection of a suitable Private Partner for completion of unfinished works of 5 MGD Water Supply Scheme, commissioning and running the scheme for revenue generation in the State of West Bengal.
1b.	Work Location	Raw water pumping house / intake point situated at Birbhanpur on the bank of river Damodar, Rising mains from intake point to WTP at EPIP, WTP with its all components situated at EPIP and distribution line at EPIP & Bamunara Industrial area.
2.	Mode of submission of bid	Online
3.	Earnest Money	<b>Rs.5,000.00 (Rupees five thousand) only</b> as an initial Earnest Money Deposit shall be paid by selecting from either of the following payment modes (refer Finance Order no. 3975-F(Y) dated 28/07/2016); (i) Net banking (any of the banks listed in the ICICI Bank Payment gateway). Balance Earnest Money beyond Rs.5,000.00/- (if any, to fulfill 2 % of amount offered) shall be deposited by the successful Quotationer at the time of agreement. The EMD for the successful Quotationer will be converted to Security Deposit (SD) and additional amount of 8% of amount offered will be deducted towards SD from RA/Final Bill(s)
4.	Date of publication of Tender online	On 23/08/2024 at 10:00 Hrs. IST
5.	Date of Pre-BID meeting & Address	On 03.09.2024 at 15:00 Hrs. IST at ADDA Durgapur office.
6.	Last Date / Time for submission of RFP	On 09/09/2024 at 15:00 Hrs. IST
7.	Site inspection & General information	Intending bidders are required to inspect the site(s) of the Project with particular reference to location and infrastructure facilities. They are to make a careful study with regard to availability of all relevant factors for submission of their Request for Proposal (RFP) document. Work should be carried out as per relevant IS specifications, CPHEEO Manuals, Clauses & Sub Clauses of the Quotation documents and to have fully acquainted with all details of work front, communications, underground utility services, existing & proposed site levels, position and diversion of transportation and barricading , if required, electricity and any other general information including topological condition & existing level and level pertaining to and needed for the work to be completed in all respect within specific time properly.

8.	Name & address of the office for submission of RFP	Executive Engineer (Civil), Asansol Durgapur Development Authority, 1st Administrative building, City Center, Durgapur-713216.
9.	Validity of RFP Proposal	120 days from the BID Due Date

*blumon*  
*21.08.2024*

Executive Engineer (Civil),  
Asansol Durgapur Development Authority  
1<sup>st</sup> Administrative Building, City Center  
Durgapur-713216.

## 2. INVITATION FOR PROPOSAL

- 3.1 This Request for Proposal (RFP) Document is for selection of suitable qualified Consultant / Firm and award the contract for preparation of DPR for unfinished balance works of 5 MGD water supply scheme at EPIP and assisting the Asansol Durgapur Development Authority (ADDA) for selection of a suitable Private Partner for completion of unfinished 5 MGD Water Supply Scheme, commissioning and running the scheme for revenue generation in the State of West Bengal
- 3.2 A three stage bidding process will be followed for selection of the eligible bidder. The applicants shall submit their detailed proposal on/ before the Proposal Due Date including the financial bid in a separate cover. ADDA shall not be responsible for any delay in receiving the proposal and reserves the right to reject any or all Proposals without assigning any reason thereof.
- 3.3 This RFP document contains information about the Bidding process, selection process, proposal submission qualification and evaluation process.
- 3.4 Interested applicants are required to submit their Proposal for selection as per the requirement given in this RFP document. The Proposals will be examined for substantive compliance or responsiveness to the Proposal requirements. ADDA will evaluate the Proposals as per the evaluation criteria mentioned in this Request for Proposal (RFP) Document.

**The selection would be based on the marks secured in the Proposal evaluation, and the firms shall be shortlisted by ADDA subject to scoring a minimum of 70 marks in their proposal.**

## 3. GENERAL SCOPE OF WORK

The successful Technical Consultants shall perform the activities as enumerated in (a) to (d) below:

- a.** Technical Consultancy services will entail through checking for correctness of the approved engineering design prepared by the previous agency which is available with ADDA and modify it, wherever required and subsequently vetted by a reliable & reputed Govt. institute. Preparation of Detail Project Report (DPR) incorporating cost components of civil, electrical, mechanical and instrumentations required to operationalize the scheme and vetting of DPR by competent authority, preparation of Tender Document, assist ADDA in tender processing and other assistance for tendering & evaluation for selection of competent bidder through open bidding and award, providing assistance during actual execution. The Technical Consultant shall prepare all working drawings of the balance works other than the drawings available with ADDA. The Technical Consultants, for the purpose, will also prepare, Notice Inviting Tender (NIT), Contract Agreement and other related documents for selection of the appropriate agency to complete the balance work. The Technical Consultant, thus selected, shall assist ADDA to fulfill its obligations and requirements in respect of approval of the project from GoWB.
- b.** As the project under consideration is a left out turnkey Water Supply Scheme, first and foremost requirement is to assess the work has been executed and the balance work is to be executed for commissioning and successfully running of the system i.e. assessment of the as-it- is infrastructure of the WTP and allied unfinished components, and identify gaps in terms of infrastructure, and designing. The successful Technical Consultant would be allowed to access all the documents available with ADDA such as 'Vetted design and drawings of the project', 'Mutually agreed Price breakup schedule', 'Component wise (on percentage basis) Bills entered in Measurement Book and Running Account (RA) bills paid to the agency before termination'.
- c.** The Technical Consultant should assist ADDA in respect of Technical knowhow considering the reverted design & drawings is in order & correct. However if any discrepancies noticed and changes required in the design & drawings during execution that to be corrected without any extra cost.
- d.** Project monitoring activities and related consultancy services/ documentation during the execution/implementation of the project upto the completion of the project from the date of issue of RFP.
- Assistance in conducting Pre-bid conference and responding to the queries received earlier or raised during the pre-bid meeting.
  - Assistance in evaluation of the Bids and finalizing Evaluation report in connection to selection eligible bidder.
  - Assistance in award of the RFP to the successful Bidder and signing of the final contract agreement.
  - Providing specialized engineering consultancy service in connection to the implementation of the project and find out most amicable solution with viable technical support in respect of conflict arising out during implementation stage with ADDA and the consultant acceptable to both the

parties.. However the decision of the Engineer-in-Charge will be conclusive and binding to all the parties.

The DPR should be complete in all respect, to comply all aspects of technical issues related with civil & electro-mechanical field. List of electro-mechanical machineries with vendor list along with cost for any ancillaries should be furnished in detail. Operation and Maintenance cost as per CPHEEO manual should be included. Other civil and electrical works such as cost for boundary wall where required, utilities like yard lighting, optimum elimination inside each units etc. should be provided. Technical Specifications in details should be furnished. Detailed design, drawings and estimate balance works should be furnished.

The Consultant should responsible to clarify and/or meet up the technical issues during approval process as well as rendering all sorts of Technical advice during implementation of project at site. All proposals should be finalized with due consultation & approval of the Executive Engineer (Civil), ADDA /Competent Authority.

#### **4. GENERAL CONDITIONS AND CONDITION FOR EVALUATION**

Firms failing to meet the specified criteria or not submitting requisite supporting proof as specified in this RFP document may be liable to be rejected during the RFP Proposal Evaluation at sole discretion of the ADDA.

##### **5.1. Applicant/Consultant/Firm**

The Applicant/Consultant/firm should be a single entity; no Joint venture(s) firm will not be allowed to participate in the RFP.

##### **5.2. Cost of Proposal**

The Consultant / firm shall be responsible for all the costs associated with the preparation of their Proposals and their participation in the selection process. ADDA will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the selection process.

##### **5.3 Request for Proposal (RFP) Document Fee**

Interested agencies are advised to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

As per notification no.- 199-CRC/2M-10/2012 dt.21.12.2012 of the Secretary, Govt. of West Bengal, the intending tenders shall not have to pay the cost of tender documents in case of participation in e-tender except the lowest bidder at the time of formal agreement.

However all the participants have to submit Rs.5,000.00 (Rupees Five Thousand only) as Earnest Money (non-refundable) as per modes of payment given in the document before due date and time.

#### **5.4 Acknowledgement by Applicants**

It shall be deemed that by submitting the Proposal, the Applicant has:

- a) Made a complete and careful examination of the RFP document;
- b) Received relevant information requested from the ADDA;
- c) Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP document or furnished by or on behalf of the ADDA or relating to any of the matters referred above;
- d) Satisfied itself about all matters, things, and information, including matters referred herein above, necessary and required for submitting an informed Application and performance of all its obligations there under;
- e) Acknowledged that it does not have a Conflict of Interest; and
- f) Agreed to be bound by the undertaking provided by it under and in terms hereof.

ADDA shall not be liable for any omission, mistake, or error on the part of the Applicants in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the RFP document or the Selection Process, including any error or mistake therein or in any information or data given by the ADDA.

#### **5.5 Right to reject any or all Proposals**

Notwithstanding anything contained in this RFP document, ADDA reserves the right to accept or reject any Proposal and to annul the Selection Process and reject any/ all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons, thereof.

ADDA reserves the right to reject any Proposal if:

i. At any time, a material misrepresentation made by the Applicants is uncovered or comes to the knowledge of ADDA.

or

ii. The Applicants does not provide, the supplemental information sought by ADDA, within the specified time for evaluation of the Proposal. Such misrepresentation/ improper response may lead to the disqualification of Applicants. If such disqualification/ rejection occurs after the Proposals have been opened then the ADDA reserves the right to take any other measure as may be deemed fit, including annulment of the Selection Process.

#### 4.6 Amendment of RFP document

- a. At any time prior to the deadline for submission of Proposal, ADDA may, for any reason, at its own initiative, modify the RFP document by the issuance of Corrigendum / Addendum / Amendment.
- b. All such addenda /corrigenda/amendments will be posted on the website of ADDA [www.addaonline.in](http://www.addaonline.in) and the same will be binding on all Applicants and will form a part of the RFP.
- c. In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, ADDA may, in its sole discretion, extend the Proposal Due Date (PDD). Any extension of Proposal shall be published only on the [www.addaonline.in](http://www.addaonline.in). No separate correspondence will be made by this office.

#### 4.7 Conflict of Interest

- a. The Authority requires that the firm provides professional, objective, and impartial advice and at all times hold the Authority's interest's paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The firm shall not accept or engage in any assignment that would conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the Authority.
- b. An Applicant shall not have a conflict of interest that may affect the Selection Process of firm (the "Conflict of Interest"). Any Applicant found to have a Conflict of Interest shall be disqualified.

#### 4.8 Language

The Proposal and all related correspondence and documents shall be written in **English Language**. If any supporting document attached to the Proposal in any other language, the same should be supported by an English translation (duly authenticated/ attested by the Notary & Self signed by Authorized Signatory of the Applicant).

#### 4.9 Format and Signing of Proposal

- a. The interested Applicants shall provide all the information sought under this RFP document. ADDA would evaluate only those Proposals that are received complying the requirement as specified in this document/forms and are complete in all respects. All pages of the proposal should be **serially numbered** and cross referencing wherever necessary should be done in Annexure also. **The Proposal should also contain the Table of Contents.**
- b. The Interested Parties/Applicant shall prepare the Proposal together with Documents required to be submitted along therewith pursuant to this RFP.

The Proposal shall be in original written in indelible ink and signed by the authorized signatory of the Applicants (Name of Authorized Signatory should be mentioned in the main form) who shall initial each page, in blue ink. In case of printed and published Documents, only the cover shall be signed. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialed by in original person(s) signing the Proposal. The Proposals must be properly signed by a duly authorized person holding the Power of Attorney with Board Resolution as per its statutory provisions. A copy of the Power of Attorney certified under the hands of a notary public on the specified form, shall accompany the Proposal.

- c. Applicants should note the Proposal Due Date, as specified in this document for submission of Proposals. Applicants are reminded that no supplementary material will be entertained by ADDA, and that evaluation will be carried out only based on Documents received by the closing time of Proposal Due Date as specified in Proposal Data Sheet unless it is invited by ADDA.

#### **4.10 Preparation of Proposal**

A single-stage procedure will be adopted for evaluating the proposal which will be divided in three parts namely "First (Part I)", "Second (Part II)" and "Third (Part III)". All the three part (Folder) are to be submitted simultaneously. The proposal must be prepared as following manner:-

**Part 1( First Folder):** Essential Qualifications (Proof of eligibility) – Pre Qualification Criteria i.e. substantial proof of execution similar nature of work preceding last 07 (Seven) years as mentioned above and **MINIMUM ELIGIBILITY CRITERIA** as specified in point 7 below (Technical capabilities & Financial Capabilities) has to be submitted in the first folder and will be examined and evaluated. Following documents are to be submitted each in a separate folder covering the entire document in a single folder which is to be marked as **"PART-I" (First Folder):-**

1. Annexure 1 – Covering Letter.
2. Annexure 2 – List of Projects of similar nature edxecuted preceding last 07 (Seven) years.
3. Annexure 3 – Format for CA Certificate for Minimum Financial Eligibility Criteria (DIN number to be mentioned in all CA certified documents)
4. Annexure 4 - Details of Applicant.
5. Ernest Money of Rs. 5,000.00 (Rupees five thousand) only in the form mentioned earlier or supporting documents for payments.

An Applicant satisfying the minimum Eligibility Criteria shall be considered "responsive" in Proof of Eligibility and the Technical Proposals of only those Applicants shall be evaluated further whose applications are responsive in evaluation process at as **"PART-I"**.

**Part 2 ( Second Folder): Technical Proposal and Criteria for Technical 1 Evaluation:-**

In the second part the Technical proposal shall be evaluated as per details in the annexure below with proper reference indexing:

1. Annexure 5 – Description of Approach, Methodology and Work Plan on the basis of Site Appreciation.
2. Annexure 6 – CV of Key Personnel to be appointed at site during preparation of DPR for Survey, Engineering Design & Drawings and associated paper works.

**Part -3 ( Third Folder): This folder contains financial bid only in Lump Sum Rupees which will be paid after achieving different milestone earmarked as described below:-**

<b>Stages</b>	<b>Milestone of Stages</b>	<b>Percentage</b>
Stage 1	Submission of re-vetted Design & Drawings from a reliable & reputed Govt. institute.	15%
Stage 2	Submission of Draft Detailed Project Report (DPR) incorporating cost estimation of the balance works with details of individual components.	15%
Stage 3	Submission of the Final vetted DPR.	10%
Stage 4	To assist ADDA to prepare project related quarries from the DPR sanctioning authority.	10%
Stage 5	Preparation of Tender Document, assist ADDA to tender processing and other assistance for tendering for open bidding and award of contract.	10%
Stage 6	To conduct Pre-Bid meeting.	---
Stage 7	Assist ADDA to evaluate of the Tender Documents and recommendation for the L1 bidder.	10%
Stage 8	Getting the Contract Agreement signed by the selected Agency and Preparation of working drawings.	10%
Stage 9	Providing technical service for smooth execution and act as mediator in case dispute arising out and provide amicable solution.	20%
	<b>Total</b>	<b>100%</b>

#### 4.11 Submission of Proposal

Proposal must be submitted online as specified in this document. The Applicants shall submit the proposal comprising the documents to meet the requirements of this document.

### 5. EVALUATION PROCESS

#### 5.1 Evaluation of Proposals

- a. ADDA would subsequently examine and evaluate Proposals in accordance with the Selection Process specified in this RFP and the criteria set out in this RFP.
- b. Prior to evaluation of Proposals, ADDA will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:
  - i. It is received as per the detailed set out.
  - ii. It is received by the Proposal Due Date including any extension.
  - iii. It is signed, sealed, bound, and marked.
  - iv. It contains all the information (complete in all respects) as requested in the RFP document;
  - iv. It does not contain any condition or qualification;
- d. ADDA reserves the right to reject any/all Proposal(s) which is/are non-responsive and no request for alteration, modification, substitution, or withdrawal shall be entertained by ADDA in respect of such Proposals.
- e. After the evaluation and marking ( as per point below), ADDA would proceed to further process of evaluation.
- e. Any information contained in the Proposal shall not in any way be construed as binding on ADDA, its agents, successors or assigns, but shall be binding against the firms/ Agencies if the selection is subsequently awarded to it.

**f. TIME SCHEDULE:**

It is the responsibility of the Technical Consultant to complete the assignment upto the signing of the agreement with the Agency within the desired period.

Stages	Milestone of Stages	Time Allocated
Stage 1	Submission of re-vetted Design & Drawings from a reliable & reputed Govt. institute.	90 days from commencement date of the service.

Stage 2	Submission of Draft Detailed Project Report (DPR) incorporating cost estimation of the balance works with details of individual components.	45 days from the Stage 1.
Stage 3	Submission of the Final vetted DPR.	15 days from approval of the DPR by ADDA.
Stage 4	To assist ADDA to prepare project related queries from the DPR sanctioning authority.	Upto AA & FS obtained from the sanctioning authority.
Stage 5	Preparation of Tender Document, assist ADDA to tender processing and other assistance for tendering for open bidding and award of contract.	15 days from Stage 4.
Stage 6	To conduct Pre-Bid meeting.	During bidding process.
Stage 7	Assist ADDA to evaluate of the Tender Documents and recommendation for the L1 bidder.	15 days from tender closing date.
Stage 8	Getting the Contract Agreement signed by the selected Agency and Preparation of working drawings.	15 days from Stage 7.
Stage 9	Providing technical service for smooth execution and act as mediator in case dispute arising out and provide amicable solution..	Until commencement of the project.

## 6.2 Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the Empanelment shall not be disclosed to any person not officially concerned with the process. ADDA will treat all information submitted as part of all Proposals in confidence and will insist that all who have access to such material treat it in confidence. ADDA will not divulge any such information unless it is ordered to do so by any Government authority that has the power under law to require its disclosure or due to statutory compliances.

## 6.3 Clarification

- a. To facilitate evaluation Proposals, ADDA may, at its sole discretion, seek clarifications from any Applicant(s) regarding its Proposal. Such clarification(s) shall be provided within the time specified by ADDA for this purpose. Any request for clarification(s) and all clarification(s) in response there to shall be in writing. Clarification /request submitted by the Applicants without the request/directions of the ADDA shall not be entertained.
- b. If an Applicant does not provide clarifications within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the ADDA may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the

Applicant shall be barred from subsequently questioning such interpretation of the ADDA.

#### **6.4 Bid Response:-**

- a. Bidders are advised to study all instructions, terms, requirements, and other information in the RFP documents carefully. Submission of expression of interest shall be deemed to be done after careful study and examination of the RFP document with full understanding of its implications.
- b. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the bidder's risk and may result in rejection of its proposal.

### **7. MINIMUM ELIGIBILITY CRITERIA**

#### **7.1 Technical Capabilities**

Registered, Bonafide, reliable and resourceful Consultancy Firms having experience and technical acumen in similar nature of jobs during the last seven financial years in Govt. Deptt./Board/Semi-Govt./ Corporation /Statutory Authority/Undertaking etc. (Company registration copy to be submitted) and qualified technical personnel specially proficiency in Water Supply Engineering / with sound knowledge and experience in similar types of works.

- 7.1.1 Firm must have done at least one similar work in last 7 (Seven Years)

Similar work: - Similar nature of work means preparation of DPR and/or supervision with post commissioning assistant work for water supply/ Sewerage project.

- 7.1.2 Firm must be registered and operational in India since last 7 years from the date of publish of this RFP and must remain operational thereafter.
- 7.1.3 Firm shall not be black listed/debarred by any State/Central Department or PSU or Autonomous bodies and there should not be any pending Litigation /Court cases pending against them. Bidder should give undertaking on their Letter Head for the same.

## 7.2 Financial capabilities:

- 7.2.1 Firm should have minimum average annual turnover of Rs. 5 (five) Crore or more in the last Three financial years read: 2020-21, 2021-22, 2022-23 from the date of publication of the RFP.
- 7.2.2 Firm should have a positive net worth in last three years from the date of publication of the RFP.
- 7.2.3 Shall submit Balance sheet, Profit & loss account statement for the last three financial years read: 2020-21, 2021-22, 2022-23 duly certified by Chartered Accountant.

**NOTE: Firms which do not qualify the minimum eligibility criteria will be considered non-responsive and further evaluation of their offer will not be done**

## 8. Evaluation & Marking of the Proposal

**The proposal submitted will be evaluated using the following criteria:**

### **Minimum Technical marks for Empanelment -70**

<b>Sl. No.</b>	<b>Evaluation Criteria</b>	<b>Maximum Marks</b>
<b>1</b>	<p>Specific experience of the Consultant (as a firm) relevant to the Assignment:</p> <p><b>Notes to Consultant</b></p> <p>A. Experience in similar nature of projects with project cost more than 50 cr. during last 7 years</p> <p>(* Similar nature of project means preparation of DPR and/or supervision with post commissioning assistant work for water supply/Sewerage project). <b>[20 marks @ 10 marks per project]</b></p> <p>B. Average annual turnover in the last Three financial years read:2020-21, 2021-22, 2022-23 from the date of publication of the RFP: <b>[10 marks]</b></p> <p>More than 5 Cr but less than 10 Cr – 5 Marks More than 10 Cr – 10 Marks</p>	<b>30</b>

2	<p>Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs):</p> <p><b><u>Notes to Consultant</u></b></p> <p>The Client will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix; and the work plan has right input of Experts</p> <p>A) Technical approach and methodology [20 marks]  B) Work plan [05 marks]  C) Organisation and staffing [05 marks]</p>	30
	<p>Key Experts' qualifications and competence for the Assignment.  <b><u>Notes to Consultant.</u></b></p> <p><b>a) Team Leader cum Water Supply/Sewerage Expert:</b> - Having M.E. /M. Tech in Hydrology/Hydraulics/Water Resources/Environment Engineering with minimum 20 years of experience. [20 marks]</p> <p><b>b) Structural Expert:</b> - Having M.Tech. / M.E. in Structural Engineering with minimum of 15 yrs. experience. [10 marks]</p> <p><b>c) Water Supply Design Expert:</b> - Having B.E./B.Tech in Civil Engineering with minimum 8 years' experience in water supply project [10 marks]</p> <p><b><u>The number of points to be assigned to each of the above positions shall be determined considering the following three sub-criteria and relevant Percentage weights:</u></b></p> <p>1) General qualifications (general education, training, and experience): <b>30 %</b></p> <p>2) Adequacy for the Assignment (relevant education, training, experience in the sector/similar assignments) <b>50 %</b></p> <p>3) Relevant experience in the region (working level fluency in local language(s)/knowledge of local culture or administrative system, government organization, etc.): <b>20%</b></p> <p style="text-align: right;"><b>Total weight: 100%</b></p>	40

## 9. SELECTION OF MOST ELIGIBLE BIDDER:-

Based on the above noted evaluation criteria "Technical Evaluation Committee" of ADDA judge the eligibility and competency of each of the participating bidder and shortlist the participating bidders as "Rank-I", "Rank-II", "Rank-III" and so on. "Technical Evaluation Committee" of ADDA may consult with expert

consultant from Institute of Repute or from Govt. / Semi-Govt. organizations for advice.

“Technical Evaluation Committee” of ADDA will decide to open the “**Part -III (Third Folder)**” which contents **financial offer/bid only of the shortlisted bidders based on the merits of the shortlisted bidders and adjudication of expert consultant outside ADDA.**

Following above noted procedure and adhering to Govt. Rules/Regulation and Orders as prevailing at the time of processing of this RFP, Work Order will be awarded to best suited bidder to execute the work.

**All bidders should note that:-**

**FINAL SELECTION SHALL BE ON QCBS (QUALITY AND COST BASED SELECTION) BASIS WITH WEIGHTAGE OF 80% AND 20% RESPECTIVELY FOR QUALITY AND COST.**

## ANNEXURE - I

### COVERING LETTER (On Applicant's Letter Head)

<Bidder Ref No.>

Date:

To  
The Executive Engineer (Civil),  
Asansol Durgapur Development Authority  
1<sup>st</sup> Administrative Building, City Center  
Durgapur-713216.

Dear Sir,

The proposal is unconditional and unqualified.

- a. I / We acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the Proposal for Empanelment of consultant(s), We do certify that all information provided in the Proposal are true and correct and documents accompanying such Proposal are true copies of their respective originals.
- b. I / We acknowledge the right of the Authority to reject our application without assigning any reason or otherwise waive our right to challenge the same on any account whatsoever.
- c. I / We certify that in the last three years, we or any of our Associates have neither failed to perform any contract as evidenced by imposition of penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant or by any PSU nor have been expelled from any project or contract by any public authority or have had any contract terminated by any public authority for breach on our part.
- d. I / We declare that, in case of any disputes arises during engagement; the matters shall be settled mutually. However, the decision of the Chief Executive Officer, ADDA will be final and binding. In case, the decision of the CEO, ADDA is not agreeable and as the Selection Process to be governed by, and construed in accordance with, the laws of India, the Court at Durgapur shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.
- e. (i) I / We have not directly or indirectly or through an agent engaged in or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into

with the Authority or any public sector enterprise or any government, Central or State; and

- (ii) I / We hereby certify that we have taken steps to ensure that in conformity with the provision of this document, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- f.* I / We understand that the Authority may cancel the Selection Process at any time and that the Authority is neither bound to accept any Proposal nor to select the Consultant, [without incurring any liability to the Applicants.
- g.* I / We certify that in regard to matters other than security and integrity of the country, or any of our Associates have not been convicted by a Court of Law or indicted or adverse order passed by a regulatory authority which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.
- h.* I / We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any our Associates.
- i.* I / We further certify that no investigation by a regulatory authority is pending either against us against our CEO or any Directors / Managers / employees
- j.* I / We hereby irrevocably waive any right or remedy which we may have at any stage under law or howsoever otherwise arising to challenge or question any decision taken by the Authority [and / or the Government of West Bengal] in connection with the selection of Consultant or in connection with the Selection Process itself in respect of the above-mentioned job of valuation.
- k.* I / We agree and understand that the proposal is subject to the provision of the RFP document. In no case, shall I / We have any claim or right of whatsoever nature, if the appointment of Technical Adviser is not awarded to me / us or our proposal is not opened or rejected.
- l.* In the event of my / our firm being selected as the Technical Consultant, I / we agree and undertake to provide the services of the Experts in accordance with the provisions of the RFP in the Terms of Reference and that the Experts shall be responsible for providing the agreed services himself and not through any other person or Associate.

- m. I / We have studied RFP and all other documents carefully. We understand that we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to Selection Process including the award of the job of Technical Consultant.
- n. / We agree during the tenure of our engagement, we shall keep the ADDA informed, without delay, of any situations, circumstances, relationships, possible source or potential areas of Conflict of Interest and we shall not take up work in relation to any such assignment without obtaining prior approval of ADDA and granting of such approval shall be the sole discretion of ADDA and shall be binding on us.
- o. I / We agree that this offer shall remain valid for a period of 120 days from the date of submission of bid.
- p. I / We agree that by submitting the Proposal, the prospective Technical Consultant agrees all terms & condition unconditionally. All documents and other information supplied by the Authority or submitted by an Applicant shall remain or become, as the case may be, the property of the Authority. The Authority will not return any submissions made hereunder. Applicants are required to treat all such documents and information as strictly confidential.
- q. I / We agree and undertake to abide by all the terms and conditions of the RFP Document.
- r. In witness thereof, I / we submit this Proposal under and in accordance with the terms of the RFP Document.

We further declare that:

- i) We have examined and have no reservations to the RFP Documents, including any Addendum thereto, issued by ADDA;
- ii) We do not have any conflict of interest in accordance with provisions of the RFP Document;
- iii) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with ADDA or any other public sector enterprise or any Government, Central or State;
- iv) We hereby certify that we have taken steps to ensure that in conformity with the provisions of this document, no persons acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; of Technical Consultants for PPP Projects in Request for Proposal (RFP) ADDA.

- v) We hereby declare that if selected as Technical Consultant, we will be liable to fulfill all the obligations enumerated in this RFP document and Memorandum of Agreement or Agreement to be executed with ADDA.
- vi) We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, we submit this Proposal under and in accordance with the terms of this document.

Yours faithfully  
 For and on behalf of Bidder  
 (Signature, name and designation of  
 the authorized signatory)  
 (Name and seal)

**ANNEXURE - 2**

**List of Eligible Project**

The firm's experience of the last 7 years in the field of assignment for similar assignments (Please also enclose the supporting documents, i.e., LOA/WO and Completion Certs,)

S. No.	Name of the Project	Nature of the project	Name of the Department	Total Cost of the Project	Date of commencement of the Project	Status of the Project	Remarks about the completion of the project by the concerned Department
1	2	3	4	5	6	7	8

**(SIGNATURE OF AUTHORIZED SIGNATORY AND SEAL)**

**ANNEXURE - 3**

**Minimum Financial Capabilities**

**FORMAT FOR CA CERTIFICATE**

**[Supported by Balance Sheet, Profit & Loss Statement along with IT  
Return for the respective financial Years]  
(UDIN number to be mentioned in all CA certified documents)**

**A. ANNUAL TURNOVER OF LAST 3 (Three) FINANCIAL YEARS:**

We hereby certify that average revenue from advisory services to state/ central government / Multilateral Organizations in the last three financial years (2020-21, 2021-22, and 2022-23) is as is specified below.

<b>S. No.</b>	<b>Financial year</b>	<b>Turnover (in INR)</b>
1.		
2.		
3.		
	<b>TOTAL</b>	
	<b>Average</b>	

**B. NET WORTH FOR LAST AUDITED FINANCIAL YEAR: In INR**

**C. WORKING CAPITAL FOR LAST AUDITED FINANCIAL YEAR: In INR**

**Yours faithfully,  
For .....**  
**Chartered Accountants**

**Membership Number  
Date-  
Place-**

**ANNEXURE - 4**

**DETAILS OF APPLICANT FIRM**

1.	Name of bidder	
2 (a)	Address of bidder	
(b)	Phone no:	
(c)	Fax no.	
(d)	E mail	
(e)	Website	
3	Legal status of bidder (Attach copies of original document defining the legal status). The applicant is: a) An individual b) A proprietary Firm	
4	Name of authorized signatory to	
(a)	Designation	
(b)	Phone (Landline) Phone (Mobile)	
(c)	Fax	
(d)	Email	
5	NAME, address, Tel No. Fax, email at which communication to be sent in respect of bid	
6	No. of Years in providing similar	
7	Company registration certs as proof of Legal entity	
8	Company Organisation Chart	
9	Company essential docs: Copies of GSTIN, PAN, EPF, ESIC certs	
10	ISO certs	
11	Bank Account Details: (Bank Name, Branch, Account No, Account Type, IFSC Code, MICR	
12	Company not Debarred/Black Listed/ No Pending Litigation case/Case History	To be submitted on Letter Head

**(SIGNATURE OF AUTHORIZED SIGNATORY AND SEAL)**

**ANNEXURE – 5**

**Submission of Approach, Methodology and Work plan - Generic**

<b>S. No.</b>	<b>Criteria</b>	<b>Methodology</b>
1.	Technical Approach and Methodology	
2.	Work Plan on the basis of site appreciation	

**(Signature, name and designation of the authorized signatory)**

**(Name and seal of the Applicant)**

**ANNEXURE – 6**

**CURRICULUM VITAE (CV) OF PROPOSED KEY PERSONNEL**

<b>Position Title</b>	{e.g., Team Leader cum Water Supply/Sewerage Expert /}
<b>Name of Expert:</b>	{Insert full name}
<b>Date of Birth:</b>	{day/month/year}
<b>Country of Citizenship/ Residence</b>	

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

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**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

<b>Period</b>	<b>Employing organization and your title/position. Contact information for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>

**Membership in Professional Associations and Publications:**

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**Language Skills (indicate only languages in which you can work):** \_\_\_\_\_

---

**Adequacy for the Assignment:**

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved)	

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, 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.

{day/month/year}

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Name of Expert	Signature	Date
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{day/month/year}

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Name of authorized Representative of Bidder	Signature	Date
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(the same who signs the Proposal)