

**Request for Proposal for Preparation of Detailed
Project Report (DPR) with design, drawing, estimation,
& supervision for Establishment of Nature
Interpretation Centre (NIC) at Nalban Bheri, Sector-V,
Saltlake in East Kolkata Wetlands area**



East Kolkata Wetlands Management Authority
Department of Environment
Government of West Bengal
Pranisampad Bhaban (5th floor), LB-2, Sector-III,
Salt Lake, Kolkata- 700 106
www.ekwma.in

Introduction of Project

Project Background

East Kolkata Wetlands comprises 12,500 Ha. of land by taking into account of water bodies, agricultural and horticultural lands. These hydrological regimes recharge ground water, protect Kolkata from flooding and also act as the 'Kidney of Kolkata' by way of bioremediation of the city's sewage. Considering the ecological significance, UNESCO designated International Importance to this wetland complex by adding them to the Ramsar List 2002.

EKWMA is mandated to ensure wise use of the wetland complex within the regulatory framework defined by the Wetlands (Conservation and Management) Rules, 2017 (notified under the Environment (Protection) Act, 1986) and the East Kolkata Wetlands (Conservation and Management) Act, 2006 and Rules framed there under.

Considering numerous challenges faced by the EKW, it was felt necessary to formulate an Integrated Management Plan (IMP) for conservation of its natural remediation and resource recovery ability, biological diversity as well as securing sustained provision of its full range of ecosystem services which support livelihoods of dependent communities. Accordingly, EKWMA prepared IMP of East Kolkata Wetlands as per guidelines of the National Action Plan for Conservation of Aquatic Ecosystems (NPCA). Considering several ecological and socio-economic benefits in conservation of this unique wetland complex, a budget was approved by the Ministry of Environment, Forest and Climate Change (MoEF&CC) for implementation of the action plan. The sanctioned budget for Interpretation Centre including watchtower, Nature trails is Rs. 20,32,50,000.00 is contributed by the Government of India and the Government of West Bengal (on a 60:40 ratio) as per the NPCA guidelines. Further, all expenditure will be incurred as per West Bengal State Finance Rules and the General Finance Rules. One of the components of the IMP of EKW is setting up of the NIC. The details of the NIC is mentioned in Page No. 142 of the IMP, which is available in the EKWMA's official website: <https://ekwma.in/ek/wp-content/uploads/2021/08/Integrated-Management-Plan-of-East-Kolkata-Wetlands-2021-2026.pdf>

Request for Proposal

The East Kolkata Wetlands Management Authority (EKWMA) invites ON LINE e-RFP (Request For Proposal) from bona fide, reliable and resourceful competent Consultant/Architectural Firms for Consultancy Services for the Preparation of Detailed Project Report (DPR) for Establishment of Nature Interpretation Centre (NIC) and supervision at Nalban Bheri of State Fisheries Development Corporation (SFDC), Sector-V, Saltlake in EKW area. Any agency having experience on preparation of DPR / construction of NIC and manage the wetlands/ wetland complex within last 5(five) years from the date of publication of this RFP in any Government/Semi-Government/Undertaking/ Autonomous bodies/Local bodies/any renowned Organisation, may submit their bids. The DPR should make provisions keeping nature intact as much as possible with natural construction materials and with minimum concrete construction, but at the same time make a world-class structure reflecting the uniqueness of the EKW in the context of its phytoremediation, biodiversity, livelihood to farmers and other ecosystem services. The selected firm should be able to prepare the DPR as per the RFP of NIC and also execute and/or monitor the execution of the

project, develop a sustainable business model to run the NIC and, if required, by the Environment Department the firm should be able to run/maintain the NIC under a revenue sharing basis.

Summary of e-RFP

Sl. No. (1)	Description of work (2)	Earnest Money Deposit (EMD) (3)	Rate to be Quoted by Bidder including GST and all other statutory (4)	Time of Completion (5)
1	Preparation of Detailed Project Report (DPR) with design, drawing, estimation, & supervision for Establishment of Nature Interpretation Centre (NIC) at Nalban Bheri, Sector-V, Saltlake in East Kolkata Wetlands area.	Rs. 2,00,000/-	To be quoted in INR including GST and all other statutory charges	2 YEARS

Note: Enlisted agencies under MSME and NSIC organizations for Consultancy services / Project Management or similar nature of works are exempted for submission of EMD. However such agencies shall have to submit the relevant documents.

Time Schedule for Downloading, Uploading and Opening of RFP Documents:

a)	Date of uploading of RFP& other Documents (online)	Date: 21/09/2023 Time: 11:30 hrs
b)	Documents download start date (Online)	Date: 21/09/2023 Time: 11:30 hrs
c)	Documents download end date (Online)	Date: 05/10/2023 Time: 17:30 hrs
d)	Last date of submission of Pre-bid Queries through email address(email ID: ctoekwma@gmail.com)	Date: 06/10/2023 Time: 17:30 hrs
e)	Date & Time of Pre-bid meeting at the Conference Hall of Environment Department, 5 th floor, Pranisampad Bhaban, LB-2, Sector-III, Saltlake, Kolkata-700106	Date: 10/10/2023 Time: 14:30 hrs
f)	Minutes of the pre-bid meeting to be uploaded	Date: 13/10/2023 Time: 14:30 hrs
g)	Online Bid Submission Start Date & Time	Date: 16/10/2023 Time: 11:30 hrs
h)	Online Bid Submission Last Date & Time	Date: 06/11/2023 Time: 17:30 hrs
i)	Time and Date of Opening of Technical Bid (Bid will be opened by the Authorized Officers)	Date: 08/11/2023 Time: 17:30 hrs
j)	Date of uploading list for qualified bidder in technical bid	To be notified later
k)	Date for opening of Financial Proposal (Online)	To be notified later

Tenders will be opened by the e-Tender Committee and authorized personnel in presence of the bidder/s or their authorized representatives who may like to be present.

Sd/-
Chief Technical Officer
East Kolkata Wetlands Management Authority

SECTION – A

INSTRUCTIONS TO THE BIDDER

Scope of consultancy work

EKWMA intends to set up the NIC under the sub-head “Communication and education” of Component No. 3.6.1 of the IMP. It is proposed that the NIC will be set up at Nalban, Sector-V, Salt Lake. Location Map of the site where NIC is to be setup is attached in Annexure-I .

Exhibits including poster, models, flying patterns hanging from ceiling, wetland birds interactive panel and eco-system food chain.

Self-Learning Devices including touch screen kiosks and maps for self-guided walks.

Viewing Gallery comprising panels highlighting the ecological, socioeconomic and cultural aspects. Desks fitted with adequate displays, bird identifications books and wooden benches should be constructed along the gallery.

Watch tower to enable visitors to have a view of the EKW landscape. The watchtower would be equipped with binocular facilities.

Cycling tracks/ Nature trails Walkway and cycling trail may be proposed along the dykes connecting Nicco Park, SFDC office and EKW

Waste recycling model of EKW indicating treatment of wastes through natural processes and functions of wetlands.

Children's Play area consisting of open dioramas and floorings with underwater paintings should be developed as a special section to cater to the young visitors. The area should have several innovative environment-oriented games and interactive food chain, fish trap games, jigsaw puzzles, etc.

Auditorium having audio-visual facilities for screening documentaries and arranging talks/workshops/ meetings

Souvenir Shop for visitors having wetland products, wetland biodiversity replicas, reading materials, photographs, maps for the visitors to take away on payment basis as memorabilia from the visit.

Picnic spot, cafeteria/ restaurant with gazebos are to be proposed on the Island.

Parking area is to be set up near main road.

Boating Activity to be proposed around the island.

Key Personnel

The Consultancy Team shall consist of the following key personnel who shall discharge their respective responsibilities as specified below:-

Sl. No.	Key Personnel
1	Principal Architect (Team Leader)
2	Architects
3	Urban Planner
4	Structural Engineer
5	Geo Technical Expert
6	Quantity Estimator
7	Electricity Engineer
8	Site Supervisor

Qualification and Experience of the Key Personnel:

Parameter	Marks Assigned	Category	Marks	Total Marks
A. Technical Strength of the Organisation & Project Presentation				600
A.1. Past Experience of the Firm				200
i. No. of years Business	50	>10 years 8-10 years 5-8 years	50 40 30	
ii. Handling similar nature of job as mentioned in the e-RFP	100	>30 lakhs in single job 25-30 lakhs (single job) 20-25 lakhs (single job) <20 lakhs (single job)	100 75 50 25	
iii. Experience of working in West Bengal	50	>10 years 8-10 years 5-8 years	50 45 40	
A.2.				200
A.2.1. Qualification				60
i. Principal Architect (Team Leader)	20	M. Arch B. Arch	20 10	
ii. Architects	10	B. Arch	10	
iii. Urban Planner	10	M. Plan	10	
iv. Structural Engineer	20	M.E. (Structure) B.E.	20 10	
v. Geo Technical Expert	10	B.E.	10	
vi. Quantity Estimator	10	B.E.	10	
vii. Electricity Engineer	10	B.E. D.C.E.	10 5	
viii. Site Supervisor	10	B.E. D.C.E.	10 5	
A.2.2. Experience				140
i. Structural Engineer (Team Leader) (In House)	50	>20 years 15-20 years <15 years	50 35 20	
ii. Geo Technical Expert	30	>10 years 5-10 years <5 years	30 20 10	
iii. Quantity Estimator	20	>5 years 2-5 years 1-2 years	20 15 10	
iv. Electricity Engineer	20	>10 years 5-10 years <5 years	20 15 10	
v. Site Supervisor (In House)	20	>4 years 2-4 years 0-2 years	20 15 10	

A.3. Presentation on Project	200		200	200
B. Financial Strength of the Organisation				100
i. Average Annual Turnover during last three years ending on 31.03.2023	70	>50 lakhs 40-50 lakhs 30-40 lakhs	70 60 40	
ii. Net Profit Average during last three years ending on 31.03.2023	30	>10 lakhs 5-10 lakhs <5 lakhs	30 20 10	

Bidding Procedure

The Bidding will take two part bidding procedure – Part 1) Technical Bid and Part 2) Financial Bid through e-tender system.

Both part of the Bid shall be submitted simultaneously through e-tender system by the designated date specified in Sub-clause 7.2 in this instruction. Technical bids (all folders of 5A, B, C & D of Tender document) will be opened and evaluated first. Only the bidders whose technical bid is found responsive will be notified by the tender committee and uploaded the technical evaluation status through e-tender system. Financial Bids of the technically qualified bidders will be opened and the date and place for opening of the financial bid will also be informed through e-tender system.

The Technical Bid shall consist of four (4) Folders i.e. Folder “A”, Folder “B”, Folder “C” and Folder “D”. The Folder “A” will contain the Bid Document Fees; the Folder “B” will contain the Bid Security; , the Folder “ C” will contain the statutory and qualification documents and the Folder “ D” will contain technical proposal pursuant to Clause 5 of this Instruction.

The envelope for the Financial Bid shall consist of documents pursuant to Clause 6 of these Instructions.

The bidder must quote for complete scope of work in the package. In case the bidder does not quote for complete scope of work, the bid shall be rejected at Techno-commercial evaluation stage.

The bidder shall bear all costs associated with the preparation and delivery of its bid, and the Board/Employer will in no case be responsible or liable for those costs.

Bidding Documents

Intending bidder may download the tender documents from the website www.wbtenders.gov.in and www.ekwma.in directly with the help of Digital Signature Certificate.

Contents of Bidding Documents:

The Bidding Documents include:

Invitation for Bids

Section A	Instructions to Bidders
Section B	Scope of Works
Section C	Form of Technical Bid
Section D	Form of Financial Bid
Section E	Other Terms and Conditions of Contract

Bidders must acquaint themselves with all the Bidding Documents. In order to familiarize with the Works, the Bidders should ascertain all particulars regarding the location and site conditions at their own expenses.

No plea attributed to lack of information or insufficient information will be entertained at any time.

The Authority shall reserve the right and privilege to settle the affairs in case of any doubt may occur concerning the Bidding Documents.

Clarification of Bidding Documents

If a prospective bidder has any doubt as to the meaning of any part of the Bidding Document, he may notify the Authority for supplementary information and explanation in writing or facsimile in compliance with Form of Questionnaire of Attachment 1 in Section B at the following address at least three (3) days prior to the date set for pre-bid conference.

Chief Technical Officer
East Kolkata Wetlands Management Authority
Department Of Environment, Government of West Bengal
Pranisampad Bhaban, 5th Floor, LB-2,
Sector - III, Salt Lake, Kolkata - 700106
Phone: 033-23353003, Fax: 033-23356403

Pre-Bid Meeting:

The bidder or his authorized representative is invited to attend the pre-bid meeting to be held at the office of the Authority on **10/10/2023 at 14.30 hrs.**

- a) The purpose of the meeting will be to clarify issues regarding the bidding document.
- b) The bidder is required to submit questions in writing or by cable to reach the Authority's office with a copy to the owner, not later than three days prior to the pre-bid meeting.
- c) Record notes of meeting including the text of the questions raised and responses given will be transmitted without delay to prospective bidders who have purchased the bidding documents. Any modification of the bidding document which may become necessary as a result of the pre-bid meeting shall be made by the e-tender committee exclusively through an addendum to the bidding documents and not through the record notes of the pre-bid meeting.
- d) Non attendance of the pre-bid meeting will not be a cause for disqualification of a bidder.
- e) The bidder shall depute maximum two authorized persons to take part in pre-bid meeting.
- f) The bidder is not expected to raise any additional query after pre-bid meeting and the Owner is not obliged to reply any such query.
- g) The pre-bid meeting shall be open to any prospective bidders.

Amendment of Bidding Documents:

At any time prior to the deadline for submission of the bid, the Authority, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bidding documents by amendment.

For amendment in bidding documents or extension of bid submission date, if any, bidders are requested to visit website <https://wbtenders.gov.in> or www.ekwma.in. **Authority will not publish further any notice in newspapers for such amendment / extension.**

The Owner will bear no responsibility or liability arising out of non-receipt of the same in time or otherwise. In order to allow prospective bidders reasonable time in which to take amendment into account in preparing

their bids, the Authority at its discretion may extend the deadline for submission of the bid.

Preparation and Submission of Bid

1. Language of RFP: The Bid shall be submitted in the prescribed format in English. All literatures and correspondence in connection with the tenders shall be in English.

2. One Bid per Bidder: Each bidder shall submit one Bid. A bidder who submits or participates in more than one Bid will be disqualified.

3. Earnest Money Deposit (EMD):

- Bidders shall pay along with their bids, EMD in the form of Net Banking / RTGS / NEFT from Tender Portal of the Government of West Bengal i.e. www.wbtenders.gov.in.
- The EMD of all unsuccessful bidders would be refunded by EKWMA after selection of the successful bidder.
- No interest will be paid by EKWMA on the EMD amount and EMD will be refunded to the all bidders (including the successful Bidder) without any accrued interest on it.
- The bid submitted without EMD, mentioned above, will be summarily rejected.
- In case of the successful bidder, the EMD can be transferred to the contract performance guarantee.
- The EMD may be forfeited:
 - I. If a bidder withdraws its bid during the period of bid validity.
 - II. In case of a successful bidder, if the Bidder fails to sign the contract in accordance with the terms and conditions.
 - III. Misrepresentation of facts.
 - IV. Failing in taking up the work in due time.

Payment of EMD: The EMD will be paid online through Net Banking or RTGS/NEFT.

- a) The bidder desirous to take part in the tender need to log in to the e-Tender portal of the Government of West Bengal i.e. www.wbtenders.gov.in using its log in id and password.
- b) The bidder will select the tender to bid and initiate the payment of EMD for that tender by selecting from either of the following payment modes:
 - i. Net Banking in case of payment through bank payment gateway.
 - ii. RTGS/NEFT in case of offline payment through bank account in any bank.

Payment Method:

a) Payment by Net Banking (any listed bank) through Bank Payment Gateway

- On selection of Net Banking as payment mode, the bidder will be directed to Bank Payment Gateway webpage where he will select the bank through which he wants to do the transaction.
- Bidder will make the payment after entering his unique ID and password of the bank to process the transaction.
- Bidder will receive a conformation message regarding success/failure of the transaction.
- If the transaction fails, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT

- On selection of RTGS/NEFT as payment mode, the e-Tender portal will show a pre-filled challan having the details to process RTGS/ NEFT transaction.

- The bidder will print the challan and use the challan and use the pre-filled information to make the RTGS/NEFT payment using his Bank Account.
- Once the payment is made, the bidder will come back to the e-Tender Portal after expiry of a reasonable time to enable the RTGS/NEFT process to complete in order to verify the payment made and continue the bidding process.
- If the payment is successful the bidder will go the e-Tender portal for submission of the bid response documents.
- If the payment verification is unsuccessful, the amount will be returned to the bidders account.

c) Refund / Settlement Process

- Once the evaluation of the bid is done the EMD amount of the unsuccessful bidder will be returned through an automated process to the respective bank accounts from which they have made the payment transaction.
- After the financial evaluation the EMD of the bidders other than L1 bidder and L2 bidder will be refunded through the process mentioned above.
- After the Letter of Intent (LoI) issued to the L1 bidder is accepted the EMD amount of the L2 bidder will be refunded through the process mentioned above.

4. Bid Validity: The bid shall remain valid and binding on the Bidder for one hundred twenty (120) days from the final time and date for submission of the bid. Bid validity for a shorter period shall be rejected by the e-Tender Committee as non-responsive.

5. Modification and Withdrawal of Bid:

The bidder may modify or withdraw its bid after the Bid's submission; **prior to the deadline prescribed for submission of Bids.**

No bid shall be allowed to be modified subsequent to the deadline for submission of Bids.

No bid shall be allowed to be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of bid validity specified in the clause 4.6 above. Withdrawal during this period may result in the forfeiture of the bid security pursuant to clause 4.5 (5)(a).

6. Rejection of Bid: EKWMA reserves the right to accept or reject any bid and to cancel the bidding processes and reject all bids at any time prior to the award of contract without thereby incurring any liability to the affected Bidder(s) / Consultant(s) or any obligation to inform the affected Bidder(s) / Consultant(s) of the ground for **Employer's action.**

Preparation of Technical Bid

(A) Folder "A" contains of Bid Document Fees

The bidder shall upload scanned copy of Bid Document Fees in the folder marked "A" – Bid Document Fees and the physical copy of the Bid Document Fees shall be submitted as mentioned in clause 5 of the ITB.

(B) Folder "B" contains of Bid Security

The Bidder shall upload scanned copy of Bid Security in the folder marked "B" and the physical copy of the Bid Security shall be submitted as mentioned in clause 10 in ITB as per format (Attachment 3 of Section -E).

(C) Contents of Folder "C" Statutory and Qualification Documents

Following documents shall be submitted in folder marked "C" for statutory qualification documents:

- i) Income Tax e-Return (For last 3 years).
- ii) Audited Accounts for last 3 years.
- iii) Professional Tax Enrolment certificate with current year challan.
- iv) Valid Trade License.
- v) Credentials certificates of similar nature of works executed (**as per Annexure – ‘I’**)
- vi) Major Works in hand (**as per Annexure – ‘II’**).
- vii) Work Order in support of Credentials certificates.
- viii) Payment certificate of the said work (One single order value of Rs.15.00 lakhs and above or Two orders of value Rs.10.00 lakhs each).
- ix) GST Registration No.
- x) Registration Certificate under Council of Architect (**as per Annexure – ‘III’**).
- xi) Current Bank Solvency Certificate.
- xii) Declaration as per prescribed format.
- xiii) Partnership Deed (In case Partnership Firm).
- xiv) Power of Attorney.

(d) Contents of Folder "D"; Technical bid including Technical Proposals

The following documents shall be submitted in “D” for Technical Proposals:

- i) Technical approach and methodology (**as per Annexure-‘IV’**).
- ii) Organization and Staffing (**as per Annexure – ‘V’**).
- iii) Functional Planning (Work Plan) [**as per Annexure – ‘VI’**].
- iv) General Aesthetics (Façade and Side Elevation) [**as per Annexure – ‘VII’**].
- v) Compatibility, feasibility and economy in connection to maintenance (**as per Annexure-‘VIII’**).
- vi) Key professional staff qualifications and competence for the assignment (**as per annexure-‘IX’**).

Preparation of Financial Bid

Preparation of Financial Bid

The Bidder shall enter a price or rate against all the forms specified below:

Bid Form - Folder E

The bid Price to be quoted by the bidder shall be prepared on the official letter head of the respective bidder according to the Attachment 1 "Bid Form" in Section D without any alteration or change.

The bid price shall be quoted for performing the contract strictly in accordance with the Scope of Works.

The bid price quoted by the bidder shall be firm during the bidder's performance of the Contract and not subject to variation on any account.

BoQ – Folder F

The bid price shall be quoted in BoQ in excel format only.

Completion and Submission of Bid

7.1 Completion of Bids

7.1.1 Technical Bid

(1) The Technical Bid shall not contain any information regarding Bid Prices and other financial matters except the Bid Document Fees and Bid Security pursuant to Clause 5 in this instruction.

(1) The Bidder shall submit the Techno-commercial Bid shall consist of four (4) folders. The first folder will contain the Bid Document Fees; the second folder will contain the Bid Security; the third folder will contain the statutory and qualification documents and the fourth folder will contain technical proposals pursuant to Clause 5 of this Instruction.

7.1.2 Financial Bid

1) Financial bid of the technically qualified bidders will be opened electronically from the web portal on the prescribed date and time and called for negotiation.

2) The financial bid should contain the following documents in one cover (folder) i.e. Bid submission letter and Bill of Quantities (BOQ). The Bidder is to quote the rate through on line in the space marked for quoting rate in the BOQ. In the BOQ in Excel sheet before quoting % (percentage) please select excess (+) under quoted rate in figure.

7.1.3 Others

- (1) Any interlineations, erasures or over-writing shall be valid only if they are initialed by the person or persons signing the bid with official stamp. A list of such occurrences are to be brought out in separate sheet including Section number, Clause number and Page number and submitted along with respective envelope of Techno-commercial and/or financial bid.
- (2) The Bid shall be signed by the Bidder himself or for and on behalf of the Bidder by an officer or officers with Power of Attorney as the case may be. **A notarized copy of such Power of Attorney shall be submitted** with the Bid pursuant to Clause 5 in this Instruction.

7.2 Submission of Bid

All the documents for the Technical Bid and Financial Bid shall be submitted through e-Tender system.

The Bid once opened shall not be returned to the Bidders regardless of the result of the Bid. This will apply to both the Technical Bid and financial bids in case a bidder is not qualified at the stage of Technical Bid evaluation.

Note: 1) Failure of submission of any of the above mentioned documents will render the tender liable to summarily rejected.

- 2) Bidder must download Tender Documents, Instructions to the Bidders, Scope of Works, Forms of Technical Proposal, Forms of Financial Proposal and Other Terms and Conditions of Contract, all other addendum, Corrigendum etc. whatever documents uploaded by the e-Tender Committee in the web under the NIT and must go through carefully before quoting his rate. These documents are not necessarily be uploaded by the bidder.

Evaluation Criteria of the Bid under Quality and Cost Based Selection (QCBS)

A) Evaluation of the Quality:

Under this procedure minimum qualifying scores for each parameter should be 60% mentioned below:

- i) Minimum Experience including number of assignments handled by the firm similar to the area proposed for this project.
- ii) Turnover and other financial parameters of the firm.
- iii) Minimum educational qualification of the each of the key personnel.
- iv) Minimum requirement of experience of the key personnel in a area similar to the proposed project.

All the firms which meet the minimum qualifying standards / criteria so prescribed will stand technically qualified for consideration of their financial bids. No ranking of firms among the qualifying firms will be required.

B) Evaluation of the Cost:

After evaluation of the quality has been completed, the e-Tender Committee shall notify those bidders whose proposals did not meet the minimum qualifying standard or were considered non-responsive to the e-RFP and/or TOR, indicating that their financial proposals will be unopened. The e-Tender Committee shall simultaneously notify the bidders that have successfully satisfied the qualifying standard or attained the minimum qualifying marks where marks have been awarded, and also notify the date and time set for opening the financial proposals.

OPENING AND EVALUATION OF TECHNO-COMMERCIAL BID

Opening of Technical Bid

Technical Bid will be opened first at **15.00 hrs** on the date for opening of the Bid and at the place specified in Sub-clause 7.2 here above. Bidders or their representatives may attend at the time of opening.

Confidentiality of the Process

Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of the contract shall not be disclosed to bidders or any other person not officially concerned with such process. Any effort by a bidder to influence the Board's processing of Bids or award decisions may result in the rejection of the Bidder's Bid. The request for clarification and the response shall be in writing or by fax, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by the Board in the evaluation of the bids in accordance with the clause 11.2 of these instructions.

Clarification of Technical Bids

To assist the Technical examination and evaluation of bids, the Board may, at its discretion ask the bidder for a clarification of its Technical bid. All responses to request for clarification shall be in writing, and **no change in the price bid shall be sought, offered or permitted.**

Preliminary Examination

The Board will examine the Technical Bids to determine whether they are complete, whether the documents have been properly signed and whether the Technical Bids are generally in order. **Any Technical Bid found to be non-responsive for any reason i.e. non-submission Bid Document Fees ,non-conformity of bid security, or not meeting any criteria pursuant to any clause of ITB etc. will be rejected by the e-Tender Committee. No further Technical evaluation shall be carried out for such bidders.**

Prior to detailed evaluation of Technical bids, pursuant to clause 8.5, the Board will determine the substantial responsiveness of each Bid to the Bidding Documents including acceptable quality of goods offered pursuant to clause 2.4 & 2.5. A substantially responsive Bid is one, which conforms to all terms and conditions of the Bidding Documents without material deviations, objections, conditionality or reservations. A material deviation, objection, conditionality or reservation is one (i) that affects in any substantial way the scope, quality or performance of the contract; (ii) that limits in any substantial way, inconsistent with bidding documents, the Owner's rights or the successful Bidder's obligations under the Contract; or (iii) whose rectification would unfairly affect the competitive position of other Bidders who are presenting substantially responsive bids.

No deviation, whatsoever, is permitted by the Owner to the provisions relating to the following clauses (important Conditions):

- (a) Bid security (ITB Clause 4.5).
- (b) Resolution of Disputes (OCC clause 24),
- (c) Applicable law (OCC. clause 26),
- (d) Taxes & duties (OCC Clause 10),
- (e) Performance security (ITB Clause 14 & OCC Clause .11),
- (f) Force Majeure (OCC Clause 22).

A bid with deviation to any of the above clauses (important Conditions) will be liable to be rejected.

The Owner's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. If a bid is not substantially responsive, it will be rejected by the Owner, and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

Evaluation of Technical Bid

(1) Technical bid will be opened by the Tender Evaluation Committee Intending tenderer may remain present if they so desire. Statutory & Qualifying Cover (folder) would be opened first & if found in order and correct Technical proposal Cover (folder) will be opened. If there is any deficiency in the Statutory & Technical proposal documents the tender will summarily be rejected.

(2) Decrypted (transformed in to readable formats) documents of the technical proposal cover will be downloaded for evaluation.

(3) List of technically qualified tenderers would be uploaded.

(4) The Board will determine the responsiveness of the Technical Bids for the invitation of opening of Financial Bid if the Technical Bid meets satisfactorily technical specification and any other information, which the Board consider relevant.

(5) If a Bidder is found not substantially responsive to the technical requirement, the Technical Bid will be rejected and the subsequent information as to opening of the Financial Bid will not be notified.

(6) If the Technical clarifications are required by the e-Tender Committee to any part of the Technical Bids, the Bidder will be requested to clarify the same in writing.

(7) Quotation will be opened by the Tender Evaluation Committee formed by the Environment Department, Govt. of West Bengal. The decision of the Tender Evaluation Committee will be final and absolute in this respect.

(8) Scanned Copy of one affidavit before Notary will have to be submitted mentioning the correctness of the submitted documents and a declaration of penalty, black listing, debarment etc. faced by him under any Govt./Semi-Govt./Autonomous body/Institution through on line at desired location.

(9) Partnership Firm should submit necessary deed at desired location through online.

During evaluation, the Tender Inviting Authority may summon of the tenderers & seek clarification/information or additional documents or original hard copy of any of the documents already submitted & If they are not produced within the stipulated time frame, their bid will liable for rejection.

Evaluation Criteria of Technical Bid

The Bidder who fulfills the requirement specified under Qualification and Experience Requirement (**Clause 2.5**) will be short listed based on above mentioned table. Under the Qualification Requirement a minimum threshold limit has been set for each parameter like technical experience , adequacy Technical approach and methodology, organization staffing, Functional Planning (Work Plan) , General aesthetics)Façade and Side Elevation), compatibility, feasibility and economy in connection to maintenance and key professional assignment etc. and financial strength. Bidders not meeting the minimum threshold limit will not be considered for detailed techno-commercial evaluation.

Schedule of payment of Consultancy Fees

Mode of Service	Percentage of Payment
Stage 1 On Soil Investigation, submitting conceptual designs and rough estimate of cost.	10% of the total fees payable.
Stage 2 On submitting the required preliminary scheme for the Client's approval along with the preliminary estimate of cost.	15% of the total fees payable less payment already made at Stage 1.
Stage 3	

a. On incorporating Client's suggestions and submitting drawings for approval from the Client/ statutory authorities, if required.	25% of the total fees payable less payment already made at Stages 1 and 2.
b. Upon Client's / statutory approval necessary for commencement of construction, wherever applicable.	30% of the total fees payable less payment already made at Stages 1 to 3a.
Stage 4 Upon preparation of working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost	40% of the total fees payable less payment already made at Stages 1 to 3b.
and preparation of tender documents.	
Stage 5 On inviting, receiving and analyzing/evaluating tenders; advising Client on appointment of contractors.	45% of the total fees payable less payment already made at Stages 1 to 4.
Stage 6	
a. On submitting working drawings and details required for commencement of work at site.	50% of the total fees payable less payment already made at Stages 1 to 5.
b. On completion of 20% of the work	60% of the total fees payable less payment already made at Stages 1 to 6a.
c. On completion of 40% of the work	70% of the total fees payable less payment already made at Stages 1 to 6b.
d. On completion of 60% of the work	80% of the total fees payable less payment already made at Stages 1 to 6c.
e. On completion of 80% of the work	90% of the total fees payable less payment already made at Stages 1 to 6d.
f. On Virtual Completion	95% of the total fees payable less payment already made at Stages 1 to 6e.
Stage 7 On submitting Completion Report and drawings for issuance of completion/ occupancy certificate by statutory authorities, wherever required and on issue of as built drawings	100% of the fees payable less payment already made at various stages.

Terms of Reference

The East Kolkata Wetlands Management Authority (EKWMA) aims to manage and conserve the East Kolkata Wetlands ecosystem in a sustainable manner while promoting its ecological, social, and economic values. The Development of the Nature Interpretation Centre for the East Kolkata Wetlands can serve multiple objectives, including conservation, education, and community engagement. The Nature Interpretation Centre should serve the following objectives:

- Exhibit the importance of preserving the wetlands as crucial habitats for diverse wildlife, including migratory birds.
- Increase public awareness about the ecological significance of the East Kolkata Wetlands and the need for their conservation.
- Provide a platform for researchers and scientists to conduct studies on wetland ecosystems and biodiversity.
- Educate visitors about the unique flora, fauna, and ecosystems found in the wetlands, emphasizing their role in maintaining environmental balance.
- Educate visitors about sustainable environmental practices and the importance of preserving wetland ecosystems.
- Promote an understanding of the cultural heritage associated with the wetlands, including traditional fishing and farming practices.
- Involve local communities in preserving their cultural and natural heritage.
- Provide a space for the community to engage in eco-friendly recreational activities such as bird watching, nature walks, and photography.
- Encourage the local community to participate in the management and upkeep of the center and the wetlands.
- Create an enjoyable and educational experience for tourists, promoting eco-tourism in the region.
- Generate revenue for the local economy through tourism, creating jobs and supporting local businesses.
- Foster collaborations with local and national environmental organizations, universities, and government agencies to support research and conservation efforts.
- Implement sustainable resource management practices within the center, such as energy-efficient technology and waste reduction.
- Create engaging exhibits, workshops, and programs that cater to visitors of all ages and backgrounds.
- Allow visitors to participate in activities like water testing, bird watching, and planting native species.
- Ensure that the center is accessible to people of all abilities and backgrounds.
- Promote inclusivity by offering programs and resources in multiple languages and formats.

SCOPE OF WORK

To accomplish the objectives, as aforesaid. The Scope of Services includes, but is not limited to, any or all activities incidental and required for the development of the proposal at each stage. The Consultant, who will work for EKWMA, will undertake the services as specified in this RFP document.

The Services to be provided by the Consultant shall include the overall design based on the theme and the required details for the construction of the same, which would include but not limited to the following:

Studies showing:

- A. Approaches of design process
- B. Urban Context, Surroundings & Precincts
 - Ecology and Natural History of the area and the Archeological Context
 - Surrounding Land use

- Urban aesthetics- Legibility, Image ability, Identity
- Circulation, connectivity and, accessibility - from Transit corridors (if any), nodal points, Landmarks, Strategic links Pedestrian routes in terms of the impact on surrounding greens.
- Climate and Sciography
- Edge conditions, Noise barriers

C. Detailed Landscape Analysis:

Analysis of existing features on site- Natural (Slope Analysis and Shadow Analysis (Aspect), Relief Analysis, Soil analysis, Vegetation Analysis, Hydrological analysis. (A plan that justifies the consideration of existing trees in the proposal. Where every existing tree is marked, numbered. No existing tree is to be cut. If at all, the proposal suggests to cut: the number of trees cut are highlighted, percentage shown and, the location of new trees to be planted are marked. Similarly, the top soil if to be removed needs to be conserved and the plan for the same to be shared).

- Visual analysis - Visual Linkages (Intangible/Tangible) Activity analysis
- Landscape Structure Analysis (Open and built) vis a vis context; existing features on site- Man Made (Existing Structures).
- SWOT Analysis - (Strengths-Weaknesses-Opportunities-Threats) Existing services reference to special areas, if any.

D. Site Planning and Design Proposal, including:

Broad Concept, Location Plan & Site Plan, Demolition Plan, Architectural Plan, Comprehensive Landscape Development Plan demarcating the activities Allocated, Circulation, Connectivity and, accessibility- Pedestrian, Cycle Track, Parking, Ramps, Physically Challenged, Emergency vehicles, Drainage, water management systems and Grading-Cut/fill, Viewing Deck, Activities, Planting Plan and palette, Urban art, Eco-friendly Building Materials Schedule, Eco-friendly Building Materials for Hard and soft landscape, Comprehensive lighting scheme based on innovative illumination design (lighting should not disturb the existing flora and fauna), Irrigation Scheme, All landscape features including, and not restricted to, signage, art elements, furniture, shelters, parking, boundary wall, entry gate, fencing and kiosks. Their logical provision needs to be justifiable with respect to specific site, Any special technical knowhow required to showcase the innovative techniques for the depiction of the theme. The work on site needs to be evaluated and managed with respect to time, quality and economics. Though the initial survey will be provided by EKWMA, the Consultant should be able to get the survey updated, if required. Methodology for execution of proposal & maintenance of the green area to be proposed as well. Facilitation of approvals from any authorities, if required.

SCHEDULE OF SERVICES

The Service providing Landscape Design Consultancy has been subdivided into two distinct stages. These stages can be logically modified if the authority desires and the Consultant is in Agreement.

Stage 1: Pre-final Concept

- Conceptual architectural design of Nature Interpretation Centre and landscape plan, indicating all proposed elements following the general principles of architectural and landscape planning and design.
- Identification of functional and aesthetic zones along with their conceptual treatment.
- Identification of Innovative, ecological, economic and sustainable site-specific strategies.
- Concept sketches for all proposed landscape elements and with illustrative details of significant design areas.
- Description of features like boundary walls, entry gates, walkways, pathways, planters, pavement, steps, ramps, railings, pergolas, park furniture, lighting scheme, etc. wherever required.

- Conceptual planting scheme including trees, shrubs and groundcover to fulfill environmental, aesthetic and functional needs.
- 3D model and Walkthrough for Conceptual presentation

Stage 1 Deliverables

Architectural and Landscape Plan with above mentioned information to convey the ideas for a fruitful discussion during its presentation.

Note: This stage will be considered as the Technical Submission based on which the proposals would be marked along with the financial bids as per this document.

Stage 2: Final Concept

Detail, and modify if required, the selected conceptual design and prepare a full set of concept drawings, sketches, study model, 3 D - views, walkthrough, etc. along with all the requisite details with preliminary cost estimates.

The Concept shall comply with the THE EAST KOLKATA WETLANDS (CONSERVATION AND MANAGEMENT) ACT, 2006 and other rules and regulations, applicable codes & standards and local availability of the material. The Consultant shall present analysis and approach considerations with detailed reasoning of the basis of the concept design.

The Final Concept stage shall include revision and reworking of the draft concept as per the feedback received from the concerned EKWMA team officials.

Prepare presentation drawings and presentations as per the requirement of the EKWMA team officials.

Stage 2 Deliverables

- The Consultant shall submit the deliverables in the form of a high-resolution presentation in soft copy as well as a report in a reasonable size hard copy
- Final Concept Plan, high lighting all the major elements and detailing thereof
- 3-D renderings to explain the scheme
- Representative images, sketches and renderings
- Report detailing Design parameters and assumptions if any, taken for design decisions.
- Presentation for meetings
- Receive final sign-off from the Competent Authority

Stage 3: Detailed Drawings and Tender documents

Detailed Comprehensive Architectural and Landscape Development plan

Detailed design development of individual sections.

Detailed Comprehensive Planting Plans

Detailed Planting plan of individual sections.

Tender document based on detailed drawings for civil, electrical, horticulture works and other works as required.

Consultant shall provide the required list of drawings and documents along with the schedule of rates to PWD, prior to the commencement of the "Good for Construction" preparation and shall follow the same for the issuance for execution in consultation with the officials of EKWMA

Assist in the finalization of contractor and award of contract.

Stage 3: Deliverables

- Detailed architectural drawings including floor plans, sections, elevations, structural drawings, finishing drawing detailed drawings for landscape including all hard & soft elements, final plantation plan, irrigation scheme and water requirements, incorporation of any special landscape element and their specifications, wherever applicable.
- Detailed Project Report Tender Drawings, Specifications, BoQ's, Rate Analysis and any other technical information required in the final tender documentation (Tender stage documentation requirements - 100% completion of all requirements in the Tendering stage).

Others stages may be further provided as per decision of the e-Tender Committee.

GENERAL INSTRUCTION REGARDING SUBMISSION

- All the drawings are to be delivered in hard and soft copies (CAD, PDF and specified format)
- All renderings to be submitted in hard and soft copies(Jpg & PSD and specified format)
- All final stage-wise site inspections/ presentations/ meetings are to be attended by a Sr. official from the Consultant organization, who is competent to issue a certificate at the end of each stage stating and elaborating how the original design intent is being maintained.
- All feedback from the concerned officials of the Authority shall be incorporated at various stages of work, as desired
- All variations/ additions/ alterations etc. beyond the current scope and listed deliverables should be incorporated after written communication from the Authority
- Any other requirement beyond the current scope of work that may arise during the course of this assignment needs to be communicated in writing to the Authority well in advance to preserve the agreed timelines of the project.
- Any additional (apart from the above stated) detailed model & walkthrough, if required during the assignment, would be paid on actual on mutually agreed terms. However, the Consultant will need to coordinate and provide all necessary inputs and details as may be required
- Coordinating with any sub-consultants and specialist Consultant appointed for the task would be the prime responsibility of the Consultant. Any points of conflicts or disagreements in such coordination should be communicated to the Authority in writing to ensure an early resolution.
- Most importantly, the Consultant is expected to maintain a timeline/schedule of the project deliverables pertaining to the current scope in any compatible scheduling/ Project management software , and follow the same as agreed upon. Any ensuing delays/ deviations in the agreed timelines should be brought to the notice of the Authority in writing.

INDICATIVE TIME AND PAYMENT SCHEDULE

Refer **Schedule of payment of Consultancy Fees.**

SUBMISSION OF PROPOSAL

Once submitted, the proposal, including the composition of the consulting team, cannot be altered without prior written consent of Authority. Standard format for submission of the Proposal are enclosed with this RFP.

EVALUATION AND SELECTION PROCESS

Evaluation of Technical Proposal

The evaluation of Technical Proposal will be made on the basis of quality of work, qualification and experience of the project team proposed by the Concerned Consultant for this project. The Authority reserves the right to Judge, appraise, and reject any or all proposals.

ADDITIONS AND ALTERATIONS:

The Authority shall have the right to ask in writing changes, additions, modifications or deletions in the design and drawing of any part of the work and to request in writing auditioned work in connection herewith and the Consultant shall comply with such request. That if the Authority deviates substantially from the original scheme which involves for its proper execution, extra services, expenses and extra labor on the part of the Consultant for making changes and additions to the drawings, specifications or other documents due to rendering major part or the whole of their work in fructuous, the Consultant may then be compensated for such extra services and expenses on quantum merit basis at percentage applicable under their agreement and to be determined mutually unless such changes, alterations are due to the Consultants own commission and / or discrepancies including changes required at the time of approval at various Forums and due to changes required by the Consultants of all internal, external utilities and services. The decision of the Authority shall be final on whether the deviations and additions are substantial and require any compensation to be paid to the Consultant. However, for any modification or alteration which does not affect the entire design, planning, etc., no amount will be payable.

Consultant shall not make any material deviation, alteration, addition to or omission from the work shown and described in the contract document except without first obtaining the written consent of the Employer.

Signature valid

Digitally signed by TRIPTI SAH
Date: 2023.09.20 17:20:54 IST
Location: West Bengal WB

