



**Kolkata  
Metropolitan  
Development  
Authority**



**e-RfP No.:** 03/SE(Prog)/SD&SWM/KMDA of 2022-2023 dated: 08.09.2022

**Memo No.:** 09/SE(Prog)/SD&SWM/KMDA/W-03 dated: 08.09.2022

*e-Request for Proposal*

*for*

**PREPARATION OF GEOGRAPHIC INFORMATION SYSTEM (GIS) BASED  
COMPREHENSIVE DRAINAGE MASTER PLAN AND DETAILED PROJECT  
REPORT FOR RAJPUR SONARPUR MUNICIPALITY AND BARUIPUR  
MUNICIPALITY, DISTRICT – SOUTH 24 PGS, WEST BENGAL (3rd Call)**

September' 2022



OFFICE OF THE SUPERINTENDING ENGINEER  
PROGRAMME CIRCLE, SEWERAGE, DRAINAGE AND SOLID WASTE  
MANAGEMENT SECTOR

KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY

[se.prog.kmda@gmail.com](mailto:se.prog.kmda@gmail.com).

BLOCK - A, 5<sup>TH</sup> FLOOR, UNNAYAN BHAVAN, SALT LAKE, KOLKATA - 700 091

নগর উন্নয়ন ও পৌর বিষয়ক বিভাগ, পশ্চিমবঙ্গ সরকার

URBAN DEVELOPMENT AND MUNICIPAL AFFAIRS DEPARTMENT

GOVERNMENT OF WEST BENGAL

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# MAP OF WEST BENGAL





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## **DISCLAIMER**

1. The information contained in this 'Request for Proposal' document (the "RfP" or "RfP Document" or "RfP document") or as subsequently provided to bidder(s) (herein after referred to as "Bidder(s)"), whether verbally or in documentary or in any other form by or on behalf of the Kolkata Metropolitan Development Authority (hereinafter referred to as "KMDA" or "Authority") or any of its employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RfP and such other terms and conditions subject to which such information is provided.
2. This RfP document contains brief information about the project for "Preparation of Geographic Information System (GIS) based Comprehensive Drainage Master Plan and Detailed Project Report for Rajpur Sonarpur Municipality and Baruipur Municipality, District – South 24 Pgs, West Bengal" (hereinafter referred to as "Project") by the successful Bidder/developer selected through a competitive bidding process. The purpose of this RfP Document is to provide Bidders with information that may be useful to them in the formulation of their bid and for no other purpose.
3. This RfP is not an agreement and is neither an offer nor an invitation by the Authority to the prospective Bidders or any other person but is merely informative in nature, creating no obligation whatsoever. The terms on which the Project is to be developed and the right of the successful Bidder/applicant shall be as set out in a separate definitive agreement to be entered into by the concerned parties. The purpose of the RfP is to provide interested parties with information that may be useful to them in making their proposal including financial proposals (the "Bid" or "Bid(s)" or "Proposal(s)") pursuant to this RfP. This RfP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RfP. The assumptions, assessments, statements and information contained in this RfP, or to be furnished later under the Bidding Documents (as defined hereinafter), by the Authority and/or any of its consultants are, only indicative and for the sole purpose of making available to interested parties/Bidder's information that may be useful to them in the formulation of their Bid. Such assumptions, assessments, statements, data and information may not be complete, accurate, adequate or correct. Each Bidder should therefore, before placing reliance on the aforesaid assumptions, assessments, statements, data and information conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RfP and obtain independent advice from appropriate sources. For the

avoidance of doubt, in case the Bidder places reliance on any aforesaid assumptions, assessments, statements, data and information, then the same shall not in any manner bind/make liable the Authority and/or its consultant(s) to indemnify the Bidder in respect of any loss/damage/costs whatsoever arising out of or in connection with such reliance placed by the Bidder on the aforesaid assumptions, assessments, statements, data and information. Each Party shall carry out his own due diligence on all relevant issues including financial viability, technical parameters, site conditions, etc. and the Authority or its advisors do not guarantee the financial and technical viability of the Project. This RfP is being made available by the Authority to the interested parties on the terms set out in this RfP. The possession or use of this RfP in any manner contrary to any applicable law, rules or regulations, is expressly prohibited. The Bidders shall inform themselves about, and shall observe any applicable legal requirements in this regard. The information does not purport to be comprehensive or to have been independently verified. Nothing in this RfP shall be construed as legal, financial or tax advice.

4. Information provided in this RfP to the Bidder(s) is on a wide range of matters, some of which depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority, its employees and advisors accept no responsibility for the accuracy or otherwise of any interpretation or opinion on law expressed herein.
5. Neither the information in this RfP nor any other written or oral information in relation to the selection process of the Bidder for implementing the Project or otherwise is intended to form the basis of or the inducement for any investment activity or any decision to enter into any contract or arrangement in relation to the Project and should not be relied on as such.
6. The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RfP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RfP and any assessment, assumption, statement or information contained therein or deemed to form part of this RfP or arising in any way in relation to the bidding process.

7. The Authority, its employees and advisors also accept no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Bidder upon the statements contained in this RfP.
8. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, statement, assessment or assumptions contained in this RfP.
9. Intimation of discrepancies in the RfP document, if any, should be submitted to the office of the Superintending Engineer (Civil), Programme Circle, Sewerage, Drainage and Solid Waste Management Sector, Kolkata Metropolitan Development Authority, immediately by the Bidder, in written and through e-mail communication at [se.prog.kmda@gmail.com](mailto:se.prog.kmda@gmail.com). If no written communication is received by the Authority, it shall be deemed that the Bidders/applicants are satisfied that the RfP Document is complete in all respects.
10. The issuance of this RfP does not in any way imply that the Authority is bound to select a Bidder or to appoint the Preferred Bidder for the Project. The Authority reserves the right in its sole discretion, to accept or reject any or all of the Bidders or bids without assigning any reasons thereof.
11. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparing, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will be solely to the account of the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or expenses incurred by any Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the bidding process.
12. The Bidders are prohibited from any form of collusion or arrangement in an attempt to influence the selection and award process of the Bid. Giving or offering of any gift, bribe or inducement or any attempt to do any such act in any manner whatsoever on behalf of the Bidder towards any officer/employee of the Authority or to any other person in a position to influence the decision of the Authority for extending any favour in relation to this RfP or any other contract, shall render the Bidder to such liability/penalty as the Authority may deem proper, including but not limited to rejection of the Bid of the Bidder and forfeiture of its Bid Security.
13. Laws of the Republic of India are applicable to this RfP.

## ABBREVIATIONS

Sl. No.	Abbreviation	Expansion
1.	SE (Programme)	<i>Superintending Engineer (Programme Circle)</i>
2.	SD&SWM	<i>Sewerage, Drainage and Solid Waste Management (Sector)</i>
3.	KMDA	<i>Kolkata Metropolitan Development Authority</i>
4.	e-RfP	<i>electronic – Request for Proposal</i>
5.	ULB	<i>Urban Local Body</i>
6.	MoEFCC	<i>Ministry of Environment, Forest &amp; Climate Change</i>
7.	CPHEEO	<i>Central Public Health and Environmental Engineering Organization</i>
8.	SWM	<i>Solid Waste Management</i>
9.	EMD	<i>Earnest Money Deposit</i>
10.	RTGS	<i>Real Time Gross Settlement</i>
11.	NEFT	<i>National Electronic Fund Transfer</i>
12.	PAN/GST	<i>Permanent Account Number/ Goods &amp; Services Tax</i>
13.	LoI	<i>Letter of Intent</i>
14.	LoA	<i>Letter of Acceptance</i>
15.	GPS	<i>Global Positioning System</i>
16.	JV	<i>Joint Venture</i>
17.	MoU	<i>Memorandum of Understanding</i>
18.	MoA	<i>Memorandum of Agreement</i>
19.	O&M	<i>Operation and Maintenance</i>
20.	MT	<i>Metric Tonne</i>
21.	DG	<i>Diesel Generator</i>
22.	EIC	<i>Engineer-In-Charge</i>
23.	GIS	<i>Geographical Information System</i>
24.	CPCB	<i>Central Pollution Control Board</i>
25.	WBPCB	<i>West Bengal Pollution Control Board</i>
26.	CESC/ WBSEDCL	<i>Calcutta Electric Supply Corporation/West Bengal State Electricity Distribution Company Limited</i>
27.	R&R Dept.	<i>Rehabilitation and Resettlement Department</i>
28.	SPV	<i>Special Purpose Vehicle</i>
29.	COD	<i>Commercial Operation Date</i>
30.	NABL	<i>National Accreditation Board for Testing and Calibration Laboratories, Government of India</i>



**Kolkata  
Metropolitan  
Development  
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OFFICE OF THE SUPERINTENDING ENGINEER  
PROGRAMME CIRCLE, SEWERAGE, DRAINAGE AND SOLID WASTE  
MANAGEMENT SECTOR  
KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY

[se.prog.kmda@gmail.com](mailto:se.prog.kmda@gmail.com)

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URBAN DEVELOPMENT AND MUNICIPAL AFFAIRS DEPARTMENT  
GOVERNMENT OF WEST BENGAL

**e-RfP No:** 03/SE(Prog)/SD&SWM/KMDA of 2022-2023

**Dated:** 08.09.2022

**Memo No.:** 09/SE(Prog)/SD&SWM/KMDA/W-03 Dated: 08.09.2022

### **SECTION – I**

#### **ABRIDGED NOTICE INVITING REQUEST FOR PROPOSAL**

- 1.1. **Invitation:**The Superintending Engineer, Programme Circle, Sewerage, Drainage and Solid Waste Management Sector, Kolkata Metropolitan Development Authority invites online Request for Proposals in two part system (Part-I Technical Bid and Part-II Financial Bid) from reputed, reliable, resourceful, bonafide, experienced Technical Consulting firms/Joint Ventures/Consortiums having experience in similar consultancy assignments for the preparation of Master Plan / Detailed Project Report/Design and Engineering of Projects in the sector of Sewerage and Drainage in municipal towns having total area of about 12 Sq Km, for any Government / Government Undertaking / Autonomous Bodies / Semi-Government /Statutory Bodies and Local Bodies, within the last 5 (five) years from the date of issue of this Request for Proposal.

The Bidder may be a private entity, government-owned entity, or any combination of them with a formal intent to enter into an agreement or under an existing agreement to form Joint Venture.

Name of the Works, EMD and time of completion are mentioned below:

Sl. No	Name of Work	Estimated Value of the work (Rs.)	Earnest Money Deposit (Rs.)	Time of Completion
1.	“Preparation of Geographic Information System (GIS) based Comprehensive Drainage Master Plan and Detailed Project Report for Rajpur Sonarpur Municipality and Baruipur Municipality, District – South 24 Pgs, West Bengal” (3rd call).	Rate to be Quoted	2% of the Quoted Amount. Initial Earnest Money deposit shall be ₹50,000 and balance of 2% shall have to be deposited on acceptance of bid.	150 days

1.2. Intending bidders may download the RfP document from the website <https://www.wbtenders.gov.in> or [www.kmda.wb.gov.in](http://www.kmda.wb.gov.in) from **12.09.2022 from 18:45hours** onwards directly with the help of his/her Digital Signature Certificate and the Earnest Money should be deposited online either by Net Banking (through any Nationalized Bank/Scheduled Bank) or through RTGS/NEFT as per requirement of the system. Further details may be available at the office of the undersigned or from the KMDA website: [www.kmdaonline.org](http://www.kmdaonline.org).

1.3. The RfP is to be submitted in sealed covers (through online, duly digitally signed in the website <https://wbtenders.gov.in>, before **13.10.2022 up to 18:55 hours** using his/her Digital Signature Certificate (DSC).

Corrigendum/addendum if any would be published on the website only.

**Sd/-**  
**Superintending Engineer (Civil)**  
Programme Circle  
Sewerage, Drainage and Solid Waste Management Sector  
**Kolkata Metropolitan Development Authority**

Copy forwarded for kind information and necessary action to:

1. The Chief Executive Officer, KMDA
2. The Chairman, Rajpur Sonarpur Municipality
3. The Chairman, Baruipur Municipality
4. The Chief Engineer, SD & SWM Sector, KMDA
5. The Chief Engineer, Water Supply Sector, KMDA
6. The Chief Engineer, Liquid Waste Management Sector, KMDA
7. The Chief Engineer, Housing Sector, KMDA,
8. The Chief Engineer, R&B Sector, KMDA
9. The Chief Engineer, E&AM Sector, KMDA
10. The Chief Engineer, PM&C Sector, KMDA
11. The Chief Engineer, EM Sector, KMDA
12. The District Magistrate, South 24 Pgs.
13. The Director of Finance, KMDA
14. The Superintending Engineer, Planning Circle, SD & SWM Sector, KMDA
15. The Superintending Engineer, South Circle, SD & SWM Sector, KMDA
16. The Superintending Engineer, North Circle, SD & SWM Sector, KMDA
17. The P.A. to the Principal Secretary, Urban Development & Municipal Affairs Department, Government of West Bengal
18. The Accounts Officer, SD & SWM Sector, KMDA
19. The Deputy Secretary, P.R.O., KMDA along with 4 (four) copies of the abridged e-RfP for publication in at least three leading daily News Papers of which at least two should have all India Circulation and uploading this RfP on KMDA website and Government of West Bengal website.
20. The Notice Board, Programme Circle, SD & SWM Sector, KMDA

**Superintending Engineer (Civil)**

Programme Circle

Sewerage, Drainage and Solid Waste Management Sector

**Kolkata Metropolitan Development Authority**





**Kolkata  
Metropolitan  
Development  
Authority**

OFFICE OF THE SUPERINTENDING ENGINEER  
PROGRAMME CIRCLE, SEWERAGE, DRAINAGE AND SOLID WASTE  
MANAGEMENT SECTOR

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URBAN DEVELOPMENT AND MUNICIPAL AFFAIRS DEPARTMENT

GOVERNMENT OF WEST BENGAL

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**Dated:** 08.09.2022

Memo No.: 08/SE(Prog)/SD&SWM/KMDA/W-03 dated: 08.09.2022

## **SECTION – II**

### **DETAILED NOTICE INVITING REQUEST FOR PROPOSAL**

**2.1. Invitation:** The Superintending Engineer, Programme Circle, Sewerage, Drainage and Solid Waste Management Sector, Kolkata Metropolitan Development Authority invites online Request for Proposals in two part system (Part-I Technical Bid and Part-II Financial Bid) from reputed, reliable, resourceful, bonafide, experienced Technical Consulting firms/Joint Ventures/Consortiums having experience in similar consultancy assignments for the preparation of Master Plan/Detailed Project Report/Design and Engineering of Projects in the sector of Sewerage and Drainage in municipal towns having total area of about 12 Sq KM, for any Government/Government Undertaking/Autonomous Bodies/Semi-Government/Statutory Bodies and Local Bodies, within the last 5(Five) years from the date of issue of this Request for Proposal.

The Bidder may be a private entity, government-owned entity, or any combination of them with a formal intent to enter into an agreement or under an existing agreement to form Joint Venture.

Name of the Works, EMD and time of completion are mentioned below:

Sl. No.	Name of Work	Estimated Value of the work (Rs.)	Earnest Money Deposit (Rs.)	Time of Completion
1.	“Preparation of Geographic Information System (GIS) based Comprehensive Drainage Master Plan and Detailed Project Report for Rajpur Sonarpur Municipality and Baruipur Municipality, District – South 24 Pgs, West Bengal” (3rd call).	Rate to be Quoted	2% of the Quoted Amount. Initial Earnest Money deposit shall be ₹50,000 and balance of 2% shall have to be deposited on acceptance of bid.	150 days

Intending bidders may download the tender document from <https://wbtenders.gov.in> directly with the help of his/her Digital Signature Certificate and the Earnest Money should be deposited online either by Net Banking (through any Nationalized Bank/Scheduled Bank) or through RTGS/NEFT as per requirement of the system. Further details may be available at the office of the undersigned or from the KMDA website: <http://www.kmdaonline.org>.

## 2.2. General guidance for e-Tendering:

### 2.2.1. Instructions for electronic submission of the tenders:

Guidelines for e-submission of the tenders have been detailed for assisting the bidders to participate in e-tendering.

#### 2.2.1.1. Registration of Bidders:

Any bidder willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-Procurement system, through login onto <https://wbtenders.gov.in>. The Bidder is to click on the link (online Bidder Enrolment) for e-tendering site.

#### 2.2.1.2. Digital Signature Certificate (DSC)

Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the Controller of Certifying Authority, Government of India

(<http://cca.gov.in>) on payment of requisite amount. The bidder can search the tender and download RfP and other tender documents electronically from computer, once he/she logs onto the website <https://wbtenders.gov.in>. This is the only mode of collection of the tender documents. A prospective Bidder shall be allowed to participate in the job either in the capacity of the individual or as a partner of a firm. If it is found applied several in single job all his applications will be rejected for that job.

#### **2.2.1.3. Site Visit and Verification of Information:**

Bidders are advised to submit their respective bids after visiting the sites and ascertaining for themselves the quantity of waste lying at site, site condition, location, surroundings, climate, applicable laws, applicable permits and regulations and any other matter considered relevant by them. Further examine the participating municipalities of the project for waste management practices, existing infrastructure and its surrounding and ascertain themselves on all technical and other aspects necessary for preparing their proposal (bid) including carrying out necessary technical surveys, field investigation etc. at its own cost and risk. The applicants shall be deemed to have full knowledge of the site condition upon submitting the proposal in response to this RfP. The bidders shall be responsible for all of the cost associated with the preparation of their bids and participation in the bidding process. KMDA will not be responsible or in any way liable for such cost, regardless of the conduct or outcome of the bidding process.

#### **2.2.1.4. Submission of Tender/Proposal:**

- (a) Pre-qualification/Technical Bid and Financial Bid both will have to be submitted online concurrently duly digitally signed in the website <https://wbtenders.gov.in>, before the prescribed date and time using his/her Digital Signature Certificate (DSC). Virus scanned and duly digitally signed copies of the documents are to be uploaded. The documents will get encrypted (transformed into non readable formats).
- (b) Financial Bid of the prospective tenderer will be opened only if the tenderer qualifies in the Technical Bid. The decision of the Tender Inviting Authority (TIA) will be final and in no case challenge against such decision will be entertained.

- 2.2.2. In the event of e-filing, intending bidders may download the tender documents from the website: <https://wbtenders.gov.in> directly. Necessary earnest money should be paid in the form of Net Banking or RTGS/ NEFT from the e-Procurement portal of the Government of West Bengal - <https://wbtenders.gov.in>.
- 2.2.3. Tender documents may be downloaded from website and submission of the bid should be done strictly as per the stated time schedule.
- 2.2.4. Scanned Copy of PAN card, Professional Tax, Income Tax return for last three years, GST registration number, Valid Trade Licence, Last three years audited balance sheet, Credentials, Work order, Completion Certificate, Payment Certificate, Valid ESI and PF registration certificates of the bidder must be submitted duly digitally signed at desired location in the website: <https://wbtenders.gov.in>.
- 2.2.5. Scanned Copy of one affidavit before notary shall have to be submitted mentioning the correctness of the documents and a declaration of a penalty/ debarment etc. faced by him under any Government/Semi Government/Autonomous Body /Institution through online at desired location.
- 2.2.6. The Project Evaluation cum Technical Committee under Urban Development and Municipal Affairs Department will examine both the Technical and Financial Bid to conduct an evaluation based on Combined Quality cum Cost Based System (CQCCBS) of selection process. The decision of the 'Project Evaluation cum Technical Committee' will be final and absolute in this respect.
- 2.2.7. Small Scale Industrial units, participating in the tender shall have to deposit Earnest Money and if selected, Performance Security/Security Deposit as usual, as per Memo. No. 4245-F(Y) dated 28.05.2013 of the Finance Department, Government of West Bengal.

**2.3. Time schedule and important information for downloading, uploading and opening of the Tender Documents:**

No.	Item	Detailed time schedule
a)	Project Name	: "Preparation of Geographic Information System (GIS) based Comprehensive Drainage Master Plan and Detailed Project Report for Rajpur Sonarpur Municipality and Baruipur Municipality, District – South 24 Pgs, West Bengal" (3rd call)."

No.	Item	Detailed time schedule
b)	Nodal Officer	<b>The Chief Engineer</b> Sewerage, Drainage and Solid Waste Management Sector, Kolkata Metropolitan Development Authority Unnayan Bhavan, Block- A, 5 <sup>th</sup> Floor, Salt Lake City, Kolkata – 700 091.
c)	Earnest Money Deposit (EMD)	<b>2% of the total project value.</b>  Initial EMD as per schedule to be deposited online either by Net Banking (through any Nationalised Bank/Scheduled Bank) or through RTGS/NEFT as per requirement of the portal- <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> . In addition, the successful bidder has to submit the additional Earnest Money Deposit, i.e., balance of 2% of the Quoted/Project Value, only through submitting Demand Draft in favour of KMDA, payable at Kolkata, which will be converted to initial Security Deposit.
d)	Date & time of uploading (publishing) of e-RfP and other documents (online)	: <b>12.09.2022 at 18:30 hours</b>
e)	Documents download starting date (Online)	: <b>12.09.2022 from 18:45 hours</b>
f)	Last date for bidders/contractors/agencies to submit Supplementary Questions/Queries:	<b>19.09.2022 up to 18:55 hours</b> Address for submission of queries: Given in tabular form elsewhere in this document. <b>Note:</b> 1. All queries are needed to be submitted as per the format mentioned in Annexure 7 of this RfP through electronic-mail only in soft copy to the email addresses: <a href="mailto:se.prog.kmda@gmail.com">se.prog.kmda@gmail.com</a> clearly super scribing the name of the project at the subject line.

No.	Item	Detailed time schedule
g)	Pre-bid meeting	<b>20.09.2022 at 12:00 hours at Office of the Superintending Engineer (Civil), Programme Circle, SD&amp;SWM Sector, KMDA at UnnayanBhavan, Block- A, 5<sup>th</sup> Floor, Salt Lake City, Kolkata – 700 091.</b>
h)	Issue of response (corrigendum, if any)	<b>26.09.2022 after 11:00 hours</b> : [visit Govt. website: <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> ]
i)	Starting date & time for submission of tender through online	: <b>12.09.2022 from 18:55 hours</b>
j)	Last date & time limit for submission of tender through online	: <b>13.10.2022 up to 18:55 hours</b>
k)	Scheduled date & time for opening the Part-I tender document (Technical Bid)	: <b>17.10.2022 after 11:00 hours</b>
l)	<b>Presentation Date for only those bidders who have submitted their bid</b>	: To be notified later through e-mail and/or in <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>
m)	Date of uploading the List of technically qualified bidders (Online)	: To be notified later in <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>
n)	Scheduled date & time for opening Part-II tender document (Financial Bid)	: To be notified later in <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>
<b>No financial information should be uploaded to the folder marked for technical bid.</b>		

Tenders will be opened by the **Superintending Engineer, Programme Circle, Sewerage, Drainage and Solid Waste Management Sector, Kolkata Metropolitan Development Authority** or his authorized representative in presence of the tenderer or their authorized representatives who may like to be present.

Sd/-  
**Superintending Engineer (Civil)**  
Programme Circle  
Sewerage, Drainage and Solid Waste Management Sector  
**Kolkata Metropolitan Development Authority**

Copy forwarded for kind information and necessary action to:

1. The Chief Executive Officer, KMDA
2. The Chairman, Rajpur Sonarpur Municipality
3. The Chairman, Baruipur Municipality
4. The Chief Engineer, SD & SWM Sector, KMDA
5. The Chief Engineer, Water Supply Sector, KMDA
6. The Chief Engineer, Liquid Waste Management Sector, KMDA
7. The Chief Engineer, Housing Sector, KMDA,
8. The Chief Engineer, R&B Sector, KMDA
9. The Chief Engineer, E&AM Sector, KMDA
10. The Chief Engineer, PM&C Sector, KMDA
11. The Chief Engineer, EM Sector, KMDA
12. The District Magistrate, South 24 Pgs.
13. The Director of Finance, KMDA
14. The Superintending Engineer, Planning Circle, SD & SWM Sector, KMDA
15. The Superintending Engineer, South Circle, SD & SWM Sector, KMDA
16. The Superintending Engineer, North Circle, SD & SWM Sector, KMDA
17. The P.A. to the Principal Secretary, Urban Development & Municipal Affairs Department, Government of West Bengal
18. The Accounts Officer, SD & SWM Sector, KMDA
19. The Deputy Secretary, P.R.O., KMDA along with 4 (four) copies of the abridged e-RfP for publication in at least three leading daily News Papers of which at least two should have all India Circulation and uploading this RfP on KMDA website and Government of West Bengal website.
20. The Notice Board, Programme Circle, SD & SWM Sector, KMDA

**Superintending Engineer (Civil)**

Programme Circle

Sewerage, Drainage and Solid Waste Management Sector

**Kolkata Metropolitan Development Authority**

## SECTION-III

### 3.1. Instructions to Bidders, General Guidelines for e- Tendering

#### 3.1.1. General

##### About Rajpur Sonarpur & Baruipur Municipality Area

Rajpur Sonarpur Municipality Area is located at 22.4382026°N 88.4320450°E and Baruipur Municipality is located at 22.3654432°N 88.4325028°E in the district of South 24 Pgs, in West Bengal, India. The district headquarter of Rajpur Sonarpur & Baruipur Municipality is Alipur, Kolkata. The geographical area of Sonarpur Municipality is about 49.26 Sq. KM and Baruipur Municipality is about 9.5 Sq KM and population as per 2011 census is 4,24,368 and 53,128 respectively. Rajpur Sonarpur and Baruipur Municipality are part of the Gangetic plain. The country is flat. It is a little raised above flood level and average elevation is 9.0 m.

#### 3.1.2. Project Snapshot

Sl. no.	Particulars	Details
(i)	Name of the Work:	“Preparation of Geographic Information System (GIS) based Comprehensive Drainage Master Plan and Detailed Project Report for Rajpur Sonarpur Municipality and Baruipur Municipality, District – South 24 Pgs, West Bengal” (3 <sup>rd</sup> Call)
(ii)	Location of the Work:	Rajpur Sonarpur Municipality and Baruipur Municipality, District – South 24 Pgs, West Bengal, India
(iii)	EMD:	2% of the Quoted rate. Initial Deposit shall be ₹50,000, along with bid document and balance of 2% of the quoted/project value shall have to be deposited to the department in the form of bank draft on acceptance
(iv)	SD:	Security deposit at the rate of 3 % shall be deducted from each running account bill. 2% EMD shall be adjusted with security deposit.
(v)	Rate to be Quoted:	The bidder shall quote the lump sum rate inclusive of GST
(vi)	Method:	Combined Quality cum Cost Based System (CQCCBS) method of selection as per memo no. 8385 – F(Y) dated 22.11.2013 of Finance Department, Government of West Bengal
(vii)	Technical Score:	70:30



<b>Sl. no.</b>	<b>Particulars</b>	<b>Details</b>
	Financial Score:	
(viii)	RFP Validity Period:	120 days
(ix)	Period of completion:	150 Days
(x)	Limitation for submission of proposal(s):	The Entities/Bidders may submit only one Proposal as a sole bidder or as consortium partner.
(xi)	Joint Venture/ Consortium:	Limited to two (2) partners including Lead Partner.
(xii)	Tendering Process:	<p>The current tendering process will be done based on two-fold system.</p> <p>(i) Technical Evaluation- 1<sup>st</sup>fold</p> <p>(ii) Technical and Financial Evaluation of technically eligible bidders - 2<sup>nd</sup> fold through CQCCBS</p> <p>However, prior to technical evaluation, all the relevant criteria and documents as mentioned in section 5 of Bid Eligible Criteria and Bid Evaluation Criteria should be checked. Submission of insufficient documents of any bidder should not be entertained and should be rejected prior to Technical Evaluation and that should be treated as ineligible bidder (s) due to insufficient documents.</p>
(xiii)	Minimum Eligibility Criteria, Highlights:	<ul style="list-style-type: none"> <li>• Only those entity/bidders should apply whose audited annual average turnover is not less than Rs. 15 (Fifteen) Crores can participate in this bid process.</li> <li>• Having experience similar consultancy assignments for the preparation of Master Plan/Detailed Project Report/Design and Engineering on Projects in the sector of Sewerage &amp; Drainage in single municipal towns/city having total area of about 12 Sq. KM area within the last 5 (five) years.</li> <li>• Having experience similar consultancy assignments for the preparation of Master Plan/Detailed Project Report/Design and Engineering on Projects in the sector of Sewerage &amp; Drainage in single municipal towns/city having total population of 1.0 lac within the last 5 (five) years.</li> </ul>

Sl. no.	Particulars	Details
		<ul style="list-style-type: none"> <li>• Only those entity/ bidders should apply who have completed similar project (s) as per the project title in this RFP not more than five calendar years from the date of floating of this RFP.</li> <li>• Those entity/bidders may also apply who have completed 70% of similar ongoing project(s) as per the project title in this RFP not more than five calendar years from the date of floating of this RFP. The ongoing consultancy assignment should be the preparation of Master Plan/DPR/Design and Engineering on similar projects having total area of 12 Sq. KM and/or having total population of 1.0 lac.</li> <li>• Minimum qualifying marks Seventy Percentage (70%).</li> <li>• The bidder can be a single entity or a Joint Venture/consortium. The lead company should be more than 51% shareholder of the Joint Venture.</li> </ul>
(xiv)	Acceptance of Bid:	<ul style="list-style-type: none"> <li>• Tender Inviting Authority reserves the right to accept or reject any or all bid Proposal(s) or tendering process without assigning any reason thereto.</li> <li>• Since this is an e-tendering process, all the required documents are to be submitted/published through online only. Tender Inviting Authority shall not entertain any other mode of submission (post/courier/fax etc.) of RFP other than e-tender mode.</li> </ul>
(xv)	Intimation:	<ul style="list-style-type: none"> <li>• The qualified Bidders will be notified through email on acceptance of their Bid by the Tender Inviting Authority.</li> <li>• If at any time during the evaluation process, Tender Inviting Authority requires any clarification, they</li> </ul>

Sl. no.	Particulars	Details
		<p>reserve the right to request such information from any or all the agencies and the agencies will be obliged to provide the same within a reasonable timeframe.</p> <ul style="list-style-type: none"> <li>• The technically qualified Bidders submitting a Proposal(s) may be called for a Power Point Presentation on a day that will be communicated through e-mail, before the Project Review Committee Members or respective officers under the supervision of the higher authorities.</li> <li>• Tender Inviting Authority reserves the right to change day, date, venue, or needful mode of communication with respect to the circumstances giving further notice, if required.</li> </ul>
(xvi)	Evaluation Process:	<p><b>Opening of RfP</b></p> <ul style="list-style-type: none"> <li>• RFP will be opened by Tender Inviting Authority electronically from the website using Digital Signature Certificate.</li> <li>• Cover (folder) of statutory documents shall be opened first and if found in order, cover (Folder) for non-statutory documents will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.</li> <li>• Scrutiny of RFP, evaluation of the same and recommendation thereafter will be made in KMDA.</li> <li>• Pursuant to scrutiny, evaluation of the same and decision of the Tender Inviting Authority for the summary list of Technically Eligible Bidders will be uploaded in the e -tender website.</li> <li>• During the process of evaluation (only applicable for Technically eligible bidders), the Project Review Committee may call the bidders and seek</li> </ul>

Sl. no.	Particulars	Details
		<p>clarification/information or additional documents or original hard copy of any of the documents already submitted online and if these are not produced within the stipulated time frame, their Proposal(s) will be liable for rejection.</p> <ul style="list-style-type: none"> <li>Any document has been found to be incomplete in content or attachments or authenticity, shall not be considered for the purpose of qualification.</li> </ul>
(xvii)	Name, Address and Contact Details of the TIA in KMDA:	<p>ASRAFUL ISLAM  Superintending Engineer, Programme Circle,  Sewerage, Drainage and Solid Waste Management Sector,  Kolkata Metropolitan Development Authority  (Mob. No.: +91/0) 8479817935, 8240515592)</p>

**Note:**

Any Corrigendum if required will only be uploaded in West Bengal Government's e-tender website by the Tender Inviting Authority.

Tenders will be opened by the Tender Inviting Authority or his authorized representative only.

**3.1.3. Instruction to Bidder:**

- a) The Proposal(s) submitting technical consultant or JV or consortium scoring the minimum qualifying marks of 70%, as mentioned in the Section 5 of Bidder's Evaluation Criteria in this RFP shall only be considered for further evaluation, who will be identified as "Technically Eligible Bidders". Under two -fold system, the financial Proposal(s) of such "Technically Eligible Bidders" selected from this process shall be opened and evaluated. Thus, Proposal(s) will finally be ranked according to their combined technical and financial scores and the bidder will be announced as "Selected Eligible Bidder".
- b) Bidder must submit valid PAN card, Valid income tax return (For Last 3 years), Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017, Last 3 years Audited Balance Sheet, Turn over certificate from the auditors and Credentials i.e., completion certificate from the officer not below the rank of Executive Engineer, Work Order etc.

- c) One affidavit before Notary will have to be submitted mentioning the correctness of the documents and a declaration of penalty debarment etc. faced by him under any Govt./Semi -Govt./Autonomous body/Institution (enclosed format).
- d) The bidder can be a single entity or a Joint Venture/consortium. The lead company should be more than 51% shareholder of the Joint Venture.
- e) The entity/bidder or all of the entity/bidder in the JV (only legal advisor in case of the second partner in JV apart from the lead partner) must be ISO certified and either a Company registered in India specified under Companies Act 1956/2013/ Society registered under Societies Registration Act, 1860/ Trust registered under Indian Trusts Act, 1882/Partnership Firm registered under Limited Liability Partnership Act, 2008 or research institute/educational institute/universities etc.
- f) The entity/bidder or all the entity/bidder(s) should remain in consultancy business for the last 10 years as on date of publishing of this RFP.
- g) Only those entity/bidders should apply whose audited average turnover (certificate from auditor must be enclosed) is not less than ₹ 15 Crore (Rupees Fifteen Crore) nominally can participate in this bid process (refer to Minimum Eligibility Criteria for further details).
- h) Relevant Work Completion Certificates or Demonstration of Live Links or Work orders along with payment certificate issued by competent authority.
- i) Partnership Firm should submit necessary Deed at desired location through online.

**j) Regarding Joint Ventures:**

- i. The lead partner must have credential and satisfactory completion of similar nature of work mentioned in the Eligibility Criteria of Bidders Document.
- ii. Maximum number of JV / consortium Members allowed is 02 (two) including the Lead Member.
- iii. Other partner shall meet not less than 25% value of consultancy project worth and consultancy services value as mentioned above under any Government / Semi -Government /organization/ Autonomous body as principal employer within last 10 (ten) years.

- iv. The lead partner shall have to apply for tender on behalf of Joint Venture/consortium along with MoA/MoU.
- v. In case of any litigation or in the event of any default arises during execution/contract period of the agreement, the lead partner will remain responsible.
- vi. A copy of the Joint Venture / consortium Agreement entered by the Partners (JV Participants) shall be submitted with the bid. Alternatively, a Letter of Proposal (s) or a Covering Letter as per form provided under Annexure - 1 under Section 7 of this RFP to execute a Joint Venture Agreement in the event of successful bid shall be signed by partners and submitted with the bid together with a copy of the proposed Agreement, clearly indicating the objectives of the venture, the proposed management structure, the contribution of each participant, the joint venture operations, the commitment of the participants to joint and several liability for performance of the contract, resource or sanctions within the venture in the event of default or withdrawal of any participant, and arrangement for providing the required indemnities.
- vii. If the Successful Bidder is a Joint Venture/consortium to whom the contract is awarded, the lead member shall be for performance of the contract.
- viii. Consultants may apply either as a sole firm or forming Joint Venture/consortium with other consultants. In case of Joint Venture, the maximum number of Joint Venture partners is limited to two (i.e., one lead + one JV/consortium partner). Formulation of more than one JV/association with different partners for the same work is not allowed and all such Proposal(s) involving the firms shall be treated as nonresponsive.
- ix. If the consultant submits bids as sole applicant and in JV/Association with another consultant both bids shall be summarily rejected. No consultant shall submit more than one bid of this project work.
- x. Criteria mentioned in bid evaluation criteria.
- xi. The weightage given for experience of a firm would depend on the role of the firm in the respective assignments. The firm's experience would get full credit (100%) if it were the sole firm in the respective assignment. If the applicant

firm has completed projects as JV with some other firms, weightage shall be given as per the JV share.

- k) A firm that is under a declaration of ineligibility by the Central/State Government, in accordance with ITC Clause 2, at the date of the deadline for bid submission or thereafter, shall be disqualified.
- l) Costs of preparing the Proposal(s) and of negotiating the contract, including visit to the Site/ Client etc., are not reimbursable as a direct cost of the assignment.
- m) Consultants shall not be eligible to tender for consultancy if any of his/ her near relatives are working in the cadre of an Assistant Engineer and above in the Engineering Section or a Senior Assistant and above in the Accounts/Audit/Administrative sections.

Near relatives include:

1. Sons, step-sons, daughters, step-daughters,
2. Sons-in-law and daughters-in-law,
3. Brothers-in-law and sisters-in-law,
4. Brothers and Sisters,
5. Father and mother,
6. Wife / Husband,
7. Father-in-law and mother -in-law,
8. Nephews, nieces, uncles, aunts,
9. Cousins and in addition and
10. Any person residing with the contractor, whether related or not.

- n) Even if the Consultant meets all the eligibility and qualification criteria, his Tender shall be summarily rejected if he is found to have misled or made false representation in the form of any of the statements submitted in proof of the eligibility and qualification requirements or if he has a record of performance such as absconding from work, works not properly completed as per contract, inordinate delays in completion, financial failure and / or has participated in previous Tendering for the works under CMC and had quoted unreasonably high Tender price/premium. In addition to the above, even while executing the work, if it is found that he produced false / fake certificates in his tender, he will be blacklisted.

- o) Original Certificates: Originals of the certificates shall be produced as and when required to verify the copies of statements and other information furnished along with Tender. Failure to produce original documents in time will lead to disqualification.
  
- p) *Tender Inviting Authority is not bound to accept any of the Proposal (s) submitted and reserve the right to reject any or all Proposal(s) without assigning any reasons.*

**3.2. SITE VISIT:**

The Consultant is advised to visit and examine the entire area and its surroundings and obtain for himself on his own responsibility all information that may be necessary for preparing the tender and quoting rates. The costs of any such visit shall be entirely at the consultant's own expense.

**3.3. CLARIFICATION OF TENDER DOCUMENTS:**

Consultants shall carefully examine the Tender Documents and fully inform themselves as to all the conditions and matters, which may in any way affect the work or the cost thereof. Should a consultant find any discrepancy in or omission from the specification or any other of the Tender Documents or should he be in doubt as to their meaning, he should immediately address a query in writing or by fax to the authority.

**3.4. AMENDMENT OF TENDER DOCUMENTS:**

At any time prior to the dead line for submission of tenders, the TIA may for any reason, whether at its own initiative or in response to the clarifications requested by the prospective Consultants, modify the tender documents by issuing an Addendum. Such addenda will be kept in website <https://wbtenders.gov.in/> and <http://www.kmdaonline.org> for downloads and will be binding upon them. In order to afford prospective Consultants reasonable time to take such addenda into account in preparing their tenders. The TIA at his discretion, will extend the dead line for the submission of tenders.



## SECTION-IV

### TERMS OF REFERENCE (TOR)

#### 4. General:

Many janapadas grew up along the old Bhagirathi channel from the ancient times till around the 16<sup>th</sup> century: Kalighat, Boral,Rajpur, Harinavi,Mahinagar, Baruipur, Baharu, Jaynagar-Mazilpur, Chhatrabhog etc. The area was home to the feudatory landlords (*zamindars*). The name Rajpur has been thus derived from the Bengali words *RajarPuri* to *Rajpuri* and in this form to the now Rajpur. Being on the banks of the Adi Ganga, Rajpur was one of the major locations of Bengal at that time. The proximity to Kolkata's southern district and being on the banks of Adi Ganga, which is just across the river made the place to be well connected. The old zamindar's house in RajpurHarinavi is like the Roy Choudhury's. The family stayed in Rajpur. The ancestral houses of Sarat Chandra Bose and Subhash Chandra Bose were at Kodalia, a neighbourhood in Rajpur. Both of them were members of the first 24 Parganas District Committee of the Congress Party, which was formed in 1921.

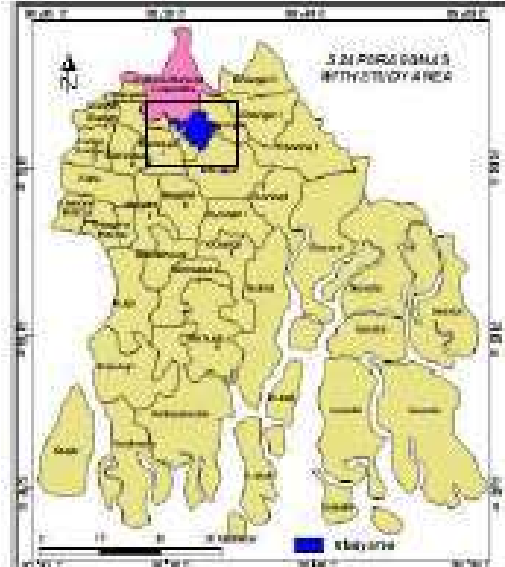
Baruipur Municipality is located at the extreme southern side of Kolkata Metropolitan Area. Railway line has connected this municipality with Kolkata and southern part of South 24 Pgs. Garia – Baruipur Road or Kulpi Road is one of the major roads, which has connected the area with Kolkata and North 24 Pgs through E.M Bye Pass. Other major roads like Madarat Road, Dhabdhabi Road, Canning Road connected the area with eastern part and Amtala Road has linked it with the adjacent western part. Baruipur has a history of human civilization. Each historic antiquities of the site found from archaeological excavation in the outskirts of Baruipur reveals that there was a major early historic human settlement dated back to the 1st century A.D. The fact has been further re-instated by some renowned scholars in their statement published in South Asian Studies-10, 1994.

#### 4.1. Introduction:

##### **About Rajpur Sonarpur Municipality**

Rajpur Sonarpur Municipality Area is located at 22.4382026°N 88.4320450°E in South 24 Pgs District. It has an average elevation of 9 metres. Rajpur Sonarpur Municipality is situated at the southern side of Kolkata Municipal Corporation in Kolkata Metropolitan Area. It is one of the biggest Municipality in the state of West Bengal. Rajpur Sonarpur Municipality covers an area of 49.26 km<sup>2</sup> (19.02 sq mi). It has jurisdiction over parts of the Rajpur Sonarpur. The municipality was established in 1876; 146 years ago. It is divided into 35 wards under 5 zonal office as indicated in the map.

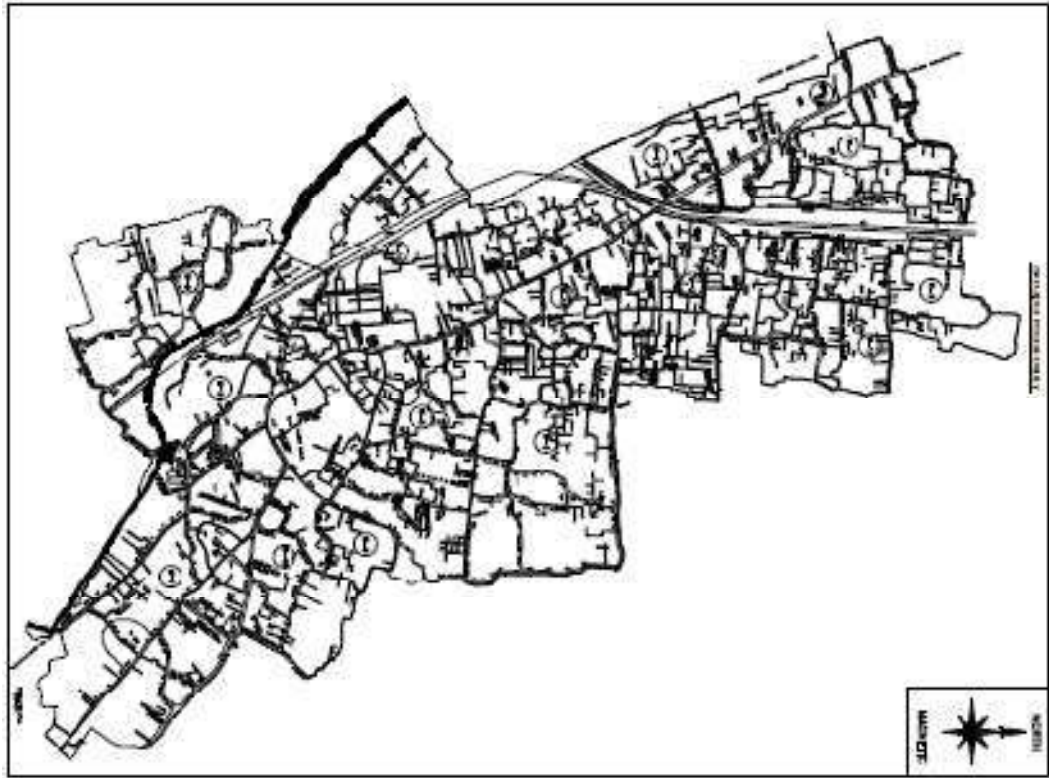
### Location Map



### About Baruipur Municipality

Baruipur Municipality is located at 22.3654432°N 88.4325028°E in the district of South 24 Pgs, in West Bengal, India. It has an average elevation of 9 metres. It is well connected with Kolkata by subaurban train and bus. It is about 30 Km from Kolkata. Baruipur Municipality covers an area of 9.50 km<sup>2</sup> (3.67 sq mi). It has jurisdiction over parts of the Baruipur. The municipality was established in 1869; 153 years ago. It is

divided into 17 wards. Baruipur Municipality is located at the extreme southern side of Kolkata Metropolitan Area. Railway line has connected this municipality with Kolkata and southern part of South 24 Pgs. Garia – Baruipur Road or Kulpi Road is one of the major roads, which has connected the area with Kolkata and North 24 Pgs through E.M Bye Pass. Other major roads like Madarat Road, Dhabdhabi Road, Canning Road connected the area with eastern part and Amtala Road has linked it with the adjacent western part.



Map of BaruipurMunicipality

**Need of the Project:**

Rajpur Sonarpur Municipality is having its age old problem of water logging. Unplanned growth and rapid urbanization in the municipality has aggravated waterlogging problem. More over the outfall khal discharges the storm water from municipality to the river has got silted up which has escalated the problem further. Looking into the sufferings of the people of the municipalities, Government of West Bengal has decided to go for a Comprehensive Drainage Master Plan for Rajpur Sonarpur Municipality and Baruipur Municipality. Accordingly, Government of West Bengal has entrusted the task of selection of an agency for preparing Comprehensive Drainage Master Plan and DPR of said area to the Kolkata Metropolitan Development Authority. There has been some developmental works by ULB and KMDA to cater the Drainage Problem of the area. Some of the major drains have been renovated under different schemes. Day-to-day maintenance of the drainage systems is being

looked after by ULB's also. The major outfalls and canals/khals are maintained by Irrigation and Waterways Department, Government of West Bengal.

In support of the Invitation for the Bid, the Kolkata Metropolitan Development Authority issues this Bidding Document for the preparation of Comprehensive Drainage Master Plan along with Detailed Project Report with complete technical data, design, drawing, estimates with specification etc. and Related Services incidental thereto as specified in Schedule of Services (SS), The name and Identification of the Competitive Bidding are provided in the BDS.

#### **4.2. Objectives:**

**The main objectives of the present work are:**

To prepare a GIS based comprehensive Drainage Master Plan and Detailed Project Report for implementation of comprehensive storm water drainage system within Rajpur Sonarpur and Baruipur area so as to solve water logging problem of Rajpur Sonarpur Municipality and Baruipur Municipality. The entire study will have an integrated approach to Urban and rural Watershed Management.

#### **4.3. Description of the Assignment**

The major components of the assignment are:

**4.3.1. Preparation of Drainage Master Plan:** Preparation of GIS based Comprehensive Drainage Master Plan with DPR for Rajpur Sonarpur Municipal area and Baruipur Municipal area which includes identification of problems, projected requirements, Rainfall analysis, Catchment area demarcation, sub-basin area development, flood routing by HEC-RAS software, Flood modelling with SWMM, development strategy and draft proposals on the GIS based map and zone-wise data analysis, to be done by the Consultant. The deliverables in the form of base map, data analysis reports, draft plan document, designs, diagrams, cost escalation etc.

**4.3.2. Spatial Attribute Collection & Vetting of Base Maps:** The consultant shall collect the base map from the department and incorporate necessary attribute. The draft base maps prepared by incorporating the attributes collected by the consultants on GIS database and draft final base maps generated shall be presented to the Nodal Officer of the department for vetting before proceeding for formulation of Master Plan. The final maps generated and approved by the department shall only be used as an input for further plan formulation.

Base Map for the entire municipal area shall be provided by the employer. Further base map/GIS database, if required, shall be collected by the consultant.

**4.3.3. Database Creation:** Necessary field survey shall be done by the consultant in order to collect the data of existing storm water drainage and sewerage infrastructure and shall be incorporated in GIS map in different layers. Zone-wise data collection and data analysis report physical aspects is to be done by the Consultant. In addition, primary surveys such as existing drainage system, natural drainage system, catchment area, land slide area, problem areas, existing storm water drainage etc. are required to be undertaken as required and incorporated in GIS Data Base.

Catchment basin design shall be done using Digital Elevation Model (DEM). DEM needs to be developed by the consultant and grid shall be 25 m. A typical list of layers is given in Appendix. Consultant shall judiciously select the layers.

Integrated modelling of the catchment with urban drainage system and outfall khals / canals has to be done. The outfalls and the canals/khals should be modelled together.

#### **4.4. Scope of Services:**

The consultant shall prepare GIS based Comprehensive Drainage Master Plan with Horizon year 2055 in order address long term goal. The consultant also shall suggest short-term measure and mid-term measure to address the water logging problem of the area so that immediate relief may be given to the residents of Rajpur Sonarpur and Baruipur Municipal area. The Master Plan and DPR shall be prepared as per guideline provided by the Government of India and Government of West Bengal.

The total area of both the municipality together is about 59SqKms. The consultant shall study the outfall canals/khals carries storm water from both the municipalities upto the outfall at the river for flood mitigation. Consultant shall design the drainage system based on catchment basin, sub basin concept. Thus consultant shall decide study area considering above design concept.

#### **The scope of services to be rendered are as follows:**

- a) Study of Rainfall data and Hydrology for Rajpur Sonarpur and Baruipur Municipal area including analysis of historical data & future projected data. Preparation of IDF curve and calculation of storm water flow.

- b) Computer model shall be used for studying the urban flood routing and hydrology of the city.
- c) Study of outfall khals/canals leading to the final outfall at river. Existing situation, its hydraulic capacity, re-sectioning plan if necessary.
- d) Study of existing water body like pond, lake etc. and its rejuvenation plan to integrate with storm water management plan.
- e) Determination of water sheds and drainage patterns of the study area and it's surrounding with the aid of existing maps with contour lines/NRSA topo sheets and aerial photographs of town & the drainage basin (catchment area) and by carrying out additional survey.
- f) Topographical survey and mapping of entire project area with 0.25metre contour interval marking therein all-important features in GIS platform.
- g) Identification of flood prone areas, reasons for flooding and mitigation Measures required.
- h) Conducting field survey of existing drainage network, condition assessment of existing drainage infrastructure including determination of present Manning's coefficient, hydraulic testing etc. to check the adequacy of size of drain, identification &classification of major and primary storm water drains.
- i) The consultant shall study the pollution level of outfall canals/khals etc. and suggest pollution abatement measure for outfall canals/khals directly discharging to river/water body. The water quality parameter shall be tested from NABL accredited laboratory. The consultant shall also study whether there is any interconnection between storm water drainage and sewer in the area and suggest remedial measure to abate pollution to the outfall drains. The consultant should survey to determine the actual number of such outfall drains and perform necessary testing (from NABL accredited/WBPCB approved laboratory) to ascertain the pollution level.
- j) The drainage design shall be climate resilient.
- k) Any other works required to be performed for flood mitigation and to resolve water logging of entire Rajpur Sonarpur and Baruipur Municipal area are also included in the scope of service.

- 1) If catchment area of any outfall drainage channel leading to river/other outfall drain is beyond Rajpur Sonarpur and Baruipur Municipal Area, study of that shall also be included within the scope.

Survey and modeling of entire catchment basin leading to the outfall at river near Uttarbhag or any other river required to be done.

Based on survey data the consultant shall find out no. of such channels and sub catchment etc.

**The DPRs shall include the following:**

- ☛ Urban Local Body (ULB)/ GP specific detailed survey of all the drains (Kutcha or Pucca) and their flood plain areas.
- ☛ Review of existing conditions including incorporation of existing and present Drainage works in progress by other agencies.
- ☛ Deficiency analysis from hydraulic and structural point of view.
- ☛ Enlisting of obstructions, bottlenecks and encroachments.
- ☛ Rehabilitation plan.
- ☛ Socio-Environmental impact analysis.
- ☛ Estimation of flood discharge and Hydraulic design. Estimation and finalizing the Design Discharge of individual drains.
- ☛ Preparation of Longitudinal Sections (LS) and Cross Sections (CS).
- ☛ Soil Investigation.
- ☛ Structural design of drain cross-section depending on the availability of land.
- ☛ Detailed estimates with rate analysis based on current Schedule of Rates, Government of West Bengal, rate analysis for non-schedule Items etc.
- ☛ Preparation of detailed construction Drawings (Good For Construction drawings) with co-ordinates.

- ☛ Construction programme to complete the execution within 3 years.
- ☛ Ground water recharging study, its effect and suitable suggestion for ground water recharge as integrated flood management.
- ☛ Preparation of land schedule and land plan for acquisition of private, Government and forest lands to develop the network and other infrastructure development.
- ☛ The Master Plan and DPR should be prepared as per standard guidelines and as per the norms of external aided funding agency.
- ☛ The DPR should be prepared and submitted system wise, i.e., one DPR should be prepared for municipality and panchayets. Main Drain including all its Secondary and Tertiary Drains in a holistic manner shall be clearly mentioned in the DPR.
- ☛ All the measures to prevent water logging issues in project area as per their action plan submitted.

#### **4.5. Data / Information Collection:**

- ❖ The consultant is required to collect information regarding the existing situation of Storm Drainage and sewerage system from ULB, I&WD, KMDA and Panchayets. The consultants shall also collect the rainfall data from IMD.
- ❖ Collection of existing maps, studies, and other related documentation to obtain a better understanding of the town's Storm Water Drainage System & sewerage system prior to the start of field work. (The consultant will be provided with copies of any previous studies carried out, if available as well as other available records).
- ❖ The consultant shall interact with the ULB, I&WD, KMDA and Panchayets and obtain a better understanding of the existing scenario of the Storm Drainage and sewerage of project area and will also be able to identify the Storm Water Drainage concerns of the area and obtain copies of town maps. The consultant shall keep the authority informed on the progress of the task.

#### **4.6. Inventory of the existing situation, and condition assessment of the existing infrastructures:**



- I. Preparation / updating of the base maps by total station survey, indicating all the infrastructure elements along with their key features in GIS database in the form of Shape file.

Survey of Municipal area shall be done with Total Station (TS). Survey of Rural areas of the project boundary and area beyond project boundary may be done using Terrestrial mobile LiDAR survey methodology.

**The specification of LiDAR survey shall be as follows:**

Conducting detailed topographic survey (Terrestrial mobile LiDAR survey) along the alignment of drains and in new alignments, wherever required, and preparation of road plan and strip plan with salient details like trees, transformers, river crossings, canal crossings, rail corridors, etc., complete shall be captured as part of the field survey, levels at 25 m intervals and at junctions of roads, locations such as change in gradients, road turnings, zoning and prepare contour map and establish TBMs, accordingly. At least 10 % of the survey work shall be cross checked, verified and signed, by the respective officials of KMDA.

The outputs of the LiDAR Survey data shall be provided in editable soft copies of CAD (.dwg) format and as GIS shape files (.shp) format of latest version with attributes specified by project authority and shall be compatible in other GIS platforms for future use. Each point from the LiDAR survey will be having X, Y and Z coordinates to which the attributes of the feature need to be associated. Cartosat 2.5m satellite imagery available in TNUIFSL archival/Google imagery shall be used as the background to visualize the mapped features as well as to digitize/map the features of interest. The processing and geo-referencing of the data shall be as per national standard.

Establishing Permanent Benchmarks (PBMs) in at least 70 select sites (1 for every 4 sq. km), preferably within Government offices/pumping stations/OHR site/STP/ Government premises as per state PWD standards. Temporary Benchmarks (TBMs) shall be established at least one in every 500 m and preferably in the nearest Government buildings.

- II. Survey of the existing drains, sewers, entire project areas, width of roads and existing infrastructure and preparation of contour map etc in GIS database in the form of shape file.

- III. Survey of the all-existing outfall canals including its longitudinal section and cross section at an interval of 250 m or as per the requirement of modeling software whichever is less, depth of silt etc.
- IV. Conducting field visit to the entire area to assess ground profile, geographical conditions and environmental factors which are likely to affect the treatment and construction of storm water drains.
- V. Condition assessment of existing drainage infrastructure in each municipality and recommendation for further use / replacement / rehabilitation / demolition.
- VI. Assessment of the current development in the town with regards to saturation density and growth rates, identifying retention area, roads and railways and other human interventions into the Storm Water Drainage System. The consultant shall also examine the existing Storm Water Drainage regime and assess its capacity to accommodate the design storm flows. This will also involve the integration of the capacity and usefulness of the various main drains in the area constructed by the ULB, KMDA and other agencies including those areas which form part of the water shed for this drainage area as they may fall outside the subdivision limits. The consultant shall also examine existing irrigation channels and sullage drains in consultation with WB Irrigation and Waterways Engineering Departments.
- VII. Prepare drawings of the existing Storm Water Drainage System of the area showing the existing pattern of flood discharge especially at control points and outfall points and integrated with GIS map of the area and Storm Water Drainage flow estimates in and around the project area, denoting catchment basins (including the areas outside subdivision boundary), Storm Water Drainage structures and features (including kutchha canals) and other items described above.

#### **4.7. Review of Existing Situation and Estimate Flows:**

- Review of existing system, maps, previous studies if any and other related documentation to obtain a better understanding of the town's sanitation and sewerage system prior to commencement of field work. The consultant will search for and obtain maps and records of related past studies at his own cost and risk.
- Estimate both existing and future flood run off and storm water drainage flows even at the time of unusual & unprecedented rainfall intensities in various catchments. Care should be taken in using the rational method that drain sizes are

not too large. Return periods also need to be carefully considered to ensure economic drain sizes. Model studies may be conducted to ensure easy & smooth discharge of flood / storm water before finalization of the drainage system.

- Identify all the storm water drainage issues including severity and location of inundation, location of drains and out falls; study of disposal at outfall points; critical outfalls including irrigation tanks, canals, systems, rivers water supply sources etc. pollution and other environmental issues; and identify any gaps in the existing drainage system. Additionally, identify physical constraints to drainage i.e., encroachments into drainage channels, solid waste dumping natural and human made obstructions, including pipe culvert and low-level causeways, road and rail over bridges, flyovers, canals, permanent ways, etc.
- Examine the existing drainage regime and assess its capacity to accommodate storm flows. This will also involve assessing the capacity and usefulness of the various drains in the city constructed by the ULB / KMDA and other agencies. Converting the discussed irrigation channels and surplus courses of irrigation tanks into storm water drains need to be examined in consultation with Water Resources and other Engineering Departments. The impacts of growth and interventions on the drainage system should be assessed along with possible future land use to assess the drainage regime design parameters, particularly infiltration factors and drain sizes.
- Separate comprehensive plans and estimates to be framed for each Drainage System comprising of Primary /main Drain with its Secondary and tertiary drains. The drains already under execution should be looked into, identified and taken care of while preparing the DPR. An integrated approach should be adopted to prepare the Drainage Master Plan for the City in a holistic manner considering all of the above.
- Present practice of operation and maintenance including type of tools and equipment available should be analyzed and suitable design for alternative tools suggested if necessary.
- Identification of spots along the storm water drain for creation of water bodies/ lakes for recharging of ground water, improving the environment and creation of water recreation centers. Possibility of integrating the drain with the nearby Govt. ponds should also be studied.
- Pumping stations: Condition & functionality of facilities.

- Canal maintenance: Operation and maintenance, requirements, technical and organizational options.
- Institutional issues: Management of sewerage and Drainage networks: administration, inspection, maintenance and repair practices.
- The impacts of growth and interventions on the Storm Water Drainage System shall be assessed along with possible future land use for assessment of the Storm Water.
- Drainage regime, design parameters, particularly infiltration factors and drain sizes.

Tentative list of Khal / canals are given below:

1. Somodpur Canal
2. DadpurDadpur Canal
3. Khurigachi Canal
4. Jagadishpur Canal
5. Subhaspally Canal
6. Bidyadharpur Canal
7. Adi Ganga
8. Rania Canal
9. Tollys Nullah.
10. Hogol Kuria Khal

The above list is tentative one not an exhaustive one.

#### **4.8. Key Design Principle:**

The consultant shall search for different design practice adopted for urban storm water management and establish best design principle to be adopted for the project and shall get approval by the authority. Some of the guidelines are given hereunder:

- ❖ Rehabilitation measures on the existing system shall also be given due consideration based on feasibility before proposing any new investments.
- ❖ Reducing capital and recurrent costs such as using existing drains to the greatest extent possible for no retention of water at all or use roads as short time retention area.
- ❖ Preventing encroachments on drains.

- ❖ Priority in flood prevention should be first – habitable and business area; second – roads and third – open areas (Conversely; drains fill flood first to open area, second roads third and flooding of habitable and business are should be totally avoided).
- ❖ Integrating drains with roads and other development plans.
- ❖ Development of time-rainfall intensity frequency curves with the historical data available for at least 40 - 50 years. Proven Computer model shall be used for hydrology analysis.
- ❖ Routing of major drains shall be compatible with the land available and the cost of acquiring land shall be considered (major drains routing may be proposed away from densely populated commercial areas as far as possible).
- ❖ Avoid any pumping requirements and regular maintenance operational costs while addressing the main drainage concerns.
- ❖ Longitudinal sections at 25 metre interval, cross section levels at every 3 metres including the obligatory points are to be taken and mapped where ground undulation varies sharply levels are to be taken & plotted at closer intervals so as to demarcate the ground profile clearly. Junction levels, double check bench marks where needed, establishment of Bench Marks with concrete pedestals and superimposing them on the contour map for the extended area also to be prepared by the Consultant with an interval of 0.20 metre contour. The BMs shall be approximately one per one Sq. Km to be located at important junctions and on permanent structures and such other land marks & well documented in an exclusive register. All the documentation will become the property of the Govt. of Orissa and the consultant have to hand over to the employer both in hard copy & soft copy form.
- ❖ Prepare plans showing the existing regime and all the above features to a suitable scale.
- ❖ Prepare micro level storm water network plan integrating with the major storm water drains.
- ❖ The Consultant shall submit their findings along with a proposed capital improvement
- ❖ Plan to the City.

- ❖ Develop a drainage model with suitable software for analysis of system capacity needs for existing and future development.
- ❖ The outputs and recommendations of the study shall be integrated with the state level initiatives, if any.
- ❖ The report shall contain the Consultant's recommendation for a City-wide capital improvement program. The Consultant shall prioritize the work to be performed, based upon the severity of the capacity deficiency, importance of the component in the total storm drain system, cost effectiveness, and other applicable criteria.
- ❖ Cost analysis: Cost estimates for implementation and the proposed staged development plan. Prepare project cost estimates including capital, operation and maintenance costs and carry out project financial analysis and economic analysis.
- ❖ Implementation planning including prioritization of work for short term, medium term and long-term goal.
- ❖ Outline costs for all the drains with phasing of works.
- ❖ Develop comprehensive and integrated drainage plans for the area detailing the selected options and how they integrate into the overall city drainage plan.
- ❖ O&M requirements: Present practices of operation and maintenance including type of tools and equipment available shall be analysed and necessary alternate options including infrastructure required for effective O&M shall be suggested including institutional arrangements for strengthening the O&M system.
- ❖ Economic analysis of the project considering various modalities of funding including adopting PPP model.
- ❖ Water (storm and wastewater) Quality monitoring - Identify current and forecast future water quality requirements.
- ❖ Environmental Analysis: conduct simple strategic environmental assessment for the master plan.

- ❖ Social Issues: Conducting public consultations with key stakeholders for the development of the integrated water master plan and contribute to workshops, seminars, and reports.

#### **4.9. General Note:**

- ✚ The work shall be done in a consultative manner by consulting various stakeholders through the active participation of all stakeholders.
- ✚ Undertake all necessary assessments, including technical, financial, economic, environmental and social, institutional that feed into the planning of interventions.
- ✚ For any studies and assessments, the required equipment/tools/logistics shall be arranged by the consultants themselves.
- ✚ The Consultant will, during the study period, make presentation to the understanding of the KMDA, ULB, UDMA, I&WD and other related authorities on matters relating to drainage, provide necessary computer aided tool kits (CD or power point presentation) at various places, to make them aware of the existing drainage system deficiencies and how they can be improved to mitigate the problem and maintained properly. Any suggestion for addition or alternation received from them suiting to the needs of geological, climatical, weather changes, occurrence of unprecedented rainfall, change in coefficient of discharge for use in empirical formulas in discharge calculations, if any, may be considered to find the worst stage of floods / storm situation & to suggest remedial measure thereof.
- ✚ All data collected by the Consultant shall be made available to the Client in proper organized format and this data shall remain the property of the Client.
- ✚ The data collected and the research results of the Consultancy shall not be divulged to other agencies without the explicit approval of the Client.
- ✚ Monthly Progress Report (MPR) shall have to be submitted by the consultant to review the progress of the Study.

#### **4.10. Minimum requirements and concepts:**

The study shall include but not be limited to the following:

- ✚ Catchment boundaries and sub-boundaries for each drain shall be identified. The study shall encompass the whole catchment! watershed identified and the drainage system including any area beyond the municipal boundary if happens to be within the catchment, survey of existing drainage network and data relating to water logging, surface and sub-soil conditions, groundwater levels, tanks spillways, storm water retention structures, pumping, etc. Survey shall include levels at maximum 25 metre intervals longitudinally and at high and low points covering all obligatory points along the proposed drains top and invert levels and sections of existing secondary or tertiary drains joining the proposed drains.
- ✚ For the entire length of all the drains, determine the invert elevation, top of drain and propose cross-sectional flow area for each section of drain duly considering existing culverts/structures.
- ✚ In flat terrain to check not only hydraulic capacity but also retention capacity of drains.
- ✚ Identify opportunities/locations for storm water retention (possible to the minimum extent, if unavoidable) and infiltration within the drainage system.
- ✚ Consider alternative routing for drains to avoid channeling large quantity of water through densely populated areas.

#### **4.11. Software to be Used:**

ARC-GIS / Q-GIS, HEC-RAS, SWMM, MIKE-21 for urban storm water management modelling and SEWERGEMS for storm water drainage design. Latest version shall be used for the project.

#### **4.12. Project Outcome and Deliverables:**

By the completion of this task KMDA/ UDMA shall have:

- ❖ An accurate assessment and understanding of the Storm water drainage system as well as water bodies like ponds and lakes etc. in GIS platform in the form of shape file.
- ❖ A complete and comprehensive storm water drainage master plan with DPR with the study report for the entire area up to design period showing complete details like drain



size, material, slope, depth, invert levels, and all hydraulic details etc in GIS data base.

- ❖ Contour map indicating 0.25 meter contour interval with junction levels, Bench marks covering the entire area @ one per sq.km at suitable locations in layers in GIS map and at field as well.
- ❖ Intensity duration curves and runoff coefficients.
- ❖ Flow charts: preliminary designs, drawings, and detailed cost estimates for drainage works until final disposal for the entire drainage.
- ❖ The detail land plan and land schedule required for the project Private, Government and Forest Land.
- ❖ Implementation plan with phasing of works and standard type designs and plans.
- ❖ Short-, Mid- and long-term strategy to solve the problem.
- ❖ Increased awareness of staffs towards drainage issues.
- ❖ Institutional, financial, IRR, EIA etc. as per standard guidelines.
- ❖ The DPR for the work should be prepared and submitted separately for Municipality and Gram panchayats consist of Catchment area, drainage basin and sub basin etc. DPR for Outfall canals/khals upto river outfall in a holistic manner with detail Planning Design Drawing and Cost Estimate at the prevailing Schedule of Rates of Government of West Bengal.

Modeling and drainage design may be done based on catchment, but estimate, DPR etc. shall have to be prepared as above.

- ❖ Detailed drawing i.e., longitudinal section, cross-section etc. of all infrastructure to be developed as well as existing infrastructure in AUTOCAD format and GIS format.
- ❖ Preparation of Bid Document as per guideline of External Funding Agency.
- ❖ All deliverables shall be submitted in GIS data base in different layers as far as possible.

**4.13. \*INDICATIVE DELIVERABLES WITH REPORTS & TIMELINE, PAYMENT SCHEDULE**

<b>Sl. No.</b>	<b>Stage Report</b>	<b>Submission of Reports</b>	<b>Time Schedule (to be reckoned from the date of award of Work Order</b>	<b>Payment Schedule</b>
(1)	Inception Report	3 Hard Copy + 1 Soft Copy	30 days	
(2)	Design Consideration	3 Hard Copy + 1 Soft Copy	35 Days	
(3)	On approval of Feasibility Report including recommendation for short-term and Mid-term measure	3 Hard Copy + 1 Soft Copy	45 days	10%
(4)	On approval of Inventory of existing situation including base map of the Existing Drainage Infrastructure and Condition assessment report of Existing Drainage infrastructure	3 Hard Copy + 1 Soft Copy	60 days	15%
(5)	On approval of Survey Report including GIS map and Database	3 Hard Copy + 1 Soft Copy	75 days	15%
(6)	Issues in drainage System and recommendation to address issues	3 Hard Copy + 1 Soft Copy	90 days	
(7)	Submission of Proposals with Map	3 Hard Copy + 1 Soft Copy	100 Days	
(8)	On approval of Draft Master Plan	3 Hard Copy + 1 Soft Copy	120 days	10%
(9)	On approval of Draft DPR	3 Hard Copy + 1 Soft Copy	130 days	10%
(10)	Final Master Plan	3 Hard Copy + 1 Soft Copy	140 days	5%
(11)	Final DPR	3 Hard Copy + 1 Soft Copy	150 days	5%
(12)	On approval of Master plan and DPR by the department			10%
(13)	On approval of Master plan and DPR from external funding agency			15%

(14)	On approval of Bid Document & selection of Contractor as per guideline of External Funding Agency			5%
		<b>TOTAL:</b>	<b>150 days</b>	<b>100%</b>

All reports should be submitted in hard and soft copy. Reports should be in Microsoft Word format, maps and drawings should be in the compatible format of GIS facilities available with the Client and in Auto CAD format as may be required by the client. Editable version of all modeling software shall have to be submitted to the authority. No excuse in the name of trade secret shall be entertained.

#### 4.14. Key Experts and their qualifications.

Sl. No.	Key Personnel	Minimum Educational Qualification	Age Limit	Experience (Years)
(i)	Team Leader(TL):	Post Graduate Degree in Environmental Engineering /Water Resource Engineering with Graduate in Civil Engineering	60	<ul style="list-style-type: none"> <li>✓ 20 years &amp; above.</li> <li>✓ He/ she should have experience of senior consulting leadership roles in similar project in water and sanitation/Infrastructure sector and should have undertaken at least 2 eligible assignments as team leader.</li> </ul>
(ii)	Deputy Team Leader (DTL):	Post-Graduation in Structural Engineering / Water Resource Engineering/ Environmental Engineering/Hydraulics Engineering.	65	<ul style="list-style-type: none"> <li>✓ 15 years and above.</li> <li>✓ He/she should have experience of senior consulting leadership roles in similar project.</li> <li>✓ He should have undertaken at least 2 eligible assignments as deputy team leader.</li> <li>✓ He Should have experience in 2 similar projects designing with SEWER GEMS.</li> </ul>

Sl. No.	Key Personnel	Minimum Educational Qualification	Age Limit	Experience (Years)
(iii)	Electro-Mechanical Engineer:	Graduate in Mechanical /Electrical Engineering	65	<ul style="list-style-type: none"> <li>✓ 10 years &amp; above.</li> <li>✓ He/she should have an experience in energy audit, IE Rules and Regulations Energy Audit HT and LT motors, control panels, transformers including O &amp; M Storm water drainage pump house.</li> </ul>
(iv)	Water Resources / Hydrology Engineering:	Post graduate engineer with specialization in Water Resources / Hydraulic Engineering	60	<ul style="list-style-type: none"> <li>✓ 10 years &amp; above.</li> <li>✓ He/she should have an experience in Urban Flood modeling.</li> <li>✓ He Should have experience in SWMM/HEC RAS software modeling in at least two similar projects.</li> </ul>
(v)	GIS Expert:	Post Graduate Degree in GIS and Remote Sensing / Geo Informatics / Town and regional planning / Urban Planning	60	<ul style="list-style-type: none"> <li>✓ 10 years &amp; above.</li> <li>✓ He/she should have an experience in GIS mapping, Formulation of Master/ Development Plan using GIS database Planning and implementation using GIS of urban sector projects like water supply, sewerage, pipelines etc., national highway/ metro / similar large infrastructure projects.</li> <li>✓ Experience in developing and managing geo-databases is essential. Strong practical experience in GIS software tools like ArcGIS, QGIS and other platforms. Preparation of base maps, spatial attribute data</li> </ul>

Sl. No.	Key Personnel	Minimum Educational Qualification	Age Limit	Experience (Years)
				collection and vetting of maps.
(vi)	Environmental Engineer:	Post Graduate Degree in Environmental Engineering	60	<ul style="list-style-type: none"> <li>✓ 10 years &amp; above.</li> <li>✓ He/she should have experience of senior consulting leadership roles in similar project.</li> <li>✓ He should have undertaken at least 2 Eligible Assignments as EIA expert.</li> </ul>
(vii)	Social development Expert:	Post Graduate Degree in Social Science / MSW	65	<ul style="list-style-type: none"> <li>✓ 10 years &amp; above.</li> <li>✓ He/she should have experience of senior consulting leadership roles in similar project.</li> <li>✓ He/she should have experience as Community development specialist.</li> </ul>

All other support staff shall be provided to complete the assignment within the stipulated Time.

**\*Replacement of key personnel :-**

Replacement of key personnel shall be considered only in unavoidable circumstances. In no case more than three replacement of key personnel shall be permitted during assignment period. C.V. of key incoming key personnel shall have to be equal or higher CV that the outgoing key personnel.

Consultant and such key personnel shall have to submit undertaken to the effect that during the period of assignment specified the replaced key personnel shall not be professionally employed anywhere in Authority's works. Authority shall not further consider CV of such key personnel directly or indirectly for any of its projects for this period. If replacement of key personnel is made deduction in consultancy fee shall be

done. The reduction in consultancy fee of such replacements shall be 0.1%, 0.2% and 0.3% for 1<sup>st</sup> replacement, 2<sup>nd</sup> replacement and 3<sup>rd</sup> replacement respectively within validity period of bid.

**4.15. Local Office**

On entrustment of work, within a week's time the consultant shall open a local office (if not existing already) at Kolkata by Team Leader. The office must be equipped with all necessary office equipment / logistic etc. All the queries raised by the Department during the preparation and scrutiny of DPRs, shall be attended by the Consultants forthwith. If needed, the Team Leader / Deputy Team Leader must attend office of the KMDA and Urban Development and Municipal Affairs Department, Municipality/ Corporations/I&W Department/All other related offices at their own cost.

\*Incorporated as per reply of pre-bid (1<sup>st</sup> call)

## **SECTION-V**

### **Bidding Process & Bid Evaluation**

#### **5.1. Bidding Process:**

- i) The bids (both technical and financial) along with all the supporting documents will have to be uploaded in [www.wbtenders.gov.in](http://www.wbtenders.gov.in) for online submission.
- ii) Bids will be submitted online only.
- iii) The Tender Inviting Authority may extend, at its discretion, the last date and time for deposit of bids. The changes will be communicated online through corrigendum.
- iv) Bids will be submitted in the Form contained in Section 6 format hereto and will be on the letterhead of the bidder.
- v) The bid will be accompanied by the documents mentioned in this tender.
- vi) Payment receipts for the amounts of earnest money should be submitted along with technical bid.
- vii) No other document should accompany the bid.
- viii) Financial Bids of only the Technically Eligible bidders will be opened.

#### **5.2. Registration of the Bidder(s):**

Any Bidder willing to take part in the process of e -tendering will have to be enrolled and registered with the Government e-Procurement system, through login onto [www.wbtenders.gov.in](http://www.wbtenders.gov.in).

#### **5.3. Digital Signature Certificate (DSC):**

Each Bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the Controller of Certifying Authority, Government of India (<http://cca.gov.in>) on payment of requisite amount. The Bidder can search the tender and download NIT and other tender documents electronically from computer once He/ She logs onto the e tender website [www.wbtenders.gov.in](http://www.wbtenders.gov.in).

#### **5.4. Site Visit and Verification of Information:**

Bidders are advised to submit their respective Proposal (s) after visiting the sites and ascertaining for themselves the location of the plant, site condition, location, surroundings, climate, applicable laws, applicable permits, regulations and any other matter considered relevant by them. Further may examine the participating

municipalities/departments of the project for O&M management and practices, existing infrastructure and its surrounding and ascertain themselves on all technical and other aspects necessary for preparing their bid including carrying out necessary technical surveys, field investigation etc. at its own cost and risk. The applicants shall be deemed to have full knowledge of the site condition upon submitting the Proposal (s) in response to this e -tender. The bidders shall be responsible for all the cost associated with the preparation of their bids and participation in the bidding process. Tender Inviting Authority will not be responsible or in any way liable for such cost, regardless of the conduct or outcome of the bidding process.

**5.5. Submission of Bid Proposal (s):**

- a) Technical Bid and Financial Bid both will have to be submitted online concurrently duly digitally signed in the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in), before the prescribed date and time using His/ Her Digital Signature Certificate (DSC). Virus scanned and duly digitally signed copies of the documents are to be uploaded. The documents will get encrypted (transformed into non readable formats).
- b) Financial Bid of the Proposal (s) submitting Bidder/ Bidders will be opened only if the Bidder qualifies in the Technical Bid as a “Technically Eligible Bidder”. The decision of the Tender Inviting Authority will be final and in no case challenge against such decision will be entertained.
- c) Tender documents may be downloaded from website and submission of the bid should be done strictly as per the stated time schedule.
- d) Scanned Copy of PAN card, Profession Tax, Income Tax return for last three years, GST registration number, Valid Trade License, Last three years Audited balance sheet, Credentials, Work order, Completion Certificate, Payment Certificate, Valid ESI & PF registration certificates of the Bidder must be submitted duly digitally signed at desired location in the e -tender website: [www.wbtenders.gov.in](http://www.wbtenders.gov.in).
- e) Scanned Copy of PAN card, Profession Tax, Income Tax return for last three years, GST registration number, Valid Trade License, Last three years Audited balance sheet, Credentials, Work order, Completion Certificate, Payment Certificate, Valid ESI & PF registration certificates of the Bidder must be submitted duly digitally signed at desired location in the e -tender website: [www.wbtenders.gov.in](http://www.wbtenders.gov.in).



- f) Scanned Copy of PAN card, Profession Tax, Income Tax return for last three years, GST registration number, Valid Trade License, Last three years Audited balance sheet, Credentials, Work order, Completion Certificate, Payment Certificate, Valid ESI & PF registration certificates of the Bidder must be submitted duly digitally signed at desired location in the e -tender website: [www.wbtenders.gov.in](http://www.wbtenders.gov.in).
- g) Soft copy of one affidavit before notary shall have to be submitted mentioning the correctness of the documents and a declaration of a penalty/ debarment etc. faced by him under any Government/Semi-Government/Autonomous Body/Institution through online at desired location.
- h) The “Tender Inviting Authority” will open the Technical Bid and the Financial Bid to conduct an evaluation based on Combined Quality cum Cost Based System (CQCCBS) of selection process. The decision of the “Tender Inviting Authority” or “Project Review Committee Members” will be final and absolute in this respect.

#### **5.6. Technical Bid (Online Submission):**

For Technical Bid, the Bidder must upload the following statutory and non-statutory documents in [www.wbtenders.gov.in](http://www.wbtenders.gov.in):

- (a) This RFP document, with all pages signed by the Authorized Signatory
- (b) Payment Receipt of EMD
- (c) Power of Attorney or Company Board Resolution establishing the Authorized Signatory
- (d) Certificate of Incorporation/Registered Partnership Deed
- (e) The following documents should be filled up:
- Annexure 1: Letter of Proposal(s)/Covering Letter
  - Annexure: 2 Statement of Legal Capability
  - Annexure 3: Declaration on Manpower Support
  - Annexure 4: Financial Capabilities of the Bidder
  - Annexure 5: Undertaking stating the Bidder is Not Blacklisted / Bankrupted
  - Annexure 6: Power of Attorney for Signing of Bid
  - Annexure 7: Clarification Format
  - Annexure 8: Agreement Format
  - Form 1: General Information of the Bidder
  - Form 2: Credentials of the Bidder
  - Form 3: Resume of Proposed Personnel

### **5.7. Financial Bid (Online Submission):**

For Financial Bid, BoQ (in excel format) is to be downloaded from [www.wbtenders.gov.in](http://www.wbtenders.gov.in). After filling the Bidder Name against “Bidder Name” and the quotation amount in the designated cell the file is to be uploaded in the Finance cover. The bidder should quote the rate inclusive of GST as mentioned in Section 1 sub – clause v, for Clause 1.a.

### **5.8. Selection Process:**

- (i) Considering the technical influence and value impact of the above services proposed to be procured, relative weightage (technical:financial) for Combined Quality cum Cost Based System (CQCCBS) method of successful bidder, will be: 70:30.
- (ii) The Bidder must fulfill the “Minimum Eligibility Criteria” mentioned above to qualify for evaluation of “Technical Eligibility Criteria”.
- (iii) Tender Inviting Authority or Technical Committee or Project Review Committee may reject a bid and disqualify the bidder from further evaluation process if the bidder fails to fulfill the “Minimum Eligibility Criteria”. In absence of any one of the documents required under “Minimum Eligibility Criteria”, the offer may be treated as non-responsive & in that case the department of KMDA will have the right to decide accordingly.
- (iv) The minimum technical score for qualification is 70. Bidders, who do not score 70 or above in the “Technical Eligibility Criteria” shall be declared ineligible for this project and their BoQs shall not be opened for further evaluation.
- (v) The bidder qualifying the minimum eligibility will be required to provide a presentation. The date of the presentation will be notified later by the Tender Inviting Authority.
- (vi) Interested firms are advised to submit their Quotation as part of the Bill of Quantities (BoQ). Before submitting the bid/response to this RFP, the interested firms may visit the respective locations for their clear understanding of the project and they will interact with the KMDA/ULB officials well in advance for any clarification so that during pre-bid meeting, the department of KMDA can clarify queries before all interested enterprises.

- (vii) The Bill of Quantities (BoQs) will be evaluated based on the quotes submitted by the Bidders. Cost evaluation will be carried out as done under two bid open tenders and firms are given scores, with maximum score being provided to the lowest bidder (L1). Financial score of the bidder will be calculated as  $100 * (L1 \text{ quote}) / \text{bidder's quote}$ .
- (viii) The contract shall be awarded to the vendor with the highest combined score (H1) calculated using the following formula:

$$\text{Combined score} = (\text{Quality score assigned to bidder} \times \text{Technical weightage \%}) + (\text{Financial score assigned to bidder} \times \text{Financial weightage \%})$$

#### **5.9. Acceptance of Offer:**

1. Superintending Engineer (Civil), Programme Circle, SD&SWM Sector, KMDA will issue a Letter of Intent (LoI) cum Work Order to the successful Bidder (i.e., the H1 bidder).
2. The successful Bidder will need to send an unconditional acceptance of the LoI cum Work Order issued within 7 days from the date of issuance.
3. If the successful Bidder is unable to send the unconditional acceptance within the stipulated time, then TIA as per their discretion can cancel the LoI issued and issue a fresh LoI to the second most responsive Bidder (H2). The EMD for the original successful Bidder will be forfeited in this case.
4. The successful Bidder is required to sign an Agreement (Contract), within 15 days from the date of issue of the LoI cum Work Order. Failure to do so may result in forfeiting the EMD.
5. The selected bidder shall mobilize its team and start the work within 15 days of issuance of the LoI cum Work Order.

#### **5.10. Earnest Money Deposit:**

1. Bidders shall pay along with their bids, necessary EMD required for each work in the form of Net Banking or RTGS/NEFT from the e-Procurement website of the Government of West Bengal [www.wbtenders.gov.in](http://www.wbtenders.gov.in).

2. The EMD of all unsuccessful Bidders would be refunded by KMDA department after selection of the successful Bidder.
3. No interest will be paid by KMDA on the EMD amount and EMD will be refunded to all the Bidders (including the successful Bidder) without any accrued interest on it.
4. In case of the successful bidder, the EMD can be transferred to the contract performance guarantee/security deposit.
5. The EMD may be forfeited:
  - If a Bidder withdraws its Bid during the period of Bid validity period.
  - In case of a successful Bidder, if the Bidder fails to sign the Contract in accordance with the terms and conditions.
  - Misrepresentation of facts.
  - Failing in taking up the work in due time.

#### **5.10.1. Payment of Earnest Money Deposit (EMD):**

The EMD is needed to be paid online through Net Banking or RTGS/NEFT.

- i) The bidder desirous to take part in the tender need to log in to the e-Procurement website of the Government of West Bengal [www.wbtenders.gov.in](http://www.wbtenders.gov.in) using its log in id and password.
- ii) 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:
  - Net Banking in case of payment through bank payment gateway.
  - RTGS/NEFT in case of offline payment through bank account in any bank.
  - Intending Bidder may download the RFP from the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in) directly with the help of Digital Signature Certificate. The amount should be deposited online either by Net Banking (any listed bank) or through RTGS/NEFT as per requirement of the system.

For Queries, write back to the Superintending Engineer (Civil), Programme Circle, Sewerage, Drainage and Solid Waste Management Sector, Kolkata Metropolitan Development Authority.

## **5.11. 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-Procurement website will show a prefilled 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-Procurement website 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-Procurement website for submission of the bid response documents.
- If the payment verification is unsuccessful, the amount will be returned to the bidder's account.

### **(c) Refund/Settlement Process:**

- Once the evaluation of the tender 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 H1 bidder and H2 bidder will be refunded through the process mentioned above.
- After the LoI cum Work Order issued to the H1 bidder and is accepted, the EMD amount of the H2 bidder will be refunded through the process mentioned above.

## **5.12. Bid Evaluation**

The bidder needs to fulfill the following requirements to qualify for the Technical Evaluation Stage:

Sl.No.	Criteria	Document required
(i)	<ul style="list-style-type: none"> <li>• <i>The Bidder should be an enterprise firm incorporated in India or International level but must have an office located in India and operating for at least last 10 complete Financial Years.</i></li> </ul>	<ul style="list-style-type: none"> <li>a) Certificate of Incorporation in case of company along with Articles of Association and Memorandum of Association and Certificate of Enlistment /Trade License.</li> <li>b) In case of Joint Venture, the bidder needs to submit copy of Registered Deed of Partnership and Certificate of Enlistment / Trade License.</li> <li>c) In case of Sole Proprietorship bidder needs to submit Certificate of Enlistment / Trade License.</li> </ul>
(ii)	<ul style="list-style-type: none"> <li>• <i>The bidder should have completed at least 2 (two) similar consultancy work related to storm water drainage master plan / DPR for a city having area 12 Sq. Km and 1.0 lakh population</i></li> <li>• <i>The bidder should have completed at least 2 (two) Master Plan with GIS platform</i></li> <li>• <i>Only those entity/bidders should apply whose audited turnover is not less than Rs.15 ( Fifteen) Crores nominally can participate in this bid process.</i></li> <li>• <i>Without the above minimum experience Proposal(s) or</i></li> </ul>	<p>Bidders Kindly Note:</p> <ul style="list-style-type: none"> <li>a) Credential Certificate issued by the Executive Engineer or equivalent or competent authority of a State/Central Government, State Central Government undertaking, Statutory/ Autonomous bodies constituted by the Central/State stature, on the completed/commissioned work will be taken as credential.</li> <li>b) Credentials for completed/Commissioned projects should be submitted as per the enclosed format in this RFP.</li> <li>c) Necessary Work Order, Agreements and Completion/Successful Commission Certificate should be</li> </ul>

Sl.No.	Criteria	Document required
	<p><i>bidders shall be rejected outright and will not be taken up for technical evaluation.</i></p>	<p>submitted along with the technical bid. If Credentials are not submitted as a part of the Proposal(s) for this RFP it will not be considered for evaluation.</p> <p>d) Credentials for Completed / Commissioned project will be considered for evaluation.</p> <p>e) Credentials for bidder working as sub-contractors will not be considered for evaluation. If the projects have been executed as Joint Venture, then proper legal documents should be submitted mentioning the bidder was a partner of the venture and not a subcontractor.</p>
(iii)	<ul style="list-style-type: none"> <li>• <i>Power of Attorney for mentioning authorized signatories:</i></li> </ul>	<p>a) A Registered Power of Attorney issued on Non- Judicial Paper OR</p> <p>b) A company Board Resolution mentioning the names of the authorized signatories.</p>
(iv)	<ul style="list-style-type: none"> <li>• <i>Any debarred or blacklisted agency shall not be allowed to participate:</i></li> </ul>	<p>a. An undertaking on Non-Judicial Stamp Paper stating the same, dated on or after the “RFP download starting date (online)”, must be submitted as per Annexure 7: Understating stating the Bidder is Not Blacklisted, debarred or terminated due to unsatisfactory performance or Bankruptcy.</p>
(v)	<ul style="list-style-type: none"> <li>• <i>Valid Scanned Copies of the following documents:</i></li> </ul>	<p>a) Trade License/Certificate of Enlistment,</p> <p>b) PAN Card,</p> <p>c) Professional Tax Registration</p>

Sl.No.	Criteria	Document required
		Certificate, d) Goods and Service Tax (GST) registration certificate mentioning the 15-digit Goods and Service Tax -Payer Identification Number under the GST Act 2017, e) Income Tax Return Certificate for the last three Financial Years. f) Audited Balance Sheets and Profit & Loss Statements for the last 3 Financial Years: FY 2018-19, FY 2019-20 and FY 2020- 21.
(vi)	<ul style="list-style-type: none"> <li>• <i>The Bidder should have an average Annual Turnover as indicated below:</i></li> </ul> <p style="text-align: center;"><b><i>Average Annual Turnover shall not be less than 20Crore</i></b></p>	a) Copies of Balance Sheets and Profit & Loss Statements endorsed by the Statutory Auditor of the bidder for the last 3 financial years b) In case of JV the Lead member should / JV / Consortium member should have average Annual Turnover as mentioned.
(vii)	<ul style="list-style-type: none"> <li>• <i>The bidder should have a Registered Office in India</i></li> </ul>	a) Documentary Proof of having a registered office in India.
(viii)	<ul style="list-style-type: none"> <li>• <i>GST Certificate</i></li> </ul>	a) GST Certificate b) In case of JV the Lead member should submit the GST Certificate.
(ix)	<ul style="list-style-type: none"> <li>• <i>Professional Tax Registration Certificate</i></li> </ul>	a) Professional Tax Registration Certificate b) In case of JV the Lead member should submit the Professional Tax Registration Certificate.
(x)	<ul style="list-style-type: none"> <li>• <i>Income Tax Return Certificates for the last three Financial Year</i></li> </ul>	a) Income Tax Return Certificates for the last 3 financial years. b) In case of JV the Lead member should



Sl.No.	Criteria	Document required
		submit Income Tax Return Certificates for the last 3 financial years.
(xi)	<ul style="list-style-type: none"> <li>Trade License</li> </ul>	a) Valid Trade License. b) In case of JV the Lead member and all other member should submit the Trade License. c) In case no trade license is available, a declaration from the company stating that the state does not have any trade license where the registered office is situated.
(xii)	<ul style="list-style-type: none"> <li>PAN Card</li> </ul>	a) PAN Card b) In case of JV the Lead member and all other member should submit the PAN Card

*In Case any document is not required in any state the bidder should provide an undertaking on its company letterhead duly signed by the authorized signatories mentioning it is not applicable in that state for its business.*

#### **5.13. Bid Evaluation Criteria:**

*The bidders should have the credentials as detailed below:* The Technical Bids will be evaluated based on the criteria indicated in the following sections. The bidders should have satisfactorily completed the works as mentioned below during the last months ending last day of the month before the one in which bids are invited.

#### **5.14. Technical Scoring Point Distribution:**

Sl. No.	Description	Max. Points
(i)	Evaluation criteria for Assessment of Relevant Experience of the Firm.	35
(ii)	Adequacy of Approach and Methodology. Team Composition, Work Plan & Technical Presentation.	25
(iii)	Survey and Investigation Equipment and Software to be used.	5

(iv)	Qualification and relevant experience of proposed Key Personnel.	35
	<b>TOTAL</b>	100

**5.15. Evaluation Criteria for Assessment of Relevant Experience of the Firm:**

Sl. No.	Description	Max. Points	Remarks
<i>Interpolation may be made for intermediate duty.</i>			
i	<i>Year of Establishment of the Firm/ company (In case of JV Year of Establishment of Lead Member shall be considered).</i>	5	Submit Relevant Documents
	< 10 years	0	
	12 years	3.5	
	15 years	4	
	20 years and above	5	
ii.	<i>Individual Firm's Average Annual Turnover (last three years)</i>	10	Attested copy of the Audited Balance Sheet is to be submitted
	Average Annual Turnover of last 3 years (2018-19, 2019-2020, 2020-2021) <15 crores (Nominal)	0	
	Average Annual Turnover of last 3 years = 15 crores	7	
	Average Annual Turnover of last 3 years = 15 crores to 25 crores	8	
	Average Annual Turnover of last 3 years = 25 crores to 40 crores	9	
	Average Turnover of last 3 years– 40 crores and above	10	
iii.	<i>Experience in Project Supervision/ Preparation of Master Plan / DPR for storm water drainage project in the last 5 years.</i>	5	Copies of contract work, order, client, certificates etc.
	<2 similar project completed	0	
	2 similar projects completed	3.5	
	4 similar projects completed	4	
	5 or more than 5 completed projects	5	

<b>Sl. No.</b>	<b>Description</b>	<b>Max. Points</b>	<b>Remarks</b>
iv.	<i>Experience in preparation of GIS based storm water drainage master plan / DPR for a single city having area more than 12 Sq. KM area.</i>	5	Copies of contract work, order, client, certificates etc.
	<i>0 Completed Projects</i>	0	
	<i>2 Completed Projects</i>	3.5	
	<i>4 Completed Projects</i>	4	
	<i>5 or more than 5 Completed Projects</i>	5	
v.	<i>Experience in Preparation of GIS based map of Municipal town / city including utility services in different layers</i>	5	Copies of contract work, order, client, certificates etc.
	<i>0 projects</i>	0	
	<i>3 projects</i>	3.5	
	<i>&gt;= 5 projects</i>	5	
vi.	<i>Experience in Urban Flood Modelling / water shed management with relevant software</i>	5	Copies of contract work, order, client, certificates etc.
	<i>0 project</i>	0	
	<i>2 Project</i>	3.5	
	<i>&gt;=4 Project</i>	5	
	<b>Total</b>	<b>35</b>	

Note: Interpolation may be done for intermediate years/duty.

***Breakdown of points for Adequacy of Approach and Methodology and Technical presentation:***

<b>Sl. No.</b>	<b>Work to be Done</b>	<b>Max. Points</b>
i.	Site visit report/ appreciation report	5
ii.	Work Plan	5
iii.	Approach & Methodology- Overall	5
iv.	Handling of the project with respect to GIS Data Base	5
v.	Technical Presentation	5

	<b>Total</b>	<b>25</b>
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The bidders shall indicate its views related to the following aspects:

- ❖ Site appreciation & present situation of the locality.
- ❖ Target methodology of the study in view of probable solutions.

**Survey & Investigation Equipment and Software to be used:**

<b>Sl. No.</b>	<b>Description</b>	<b>Maximum Points</b>
(i)	Availability of Survey Instruments, DGPS, Total station etc.	1
(ii)	Own Field Investigation(Non- Destructive Test)Facilities	2
(iii)	ARC-GIS, QGIS, HEC-RAS, SWMM, SEWERGEMS & other flood modeling software.	2
	<b>Total</b>	<b>5</b>

In the case of outsourcing of survey and investigation activities: proof of tie up(MOU)with vendors for outsourcing of testing facility must be submitted before signing agreement.

- ❖ NABL accreditation/WBPCB approval is preferred for laboratory test or any other national or international institute.

**Qualification & relevant experience of proposed Key Personnel:**

<b>Sl. No.</b>	<b>Staff Position</b>	<b>Marks Distribution</b>	<b>Points Distribution</b>
<b>Interpolation shall be made for intermediate duty.</b>			

Sl. No.	Staff Position	Marks Distribution	Points Distribution
i.	Team Leader / <b>Age limit is 60 years</b> on Bid due date)	Total – 10	a) Experience: 5 Marks Up to 20 years: 0 20 years: 3.5 22 years: 4 >22 years: 5  b) No:of projects:5 Marks Up to 2: 0 2 Projects: 3.5 4 Projects: 4 >5 Projects: 5  c) Copy of Passing certificate, d) Experience Letter, work order of project sassociated with the work.
ii	<b>Deputy Team Leader-</b> Post-Graduation Structural Engineering / Water Resource Engineering / Environmental Engineering / Hydraulics Engineering. <b>(Maximum age limit 65 years on Bid due date)</b>	Total- 6	a) Experience: 3 Marks Up to 15 years: 0 15 years: 2 20 years: 2.5 >20 years: 3  b) No: of projects:3 Marks Up to 2: 0 2 Projects 2 4 Projects: 2.5 >5 Projects: 3  c) Copy of Passing Certification, d) Experience Letter work, order of projects associated with the work.

Sl. No.	Staff Position	Marks Distribution	Points Distribution
iii.	<b>Electro –Mechanical Engineer,</b> Graduate in Electrical / Mechanical Engineering in Mechanical /Electrical Engineering in Mechanical /Electrical Engineering <b>Team Member. (Maximum age limit 65 years on Bid due date)</b>	Total – 4	a) Experience: 2 Marks Up to 10 years: 0 10 years: 1.5 >15 years: 2  b) No:ofprojects:2 Marks Up to 2: 0 2 Projects 1.5 >5 Projects: 2  c) Copy of Passing Certification. d) Experience Letter e) Work order of projects associated with the work.
iv.	Water Resources /Hydrology Engineering Post graduate engineer with specialization in Water Resources / Hydraulic Engineering	Total- 5	a) Experience: 3 Marks Up to 10 years: 0 10 years: 2 >15 years: 3  b) No:ofprojects:2 Marks Up to 2: 0 2 Projects: 1.5 >5 Projects: 2  c) Copy of Passing Certification.  d) Experience Letter; work order of projects associated with the work.
v	<b>GIS Expert</b> Post Graduate Degree in GIS and Remote Sensing / Geo Informatics / Town and regional planning / Urban Planning	Total- 4	a) Experience: 2 Marks Up to 10 years: 0 10 years: 1.5 >15 years:2  b) No:ofprojects:2 Marks Up to 2: 0 2 Projects: 1.5 >5 Projects: 2

<b>Sl. No.</b>	<b>Staff Position</b>	<b>Marks Distribution</b>	<b>Points Distribution</b>
			c) Copy of Passing Certification, Experience Letter; work order of projects associated with the work.
vi	<b>Environmental Engineer</b> Post Graduate Degree in Environmental Engineering	Total-4	a) Experience: 2 Marks Up to 10 years: 0 10 years: 1.5 >15 years: 2  b) No:ofprojects:2 Marks Up to 2: 0 2 Projects: 1.5 >5 Projects: 2  c) Copy of Passing Certification, Experience Letter; work order of projects associated with the work
vii	Social development Expert Post Graduate Degree in Social Science / MSW	Total-2	a) Experience: 1 Marks Up to 10 years: 0 10 years: 0.7 >15 years: 1  b) No:ofprojects:1 Marks Up to 2: 0 2 Projects: 0.7 >5 Projects: 1  c) Copy of Passing Certification, Experience Letter; work order of projects associated with the work

*Note: Interpolation may be done for intermediate years*

## SECTION-VI

### General Terms and Conditions

#### 6. GENERAL PROVISIONS

##### **Definitions:**

Unless the context otherwise requires, the following terms whenever used in this contract have the following meanings:

- a) “Applicable Law” means the laws and any other instruments having the force of law in India and West Bengal as they may be issued and in force time to time.
- b) “Contract” means the contract signed by the parties to which these General Conditions of Contract are attached together with all the documents listed in Clause 1 of such signed Contract.
- c) “Effective Date” means the date on which this contract comes into force and effect pursuant to Clause CC.
- d) “CC” means these General Conditions of Contract.
- e) “Government” means the Government of West Bengal.
- f) “Currency” means Indian Rupees.
- g) “Member”, in case the consultants consist of joint venture of more than one entity, means any of these entities and “Members” means all of these entities.
- h) “Personnel” means persons hired by the consultants or by any sub-consultants employees and assigned to the performance of the service or any thereof, “foreign personnel” means such persons who at the time of being so hired had their domicile outside India. “Local Personnel” means such persons who at the time of being so hired had their domicile inside India, and “Key Personnel” means the personnel referred to respective clause.
- i) “Party” means the Employer or the Consultants as the case may be and parties mean both of them.



- j) “Services” means the work to be performed by the consultants pursuant to this contract for the purpose of the project.
- k) “Sub-Consultant” means any entity to which the consultants sub-contract any part of the service in accordance with the provisions of Clause CC.
- l) “Third Party” means any person or entity other than the Government the Employer, the consultants or a sub-consultant.

#### **6.1. Relation between the parties**

Nothing contained herein shall be construed as establishing a relation of master and servant or of agent and principal as between the employer and the consultants. The consultants, subject to this contract have complete charge of personnel performing the services and shall be fully responsible for the services performed by them or on their behalf hereunder.

#### **6.2. Law Governing the Contract and the Jurisdiction of the Contract**

The contract, its meaning and interpretation and the relation between the parties shall be governed by the applicable law and it shall be subjected to the jurisdiction of the courts of Kolkata.

#### **6.3. Language**

The contract shall be executed in English which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this contract.

#### **6.4. Notices**

Any notice request or consent required or permission to be given or made pursuant to this contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorised representative of the party to whom the communication is addressed, or when sent by registered mail, telegram or facsimile to such party at the addressed specified.

##### **6.4.1. Notice will be deemed to be effective as follows:**

- (a) In the case of personal delivery or registered mail on delivery
- (b) In the case of telegrams, 24 hours following confirmed transmission

(c) In the case of facsimiles, 24 hours following confirmed transmission

**6.5. Authority of Member in charge**

In case the consultant consists of a joint venture of more than one entity, the members shall authorize the entity specified to act on their behalf in exercising all the consultant's rights and obligations towards the employer under this contract, including without limitation the receiving of instructions and payments from the employer.

**6.6. Authorized Representatives**

Any action required or permitted to be taken, and any document required or permitted to be executed, under this contract by the employer or the consultants may be taken or executed by the officials specified.

**6.7. Taxes and Duties**

The consultants shall pay all such taxes including service tax, duties, labour cess, fees or other imposition as may be levied under the applicable Law.

**6.8. Performance Security Deposit:**

The successful Consultant will be required to furnish 10% of the contract value as Security Deposit in the form of Performance Bank Guarantee from any Commercial Bank. The security deposit can be forfeited by KMDA in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or for failure to provide any or all of the deliverables as per timeline mentioned in this RFP. Performance Security Deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. Performance Security Deposit shall be returned to the successful Consultant without interest only after satisfactory completion of all contractual obligations.

**6.9. Sub-contract of Work:**

The successful Consultant shall not assign or sub-contract the work of any part of it to any person or entity in any manner.

**6.10. Security Deposit:**

- (a) Security deposit at the rate of 10% shall be deducted from each running account bill.
- (b) 2% EMD shall be adjusted with security deposit.
- (c) Security deposit shall be refunded after approval of all the deliverables.

**6.11. Damages Caused by the Consultant:**

The Survey, Data collection and other works must be done in such a way as not to damage any property, existing structure or public utility services during work. All claims arising out of any damage to the existing structures or properties due to works of the contractor shall be borne by the consultant.

**6.12. Failure to execute the Agreement after issue of Letter of Intent (LOI):**

If the successful bidder fails to sign the Agreement in the format shared by KMDA within 10 days of issue of Letter of Intent from Tendering Authority of the Department of KMDA without any valid ground, then the EMD will be forfeited, the bid will stand cancelled and KMDA will have the right to either approach the H2 bidder or issue fresh tender for the said work.

**6.13. Delay in Completion of Work:**

In case the bidder fails to submit deliverables in time, a penalty at the rate of 1% per day shall be levied on consultant and shall be deducted from the subsequent bills. The maximum penalty shall be 10% of the quoted price

**6.14. Validity of Proposal(s):**

The Proposal (s) and quotation by the bidders shall remain valid for a period of 120 days from the scheduled date of the closing date of Submission of the bid mentioned earlier. All prices quoted must be firm and valid for this period. All prices quoted shall not be affected by any escalation in prices of labour or materials, machinery, equipment, etc. or in rupee (INR) exchange rate during the price validity period.

**6.15. Suspension:**

The employer may by written notice of suspension to the consultants suspend all payments to the consultants hereunder if the consultants fail to perform any of their obligations under this contract, including the carrying out of the services, provided that such notice of suspension shall

- (i) Specify the nature of the failure and
- (ii) Request the consultants to remedy such failure within a period not exceeding thirty (30) days after receipt by the consultants of such notice or suspension.

**6.16. Termination:**

**i) By the employer**

The employer may be not less than thirty (30) days written notice of termination to the consultants (except in the events listed in para (e) below, for which there shall be a written notice of not less than sixty (60) days such notice to be given after the occurrence of any of the events specified in paragraph (a) through (e) of this Clause terminate this contract.

- (a) If the consultant fails to remedy a failure in the performance of their obligations hereunder, as specified in a notice of suspension pursuant to the Clause, as mentioned. herein above within thirty (30) days of receipt of such notice of suspension or within such further period as the employer may have subsequently approved in writing.
- (b) If the consultants become (or if the consultants consist of more than one entity, if any of their members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- (c) If the consultants submit to the employer a statement which has a material effect on the rights obligations or interests of the employer and which the consultants know to be raise'
- (d) If, as a result of Force Majeure, the consultants are unable to perform a material portion of the services for a period of not less than sixty (60) days or;
- (e) If the employer, in its sole discretion and for any reason whatsoever, decided to terminate this contract.

**ii) By the Consultants**

The consultant may, by not less than thirty (30) day's written notice to the Employer, such notice to be given after the occurrence of any of the events specified in paragraphs (i) and (ii) of this Clause, terminate this contract.

(i) If the employer is in material breaches of its obligations pursuant to this contract and has not remedied the same within forty-five (45) days (or such longer period as the consultants may have subsequently approved in writing) following the receipt by the employer of the consultant's notice specifying such breach.

(ii) If, as a result of Force Majeure, the consultants are unable to perform a material portion of the services for a period of not less than sixty (60) days.

**(iii) Authorized Representatives:**

- Any action required or permitted to be taken and any document required or permitted to be executed under the Contract by the TIA or UD &MA Department or the Bidder may be taken or executed by the officials authorized for the purpose.

**(iv) Settlement of Dispute:**

- Any dispute between the parties arising out of this RFP Document, relating thereto, or arising there from will be settled in the court of law having jurisdiction provided that such recourse shall not be resorted to without exhausting all other reasonable avenues of redress. The proceedings will be conducted in English. The language of the proceedings and the Award will be in English. Each party will pay its own costs. Courts at Kolkata will alone, to the exclusion of all other Courts, have jurisdiction over all matters between the parties arising out of the present RFP Document or relating thereto.

**6.17. Force Majeure:**

**(i) Definition:**

For the purpose of this contract, "Force Majeure" means an event which is beyond the reasonable control of a party, and which makes a party's performance of its obligations hereunder impossible or so impractical as reasonable to be considered impossible in the circumstances, and includes but is not limited to war, riots, civil

disorder, earthquake, fire explosion, storm, flood or other weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

**(ii) Force Majeure shall not include:**

- i.* any event which is caused by the negligence or intentional action of a party or such party's sub-consultants or agents or employees, nor
- ii.* any event which a diligent party could reasonably have been expected to both
  - (a) take into account at the time of the conclusion of this contract and
  - (b) avoid or overcome in the carrying out of its obligations hereunder.
- iii.* Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

***iv. No Breach of Contract:***

The failure of a party to fulfill any of its obligations hereunder shall not be considered to be a breach of or default under this contract in so far as such inability arises from an event of Force Majeure, provided that the party affected by such an event has taken all reasonable alternative measure, all with the objective of carrying out the terms and conditions of this contract.

***v. Measures to be taken:***

- a.* A Party affected by an event of Force Majeure shall take all reasonable measures to remove such party's inability to fulfill its obligations hereunder with a minimum of delay.
- b.* A Party affected by an event of Force Majeure shall notify the other party of such event as soon as possible and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and case of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- c.* The parties shall take all reasonable measures to minimize the consequences of an event of Force Majeure.
- d.* Extension of time: Any period within a party shall, pursuant to this contract, complete any action or task shall be extended for a period equal to the time

during which such party was unable to perform such action as a result of Force Majeure.

## **6.18. OBLIGATIONS OF THE CONSULTANTS:**

### **A. Standard of Performance**

The consultants shall perform the services and carry out their obligations there under with all due diligence, efficiency and economy in accordance with generally accepted professional techniques and practices and shall observe sound management practices and employ appropriate advanced technology and safe and effective equipment, machinery, materials and methods. The consultants shall always act in respect of any matter relating to the contract or to the services, as faithful advisers of the employer and shall at all times support and safeguard the employer's legitimate interests in any dealings with sub-consultants or third parties.

### **B. Conflict of Interests:**

- The failure on the part of the successful bidder to perform any of its obligations or comply with any of the terms of this Tender shall constitute an Event of Default on the part of the successful bidder. The events of default as mentioned above may include, inter-alia, the following:
- The successful bidder has failed to perform any instructions or directives issued by the KMDA or the UD & MA Department which it deems proper and necessary to execute the scope of work under the tender, or
- The successful bidder has failed to remedy a failure to perform its obligations in accordance with the specifications issued by KMDA, despite being served with a default notice which laid down the specific deviance on the part of the successful bidder to comply with any stipulations or standards as laid down by KMDA or
- The successful bidder has failed to conform with any of the specifications as set out in the tender or has failed to adhere to any amended direction, modification or clarification as issued by KMDA and which KMDA deems proper and necessary for the execution of the scope of work under this tender;
- There is a proceeding for bankruptcy, insolvency, winding up or there is an appointment of receiver, liquidator, assignee, or similar official against or in relation to the successful bidder.

- The successful bidder or its team has failed to comply with or is in breach or contravention of any applicable laws.
- The successful bidder has failed to comply with any terms and conditions of this tender.
- Misrepresentation of facts at any point of time.
- In the event of any default by the successful bidder as stated above, KMDA will issue a Notice to the bidder in writing setting out specific defaults/deviances/omissions. The successful bidder will need to remedy the default/deviances/omissions committed within thirty (30) days of the receipt of the notice to the satisfaction of KMDA. In case, the successful bidder fails to remedy the default to the satisfaction of KMDA will be entitled to terminate the Agreement in full or in part KMDA will revoke the Performance Security/EMD, provided by the bidder. KMDA will not be required to refund any money received from the bidder.
- Upon termination of the Agreement, the KMDA also has the right to debar the Agency from participating in future works.
- If the agreement is terminated, then KMDA will take necessary action and no compensation will be paid to the bidder.

**C. Reporting Obligations:**

The consultants shall submit to the employer the reports and documents specified in Terms of Reference hereto in the numbers and within the time periods set forth in the said Terms of Reference.

**D. Documents prepared by the Consultants to the property of the Employer:**

All survey, details, maps, plans, drawings, specifications, designs, reports and other documents (Soft copy and Hard copy) prepared by the consultants in performing the services shall become and remain the property of the employer and the consultants shall not later than upon termination or expiration of this contract, deliver all such documents to the employer, together with a detailed inventory thereof. The consultants may retain a copy of such documents. The consultant shall however not use these documents for any purposes to any agency other than the employer without prior written approval of the employer.



**E. Equipment and Materials furnished by the employer/Software also:**

Equipment and materials and all related software copies made available to the consultants by the employer or purchased by the consultants with funds provided by the employer, shall be the property of the employer and shall be marked accordingly. Upon termination or expiration of this contract the consultants shall make available to the employer an inventory of such equipment and materials and shall dispose of such equipment and materials in accordance with the employer's instructions. While in possession in such equipment and materials and all software copies, the consultants, unless otherwise instructed by the employers in writing shall insure them at the expense of the employer in an amount equal to their full replacement value.

**F. Warranty for the Work:**

- The successful bidder warrants that all work under this Agreement will be performed with promptness and diligence and will be executed in a workman like and professional manner, in accordance with the practices and high professional standards used in well-managed operational procedure for performing work similar to the work under this tender document.

**G. Insurance:**

- Successful bidder shall, during the entire project period, at its sole cost and expense, obtain and maintain in full force and effect, adequate standard forms of insurance which are mandatorily to be maintained as per the applicable laws.

**6.19. Terms of Payment:**

Payment will be made component-wise on delivery of components as noted in the Terms of Reference. Selected Consultant will submit the bill along with signed certificate of delivery of component from appropriate authority of KMDA. Payment will be made within a reasonable period subject to availability of fund.

**Section-VII**

**Appendix**

**Appendix – I**

**TYPICAL LIST OF LAYERS FOR GIS MAP**

<b>Sl. No.</b>	<b>Category</b>	<b>Layer Name</b>	<b>Feature Type</b>
1	Administrative Area	District Boundary	Polygon
2		Block Boundary	Polygon
3		Gram Panchayat Boundary	Polygon
4		Mouza (Village) Boundary	Polygon
5		Municipal Boundary	Polygon
6		Ward Boundary	Polygon
7		Restricted Area	Polygon
8		Industrial Zone	Polygon
9	Transport (Railway)	Railway	Line
10		Station/Platform/ Yard	Polygon
11		Overhead footbridge	Line
12		Level Crossing	Line
13		Railway Bridge	Polygon
14	Transport (Road)	Road or Footpath Edge	Polygon
15		Road Centre line	Line
16		Flyover	Polygon
17		Road- Bridge	Polygon
18		Culvert (or Slab over Nala)	Line
19		Bus Terminal	Polygon
20		Parking	Polygon
21	Transport (Waterways)	Ferry point /Jetties / Dockyard	Polygon
22	Household	Household	Point
23	Built-up area	Buildings/Plots etc. (Building foot Print & Premises Boundary)	Polygon
24		Slum (in non-rural areas)	Polygon
25	Landmark	Landmark	Point
26	Topographic Survey	DGPS Control Points	Point
27		Topographic Level	Point
28		Benchmark	Point

<b>Sl. No.</b>	<b>Category</b>	<b>Layer Name</b>	<b>Feature Type</b>
29	Waterbody	River	Polygon
30		Stream/Canal	Line
31		Pond/Tank/Swamp or submerged land	Polygon
32	Drainage line	Major Drains	Line
33		Secondary Drains	Line
34		Outfalls	Line
35	Utility Line	Water Pipe lines	Line
36		Sewer lines	Line
37		Valve	Point
38		Over Head Tanks	Polygon
39		Water Pumping Station	Point
40		Water treatment plant	Polygon/ Point
41		Intake Structure	Polygon
42		Pump House / Pump	Polygon/Point
43		Ground level Reservoir (GLR)	Point
44		Street Taps	Point
45		Tube wells / Hand Pumps, Wells	Point
46		Telephone/OFC cable	Line
47		High Voltage Line	Line
48		Gas line/oil line (if any)	Line

**Section-VIII**

**Annexure**

**Annexure- 1**

**Letter of Proposal(s)/Covering Letter**

(On Applicant's letter head) (Date and Reference)

Memo. No.

Date:

To

The Superintending Engineer (Civil),  
Programme Circle,  
Sewerage, Drainage and Solid Waste Management Sector,  
Kolkata Metropolitan Development Authority,  
Block – A, 5th Floor, UnnayanBhavan,  
Salt Lake City, Kolkata – 700 091

**Sub.:** Appointment of Technical Consultants for assisting KMDA for Preparation of Geographic Information System (GIS) based Comprehensive Drainage Master Plan and Detailed Project Report for Rajpur Sonarpur & Baruipur Municipality, District – 24 Pgs (South), West Bengal (3rd Call).

**Ref.:** Your tender ID no.: ..... dated .....

Dear Sir,

With reference to your RfP Document No. .... dated ....., I/We-----  
-----, having examined all relevant documents and understood their content, hereby submit our Financial Proposal(s) for selection as Technical Consultants for assisting the Kolkata Metropolitan Development Authority (KMDA) under the guidance of UD & MA Department for Preparation of Geographic Information System (GIS) based Comprehensive Drainage Master Plan and Detailed Project Report for Rajpur Sonarpur Municipality and Baruipur Municipality, District – South 24 Pgs, West Bengal (3<sup>rd</sup> Call).

• **The Proposal (s) is unconditional and unqualified under the following reasons:**

1. I/We acknowledge that the Department will be relying on the information provided in the Proposal(s) and the documents accompanying the Proposal(s) for selection of the Technical Consultants and we certify that all informations provided in the Proposal(s) and in the Appendix is true and correct and documents accompanying such Proposal(s) are true copies of their respective originals.

2. I/We acknowledge the right of the Department to reject our application without assigning any reason or otherwise waive our right to challenge the same on any account whatsoever.
3. I/We certify that in the last five 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 Department or a judicial pronouncement or arbitration award against the Applicant or by any PSU (Public Sector Unit) nor have been expelled from any project or contract by any public Department or have had any contract terminated by any public Department for breach on our part.
4. 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 (s) issued by or any agreement entered into with the Department or any Public Sector Enterprise or any Government, Central or State;
5. I/We hereby certify that we have taken steps to ensure that in conformity with the provision of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
6. I/We understand that the Department may cancel the Selection Process at any time and that the Department is neither bound to accept any Proposal (s) nor to select the Consultant, [without incurring any liability to the Applicants].
7. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse order passed by a regulatory Department 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.
8. 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 of our Associates.
9. I/We further certify that no investigation by a regulatory Department is pending either against us against our Ministry/ Principal Secretary/CEO or any State Mission Director / Secretary/ Managers / Employees.

10. 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 Department [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.
11. I/We agree and understand that the Proposal(s) 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 Consultant is not awarded to me / us or our Proposal(s) is not opened or rejected.
12. A Power of Attorney in favour of the authorized signatory to sign and submit this Proposal (s) and documents is attached herewith in Annexure - 6.
13. In the event of my / our firm being selected as the Transaction advisor, I/We agree and undertake to provide the services of 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.
14. 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 Department or in respect of any matter arising out of or concerning or relating to Selection Process including the award of the job for Technical Consultants.
15. I/We agree that this offer shall remain valid for a period of 120 days from the date of submission and selection of the bidder.
16. I/We agree and undertake to abide by all the terms and conditions of the RFP Document.
17. In witness thereof, I/We submit this Proposal (s) under and in accordance with the terms of the RFP Document.

Yours faithfully,

For and on behalf of

**(Signature, name and designation of the authorized signatory)** (Name and seal of the Applicant / Lead Member)

**Company Seal**

**Annexure- 2**  
**Statement of Legal Capacity**

*(To be forwarded on the letter head of the Applicant)*

*Ref:*

*Date:*

To  
The Superintending Engineer (Civil),  
Programme Circle,  
Sewerage, Drainage and Solid Waste Management Sector,  
Kolkata Metropolitan Development Authority,  
Block – A, 5th Floor, Unnayan Bhavan,  
Salt Lake City, Kolkata – 700 091

**Sub.:** Appointment of Technical Consultants for **assisting KMDA for Preparation of Geographic Information System (GIS) based Comprehensive Drainage Master Plan and Detailed Project Report for Rajpur Sonarpur Municipality and Baruipur Municipality, District – 24 Pgs (South), West Bengal (3<sup>rd</sup> Call).**

**Ref.:** Your tender ID      **no.:** ..... **dated** .....

Dear Sir,

I/We hereby confirm that I/We, the Applicant satisfy the terms and conditions laid down in the RPF document.

I/We have agreed that (insert individual's name) will act as Authorized Representative on our behalf and has been duly authorized to submit our Proposal(s). Further, the authorized representatives vested with the requisite powers to furnish such Proposal (s) and all other documents, information or communication and authenticate the same.

Yours faithfully,

For and on behalf of  
(Signature, name and designation of the authorized signatory)

**Annexure - 3**

**Declaration on Manpower Support**

*(To be forwarded on the letter head of the Applicant)*

Ref:

Date:

To  
The Superintending Engineer (Civil), Programme Circle,  
Sewerage, Drainage and Solid Waste Management Sector,  
Kolkata Metropolitan Development Authority,  
Block – A, 5th Floor, Unnayan Bhavan,  
Salt Lake City, Kolkata – 700 091

Sub.: **Engagement of key Manpower viz., Team Leader, DTL, and other key Experts.**

Ref.: **Your tender ID      no.: ..... dated .....**

Dear sir,

I/We hereby confirm that I/We, the Applicant have the following strength of key Personnel, who will be engaged in support of the project and will prepare the Total Bid Document/Request for Proposal(s)/Expression of Interest (EOI) for the clustered Projects as identified, in conformity with the Terms of Reference of the RFP document, as laid down.

<b>Sl. No.</b>	<b>Name of the Key Personnel/Manpower</b>	<b>Designation</b>	<b>Qualification</b>	<b>Experience in the relevant Field</b>	<b>e-mail ID and Contact No.</b>

Yours faithfully,

For and on behalf of

(Signature, name and designation of the authorized signatory)



**Annexure -4**  
**Financial Capabilities of the Bidder**

**Name of the Firm:**

(all figures are in ₹ Crores)

<b>Year</b>	<b>Financial Year 2018 - 2019</b>	<b>Financial Year 2019 - 2020</b>	<b>Financial Year 2020 - 2021</b>	<b>Average of last 3 (three) years</b>
<b>Total Annual Turnover (in RS)</b>				
<b>Net worth</b>				

**Instructions:**

- 1. The Bidder shall provide the Audited Annual Financial Statements of the corresponding years. Failure to do so would result in the Proposal being considered as non-responsive. In case the annual accounts for the latest financial year are not audited and therefore cannot make it available, the applicant shall give an undertaking, to this effect and the statutory auditor shall certify the same. In such case, the applicant shall provide the audited annual reports for five years preceding the year for which audited annual report is not being provided.*
- 2. A certificate from Statutory Auditor or may be from any Chartered Account (CA) firm should be provided as supporting document certifying the Financial Pre-Qualification.*

**Note:**

1. The financial year shall mean the period commencing from April 1 of any given year to March 31 of the succeeding year.
2. For the purpose of this RfP, turnover ("the turnover") shall mean the average of annual revenues from execution of the projects during the preceding three financial years from the due date of submission of this bid. This shall not include capital grants/capital subsidies/donations/salaries/dividend/bonus /commission and interest income.
3. For the purposes of this RfP, net worth (the "Net Worth") shall mean:

- (a) In case of Private Limited/Limited Companies incorporated under the Companies 1956 (or the Companies Act 2013) (or equivalent Act in case of Foreign bidder) shall mean the sum of subscribed and paid up equity and all reserves created out of the profits and securities premium account after deducting the aggregate value of the accumulated losses, deferred expenditure and miscellaneous expenditure not written off, as per the audited balance sheet, but does not include reserves created out of revaluation of assets, write- back of depreciation and amalgamation(as prescribed in the Companies Act 2013).
- (b) In case of Partnership Firms means partners' capital plus reserve & surplus.
- (c) In case of individuals, means sum of all assets less liability.

**Annexure- 5**

**Undertaking stating the bidder is not Blacklisted or Bankrupted**

Date: <insert date>

Place: <insert place>

To,  
The Superintending Engineer (Civil),  
Programme Circle,  
Sewerage, Drainage and Solid Waste Management Sector,  
Kolkata Metropolitan Development Authority,  
Unnayan Bhavan,  
Salt Lake City, Kolkata – 700 091

Subject: Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted or debarred and terminated for unsatisfactory performance with any of the Government agencies

Dear Sir,

As required under the RfP of Kolkata Metropolitan Development Authority, titled: Request for Proposal (RfP) for “*Preparation of Geographic Information System (GIS) based Comprehensive Drainage Master Plan and Detailed Project Report for Rajpur Sonarpur Municipality and Baruipur Municipality, District – 24 Pgs (South), West Bengal 3<sup>rd</sup> Call*” and Tender Reference Number: <insert number>, we would like to make the following disclosure:

We are not being under ineligibility for corrupt or fraudulent practices.

We were not blacklisted nor were any of the contract/services terminated with/by any of the Central/State Government Ministries/Affiliates or UT Government/PSU Organizations for projects in India or elsewhere during the last 5 years.

We have not been declared insolvent/ bankrupt or have not filed for insolvency/ bankruptcy or in the process of being declared bankrupt before any designated authority in any country.

We have not been debarred or terminated for any unsatisfactory performance.

Yours truly,

<Signature>

<Insert Name><Insert Designation>

**Annexure- 6**

**Power of Attorney for Signing of Bid**

*(To be executed on Non-Judicial Stamp Paper of ₹100/- or of any appropriate value not less than ₹100/-)*

**POWER OF ATTORNEY**

Know all men by these presents, We, \_\_\_\_\_ (name of Firm/Company) incorporated under the laws of India and having its registered office at

\_\_\_\_\_ do hereby constitute, nominate, appoint and authorize Mr./Ms. \_\_\_\_\_ (name), son/daughter/wife of \_\_\_\_\_ and presently residing at \_\_\_\_\_

who is presently employed with/retained by us and holding the position of \_\_\_\_\_ as our true and lawful attorney (hereinafter referred to as the “Attorney”/“Authorized Representative”) to do in our name and on our behalf, all such acts, deeds, matters and things as are necessary or required in connection with or incidental to submission of our Bid titled **“Preparation of Geographic Information System (GIS) based Comprehensive Drainage Master Plan and Detailed Project Report for Rajpur Sonarpur Municipality and Baruipur Municipality, District – 24 Pgs(South), West Bengal” (3<sup>rd</sup> Call)**, a Request for Proposal (RfP) issued by the Kolkata Metropolitan Development Authority (the “KMDA”) and subsequently for our selection as successful bidder including but not limited to signing of proposals and other documents and writings, participating in pre-bid meeting and other conferences and providing information/responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Authorization Agreement and undertaking consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of us Proposal for the said consultancy job and/or upon award thereof to us till the entering of the Agreement with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, \_\_\_\_\_ THE ABOVE-NAMED  
PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 2021.

For (Signature, Name, Designation and Address)

Witnesses:

1) \_\_\_\_\_

2) \_\_\_\_\_

**Notarised**

Accepted (Signature, name designation and address of the Attorney)

**Instructions regarding Power of Attorney:**

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
2. Wherever required, the executants(s) should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

## Annexure 7

### Clarification Format

Bidders requiring specific points of clarification may communicate with KMDA within the specified time period mentioned in Section 1 of this RfP using the following format:

(The Bidder must submit the PDF version as well as Excel/Word format of the clarification)

<b>Sl. No</b>	<b>Section Reference</b>	<b>Page No.</b>	<b>Statement of Clarification/ Deviation</b>	<b>Remarks</b>



**Form - I**  
**General information of the bidder**

**(a) In case of Single Applicant:**

*(To be submitted on Company Letterhead)*

Sl. No.	Criteria	Response Format	Details
1.	Name of the Firm	Name	To be filled by the bidder
2.	Type of Firm	1. Proprietorship Firm 2. Partnership Firm 3. Registered Company	To be filled by the bidder
3.	Registered address of the bidder	1. Registered Office address: 2. Telephone number: 3. e-mail ID: 4. Fax:	To be filled by the bidder
4.	Contact details	1. Details of contact person (name, designation, address etc.) 2. Communication address: 3. Mobile number: 4. e-mail ID: 5. Fax:	To be filled by the bidder
5.	Year and place of establishment of the Firm	1. Year of establishment 2. Place of establishment	To be filled by the bidder
6.	Similar projects executed by the Firm	Number of projects	To be filled by the bidder
7.	List of major clients with whom your organisation has been/is currently associated with	Name of the clients along with contact details	To be filled by the bidder
8.	Have a local representation/office in Kolkata	(Yes/No)	To be filled by the bidder



Sl. No.	Criteria	Response Format	Details
9.	If so, please give the address	Address and mention the number of years in operation from the local address	To be filled by the bidder

*Authorised signatory of the bidder*

**Name:**

**Designation:**

**Address:**

**Telephone/mobile number:**

**Fax number:**

**Name of Firm:**

**Company Seal**

**(b) In case of Consortium:**

*(To be submitted on Company Letterhead of the Lead Partner)*

Sl. No.	Criteria	Response Format	Details
1.	Name of the Members	All members of the consortium should be listed I. Name (lead partner) II. Name (another partner) III. Name (other partner, if any)	To be filled by the bidder
2.	Registered address of the members	<b>For Lead Partner</b> 1. Registered Office address: 2. Telephone number: 3. e-mail ID: 4. Fax:  <b>For Other Partner/s</b> 1. Registered Office address: 2. Telephone number:	To be filled by the bidder

<b>Sl. No.</b>	<b>Criteria</b>	<b>Response Format</b>	<b>Details</b>
		3. e-mail ID: 4. Fax:	
4.	Contact details	1. Details of contact person (name, designation, address etc.) 2. Communication address: 3. Mobile number: 4. e-mail ID: 5. Fax:	To be filled by the bidder
5.	Does all the members of the Consortium has prior experience of working together in similar projects	(Yes/No)	To be filled by the bidder
6.	If yes then how many projects?	Number of Projects/ Not Applicable	To be filled by the bidder
7.	Similar projects executed by one of the Partner	Name of member of the JV/consortium  Details of the project/s	To be filled by the bidder
8.	List of major clients with whom your organisation/s has been/is currently associated with	Name of the clients along with contact details	To be filled by the bidder
9.		(Yes/No)	To be filled by the

<b>Sl. No.</b>	<b>Criteria</b>	<b>Response Format</b>	<b>Details</b>
	Have a local representation/office in Kolkata		bidder
10.	If so, please give the address	Address and mention the number of years in operation from the local address	To be filled by the bidder

*Authorised signatory of the bidder*

**Name:**

**Designation:**

**Address:**

**Telephone/mobile number:**

**Fax number:**

**Name of Firm:**

**Company Seal**

## Form - II

### Credentials of the bidder

#### Details of Projects eligible for Technical Pre-Qualification

(Provide details for only those Projects showing the work credentials of the bidder, use separate sheet for each project)

<b>Name of Applicant/Member of Consortium (In case of Consortium) Claiming the Project Experience: _____</b>	
<b>Claiming the minimum eligibility criteria based on _____ (quantity/amount)</b>	
1.	Name of Project:
2.	Location of Project:
3.	Name of the Client:
4.	Client's Address & Telephone Number, Fax Number and e-mail ID of contact person:
5.	Project Cost (in ₹ Cr.):
6.	Nature of works and special features relevant to this project. (Details pertinent to the Technical Criteria of this RfP shall be submitted)
7.	Contract role (check one)  o Sole Contractor/Consortium/Joint Venture o Sub-Contractor
8.	a) Project Capacity: b) Your Company's share in the Project (%):
9.	Date of Award:
10.	Contract duration____years____Months
11.	Date of Completion:
12.	Whether completed in specified duration, if no, reason for delay
13.	Specified requirements
14.	Name and professional qualifications of applicant's Engineer-in-Charge of the work:
15.	Were there any penalties/fines/stop-notice/compensation/liquidated damages imposed? (Yes or No). If yes, give amount and explanation:

- a) Please repeat the above table for showcasing additional citations
- b) Each project should be furnished with an Agreement/Work Order and completion/successful commission/ongoing Certificate from the client.

**Form – III**

**Resume of Proposed Personnel**

(The Bidder shall provide all the information requested below)

Position*				
<b>Personnel Information:</b>				
Name:				
D.O.B.				
Experience(No.of years):				
Professional Qualification:				
Examination Passed	Board / University	Year of Passing	% of Marks/ CGPA	Remarks
<b>Details of Experience (Starting from Present Employment)</b>				
Period of Employment				
Name of Employer:				
Address of Employer:				
Telephone No:				
E-mail ID:				
Reporting to(Name and Designation):				
Job Title:				
Job Description:				