

THE WEST BENGAL SMALL INDUSTRIES DEVELOPMENT CORPORATION LIMITED

(A GOVERNMENT OF WEST BENGAL UNDERTAKING)

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NOTICE INVITING REQUEST FOR PROPOSAL (RFP)

RFP No: WBSIDCL/EE/RFP/2026-27/02

EMPANELMENT OF AGENCIES FOR PREPARATION OF DPR FOR INDUSTRIAL / COMMERCIAL ESTATES / SDF BUILDINGS IN INDUSTRIAL/COMMERCIAL PARKS OF WBSIDCL.

1) ABOUT WBSIDCL

The West Bengal Small Industries Development Corporation Ltd. (WBSIDCL) was established in 1961 under the aegis of the Micro, Small, Medium Enterprises & Textiles Department (MSME&T), Government of West Bengal.

The Corporation was set up with the sole objective of promoting the growth of Micro, Small and Medium Enterprises across the state. Its focus has been to support entrepreneurs with low investment capacity but high potential for employment generation by providing necessary infrastructure and marketing assistance.

Over the years, WBSIDCL has emerged as a trusted friend and guide to MSMEs and has played a significant role in socio-economic development through revenue and employment generation. To fulfill its mandate, WBSIDCL has developed more than 65 Industrial and Commercial Parks spread across the state in prime locations.

In these parks, land and sheds are allotted to entrepreneurs with modern infrastructural facilities. This has enabled a large number of MSMEs to set up and expand their units, leading to considerable industrial growth and employment opportunities.

The Corporation also provides marketing support to MSME units and facilitates their participation in government procurement. Additionally, it extends services such as consultancy, technology up-gradation, workshops, quality control assurance, and assistance in arranging bank finance.

Its vision is the overall promotion and growth of MSMEs in West Bengal through infrastructure support and market linkages. Its mission includes allotment of land, seamless management of industrial estates, handholding support for setting up industrial parks, and acting as an agency for infrastructure creation up to the grass root level on behalf of the MSME&T Department.

2) OBJECTIVE OF THE RFP

To empanel Agencies who have proven experience in preparation of Detailed Project Report for Industrial / Commercial Estates / SDF Buildings / Commercial Complexes with modern Infrastructural Facilities including Civil, Structural, Roads, Drainage, Water Supply, Sewerage, STP/ETP/CETP, Electrical Sub-station, MV/LV Distribution, Fire Fighting, HVAC, PHE, Lifts, CCTV & Security Systems, Solar PV, Landscaping, Surveying & Leveling with Contour Map, Soil Testing, Resistivity Survey, Flexible/Rigid Pavement Design, CBR Testing, EIA/EMP etc.

3) ELIGIBILITY / EMPANELMENT CRITERIA

- i. The agency shall be a legally registered entity in India under the Companies Act, Limited Liability Partnership (LLP) Act, Indian Partnership Act, or a registered Sole Proprietorship. (enclose documents)

- ii. The agency should possess Valid Trade License, PAN, GST Registration, Professional Tax, IT Returns last 3 years, Audited Balance sheet with Profit / Loss Statements last 3 years and PF & ESI registration if applicable. (enclose documents)
- iii. The agency has not been blacklisted, debarred, or banned by any Central/State Government Department, PSU, Autonomous Body, etc. as of the date of submission. Notarized affidavit to this effect to be submitted. (enclose documents)
- iv. During the last **5 (five) financial years**, the agency must have successfully completed at **least 2 (two) DPR preparation assignments** for Government bodies, PSUs, Urban Local Bodies, other Government establishments. Attach Work Orders + Completion Certificates.
- v. The agency must have achieved a minimum average annual turnover of **₹ 50 lakhs** over the last 3 financial years, verified by CA-certified financial statements with UDIN. (enclose documents)
- vi. The agency must have registered office/branch office in West Bengal with address proof.
- vii. Minimum Required Professional on Payroll / Retainer / Association / Contractual:

Sl. No.	Role	Qualification & Experience
1.	Senior Architect (2 Nos.)	Post Graduate degree in Architecture / Urban Design; must be registered with the Council of Architecture (COA) with a minimum of 5 years post-qualification experience.
2.	Structural Engineer (2 Nos.)	M.Tech in Structural Engineering with a minimum of 5 years' experience in structural design and analysis.
3.	Environmental Engineer (1 No.)	B.E./M.E. in Environmental Engineering with a minimum of 5 years' experience in Environmental Impact Assessment (EIA) / Environmental Management Plan (EMP) / Environmental Clearance (EC) documentation.
4.	Senior Civil Engineer (2 Nos.)	B.E. / B.Tech in Civil Engineering with a minimum of 5 years' experience in site execution, civil estimates, and BOQ preparation.
5.	Geotechnical Engineer (1 No.)	Degree in Civil/Geotechnical Engineering with a minimum of 5 years' experience in soil testing, sub-surface profiling, and foundation design.
6.	Senior Electrical Engineer (2 Nos.)	B.E. / B.Tech in Electrical Engineering with a minimum of 5 years' experience in electrical estimates, internal/external electrical layouts and sub-station planning.
7.	Junior Engineer - Civil (2 Nos.)	Minimum Diploma in Civil Engineering with a minimum of 3 years' experience in site execution, civil estimates, and BOQ preparation.
8.	Junior Engineer - Electrical (2 Nos.)	Minimum Diploma in Electrical Engineering with a minimum of 3 years' experience in electrical estimates, internal/external electrical layouts and sub-station planning.
9.	Draftsman (2 Nos.)	CAD Draftsman / Diploma holder with experience in architectural, structural, and MEP drafting.
10.	Surveyor (2 Nos.)	Diploma in Civil Engineering / Land Surveying certification with a minimum of 5 years' experience in topographic mapping using Total Station/DGPS.
11.	CCTV / ICT Consultant (1 No.)	Degree/Diploma in Electronics/Telecom/IT with experience in CCTV, security systems, and smart building technology.
12.	Senior Fire Consultant (1 No.)	Degree/Certification in Fire Safety Engineering with expertise in NBC fire safety norms and clearances.
13.	PHE Consultant (1 No.)	Degree/Diploma in Engineering with expertise in Public Health Engineering (water supply, drainage, and sewerage system design).
14.	HVAC Consultant (1 No.)	Degree/Diploma in Mechanical Engineering with expertise in HVAC heat-load calculation and central cooling system planning.
15.	NABET Accredited EIA Consultant (In case the bidder does not possess direct accreditation for ETP / STP / CETP from NABET)	The bidder / consulting firm must have a valid association / MoU with a valid QCI-NABET (Quality Council of India - National Accreditation Board for Education and Training) Accredited Consultant under the EIA Accreditation Scheme for ETP / STP / CETP. Having proven experience in Preparation and obtaining of Environmental Clearance (EC) from MoEF&CC / SEIAA, as per EIA Notification. Conducting and organizing Public Hearing / Public Consultation as per EIA procedure; Obtaining Consent to Establish (CTE) and Consent to Operate (CTO) and other statutory clearances from the State Pollution Control Board etc.
16.	Office Assistants & Data Entry Operators (2 Nos.)	Higher Secondary (10+2) or Graduate with proficiency in MS Office (Word, Excel) and regional language typing.

4) Earnest Money Deposit (EMD):

Each bidder shall submit Earnest Money @ 2% of the Quoted Rate before issuance of the Work Order, in the form of Demand Draft in favour of "The West Bengal Small Industries Development Corporation Ltd." payable at Kolkata. EMD of successful empanelled bidders will be refunded after 3 months from the date of satisfactory completion and acceptance of Final DPR / Final Completion in case of supervision works. The EMD shall be liable to be forfeited if the bidder withdraws the bid during the validity period, or fails to sign the agreement/accept the empanelment, or fails to execute the assigned works within the stipulated time.

5) Validity of Empanelment

The empanelment shall initially be valid for a period of **3 (three) Year** from the date of issuance of the Letter of Empanelment. WBSIDCL reserves the right to renew, extend, or call for a fresh empanelment after 3 years based on the agency's performance and the Corporation's evolving requirements.

6) Scope of Work

The Consultant shall prepare a techno-economically feasible, code-compliant and approval-ready Detailed Project Report including Master Plan, Detailed Engineering Designs, Drawings, BOQ, Cost Estimates, Specifications and Bid Documents for all infrastructure and buildings.

The scope includes, but is not limited to:

A. GENERAL SCOPE APPLICABLE TO ALL DISCIPLINES

- i. The Consultant shall carry out / arrange all necessary surveys and investigations at his own cost - Topographical Survey with Total Station / DGPS, Geotechnical Investigation, Hydro-geological study, Material survey, Traffic study. Preparation of detailed as-built plans of existing infrastructure, buildings, roads, trees and all other utilities.
- ii. Study of existing site conditions, available site reports, land use, statutory Development Control Regulations, SEZ / Industrial Park norms of State.
- iii. Preparation of Master Plan, Zoning, Phasing Strategy, Land Use Statement, Area Statement and Development Controls.
- iv. Preparation of DPR in 3 Stages:
Stage-I: Inception Report & Concept Master Plan with 2-3 Options
Stage-II: Draft DPR with Detailed Design & Drawings
Stage-III: Final DPR incorporating comments / feedback and approval-ready drawings.
- v. All designs to be done on latest software - AutoCAD, Revit BIM LOD 300, STAAD Pro / ETABS, E-Tabs, Dialux, HAP, etc.
- vi. Preparation of Detailed BOQ, Detailed Cost Estimate based on latest CPWD / State PWD / WB PWD SOR, Rate Analysis for Non-SOR items, Technical Specifications.
- vii. Preparation of Tender Documents for execution - Technical specs, GFC drawings, BOQ.
- viii. Assistance in obtaining statutory pre-construction approvals conceptually - Fire NOC, Environment, Pollution Control, Power utility, Water.
- ix. Preparation of Plantation Plan as may be required for Obtaining necessary Approval from Forest Department.
- x. The DPR shall contain: Executive Summary, Project Need & Market Assessment, Site Analysis, Master Plan, Detailed Engineering Report discipline-wise, Green / Sustainability Measures, Statutory Compliance Report, Project Cost & Block Estimate, Phasing & Implementation Schedule, O&M Strategy, Annexures with all drawings etc.

B. CIVIL WORKS

- i. Contouring, leveling & grading plan, earthwork quantity calculation.
- ii. Design of Internal Roads, Pavement [Flexible/Rigid as per IRC / Morth], Footpaths, Kerbs, Road Furniture, Culverts, Cross-drainage works.
- iii. Design of Storm Water Drainage Network with hydraulic calculation up to outfall, rainwater harvesting system & recharge pits.
- iv. Design of Water Supply System - WTP, UG Sump, OH Tank, External distribution network, Hydraulic design.
- v. Design of Sewerage Network, Sewage Treatment Plant [STP], Effluent Treatment Plant / CETP for industrial effluent, Treated effluent reuse network.
- vi. Design of Boundary Wall, Entrance Gates, Security Cabins, Truck Parking, Weigh Bridge.
- vii. Design of Solid Waste Management System.

- viii. Landscaping, Green Belt, Arboriculture, Park & Open Space development
- ix. Architectural design of SDF Buildings, Administrative Building, Commercial Complex, Canteen, Workers Amenity, Substation, Pump House, Security Blocks, Toilets as per NBC / BIS.
- x. Preparation of Floor Plans, Sections, Elevations, 3D Views, Walkthrough, Area Calculations, Parking calculation, FAR.
- xi. Structural Analysis & Design of all buildings and infrastructure for Dead, Live, Wind, Seismic loads. Foundation design based on soil report - Isolated / Raft / Pile.
- xii. Preparation of Detailed Structural Drawings - Foundation layout, Column, Beam, Slab, Staircase, Expansion Joints, Waterproofing details.
- xiii. Design of Underground / Overhead Water Reservoirs, Retaining Walls, Trenches.

C. ELECTRICAL WORKS

- i. Load Assessment & Demand Calculation for Industrial Park / SDF / Commercial - Diversity factor, Future expansion, Preparation of Load Matrix.
- ii. Design of Power Intake - HT Feeder from State Utility, HT Switchyard / 33kV / 11kV Substation, Metering, HT Panel, Transformers [Oil / Dry], RMU, HT Cable routing.
- iii. LT Distribution - Main LT Panel, APFC Panel for Power Factor Correction, Sub-distribution Boards, Cable Sizing, Cable Tray / Trench Routing, Voltage Drop Calculation.
- iv. Design of DG Sets - Standby power for essential + general, AMF Panel, Fuel Tank, Synchronization, Acoustic & Exhaust design as per CPCB.
- v. Internal Electrification of SDF / Commercial Buildings - Lighting, Power sockets for industrial machinery, Industrial Bus-trunking / DOL for SDF modules.
- vi. Illumination Design - Internal Lux calculation as per NBC / IS using Dialux, External Street Lighting & Avenue Lighting with LED, High Mast.
- vii. Design of ELV Systems: Networking / Telephone, CCTV Surveillance, Access Control, PA System, Building Management System [BMS] / SCADA for Industrial Park.
- viii. Design of Earthing System with earth pits & grid, Lightning Protection System [IS/IEC] with early streamer / conventional.
- ix. Renewable Energy - Rooftop Solar PV system design as per MNRE, Net Metering, Solar Street Light provision, EV Charging Stations.
- x. Energy Conservation - ECBC compliance, Energy Efficiency measures, Capacitor banks.

D. HVAC & VENTILATION:

- i. Heat Load Calculation for Admin / Commercial / SDF Office area using HAP / TRACE.
- ii. Design of Central AC [Chilled Water / VRF / VRV], Split / Cassette for small areas, Ducting & Piping layout, AHU, FCU, Pressurization.
- iii. Ventilation System for Toilets, Pantry, Basement Parking [Jet Fans], Factory Shed [Roof Extractors], STP / Pump Room as per ASHRAE & NBC.
- iv. Energy Conservation, ECBC compliance for HVAC.

E. PUBLIC HEALTH ENGINEERING [PHE] & PLUMBING:

- i. Design of Domestic Water Supply & Plumbing - Internal & External, Pumps, Hydro-pneumatic system, Hot Water system.
- ii. Design of Sanitary System - Soil, Waste, Vent pipes, External sewer up to STP, Septic Tank if required.
- iii. Design of Water Treatment Plant [WTP], Softener, R.O.
- iv. Design of Rain Water Harvesting & Storm Management integration with civil.
- v. For Industrial Park - Design of Compressed Air System, LPG / PNG Bank if required.

F. VERTICAL TRANSPORTATION:

- i. Design & Selection of Passenger / Freight / Goods Lifts, Escalators, Dumbwaiter etc.
- ii. Traffic Analysis for lifts, Machine Room / MRL design, Shaft & Pit details, etc.

G. FIRE PROTECTION & LIFE SAFETY:

- i. Preparation of Fire Protection & Life Safety Strategy Report as per NBC:Part-4, WB Fire Prevention & Fire Safety Rules, NFPA, TAC, Factory Act.
- ii. Classification of Building Occupancy & Hazard - Industrial, Business, Mercantile.
- iii. Design of Hydrant System - External Yard Hydrant Ring Main, Internal Hydrant, Fire Pump House [Main, Jockey, Diesel Engine Pump], UG Fire Water Storage Tank, Hydraulic Calculation up to farthest hydrant.
- iv. Design of Automatic Sprinkler System [IS / NFPA] for SDF / Basement / High-rise Commercial, ESFR for storage if required.
- v. Design of Automatic Fire Detection & Alarm System - Smoke / Heat / Multi-sensors, MCP, Hooters, Main FACP & Repeater Panel, PA / Voice Evacuation System.
- vi. Design of Fire Suppression for Special Areas - Gas Suppression [Novec / FM] for Server / Electrical Room, Kitchen Suppression.
- vii. Design of Portable Fire Extinguishers, Signages, Glow-in-dark strips, Fire Exit, Refuge Area, Fire Lift, Pressurization of Lifts & Lobbies, Smoke Extraction.
- viii. Preparation of Fire Evacuation Plans, Travel Distance, Exit Width Calculation.
- ix. Preparation of Drawings for Fire NOC - Fire Fighting Layout, Escape Route Plan, Fire Order.
- x. Liaison drawings and compliance statement for obtaining Provisional Fire NOC from State Fire Services.

H. ENVIRONMENTAL IMPACT ASSESSMENT (IF REQUIRED / AS APPLICABLE):

- i. Assessment of applicability of EIA Notification, CRZ Notification, WBPCB consent requirement for the project.
- ii. Preparation of Form-1, Form-1A, Form-1M, Conceptual Plan, Land documents, PFR [Pre-Feasibility Report] and submission on Parivesh Portal for obtaining ToR / Standard ToR.
- iii. Representation before SEAC / SEIAA / MoEF&CC for ToR presentation and obtaining ToR letter.
- iv. Interpretation of ToR and preparation of compliance plan for baseline studies. The Consultant shall carry out primary baseline monitoring through MoEF&CC approved / NABL accredited laboratory at his own cost.
- v. Identification, prediction and evaluation of impacts during construction and operation phases on Air, Water, Noise, Soil, Ecology, Traffic, Socio-economic using Matrix / Checklist method.
- vi. Assessment of cumulative impact due to proposed industries, CETP/ETP load, Hazardous waste generation and disposal plan as per HWM Rules.
- vii. Assessment of Sewage load, Solid Waste, Traffic impact, Water balance, Energy consumption.
- viii. Preparation of detailed EMP with construction phase and operation phase mitigation measures, budgetary estimate for EMP implementation to be included in DPR project cost.
- ix. Preparation of Green Building / IGBC / GRIHA compliance strategy for SDF / Commercial.
- x. Preparation of Draft EIA / EMP Report as per Generic Structure of MoEF&CC, Executive Summary in English and Bengali.
- xi. Assistance to Client in Public Consultation process - Newspaper advertisement draft, liaison with SPCB for Public Hearing, preparation of response to public queries.
- xii. Preparation of Final EIA / EMP Report after incorporating Public Hearing proceedings and submission for Environmental Clearance.
- xiii. Presentation before SEAC/SEIAA for obtaining EC and compliance to queries till grant of EC.
- xiv. Preparation of applications for Consent to Establish [CTE] and Consent to Operate [CTO] for WBPCB and assistance in obtaining the same.
- xv. Integration of all environmental conditions of EC into DPR Drawings, Specifications and Cost Estimates.

I. SECURITY SYSTEMS, SURVEILLANCE & ICT SYSTEMS:

- i. Design of IP Based CCTV system - Fixed, Dome, Bullet, PTZ cameras for perimeter, entry/exit gates, roads, SDF corridors, parking, admin, substation, pump house.

- ii. Specification of 4K/4MP cameras, NVR, Video Management Software with AI Analytics - Face Detection, Intrusion Detection, Loitering, ANPR for vehicle entry.
- iii. Storage calculation for 90 days @ 15 FPS minimum as per WB Police / Fire requirement, Data Centre / Control Room design with video wall.
- iv. BOQ with OFC backbone, PoE Switches, UPS, Poles, Mounting, Lightning protection.
- v. Boom Barriers, Bollards, Turnstile / Flap Barriers at main gate, RFID / ANPR based entry for trucks.
- vi. Access Control System with biometric / Card for Admin, SDF common areas, Server Room, Electrical Room, Pump House.
- vii. Perimeter Intrusion Detection System [PIDS] / IR Beam / Fence sensor for boundary wall, Gate intercom.
- viii. Public Address System & Emergency Communication System integrated with Fire Alarm.
- ix. Integration of all security systems with BMS / Integrated Command & Control Centre [ICCC] for Industrial Park.

J. SOLAR PV SYSTEM & RENEWABLE ENERGY:

- i. Assessment of rooftop area of all SDF / Admin / Commercial / Parking sheds for solar potential, shadow analysis. Solar Path Analysis, Energy yield simulation using PVsyst / Helioscope.
- ii. Rooftop On-Grid Solar PV System [without/with net-metering] - 50% to 100% of sanctioned load as per WBSEDCL/CESC norms.
- iii. Solar Power for common area lighting, street lights, Solar High Mast, Solar Water Heaters for canteen / amenities.
- iv. Design of Solar Panels, String Inverters / Central Inverters, AJB, DCDB, ACDB, Lightning & Earthing, Net Meter & Synchronization with HT panel.
- v. CAPEX / OPEX / RESCO Model: Techno-commercial feasibility, Payback, IRR, Preparation of DPR for WBREDA / MNRE / Govt. subsidy.
- vi. Compliance: Design as per CEA Technical Standards for Grid Connectivity, WBSEDCL Net Metering Regulations, etc..
- vii. EV Charging Infrastructure: Design of LT/HT based EV Charging stations for 2W/4W/CV with load management.

K. LIAISON, FIELD VISITS & COLLECTION OF DATA / QUOTATIONS:

- i. The Consultant shall visit and collect certified data / maps / NOC requirements / SOR from following District & State level departments.
- ii. The Consultant shall visit concerned Divisional / Circle / Zonal Office of WBSEDCL / CESC and WBSETCL and obtain in Provisional Estimate / Quotation
- iii. For Non-SOR items - Substation equipment, DG Sets, HVAC, Lifts, STP/ETP/CETP, Fire Pumps, CCTV, Solar Panels, PEB Structure etc.- Consultant shall collect minimum 3 budgetary quotations from reputed OEMs [ABB, Schneider, Siemens, Havells, Johnson Controls, Daikin, KONE, Hikvision or similar etc.] and submit rate analysis.
- iv. The Consultant shall attend meetings, visit the Office, and make presentations on the project schemes as and when required by GOI/ Govt. of W.B./ WBSIDCL or any other Authority. All modifications/changes desired shall be incorporated by the Consultant without any additional cost.

L. PROJECT MANAGEMENT & CONSTRUCTION SUPERVISION SERVICES [IF ENGAGED FOR DPR-CUM-SUPERVISION]:

- i. Deployment of full-time key personnel at site as per approved Manpower Schedule. Site office to be maintained by PMC.
- ii. Day-to-day supervision, line & level checking, maintaining Hindrance Register, Site Order Book, Material at Site Register, Daily Progress Report [DPR].
- iii. Quality Assurance & Quality Control - checking of materials as per IS, approval of sources, conducting field tests - Cube Test, Slump, Core Test, Compaction Test, Hydro Test, Insulation Resistance Test, Earth Pit Test etc. Arrangement of 3rd party testing.
- iv. Measurement, Billing & Cost Control - Joint measurement, checking & certifying RA Bills, Final Bill, Extra/Excess items, Rate Analysis, Variation Statement. Maintaining MB and Bill Register.

- v. Time Control - Preparation and monitoring of L3 PERT/CPM schedule in MS Project / Primavera, S-Curve, Catch-up plan, EOT analysis. Weekly & Monthly Progress Report with Photos, Financial Progress, MIS Report to Client.
- vi. Safety, Statutory & Environmental Compliance - Ensuring EHS norms, PPE, safety training, supervision of EMP implementation during construction as per EC conditions, ensuring no accidents.
- vii. Coordination - Weekly coordination meetings with all Contractors, Client and line departments. Preparation of MoM. Coordination with WBSEDCL/CESC for power line execution, electrical inspectorate for CEIG approval.
- viii. Change Management - Evaluation of any deviation, cost & time implication and recommendation to Client.
- ix. Foundation checking, shuttering, reinforcement as per BBS, concreting, brickwork, plaster, flooring, waterproofing, PEB erection for SDF - bolt torque, alignment, painting.
- x. Supervision of HVAC - Duct fabrication checking, leakage test, Chiller/VRF installation, Refrigerant leak test, Air Balancing, Temperature & RH testing
- xi. Lifts - Shaft checking, Guide rail alignment, Lift Inspector NOC, Speed & Load test.
- xii. Supervision of Fire Pump House installation - Main, Jockey, Diesel pump auto-start test, Hydrant pressure test @ 10.5 kg/cm² for 2 hrs or as applicable, Sprinkler flow test, Hydraulic calculation verification at site.
- xiii. Supervision of Fire Detection & Alarm - Smoke detector sensitivity, loop testing, Battery backup test, Integration with PA system, Fire NOC Mock Drill.
- xiv. Preparation of integrated Testing & Commissioning Plan, Pre-final inspection, Snag List preparation and closure monitoring.
- xv. Preparation of As-Built Drawings [5 sets + Soft], O&M Manuals, Warranties, SOPs, Asset Register, Training to Client's O&M staff.
- xvi. Supervision during Defect Liability Period: Quarterly site visit, identification of defects, issuing defect rectification notices to contractor, certifying release of retention/SD after DLP.

M. Obtaining Sanction / Approval:

- i. The selected consultant/agency shall prepare all necessary Architectural, Structural, Plumbing, Sewerage, Electrical and other ancillary drawings, duly certified by Licensed Building Surveyor (LBS) / Licensed Building Architect (LBA) / Structural Engineer, as applicable, as may be required for obtaining Building Plan sanction from the concerned authority.
- ii. The agency shall apply online and pursue for obtaining sanction of Building Plan from the concerned sanctioning authority.
- iii. The agency shall also prepare all such drawings, documents, reports, undertakings and applications as may be required for obtaining different permissions / sanctions / NOCs / approvals from various statutory authorities, including but not limited to Panchayat/ Zila Parishad/ Land departments/ Municipality/ Municipal Corporation/ Development Authorities/ Fire department/ Environment, Pollution Control Board/ Airport Authority/ Electrical Inspectorate/ Water Supply & Sewerage Authority etc.
- iv. All requisite liaisoning and follow-up with the concerned departments / authorities till obtaining sanctions / NOCs shall be within the scope of the consultant.
- v. The statutory fees for such sanctions / approvals shall be borne by WBSIDCL on production of original challans / receipts by the agency.

7) DELIVERABLES

Sl. No.	Submission Set / Volume	Deliverables Included	Format / Copies
1	Draft Concept Plan & PPT	Feasibility with ROR/Mouza/Boundary Verification + Photos, Topo Survey Contour, Concept Master Plan 2-3 Options - Zoning, FAR, Road Network, Green Belt, Phasing, Area Statement, 3D Views & Walkthrough Video + PPT.	2 Sets Hard Colour + Soft DWG+PDF+JP G+MP4+Revit+Excel+PPT
2	Final Concept Plan	Feasibility with ROR/Mouza/Boundary Verification + Photos, Topo Survey Contour, Final Concept Master Plan - Zoning, FAR, Road Network, Green Belt, Phasing, Area Statement, Final 3D Views & Walkthrough Video + PPT	5 Sets Hard Colour + Soft DWG+PDF+W ORD+PPT
3	Draft Detailed Project Report	Reports: - Executive Summary covering project background, socio-economic relevance, objectives and preliminary feasibility, supported by field investigations like geo-technical, environmental baseline, traffic impact and land surveys, design report, load calculation etc. Architectural Drawings: - Plan, Section, Elevation for all buildings / shed / Gate / Boundary, Detail of Road Network, Drainage Network, Water Supply Network, Fire Fighting Network, Electrical, MEP Details, Electrical SLD, Master Plan etc.. Structural Drawings: - Detailed Structural drawings for all structures e.g. Building / Shed/ UGR / OHR/ Boundary / Retaining Wall / Share Wall/ Gate etc.. showing details for Column Beam layout/ Reinforcement details, Pile Layout / Pile Cap details, Septic tank / Soak pit details, Staircase details, Lift pit, Lift machine room details, Mumty, Parapet, Lintel, Chajja details, Expansion / Construction Joint details, etc. Electrical Drawings: - Single Line Diagram (SLD) - HT / LT side, Load calculation sheet, Sub-station layout, Transformer and DG Set layout, Floor-wise Lighting layout with lux calculation, Floor-wise Power layout (light, power, UPS, AC points), Floor-wise Cable routing layout, Cable tray / trench layout, Earthing layout with calculation, Lightning Protection System (LPS) layout, External electrification and Street Lighting layout, Panel Schedule and Distribution Board (DB) Schedule, etc. Plumbing / Water Supply & Sanitary Drawings: - Water supply line diagram and calculation, Floor-wise Water Supply layout, Floor-wise Drainage / Sewerage layout with invert levels, Water Supply Isometric / Riser Diagram, Drainage Isometric / Soil and Waste Riser Diagram, Underground Reservoir (UGR), Overhead Reservoir (OHR) capacity calculation and piping details, STP / Septic Tank and Soak Pit details with capacity calculation, Rain Water Harvesting (RWH) and Storm water drainage layout, External Water Supply and Sewerage layout, etc. Fire Fighting Drawings: - Fire Fighting layout (Hydrant, Sprinkler, Hose reel, Fire Extinguisher), Fire Riser Diagram and Pump Room layout with Head calculation, Fire Alarm and Detection System layout, Fire Evacuation Plan, etc. HVAC Drawings (if applicable):- Heat load calculation, Floor-wise AC layout - Indoor and Outdoor unit location, Ducting layout, Piping layout, Ventilation layout for Toilets and Basement etc. Low Voltage / ELV System: - CCTV layout, PA System, Access Control System layout, LAN / Telephone / Wi-Fi layout etc. For STP / ETP / CETP (if required):- Process flow diagram, Hydraulic flow diagram, Layout plan with sections, Capacity calculation and design basis, Civil and Structural drawings of all units, Piping layout, Pumping machinery and Equipment schedule with specifications, Electrical SLD and Control Panel details, Operation and Maintenance Manual, etc. Bill of Quantities (BOQ): Abstract of cost, Item wise BOQ, Detailed measurement of Civil works, Finishing works, Plumbing and Sanitary works, Electrical works, Fire Fighting works, HVAC works, ELV works, STP / ETP / CETP works (if applicable), External Development works, Rate Analysis, Technical Specifications, supporting quotations., as per CPWD/PWD schedule of rates. Operation and Maintenance (O & M) Plan:- Details on routine maintenance, preventive maintenance, breakdown maintenance schedule, Standard Operating Procedure (SOP) for all electro-mechanical equipments, list of inventories and spares, manpower deployment plan with qualification, annual operation and maintenance cost estimate including electricity and consumables, replacement and up-gradation schedule, log-book and record keeping formats.	3 hard copies + 1 soft copy in editable form. PDF/CAD/Word/Excel.

		Note: All other drawings, documents, calculations, reports and details as required for successful implementation, commissioning and handing over of the project shall be included in the DPR as per requirement and direction of Engineer-in-Charge. Rates for scheduled items shall be taken from latest PWD / CPWD Schedule of Rates, and for Non-Scheduled items, rate analysis shall be submitted along with supporting quotations from 3 (three) reputed manufacturers / vendors / suppliers.	
4	Final Detailed Project Report	Reports: - Executive Summary covering project background, socio-economic relevance, objectives and preliminary feasibility, supported by field investigations like geo-technical, environmental baseline, traffic impact and land surveys, design report, load calculation etc. Architectural Drawings: - Plan, Section, Elevation for all buildings / shed / Gate / Boundary, Detail of Road Network, Drainage Network, Water Supply Network, Fire Fighting Network, Electrical, MEP Details, Electrical SLD, Master Plan etc.. Structural Drawings: - Detailed Structural drawings for all structures e.g. Building / Shed/ UGR / OHR/ Boundary / Retaining Wall / Share Wall/ Gate etc.. showing details for Column Beam layout/ Reinforcement details, Pile Layout / Pile Cap details, Septic tank / Soak pit details, Staircase details, Lift pit, Lift machine room details, Mumty, Parapet, Lintel, Chajja details, Expansion / Construction Joint details, etc. Electrical Drawings: - Single Line Diagram (SLD) - HT / LT side, Load calculation sheet, Sub-station layout, Transformer and DG Set layout, Floor-wise Lighting layout with lux calculation, Floor-wise Power layout (light, power, UPS, AC points), Floor-wise Cable routing layout, Cable tray / trench layout, Earthing layout with calculation, Lightning Protection System (LPS) layout, External electrification and Street Lighting layout, Panel Schedule and Distribution Board (DB) Schedule, etc. Plumbing / Water Supply & Sanitary Drawings: - Water supply line diagram and calculation, Floor-wise Water Supply layout, Floor-wise Drainage / Sewerage layout with invert levels, Water Supply Isometric / Riser Diagram, Drainage Isometric / Soil and Waste Riser Diagram, Underground Reservoir (UGR), Overhead Reservoir (OHR) capacity calculation and piping details, STP / Septic Tank and Soak Pit details with capacity calculation, Rain Water Harvesting (RWH) and Storm water drainage layout, External Water Supply and Sewerage layout, etc. Fire Fighting Drawings: - Fire Fighting layout (Hydrant, Sprinkler, Hose reel, Fire Extinguisher), Fire Riser Diagram and Pump Room layout with Head calculation, Fire Alarm and Detection System layout, Fire Evacuation Plan, etc. HVAC Drawings (if applicable):- Heat load calculation, Floor-wise AC layout - Indoor and Outdoor unit location, Ducting layout, Piping layout, Ventilation layout for Toilets and Basement etc. Low Voltage / ELV System: - CCTV layout, PA System, Access Control System layout, LAN / Telephone / Wi-Fi layout etc. For STP / ETP / CETP (if required):- Process flow diagram, Hydraulic flow diagram, Layout plan with sections, Capacity calculation and design basis, Civil and Structural drawings of all units, Piping layout, Pumping machinery and Equipment schedule with specifications, Electrical SLD and Control Panel details, Operation and Maintenance Manual, etc. Bill of Quantities (BOQ): Abstract of cost, Item wise BOQ, Detailed measurement of Civil works, Finishing works, Plumbing and Sanitary works, Electrical works, Fire Fighting works, HVAC works, ELV works, STP / ETP / CETP works (if applicable), External Development works, Rate Analysis, Technical Specifications, supporting quotations., as per CPWD/PWD schedule of rates. Operation and Maintenance (O & M) Plan:- Details on routine maintenance, preventive maintenance, breakdown maintenance schedule, Standard Operating Procedure (SOP) for all electro-mechanical equipments, list of inventories and spares, manpower deployment plan with qualification, annual operation and maintenance cost estimate including electricity and consumables, replacement and up-gradation schedule, log-book and record keeping formats. Note: All other drawings, documents, calculations, reports and details as required for successful implementation, commissioning and handing over of the project shall be included in the DPR as per requirement and direction of Engineer-in-Charge. Rates for scheduled items shall be taken from latest PWD / CPWD Schedule of Rates, and for Non-Scheduled items, rate analysis shall be submitted along with supporting quotations from 3 (three) reputed manufacturers / vendors / suppliers.	5 hard copies + 1 soft copy in editable form. PDF/CAD/Wor d/Excel

5	Final BOQ Updated after necessary corrections as per vetted DPR	Bill of Quantities with abstract of cost for civil, mechanical & electrical works, duly Updated after necessary corrections as per vetted DPR. + Online BOQ for NIC e-Proc.	1 soft copy Excel in editable form. Excel
6	Working Drawings duly signed by Structural Engineer, including Vetted Structural Drawings.	The consultant shall prepare and submit detailed Good for Construction (GFC) / Working Drawings for all Architectural, Structural, Electrical, Plumbing & Sanitary, Fire Fighting, HVAC and ELV works along with sections, details, schedules and specifications as required for execution at site. All drawings shall be issued with proper revision, seal and signature, duly incorporating comments from client / EIC.	5 hard copies + 1 soft copy in editable form. PDF/CAD/Word/Excel
7	EIA, if required.	Forms, PFR, ToR on Parivesh, ToR Letter, Baseline One Season 12 Weeks NABL Air 8/Noise 8/Water 13/Soil 10, Ecology, Land Use, Socio-Economic & Traffic, AERMOD Modeling, EMP/DMP/Risk, Green Belt, ZLD, CER, Draft EIA Eng & Bengali, Public Hearing, Final EIA, EC & CTE/CTO.	2 hard copies + 1 soft copy in editable form. PDF/CAD/Word/Excel
8	Supervision deliverables, if engaged.	Day-to-Day Supervision, Line & Level, Hindrance/Site Order Book, DPR/WPR/MPR with S-Curve & Photos, Quality Tests Cube/Slump/Core/Compaction/ 3rd Party, Civil Roads WMM/DBM/PQC, Buildings BBS, PEB Bolt Torque, Electrical Substation BDV/IR, DG Sync Full Load, Lux, Solar PR Test, HVAC Air Balancing, PHE Pressure, Fire Pump Auto-start, Lift Speed/Load, CCTV 90 Days & ANPR Accuracy, Access/BMS Integration.	Monthly 2 Sets + Soft
		Joint Measurement, MB, RA Bills & Final Bill Certification, Extra/Excess Items, Variation Statement, EOT Analysis Primavera/MSP.	Per Bill 2 Sets
		Integrated Testing & Commissioning Plan, Snag List, Performance Tests SDF Floor 12.5 kN/sqm, DG, HVAC, Fire Pump, Lift, Solar, Weekly Meetings MoM, Final Clearances CEIG, Lift Inspector, Fire Final NOC, WBPCB CTO, WBSEDCL Permanent & Net Metering Certificate.	2 Sets + Final 5 Sets + Official NOC Letters
		As-Built Drawings 5 Sets + Soft DWG+PDF+Revit, O&M Manuals, Warranties, SOPs, Asset Register, Training, Provisional & Final Completion Certificates, DLP 12 Months Quarterly Visit, Defect List & Closure, Final Dues & SD Release.	5 Sets Hard + Soft

8) Consultancy Fees

Financial Bid shall be invited from the empanelled consultants for on case-to-case basis and the bidder shall quote a lump-sum fee in the space marked for quoting rates in 'price schedule' format (Offline mode).

The rate shall be inclusive of all professional fees, costs related to equipment, software licensing, and administrative expenses and must cover all travel, transportation, lodging, boarding, fooding, and out-of-pocket expenses for the consultant's team during site visits and meetings. The rate shall be inclusive of GST and all applicable central/state taxes, cess, and levies.

No additional claims for taxes will be entertained beyond the quoted price. The Corporation will not provide any accommodation, vehicle, or office space. The agency must make its own arrangements for the entire duration of the contract.

9) Allotment of Work amongst Empanelled Consultants:

- The work shall be allotted amongst the empanelled consultants through limited financial bidding by serving at least 7 (seven) days short notice. The work shall be awarded to the lowest bidder (L1).
- Notwithstanding the above, WBSIDCL reserves the right to engage any of the empanelled agencies for a specific project on nomination / selection basis as per exigency of work, with the approval of the Competent Authority.
- An agency having more than three (03) ongoing consultancy assignments of WBSIDCL in hand at a time may not be considered for further allotment of work until completion of at least one ongoing project and submission of final report thereof.
- Notwithstanding the empanelment, WBSIDCL at its sole discretion, may also invite open tender for engagement of agency for any specific project, if so required in the interest of the project. Empanelled agencies will have no claim in such case.

10) Payment Schedule

Sl No	In case of preparation of DPR including Supervision, Quality Control, Checking of Measurement, Certification of Bills etc.	Sl No	In case of preparation of DPR excluding Supervision, Quality Control, Checking of Measurement, Certification of Bills etc.
i).	25% of consultancy fees will be paid after acceptance of DPR by The WBSIDC LTD. in three phases: a. 10% on Submission of Draft DPR, accepted by WBSIDCL. b. 5% on Submission of Final DPR, accepted by WBSIDCL. c. 5% on Submission of Vetted DPR, accepted by WBSIDCL. d. 5% on acceptance of DPR by WBSIDCL after according of Administrative Approval & Financial Sanction from Department.	i)	50% of consultancy fees will be paid after acceptance of DPR by The WBSIDC LTD. in three phases: a. 20% on Submission of Draft DPR, accepted by WBSIDCL. b. 10% on Submission of Final DPR, accepted by WBSIDCL. c. 10% on Submission of Vetted DPR, accepted by WBSIDCL. d. 10% on acceptance of DPR by WBSIDCL after according of Administrative Approval & Financial Sanction from Department.
ii)	10% of the consultancy fees will be paid after submission of working drawing, Detail BOQ etc. as mentioned in the Deliverables under Clause No. 8 and on receipt of DPR is duly vetted by the competent authority based on the Project Cost of Civil, Electrical & Fire separately according to relevant works.	ii)	20% of the consultancy fees will be paid after submission of working drawing, Detail BOQ etc. as mentioned in the Deliverables under Clause No. 8 and on receipt of DPR is duly vetted by the competent authority based on the Project Cost of Civil, Electrical & Fire separately according to relevant works.
iii)	15% of the Consultancy fees will be paid after rendering Consultancy Services towards submission of the Plan for getting of all the Clearances, Sanctions and Approvals from respective organizations/ Authorities i.e., sanction / regularization of the Building Plans from the local Municipal Corporation/ Panchayet/ other appropriate authority and Provisional NOC from the Department of WBF&ES and also vetting the structural Drawing from Government Engineering Institution like Jadavpur University / Indian Institute of Engineering - Science and Technology- Shibpur / IIT - Kharagpur / NIT - Durgapur arranging power to the site in consultation with WBSIDCL and WBSIDCL and also for any modification / rectification / correction of Drawings / Plans, as per requirement of the competent authority time to time till getting clearance, sanction and approvals based on the Project Cost of Civil, Electrical & Fire separately according to relevant works.	iii)	30% of the Consultancy fees will be paid after rendering Consultancy Services towards submission of the Plan for getting of all the Clearances, Sanctions and Approvals from respective organizations/ Authorities i.e., sanction / regularization of the Building Plans from the local Municipal Corporation/ Panchayet/ other appropriate authority and Provisional NOC from the Department of WBF&ES and also vetting the structural Drawing from Government Engineering Institution like Jadavpur University / Indian Institute of Engineering Science and Technology- Shibpur / IIT - Kharagpur / NIT - Durgapur arranging power to the site in consultation with WBSIDCL and WBSIDCL and also for any modification / rectification / correction of Drawings / Plans, as per requirement of the competent authority time to time till getting clearance, sanction and approvals based on the Project Cost of Civil, Electrical & Fire separately according to relevant works.
iv)	50% of consultancy fees will be paid after Supervision, Quality Control, checking of measurements and Certification of bill based on the Project Cost of Civil, Electrical & Fire separately according to relevant works.		

11) General Terms and Conditions:

- The words "Architects" / "Consultants" / "Firms" / "Engineers" / "Company" / "Bidders" wherever appearing shall mean and include "Agency".
- All surveys, drawings, BOQ, reports, 3D models, Revit files are sole property of WBSIDCL. Agency shall not reuse or share with any third party without written approval.
- Empanelled DPR consultant or its sister concern / JV partner shall not be allowed to participate as contractor / bidder in execution of same project. No Consortium / JV shall be allowed for empanelment.

- iv. Suppression of facts, false experience, poor performance, abandonment will lead to de-empanelment and blacklisting for 3 years.
- v. The Agency shall prepare and submit the DPR strictly as per Scope of Work, Technical Specifications and as per directions / approved concept of WBSIDCL, incorporating all revisions and compliance till final acceptance and Administrative Approval & Financial Sanction (AA&FS).
- vi. The Agency shall physically verify the identity, ownership and boundaries of the property with reference to ROR, Mouza Map, LR records and joint site inspection with WBSIDCL representative, supported by Total Station / DGPS survey and demarcation of boundary pillars.
- vii. The Agency shall be fully responsible for correctness of surveys, findings, designs, estimates and recommendations in the DPR. Any error / omission / deficiency leading to loss to the Corporation shall be made good by the Agency and shall be liable to be rectified at its own cost. The Agency shall indemnify WBSIDCL.
- viii. The Agency shall mandatorily submit dated, geo-tagged photographs of the site from all sides and a dimensioned sketch plan showing North direction, boundaries, approach road, existing structures, HT lines, water bodies etc., duly signed.
- ix. The report shall be unambiguous, specific and conclusive. Conditional / provisional remarks like "subject to" shall not be used except for standard assumptions which shall be listed separately with justification.
- x. Any misconduct, misrepresentation, suppression of facts, plagiarism, or professional negligence in professional capacity shall render the empanelment liable for cancellation / blacklisting after issuing 15 days show-cause notice. Decision of Managing Director, WBSIDCL after hearing shall be final.
- xi. The quoted consultancy fee shall be inclusive of all incidental expenses including vetting charges, 3rd party testing charges, Environmental Impact Assessment (EIA) / Environmental Clearance related costs, liaisoning, site visits, survey, manpower, overheads and all other costs required for completion of the assignment. Only statutory fees, as may be required to be deposited to Government Departments / other Statutory Bodies for obtaining approvals / sanctions in connection with the project, shall be reimbursed by WBSIDCL on production of original receipts / challans. No other reimbursement or extra claim shall be entertained.
- xii. WBSIDCL reserves the right to review, add, delist or cancel the panel at any time at its sole discretion, based on annual performance review, with 30 days notice. No claim for continuity or for equal distribution of work shall be entertained.
- xiii. Each bill shall accompany GST Registration Certificate, PAN, and copy of up-to-date GSTR-3B filing acknowledgement / challan. Payment shall not be released without GST-compliant invoice. GST TDS and other statutory deductions as applicable shall be deducted.
- xiv. The Agency shall not use the name, logo, emblem or official address of WBSIDCL in its letter-head, signboard, nameplate, seal, brochure, website or social media for advertisement or self-promotion without prior written approval of the Corporation.
- xv. Empanelment does not automatically confer any right for appointment. WBSIDCL reserves the right to get any DPR prepared through any other agency outside the panel or departmentally as per exigency. Empanelled agencies cannot enforce allotment.
- xvi. Security Deposit @10% of the Consultancy Fee (not Project Cost) shall be recovered from progressive bills, interest-free. The same shall be refunded after 3 months from the date of satisfactory completion and acceptance of Final DPR / Final Completion in case of supervision works. 1% Labour Welfare Cess shall be deducted ONLY for DPR-cum-Supervision works as per BOCW Welfare Cess Act, if applicable.
- xvii. Statutory additions / deductions towards Income Tax, GST TDS and any other taxes / levies as per Central / State Govt. rules in force shall be made from progressive bills.
- xviii. Empanelment does not guarantee any minimum work.
- xix. After empanelment, limited financial bids will be invited amongst empanelled agencies with 7 days notice. LI will be awarded.
- xx. All designs shall be done on licensed software - AutoCAD, Revit BIM LOD 300, STAAD/ETABS, Dialux, HAP/TRACE, PVsyst etc as applicable. Designs shall conform to latest NBC, IS Codes, IRC, MoRTH, ECBC, WB Fire Rules, NFPA etc as applicable. All structural GFC must be vetted.
- xxi. Sub-contracting or outsourcing the awarded work to any third party is strictly prohibited and will lead to immediate cancellation of empanelment.
- xxii. WBSIDCL reserves the right to terminate the empanelment of any agency by giving a 30-day notice in case of consistent poor quality of work, repeated delays, misbehavior, or non-compliance with RFP terms.
- xxiii. The agency must be capable of working anywhere in West Bengal. Preference will be given to agencies having office in West Bengal.

- xxiv. The agency shall take necessary insurance cover for their manpower and equipment during site work. WBSIDCL will not be liable for any accident.
- xxv. The Corporation at any time may review the panel of Agency for listing / delisting without assigning any reason therefor and no claim shall be entertained in this regard.
- xxvi. All documents to be produced in original as and when desired by this Corporation for verification, for the purpose of empanelment.
- xxvii. There shall be no provision for Arbitration. In case of any dispute or difference arising out of or in connection with this contract / empanelment, the same shall be referred to the Managing Director, WBSIDCL.
- xxviii. Notwithstanding the empanelment, WBSIDCL at its sole discretion, may also invite open tender for engagement of agency for any specific project, if so required in the interest of the project. Empanelled agencies will have no claim in such case. However, the empanelled agencies may participate in such open tenders, subject to fulfillment of the eligibility criteria prescribed in the respective tender.

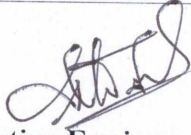
12) CANCELLATION / TERMINATION OF ORDER:

- i. In case the performance of the Consultant is not in accordance with the defined scope of work or the Consultant fails to perform as per the agreed Terms of Reference (ToR), the Client reserves the right to terminate the engagement with right to claim damages / losses limited to the extent of fees payable hereunder, after serving 1 (one) month notice in writing to the Consultant to rectify the performance / remedy the default. If the Consultant fails to remedy such default within the said notice period, the engagement shall stand terminated.
- ii. Time is the essence of the contract and the work shall be proceeded with all due diligence throughout the stipulated period. In case of failure to adhere to the time schedule, the contract shall be liable to be terminated by the Executive Engineer, WBSIDCL with forfeiture of Security Deposit towards damages sustained by the Corporation due to such non-performance. Further, for non-compliance of any provision of the contract, the Consultant shall be liable to pay compensation @ 1% of the quoted amount per day for each day of default, subject to a maximum of 10% (ten percent) of the quoted amount.
- iii. The successful bidder shall have to execute an agreement on non-judicial stamp paper in triplicate as per prescribed proforma within 7 (seven) days from the date of issuance of Letter of Empanelment, failing which the offer shall be liable to be cancelled without any further communication.
- iv. All disputes arising out of this contract shall be subject to the jurisdiction of Hon'ble High Court at Kolkata.

13) Submission of Proposal

Interested agencies must submit their proposals in sealed envelopes super-scribed "Request for Proposal (RFP) for Empanelment of Agencies for Preparation of DPR for Industrial / Commercial Estates / SDF Buildings in Industrial/Commercial Parks of WBSIDCL.", containing the application and all required annexures and requisite documents, to the Office of the Executive Engineer, WBSIDCL, "Shilpa Bhavan", 31, Black Burn Lane, Kolkata-700012. on or before the due date:

Sl. No.	Particulars	Date & Time
1.	Date of publishing of RFP Documents	08 / 10 /2026
2.	Bid submission start date	09 / 10 /2026 from 10.00 AM.
3.	Bid submission closing date	20 / 11 /2026 up to 3:00 PM.


Executive Engineer, WBSIDCL

KUNTAL DEB SIKDAR
EXECUTIVE ENGINEER (C)
THE WBSIDCL LTD.

- | | |
|---|---|
| 1. Managing Director | The WBSIDC LTD. Kolkata – 12 |
| 2. Executive Director | The WBSIDC LTD. Kolkata – 12 |
| 3. Estate Manager | The WBSIDC LTD. Kolkata – 12 |
| 4. Chief Financial Officer | The WBSIDC LTD. Kolkata – 12 |
| 5. Superintending Engineer | The WBSIDC LTD. Kolkata – 12 |
| 6. Assistant Engineer (Civil)-I | The WBSIDC LTD. Kolkata – 12 |
| 7. Assistant Engineer (Civil)-II | The WBSIDC LTD. Kolkata – 12 |
| 8. P.S to the M I C, Department of MSME & T,
Govt. of W.B., | Hemanta Bhavan, 1st floor, 12, BBD Bag (East), Kolkata-1. |
| 9. P.S to the M O S, Department of MSME & T,
Govt. of W.B., | Hemanta Bhavan, 1st floor, 12, BBD Bag (East), Kolkata-1. |
| 10. Sr. P.S to Additional Chief Secretary,
Department of MSME & T, | “Shilpa Sadan”, 4, Abanindranath Tagore Sarani (Camac Street),
7th Floor Kolkata -16 |
| 11. Estimating Section (Civil) | The WBSIDC LTD. Kolkata – 12 |
| 12. Office Copy | The WBSIDC LTD. Kolkata – 12 |



Executive Engineer, WBSIDCL

**KUNTAL DEB SIKDAR
EXECUTIVE ENGINEER (C)
THE WBSIDC LTD.**

ANNEXURE I
Application Form (Cover Letter)
(To be printed on Agency's Letterhead)

To,
The Executive Engineer,
The WBSIDC Ltd.,
"Shilpa Bhavan", 4th Floor,
31, Black Burn Lane, Kolkata – 700012.

Sub: Submission of Proposal for Empanelment as Agency PREPARATION OF DPR FOR INDUSTRIAL / COMMERCIAL ESTATES / SDF BUILDINGS IN INDUSTRIAL/COMMERCIAL PARKS OF WBSIDCL.

Ref: RFP No: WBSIDCL/EE/RFP/2026-27/02

Sir,

With reference to the above RFP, we M/s. _____ having office at _____ hereby submit our proposal for Empanelment as Surveyor Agency with WBSIDCL.

We have carefully read and understood all the terms and conditions mentioned in the RFP document and hereby confirm that we shall abide by all of them. We irrevocably accept the fixed fee structure detailed in Annexure I.

We also confirm that the information and documents furnished in our proposal are true and correct to the best of our knowledge.

We understand that empanelment does not guarantee any minimum volume of work and that work orders will be issued on an "as and when required" basis.

We confirm that our agency has not been blacklisted or debarred by any Government Department/PSU/Autonomous Body in India.

We shall be grateful if our proposal is considered for empanelment. We assure you of our best services at all times.

Signature of Authorized Representative: _____

Name: _____

Designation: _____

Official Stamp / Seal of the Agency:

ANNEXURE II
Experience Details
Ref.: WBSIDCL/EE/RFP/2026-27/02

(Provide details of similar survey works executed in the last 5 years for Govt/PSU clients)

Sl. No.	Name of Client / Dept.	Name of Project / Location	Scope of Work	Date of Completion	Contract value
1.					
2.					
3.					

(Attach copies of Work Orders and Completion Certificates)

Signature of Authorized Representative: _____

Name: _____

Designation: _____

Official Stamp / Seal of the Agency:

ANNEXURE III
Manpower Details
Ref.: WBSIDCL/EE/RFP/2026-27/02

(Provide details of technical personnel)

Sl. No.	Name of Employee	Designation	Qualification	Years of Experience	Status (Payroll / Retainer / Association / Contractual)
1.					
2.					
3.					
4.					

Signature of Authorized Representative: _____

Name: _____

Designation: _____

Official Stamp / Seal of the Agency:

ANNEXURE IV

AFFIDAVIT / UNDERTAKING

Ref.: WBSIDCL/EE/RFP/2026-27/02

(To be executed on Non-Judicial Stamp Paper of appropriate value)

BEFORE THE NOTARY PUBLIC AT _____

I, [Name of Deponent], Son / Daughter / Wife of [Father's/Husband's Name], aged about [Age] years, resident of [Full Residential Address], in my capacity as [Director / Managing Partner / Sole Proprietor / Authorized Signatory] of M/s [Full Name of Survey Agency], having its Registered Office at [Full Registered Address of Company], do hereby solemnly affirm and state on oath as under:

1. That I am the [Designation] of M/s [Name of Agency] and am fully competent, authorized, and empowered by the Board Resolution / Power of Attorney dated [Date of PoA/Resolution] to depose and sign this Affidavit on behalf of the Agency for empanelment.
2. That M/s [Name of Agency], its Directors, Partners, or Key Management Personnel have **NEVER** been blacklisted, debarred, suspended, or prohibited from participating in tenders or executing contracts by any Central / State Government Department, Public Sector Undertaking (PSU), Autonomous Body, or Local Authority as on the date of signing this affidavit.
3. That there are no active criminal proceedings, insolvency proceedings, or fraud investigations pending against the Agency or its Directors/Partners in any court of law in India or by any government investigating agency.
4. That none of the Directors, Partners, or Key Technical Employees of M/s [Name of Agency] are closely related to any serving gazetted officer, senior official, or engineer working in **The WBSIDC Ltd.**
5. That all the information, credentials, financial records, experience certificates, software licenses, and equipment details submitted along with the empanelment application are **true, correct, and authentic** to the best of my knowledge and belief. No material facts have been concealed or misrepresented.
6. That the Agency agrees to abide strictly by all the terms, conditions, and guidelines issued by **The WBSIDC Ltd.** regarding empanelment and execution of surveying tasks. The Agency shall adhere to the highest standards of professional ethics and integrity.
7. That the Agency possesses all necessary licensed equipment, survey instruments, and trained technical manpower to mobilize and execute survey works within the stipulated timelines upon award of work.
8. I explicitly understand and agree that if any statement or declaration made in this affidavit is found to be false, incorrect, or misleading at any stage, **The WBSIDC Ltd.** shall have the absolute right to reject the application, cancel the empanelment, forfeit any security deposits, and initiate appropriate legal action/blacklisting proceedings against the Agency.

DEPONENT

(For M/s [Name of Survey Agency])

(Signature with Seal/Stamp)

Name: _____

Designation: _____

Date: _____

Place: _____

VERIFICATION

I, the above-named Deponent, do hereby verify on oath at [Place] on this [Date] day of [Month], [Year], that the contents of paragraphs 1 to 8 above are true and correct to my knowledge and belief. Nothing material has been concealed therefrom and no part of it is false.

DEPONENT

(Signature with Seal/Stamp)

NOTARIAL ATTESTATION

Sworn and signed before me on this _____ day of _____, 20 _____.

(Signature & Seal of Notary Public)

Reg. No.: _____

ANNEXURE V

Ref.: WBSIDCL/EE/RFP/2026-27/02

BIDDER INFORMATION SHEET

1)	Name of the Organisation	
2)	Name of the Proprietor/Partners/ Directors (as applicable)	
3)	Registered Office details, Address Mobile Number Email ID	
4)	West Bengal office details, Address Contact Nos. Email ID	
5)	Nature/status of candidate firm (whether sole Proprietary / Partnership / Private Limited / Public Limited / Public Sector)	
6)	Power of Attorney/Letter of Authority (An attested copy to be enclosed in case the tender/ offer is signed by an Individual other than the sole proprietor)	Enclosed / Not enclosed
7)	GST Registration No.	
8)	PAN No.	
9)	Details of Individual(s) who will serve as Point of Contact/Communication for the Bidder Name & Designation Mobile No. E-mail ID	

Signature of Authorized Representative: _____

Name: _____

Designation: _____

Official Stamp / Seal of the Agency:

ANNEXURE VI

Financial Statement

Ref.: WBSIDCL/EE/RFP/2026-27/02

This is to certify that I / we have verified the consolidated financial statement of _____ (Name of the Firm in which application is made) having its Registered Office at _____ (address of the Firm). Based on our examination of Books and Records and other documentary evidences, I/ we certify that the financial data of the company given in the balance sheets are details hereunder for the financial year(s) as mentioned below are true and correct.

Sl. No.	Description	FY-2024-25	FY-2023-24	FY-2022-23
1	Net Worth (Calculated on the basis of capital, profit and free reserve available to the firm should be positive)	Rs.	Rs.	Rs.
2	Working Capital	Rs.	Rs.	Rs.
3	Annual Turnover (exclusively from Professional Consultancy for land survey works)	Rs.	Rs.	Rs.

Signature, Name and Designation of Authorized Signatory of applicant including title and capacity in which application is made.	Signature, Name and Designation of Authorized Signatory of Statutory Auditor's Firm / Chartered Accountant Seal of the Audit / Chartered Accountant Firm: Name of signatory (in Capital): Membership No: Firm Registration No: Mobile No: UDIN:
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ANNEXURE VII

Checklist of Documents

Ref.: WBSIDCL/EE/RFP/2026-27/02

Sl. No.	Description	Documents
1	Certificate of Incorporation / Registration / Proof of Constitution	CIN/LLP Identification/Firm Registration Certificate / Partnership Deed, Memorandum of Association (MOA) & Articles of Association (AOA), or Sole Proprietorship Affidavit. (as applicable)
2	PAN Card	Copy of PAN Card the Company/Firm and all Directors/Partners.
3	Power of Attorney / Board Resolution	Copy of Power of Attorney / Board Resolution authorizing the representative to sign empanelment documents and act on behalf of the agency.
4	GST Registration Certificate	Copy of GST Registration Certificate
5	Income Tax Returns (ITR)	Copy of Income Tax Returns (ITR) for the last 3 financial years
6	Audited Balance Sheets & Profit & Loss Statements	Copy of Audited Balance Sheets & Profit & Loss Statements for the last 3 financial years
7	Annual Turnover Certificate	Annual Turnover Certificate issued by a Chartered Accountant (specifically mentioning turnover from land/topographic surveying works).
8	List of Manpower	list of key manpower in the prescribed Annexure along with certificates of qualification and experience.
9	Completion Certificates / Performance Certificates	Work Orders / Award Letters for major government, PSU, along with Completion Certificates / Performance Certificates issued by clients.
10	Others	Application with all the Annexures, EMD DD, affidavit, Trade License, Professional Tax.

Signature of Authorized Representative: _____

Name: _____

Designation: _____

Official Stamp / Seal of the Agency: