

DATE CORRIGENDUM – 3

Date: 06.07.2018

Request for Proposal for Selection of Strategy Consultant for Bengal IT Hub

Tender No WEBEL/EOT/COM/18-19/00031 Dated:.14/06/2018

REVISED DATE AND TIME SCHEDULE

Activity/ Event Description	Date & Time	Revised Date & Time
Last Date & time of submission of original Earnest Money Deposit (Off line) and Tender Fee	Date: 16/07/2018 12:00 PM	Date: 27/07/2018 12:00 PM
Bid Submission closing date & time (On line)	Date: 16/07/2018 12:00 PM	Date: 27/07/2018 12:00 PM
Bid opening date & time for Technical Proposals (Online)	Date: 18/07/2018 15:00 PM	Date: 30/07/2018 15:00 PM

THE ABOVE CORRIGENDUM IS A PART OF ORIGINAL TENDER DOCUMENT

TECHNICAL CORRIGENDUM – 1
Request for Proposal for Selection of Strategy Consultant for Bengal IT Hub
Tender No WEBEL/EOT/COM/18-19/00031 Dated:.14/06/2018

06.07.2018

Srl#	Section	Sub- Section	Page#	Existing Content	To be Read As
1	E	Scope of Work	32	1.2.2. Bid Management, Monitoring and Evaluation for Physical Infrastructure– Engineering, procurement and Construction work· Perform bid management for selecting and on-boarding vendors or work with department selected engineers for detailed engineering design, procurement and construction work in the IT hub· Monitor and evaluate performance of architects and construction company on-boarded for the construction of Bengal Silicon Valley to ensure that the approved architecture design is getting implemented· Submit performance report highlight key issues and risks on a periodic basis. Frequency of reporting to be decided by the project committee.(Detailed engineering design and BoQ for construction work is not in scope for the consultant)	1.2.2. Support with master plan related input during Bid Management, Monitoring and Evaluation for Physical Infrastructure– Engineering, procurement and Construction work· Provide master plan related inputduring bid management for selecting and on-boarding vendors or master plan related input to departmentslected engineers for detailed engineering design, procurement and construction work in the IT hub· Monitor and evaluate performance of architects and construction company on-boarded for the construction of Bengal Silicon Valley to ensure that the approved master plan is being adhered to· Submit performance report on theabove highlighting key issues and risks on a periodic basis. Frequency of reporting to be decided by the project committee.(Detailed engineering design, BoQ, RFP and Bid management for construction work is not in scope for the consultant)
2	C	Table 4: Eligibility Criteria;3.a Consulting Experience3b. Work Experience: Document Proof	22 & 23	Completion Certificate + Work Order issued by the client + satisfactory certifications from client for ongoing projects	Completion Certificate + Work Order issued by the client + satisfactory certifications from client for ongoing projects. The Managing Director or equivalent authorized signatory of the Consulting firm shall self-certify the projects if the firm has done assignments based on Non-disclosure Agreements and cannot share the contract / work-order

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3	C	Table 4: Eligibility Criteria; 3.a. ii)	22	<p>Prime bidder and its consortium partner(s), if any, collectively should fulfil work experience criteria as below:i) Minimum three strategy consulting assignments (ongoing/ completed) in last five years. Value of each of the assignment must be greater than INR 10 Croresii) Minimum three marketing and branding engagements for large MNCs in Technology industry in last five yearsiii) Minimum two architecture assignments with large globally renowned technology parks, IT hubs in last five years of which at least one should be located outside India. iv) Minimum two engagements of IT Architecture design (includes data center), procurement support and implementation monitoring for fortune 500 MNCs in last five yearsv) Minimum two engagements of developing organization wide talent strategy for large MNCs in Technology industry in last five years.All consortium members should satisfy at least one of the work criteria mentioned above</p>	<p>Prime bidder and its consortium partner(s), if any, collectively should fulfil work experience criteria as below:i) Minimum three strategy consulting assignments (ongoing/ completed) in last ten years. Value of each of the assignment must be greater than INR 10 Croresii) Minimum three marketing and branding engagements for large globally renowned technology hubs/IT hubs/Innovation district/startup hubs or equivalent entities of similar nature in last ten yearsiii) Minimum two architecture/master planning assignments with large globally renowned technology hubs/IT hubs/Innovation district/startup hubs or equivalent entities of similar nature in last ten years of which at least one should be located outside India.iv) Minimum two engagements of IT Architecture design / IT Infrastructure procurement / implementation in last ten yearsv) Minimum two engagements of developing talent strategy in technology sector for large MNCs/Governments/Entities in Government undertaking. All consortium members should satisfy at least one of the work criteria mentioned above</p>

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4	C	Table 4: Eligibility Criteria: 1.Global presence & Annual Income	22-23	The Prime Bidder should satisfy each of the following criteria:i) Should have a global presence(should have established offices in USA, Europe and Asia Pacific region)ii) Should have average turnover of more than Rs. 750 crores for last three financial years from strategyconsulting servicesiii) Must have been a profit-making organization for last 3 financial years ending 31.03.2017 Document Proof:Extracts from the Balance sheet and Profit & Loss and Certificate from the statutory auditor/Chartered accountant.ANDDeclaration from authorized signatory regarding the clause of global presence	The Prime Bidder should satisfy each of the following criteria:i) Should have a global presence(should have established offices in USA, Europe and Asia Pacific region)ii) Should have average turnover of more than Rs. 750 crores for last three financial years from strategyconsulting servicesiii) Must have been a profit-making organization for last 3 financial years ending 31.03.2017Document Proof:Extracts from the Balance sheet and Profit & Loss/Certificate from the statutory auditor or Chartered Accountant/Self Certification by Managing Director or equivalent authorized signatory of the firmANDDeclaration from authorized signatory regarding the clause of global presence
5	C	Table 4: Eligibility Criteria: 3b.Work Experience	23	Prime bidder and its consortium partner(s), if any, collectively should have demonstrable experience in each of the below functions:i) Concept developmentii) Marketing & brandingiii) Physical Architecture designiv) IT Architecture designv) Talent development strategyin globally renowned technology hubs such as:· Silicon Valley, USA· Dublin, Ireland· Daejeon, South Koreaor other similar globally renowned technology hubs spread over an minimum area Of 100 acres.All consortium members should satisfy at least one of the work criteria mentioned above	Prime bidder and its consortium partner(s), if any, collectively should have demonstrable experience in each of the below functions:i) Concept developmentii) Marketing & brandingiii) Physical Architecture designiv) IT Architecture designv) Talent development strategy for technology companiesin globally renowned technology hubs such as:· Silicon Valley, USA· Dublin, Ireland· Daejeon, South Koreaor other similar globally renowned technology hubs/IT hubs/Innovation districts/startup hubs or equivalent entities of similar nature spread over minimum area Of 25 acres.All consortium members should satisfy at least one of the work criteria mentioned above

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6	E	2.1 Key Expert; 1. Project Leader	36	MBA/PGDM from premiere institute (in India or abroad) with minimum of 10 years of relevant experience in operationalizing technology clusters/IT hubs/Electronics manufacturing hubs and working with State/Central Governments	MBA/PGDM from premiere institute (in India or abroad) with minimum of 10 years of relevant experience in promoting and operationalizing globally renowned technology hubs/IT hubs/Innovation districts/startup hubs or equivalent entities of similar nature and working with State/Central Governments/their affiliate bodies/Public Sector Enterprises
7	E	2.1 KeyExpert; 2. StrategyConsultant	36	MBA/PGDM from premiere institute (in India or abroad) with at least 7 years of experience in strategy consulting preferably on engagements of setting up, operationalizing and promoting IT hubs/technology clusters. Experience of working with Central/State Governments in India would be a plus	MBA/PGDM from premiere institute (in India or abroad) with at least 7 years of experience in strategy consulting and program management operations preferably on engagements of setting up, operationalizing and promoting globally renowned technology hubs/IT hubs/Innovation districts/startup hubs or equivalent entities of similar nature. Experience of running PMO, aligning PMO tools to organization requirements, establishing, tracking and maintaining milestones, delivery tracking would be required. Experience of working with Central/State Governments/their affiliate bodies/Public Sector Enterprises in India would be a plus.

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8	E	2.1 Key Expert; 4. Business Development Consultant	36	MBA/PGDM in Marketing from premiere institute (in India or abroad) with 10 years of experience of business development and selling real estate space to Technology industry at an international level	MBA/PGDM in Marketing from premiere institute (in India or abroad) with 10 years of experience of business development and selling real estate space in B2B domain at international level
9	E	2.1 Key Expert; 5. Talent development expert	36	MBA/PGDM in HR from premiere institute (in India or abroad) with 10 years of experience in designing and implementing talent acquisition, skill development plans for technology companies	MBA/PGDM from premiere institute (in India or abroad) with 10 years of experience in designing and implementing talent acquisition, skill development plans for technology companies
10	E	2.1 Key Expert; 9. Urban Planning Expert	37	Technical degree (Civil Architecture) from premiere technical institute in India or abroad with at least 10 years of specific professional experience in urban planning of IT Clusters. Experience in working with ULBs will be preferable	Technical degree (Civil Architecture) or Masters in Urban Planning (or Equivalent) from premiere technical institute in India or abroad with at least 10 years of specific professional experience in urban planning of IT Clusters / Urban development / master plan/strategic development studies/area development projects. Experience in working with ULBs and international professional experience will be preferable.

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11	E	2.1 KeyExpert;11. Network Specialist	37	Bachelor's degree in Computer Science or relevant field. Certification in Networking like MCSE, MCP, CCNA, Comp TIA Network+ etc. Minimum 10 years of work experience in similar domain with experience in designing computer network architecture in ULBs.	Bachelor's degree in Computer Science or relevant field. Minimum 8 years of work experience in similar domain with experience in designing computer network architecture. Certification in Networking like MCSE, MCP, CCNA, Comp TIA Network+ etc and experience with ULBs would be a plus.
12	E	2.1 Key Expert; 13.Procurement Specialist	37	Bachelor/LLB or equivalent degree. Certification in CPP, CSCS, CPPS etc. Minimum 10 years of work experience in similar domain with experience in all procurement policy of state level / Gol.	Bachelor/LLB or equivalent degree. Minimum 10 years of work experience in similar domain with experience in all procurement policy of state level / Gol. Certification in CPP, CSCS, CPPS etc. would be a plus
13	E	2.1 Key Expert; 14. Landscape Architect	37	B. Arch or equivalent Degree from premiere institution. Minimum 10 years of work experience in similar domain with experience in all procurement policy of state level / Gol.	A certified landscape architect from premiere institution. Minimum 10 years of work experience in similar domain with experience in preparing landscape strategies/design for master plans or campuses.

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14	E	2.1 Key Expert; 14. Building Architect	37	B. Arch or equivalent Degree from premiere institution. Minimum 10 years of work experience in similar domain with experience in all procurement policy of state level / Gol.	B. Arch or equivalent Degree from premiere institution. Minimum 10 years of work experience in similar domain.
15	E	2.3 Note on team composition	38	<p>Consultant needs to perform activities such as integrated town planning for IT hub, design of physical architecture, IT architecture, marketing, PR, promotion, marketing content development etc. through its own organization or through partners on-boarded under the clause of consortium.</p> <p>On-boarding of the project team will happen on evaluation of CV and personal interaction with the client team.</p> <p>In case of substitutions in the team, the proposed replacements needs to be pre-approved by the project committee and replacement would be subjected to personal interaction with the client.</p>	<p>Consultant needs to perform activities such as integrated town planning for IT hub, design of physical architecture, IT architecture, marketing, PR, promotion, marketing content development etc. through its own organization or through partners on-boarded under the clause of consortium.</p> <p>On-boarding of the project team will happen on evaluation of CV and personal interaction with the client team.</p> <p>In case of substitutions in the team, the proposed replacements needs to be pre-approved by the project committee and replacement would be subjected to personal interaction with the client. Selected Consultant should plan to maintain a team at Project location of at least one Project Leader + 3 members on a full time basis. Project leader should be full time engaged with the project. All the team members should be on payroll of either the Prime bidder or its consortium partner (if any)</p>

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16	B	19.Terminati on for default	16	In case the performance of consultant is deemed unsatisfactory (manifested in delays, lack of quality, unavailability of resources, lack of results/outcomes as expected and agreed) the client reserves right to issue letter of dissatisfaction to the consultant stating the concerns. On issuance of two or more such letters of dissatisfaction the client (WBEIDC LTD.) reserves the right to terminate the contract by issuing a 30 days’ notice period to the consultant. In such eventuality WBEIDC LTD. will invoke the amount held back from the consulting firm as PBG. Decision of WBEIDC LTD. in this regard will be final and abiding without any prejudice to any other remedy or right of claim for breach of contract for the consultant.	In case the performance of consultant is deemed unsatisfactory (manifested in delays, lack of quality, unavailability of resources, lack of results/outcomes as expected and agreed) the client reserves the right to issue a letter of concern in case of dissatisfaction with selected bidder's work. Selected bidder may be asked to submit clarifications or a reply regarding the same. In case of incomplete/delayed/dissatisfactory response or if the concerns are not adequately addressed, the client reserves right to issue letter of dissatisfaction to the consultant stating the reasons. On issuance of two or more such letters of dissatisfaction the client (WBEIDC LTD.) reserves the right to terminate the contract by issuing a 30 days’ notice period to the consultant. In such eventuality WBEIDC LTD. will invoke the amount held back from the consulting firm as PBG. Decision of WBEIDC LTD. in this regard will be final and abiding without any prejudice to any other remedy or right of claim for breach of contract for the consultant.

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17	B	29. Taxes and Duties	19	The prices quoted shall be inclusive of all taxes. Deduction of all statutory and necessary Tax from each bill will be made as per Government Order prevailing at the time of payment. Necessary tax deduction certificate will be issued on demand by the Company. Bidder submitting a tender shall produce up to date, Income Tax and Profession Taxes Certificate as well as the GST certificate issued by the concerned Tax Authority or a Certificate that the assessment is under consideration. All such clearance certificates shall remain valid on the last date of submission.	The prices quoted shall be exclusive of all taxes. Deduction of all statutory and necessary Tax from each bill will be made as per Government Order prevailing at the time of payment. Necessary tax deduction certificate will be issued on demand by the Company. Bidder submitting a tender shall produce up to date, Income Tax and Profession Taxes Certificate as well as the GST certificate issued by the concerned Tax Authority or a Certificate that the assessment is under consideration. All such clearance certificates shall remain valid on the last date of submission.

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18	B	44. General Obligations of the Bidder	21	<p>An agreement is to be signed between the successful bidder and WBEIDC Ltd within thirty days from the date of placement of order. Tender conditions will be part of the agreement. Successful bidder must have/must set-up branch office setup in Kolkata, West Bengal, India. Exit Management: The Bidder shall provide all such information as may reasonably be necessary to effect as seamless a handover as practicable in the circumstances to the WBEIDC LTD. and which the Bidder has in its possession or control at any time during the exit management period. The Bidder shall commit adequate resources to comply with its obligations under Exit Management Schedule.</p>	<p>An agreement is to be signed between the successful bidder and WBEIDC Ltd within thirty days from the date of placement of order. Tender conditions will be part of the agreement. Successful bidder may consider setting up branch office in Kolkata, West Bengal, India (clause is not binding upon the successful bidder). Exit Management: The Bidder shall provide all such information as may reasonably be necessary to effect as seamless a handover as practicable in the circumstances to the WBEIDC LTD. and which the Bidder has in its possession or control at any time during the exit management period. The Bidder shall commit adequate resources to comply with its obligations under Exit Management Schedule.</p>

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19	D	1. Technical Evaluation; A. a)	26	a) Successfully completed Strategy Consulting assignment - at least two projects with Government (Central/State) in India and at least two abroad (outside India), within last five years. One mark for each project. [Max. 10 marks]	Successfully completed Strategy Consulting assignment - at least two projects with Government (Central/State)/PSUs in India and at least two abroad (outside India), within last five years. One mark for each project.
20	D	1. Technical Evaluation; A.b)	26	b) Citations of the following from bidder and or its consortium partners [Max. 15 marks]i. Concept development for globally renowned technology hubs. One mark for each project [Max 3 marks]ii. Marketing and Branding (includes go-to-market strategy, pricing strategy) for globally renowned technology hubs. One mark for each project [Max 3 marks]iii. Physical Architecture design for globally renowned technology parks/hubs. One mark for each project. [Max 3 marks]iv. IT Architecture design, IT Infrastructure procurement and implementation monitoring in globally renowned technology hubs. One mark for each project. [Max 3 marks]v. Talent development – Strategy and execution in technology sector for a particular State/Country/Region. One mark for each project. [Max 3 marks]	b) Citations of the following from bidder and or its consortium partners [Max. 15 marks]i. Concept development for globally renowned technology hubs/IT hubs/Innovation districts/startup hubs or equivalent entities of similar nature. One mark for each project [Max 3 marks]ii. Marketing and Branding (includes go- to-market strategy, pricing strategy) for globally renowned technology hubs/IT hubs/Innovation districts/startup hubs or equivalent entities of similar nature. One mark for each project [Max 3 marks]iii. Master planning / physical architecture design for large globally renowned technology hubs/IT hubs/Innovation districts/startup hubs or equivalent entities of similar nature. One mark for each project. [Max 3 marks]iv. IT Architecture design / IT Infrastructure procurement / implementation for large globally renowned technology hubs/IT hubs/Innovation districts/startup hubs or equivalent entities of similar nature. One mark for each project. [Max 3 marks]v. Talent development – Strategy and execution in technology sector for a particular State/Country/ Region or large MNCs in technology industry. One mark for each project. [Max 3 marks].

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21	D	B. Adequacy and quality of the proposed methodology, and work plan in responding to the Scope of Work	27	<p>B. Adequacy and quality of the proposed methodology, and work plan in responding to the Scope of Work [Max. 35 marks]a) Approach and methodology [Max. 10 marks]b) Proposed Marketing strategy, business development plan and estimated budget required for marketing and business development activities* [Max. 10 marks]c) Work plan [Max. 7.5 marks]d) Organization & Staffing pan along with Governance Model [Max. 7.5 marks]</p> <p>* Estimated marketing budget would not be considered for the evaluation of financial bidTotal Points for criteria A & B = 35+35= 70Note: WBEIDC LTD. will assess whether the proposed methodology is clear, responds to the Scope of Work, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix; and the work plan has right input of Experts. Parameters such as staffing plan, work plan, governance model proposed by consultant are significant parameters in ascertaining the effectiveness of the solution proposed by consultant. Hence the consultant is expected to adhere to the work plans, staffing plans, governance model etc proposed in this section during the execution of the project.</p>	<p>B. Adequacy and quality of the proposed methodology, and work plan in responding to the Scope of Work [Max. 35 marks]a) Approach and methodology [Max. 5 marks]b) Proposed Marketing strategy, business development plan and estimated budget required for marketing and business development activities* [Max. 10 marks]c) Work plan [Max. 5 marks]d) Organization & Staffing pan along with Governance Model [Max. 5 marks]e) Presentation and Q&A [Max. 10 marks] (presentation should be given by the proposed project leader and may be supported by proposed team members). Duration and date of presentation shall be communicated to eligible bidders at least three working days in advance.* Estimated marketing budget would not be considered for the evaluation of financial bidTotal Points for criteria A & B = 35+35= 70Note: WBEIDC LTD. will assess whether the proposed methodology is clear, responds to the Scope of Work, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix; and the work plan has right input of Experts. Parameters such as staffing plan, work plan, governance model proposed by consultant are significant parameters in ascertaining the effectiveness of the solution proposed by consultant. Hence the consultant is expected to adhere to the work plans, staffing plans, governance model etc proposed in this section during the execution of the project.</p>

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22	F	2 Milestones and deliverables	39	T+5 • Physical and IT Architecture Design/3D models • BOQ for IT Infrastructure • EoI/RFPs for onboarding construction contractors/IT infrastructure SI etc.	T+5 • Physical and IT Architecture Design/3D models • BOQ for IT Infrastructure • EoI/RFPs for onboarding IT infrastructure SI etc.
23	F	2 Milestones and deliverables	39	T+9 to T+33 • Monthly Project Status Report • Monthly Vendor Performance Evaluation Report	• Monthly Project Status Report (to include all components of the project) • Monthly report on marketing activities and measurable outcomes (specifically focused on outreach)
24	F	Payment Schedule	40	Srl# Event Timeline (months) Payment Milestone (% of total cost) 1 Project kick off 7 days from T 1% 2 Milestone 1 T+1 3% 3 Milestone 2 T+3 6% 4 Milestone 3 T+5 6% 5 Milestone 4 T+8 0% 6 Milestone 5 T+9 16% 7 Milestone 6 T+12 6% 8 Milestone 7 T+15 6% 9 Milestone 8 T+18 6% 10 Milestone 9 T+21 6% 11 Milestone 10 T+24 6% 12 Milestone 11 T+27 6% 13 Milestone 12 T+30 6% 14 Milestone 13 T+33 6% 15 Milestone 14 T+36 20% TOTAL 100%	Srl# Event Timeline (months) Payment Milestone (% of total cost) 1 Project kick off 7 days from T 1% 2 Milestone 1 T+1 3% 3 Milestone 2 T+3 7% 4 Milestone 3 T+5 7% 5 Milestone 4 T+8 0% 6 Milestone 5 T+9 16% 7 Milestone 6 T+12 7% 8 Milestone 7 T+15 7% 9 Milestone 8 T+18 7% 10 Milestone 9 T+21 7% 11 Milestone 10 T+24 7% 12 Milestone 11 T+27 7% 13 Milestone 12 T+30 7% 14 Milestone 13 T+33 7% 15 Milestone 14 T+36 10% TOTAL 100%

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25	F	Benefit Based Fee	40	a) 50% occupancy in three years from signing the contract	a) 50% occupancy of official space in three years from signing the contract through direct marketing and/or through execution of marketing strategy resulting in the desired occupation
26	F	4. Benefitbased fee	41	b) At least two industry anchors, from the list of anchors identified by the consultant and approved by the project committee, establishing R&D center or business operations or electronic manufacturing units in Bengal Silicon Valleyc) Atleast two of the globallyrenowned foreign educationalinstitutes, identified as anchorinstitutes from consultant andapproved by the project committee, establishing their presence in Bengal Silicon Valley in form of industry collaborated R&D unit/ industry collaborated education unit imparting cutting edge technology and/or management education	b) At least two industry anchors, from the list of anchors identified by the consultant and approved by the project committee, signing an MoU or other equivalent agreement for establishing R&D center or business operations or electronic manufacturing units in Bengal Silicon Valley within agreed timeframec) At least two of the globally renowned foreign educational institutes, identified as anchor institutes from consultant and approved by the project committee, signing an MoU or other equivalent agreement for establishing their presence in Bengal Silicon Valley in form of industry collaborated R&D unit/ industry collaborated education unit imparting cutting edge technology and/or management education within agreed timeframe
27	G	Annexure-10 Point 15	60	Certificate from HR department mentioning the relevant manpower strength.	Annexure 10. Point # 15 deleted

THE ABOVE CORRIGENDUM IS A PART OF ORIGINAL TENDER DOCUMENT

DATE CORRIGENDUM – 2

Date: 27.06.2018

Request for Proposal for Selection of Strategy Consultant for Bengal IT Hub

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REVISED DATE AND TIME SCHEDULE

Activity/ Event Description	Date & Time	Revised Date & Time
Last Date and time of sending the queries	Date: 24/06/2018 12:00 PM	Date: 29/06/2018 12:00 PM

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DATE CORRIGENDUM – 1

Date: 15.06.2018

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Tender No WEBEL/EOT/COM/18-19/00031 Dated:14/06/2018

REVISED DATE AND TIME SCHEDULE

Activity/ Event Description	Date & Time	Revised Date & Time
Last Date and time of sending the queries	Date: 22/06/2018 12:00 PM	Date: 24/06/2018 12:00 PM
Pre Bid Meeting at WBEIDC LTD. Office (Offline)	Date: 25/06/2018 12:00 PM	Date: 27/06/2018 12:00 PM
Corrigendum, if any, will be published On Line	Date: 27/06/2018 16:00 PM	Date: 02/07/2018 16:00 PM
Bid Submission start date & time (On line)	Date: 27/06/2018 17:00 PM	Date: 02/07/2018 17:00 PM
Last Date & time of submission of original Earnest Money Deposit (Off line) and Tender Fee	Date: 04/07/2018 12:00 PM	Date: 16/07/2018 12:00 PM
Bid Submission closing date & time (On line)	Date: 04/07/2018 12:00 PM	Date: 16/07/2018 12:00 PM
Bid opening date & time for Technical Proposals (Online)	Date: 06/07/2018 15:00 PM	Date: 18/07/2018 15:00 PM

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Issued By:-

**West Bengal Electronics Industry
Development Corporation Limited (WBEIDCL)
Webel Bhawan, Block- EP & GP,
Sector-V, Salt Lake, Bidhan Nagar,
Kolkata-700091
West Bengal**

Disclaimer

This Notice Inviting e-Tender (NIT) contains brief information about the project, qualification requirements and the selection process for the successful applicant (bidder). The purpose of this NIT document is to provide applicants (bidders) with information to assist the formulation of their bid application (the “application”).

Whilst the information in this NIT has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither West Bengal Electronics Industry Development Corporation Limited (WBEIDC LTD.) , nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of the information contained in the NIT, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed project, or makes any representation or warranty, express or implied, with respect to the information contained in this NIT is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information (‘Information’) contained in this NIT document or subsequently provided to interested parties (the "applicant(s)), in writing by or on behalf of WBEIDC LTD. is provided to applicant(s) on the terms and conditions set out in this NIT documents and any other terms and conditions subject to which such information is provided.

This NIT document is not an agreement and is not an offer or invitation by WBEIDC LTD. to any other party. The terms on which the project is to be developed and the right of the successful applicant shall be as set out in separate agreements. WBEIDC LTD. reserves the right to accept or reject any or all applications without giving any reasons thereof. WBEIDC LTD. will not entertain any claim for expenses in relation to the preparation of NIT submissions.

Abbreviation

Abbreviations	Descriptions
DSC	Digital Signature Certificate
DGM	Deputy General Manager
EMD	Earnest Money Deposit
GST	Goods & Service Tax
LOI	Letter of Intent
PBM	Pre Bid Meeting
PAN	Permanent Account Number
PBG	Performance Bank Guarantee
PSU	Public Sector Undertaking
PO	Purchase Order
NIT	Notice Inviting e-Tender
WBEIDC LTD.	West Bengal Electronics Industry Development Corporation Limited

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NOTICE INVITING E-TENDER

Tender Reference Number: WEBEL/EOT/COM/18-19/00031 Dated:.14/06/2018

West Bengal Electronics Industry Development Corporation (WBEIDC) Limited, nodal agency of Department of Information Technology & Electronics (DIT&E), Government of West Bengal (GoWB), invites e-tender on behalf of Department of Information Technology & Electronics, Government of West Bengal for the work mentioned in the Table 1 below. Bids are invited from globally reputed consulting firms (as Strategy Consultant) specialized in strategizing similar engagement globally. Submission of bid should be through electronic bidding process. Duration of engagement is initially for three years.

Table 1: Detail of the Scheme

Name of the Project – Strategy Consultancy for Bengal IT Hub	Tender Document Cost in INR (Non-Refundable)	Earnest Money Deposit in INR (Refundable)
Assist DIT&E,GoWB and WBEIDC in establishing Bengal Silicon Valley as a technology hub that can attract investment in the State of West Bengal in technology sector including R&D, analytics, electronics manufacturing etc. hence serving the larger objective of generating employment opportunities in the hub and in the State of West Bengal in general	Rs. 10,000 (Rupees Ten thousand only)	Rs. 25,00,000 (Rupees twenty five lakh only)

- a) Intending bidders to download the tender documents from the website <https://wbtenders.gov.in> directly. Necessary cost of tender documents (tender fees) and EMD to be remitted through Demand Draft issued from any Scheduled Bank in favour of WBEIDC LTD payable at Kolkata.
- b) EMD and Tender Cost is to be submitted to West Bengal Electronics Industry Development Corporation Limited (WBEIDC Limited),Webel Bhavan, Block-EP & GP, Sector-V, Salt Lake, Bidhan Nagar, Kolkata:-700091
- c) Digitally signed Technical Bid and Financial Bid, to be submitted through the website <https://wbtenders.gov.in>
- d) Submission of the Bid should be done as per the stated time schedule mentioned in “IMPORTANT DATES & INFORMATIONS” section of the RFP.

- e) The Financial Bid of the prospective bidder will be considered only if the Technical Bid is found qualified by the 'Tender Evaluation Committee'. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect.

GENERAL GUIDANCE FOR E-TENDERING

Instructions / guidelines for electronic submission of the tenders have been annexed for assisting the bidders to participate in e-Tendering.

i. Registration of Bidder:

Any Bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System through logging on to <https://wbtenders.gov.in>. The Bidder is to click on the link for e-Tendering site as given on the web portal.

ii. 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 National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated above. DSC is given as a USB e-Token. The Bidder can search & download N.I.T. & BOQ electronically from computer once he logs on to the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

iii. Participation in more than one work:

A prospective bidder shall be allowed to participate in the job either in the capacity of of a consulting firm/prime bidder. If, found to have applied severally in a single job, all the concerned applications shall be rejected.

iv. Submission of Tenders:

Tenders are to be submitted online to the website in two folders at a time for each tender (one is Technical Proposal & the other is Financial Proposal) before the prescribed date & time using the Digital Signature Certificate (DSC). The documents to be uploaded should be virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non-readable formats).

IMPORTANT DATES & INFORMATIONS

Table 2: Fact Sheet

1.	Tender No. & Date	WEBEL/EOT/COM/18-19/00031 Dated:.14/06/2018
2.	Tender Version	1.0
3.	Brief description of project	Assist DIT&E, GoWB and WBEIDC Ltd. in conceptualizing Bengal Silicon Valley-IT Hub, formalizing pricing models, developing talent management strategy, marketing & branding the IT Hub, designing the architecture and assisting WBEIDC LTD. in procuring the physical and IT infrastructure required for its construction
4.	Tender document Fee	Rs. 10,000 (Rupees ten thousand only) in the form of Demand Draft from any Scheduled bank in favour of WBEIDC LTD. payable at Kolkata, to be submitted along with the bid documents.
5.	Earnest Money Deposit	Rs. 25,00,000 (Rupees twenty five lakh only)in the form of Demand Draft/ Bank Guarantee from any Scheduled bank in favour of WBEIDC LTD.. payable at Kolkata.
6.	Tender issuing entity	West Bengal Electronic Industry Development Corporation(WBEIDC) Limited
7.	Date of uploading of N.I.T. & other Documents (online)(Publishing Date)	14/06/2018
8.	Documents download start date (Online)	14/06/2018
9.	Last Date and time of sending the queries	Date: 22/06/2018 12:00 PM
10.	Date of Site Tour	Date: 20/06/2018 to 22/06/2018
11.	Pre Bid Meeting at WBEIDC LTD. Office (Offline)	Date: 25/06/2018 12:00 PM <ul style="list-style-type: none"> • The person should have proper authorization in respective company Letter Head. Queries will be sent to Mr. Pratul Show, DY. G.M.(COMMERCIAL) E Mail: pratul.show@webel-india.com
12.	Corrigendum, if any, will be published On Line	Date: 27/06/2018 16:00 PM

13.	Bid Submission start date & time (On line)	Date: 27/06/2018 17:00 PM
14.	Last Date & time of submission of original Earnest Money Deposit (Off line) and Tender Fee	Date: 04/07/2018 12:00 PM
15.	Bid Submission closing date & time (On line)	Date: 04/07/2018 12:00 PM
16.	Bid opening date & time for Technical Proposals (Online)	Date: 06/07/2018 15:00 PM
17.	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals (if any).	Date: To be notified later on
18.	Opening of Financial Bid (Online) and declaration of result	Date: To be notified later on
19.	Contact Persons	Mr. Pratul Show, DY. G.M.(COMMERCIAL) E Mail: pratul.show@webel-india.com

SECTION-A: INTRODUCTION & OBJECTIVE OF THE PROJECT

1. Introduction

Government of West Bengal has envisioned to setup Bengal Silicon Valley a technology hub on the lines of Silicon Valley in California, USA. It is envisaged that the proposed Bengal Silicon Valley would be leveraged by Industries, professionals, investors, students, educational institutes, skill building on emerging technologies, R&D organizations to foster innovative technology led business models, products and services which can grow into large enterprises with global footprint.

The underlying objective is to promote a culture of IT led innovation and generate direct or indirect employment for the citizens. The New Town and Salt Lake Sector V together have more than 74 IT companies. West Bengal has 900+ IT/ITeS companies constituting close to 90% of Eastern India's IT/ITeS workforce. This will be a futuristic hub that will catalyse the IT & Electronics ecosystem in the state and act as a beacon for the technology industry in Asia.

2. Objective of The Project

To develop a world class state-of-art IT hub in Action Area II to be leveraged by Industries, professionals, investors, students, educational institutes, skill building on emerging technologies, R&D organizations to foster innovative technology led business models, products and services which can grow into large enterprises with global footprint and generate employment opportunities.

In this context, it is proposed that a globally renowned strategy consulting firm/prime bidder may be on-boarded to assist the state government in conceptualizing the overall technology hub, perform development planning, design physical and IT architecture, design talent development strategy, and perform branding and marketing of the Bengal Silicon Valley while ensuring achievement of a minimum occupancy for the proposed infrastructure.

Location:

The IT hub is proposed to be set up in approximately 100 acres in Action Area II, New Town Rajarhat, beside Kolkata Museum of Modern Art (KMOMA).

SECTION - B: INSTRUCTION TO BIDDER

1. Definitions

In this document, the following terms shall have following respective meanings:

“Agreement” means the Agreement to be signed between the successful consulting firm and West Bengal Electronics Industry Development Corporation (WBEIDC) Limited including all attachments, appendices, all documents incorporated by reference thereto together with any subsequent modifications, the RFP, the bid offer, the acceptance and all related correspondences, clarifications, presentations.

“Bidder” means successful Consulting firm/Prime Bidder

“Contract” is used synonymously with Agreement.

“Deliverables” means the documents as mentioned in this RFP

“Default Notice” shall mean the written notice of Default of the Agreement issued by one Party to the other.

“Fraudulent Practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the WBEIDC LTD. and eventually Govt. of West Bengal of the benefits of free and open competition.

“Law” shall mean any Act, notification, by law, rules and regulations, directive, ordinance, order or instruction having the force of law enacted or issued by the Government of India and/or the Government of West Bengal or any other Government or regulatory authority or political subdivision of government agency.

“GoI” means Government of India

“LOI” means issuing of Letter of Intent shall constitute the intention of the WBEIDC LTD. to place the Purchase Order with the successful consulting firm.

“Services” means the work to be performed by the Bidder pursuant to this Contract, as described in the detailed Scope of Work.

2. Submission of BID

Bids are to be submitted through online to the website stated earlier in two folders at a time, one in Techno Commercial Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). Only the Digitally Signed documents are to be uploaded after proper virus scanning. The documents will get encrypted (transformed into non-readable formats).

3. Pre-Bid Meeting

- i. WBEIDC LTD. may host a Pre-Bid Meeting for queries (if any) by the prospective bidders. The representatives of the bidders may attend the pre-bid meeting at their own cost. The purpose of the pre-bid meeting is to provide a forum to the bidders to clarify their doubts/seek clarification or additional information necessary for them to submit their bid.

- ii. All enquiries from the bidders relating to this Bid Document must be submitted to the designated contact person as mentioned earlier via email. The queries should necessarily be submitted in the following format:

Table 3: Format of Pre-bid queries

#	RFP Document Reference			Content of the RFP requiring clarification	Clarification Sought
	Section No.	Sub-Section	Page No.		
1					
2					
3					

4. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of the bid. WBEIDC LTD. shall not be responsible for these costs regardless of the conduct or outcome of the bidding process.

5. Bid Document

Bidders to examine all instructions, forms, terms and requirement in the bid document. The invitation to bid together with all its attachment thereto shall be considered to be read, understood and accepted by the bidder. No deviations will be accepted. Failure to furnish all information required by the bid document or a bid not substantially responsive to the bid document in every respect may result in rejection of the bid, subject to the discretion of tender evaluation committee

6. Amendment of Bid Document

At any time prior to the deadline for submission of proposals, WBEIDC LTD. reserves the right to add/modify/delete any portion of this document by issuance of a Corrigendum, which would be published on the website. The Corrigendum shall be binding on all bidders and will form part of the bid documents. Corrigendum can be published at least 3 days prior to the last date of Bid submission, with extension of 4 days of bid submissions deadline, such that the bidders gets at least 7 days to submit the bid after a corrigendum is published.

7. Modification and Withdrawal of Bids

The bidder may modify or withdraw its bid after submission, before the deadline prescribed for bid submission.

8. Language of Bid & Correspondence

The proposal will be prepared by the Bidder in English language only. All the documents relating to the proposal (including brochures) supplied by the firm should also be in English, and the correspondence between the Bidder & WBEIDC LTD. will be in English language only. The correspondence by e-mail must be subsequently confirmed by a duly signed formal copy.

9. Earnest Money Deposit (EMD)

The firm shall furnish an **EMD of Rs. 25,00,000 (Rupees twenty - five lakh only)** in the form of a Demand Draft/ Bank Guarantee from a scheduled bank payable at Kolkata and in favour of WBEIDC LTD. Any bid not accompanied with the EMD shall be rejected. The validity of EMD instrument will be initially 6 months, to be extended, if required.

10. Forfeiture of EMD

EMD by Bidder may be forfeited under the following conditions:

- If Bidder withdraws the proposal before the expiry of bid validity period.
- During the evaluation process, if a Bidder indulges in any such activity as would jeopardize the process. The decision of WBEIDC LTD. regarding forfeiture of EMD shall be final and shall not be called upon for explanation under any circumstances.
- If Bidder violates any of the provisions of the terms and conditions of the proposal.
- In the case of successful Bidder, if Bidder fails to:
 - a) Accept the work order along with the terms and conditions.
 - b) Furnish performance security.
 - c) Abide by any of the work conditions of this proposal or indulges in any such activities as would jeopardize the work.
 - d) Ensure submitting false/misleading information/declaration/documents/proof/etc.

The decision of WBEIDC LTD. regarding forfeiture of EMD shall be final and shall not be called upon to any explanation under any circumstances.

EMD of unsuccessful bidders shall be returned after the signing of LoA with the successful bidder.

11. Forms and Formats

The various inputs for the Technical as well as Price bid are to be submitted in the format specified. The bidder shall use the form, wherever specified, to provide relevant information. If form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information. For all other cases, the bidder shall design a form to hold the required information.

12. Lack of Information to Bidder

The bidder shall be deemed to have carefully examined the Bid document to his entire satisfaction. Any lack of information shall not relieve the bidder of his responsibility to fulfil his obligation under the bid. If bidder has any queries related to bid document then they can send the queries before/during the Pre Bid Meeting.

13. Evaluation Procedure

- Bidders who have submitted the valid Bid Security, i.e., EMD, Tender Document Fee & NIT Declaration (Annexure – 12) as per requirement shall be considered as pre-qualified for further evaluation. Absence of these pre-qualifying documents may lead to rejection of the bid.
- The Eligibility Criteria (Annexure – 3) will be evaluated by Tender Committee and those who qualify will be considered for further evaluation.
- The Tender Committee would perform the Technical Evaluation for qualified bidders. In order to facilitate the evaluation, the marking scheme presented is an indication of the relative importance of the evaluation. Bidders securing a minimum of **75% marks** in the Technical Evaluation will **only** be considered for Price Bid evaluation.
- Price bid will be opened for evaluation only for those bidders who have technically qualified.
- The basis of bid evaluation shall be “**Combine –Quality-cum-CostBased Selection (CQCCBS)**” with 80:20 ratio, where the weightage on the Technical part will be 80 percent and 20 percent weightage will be given to the price bid
- The bidder with the highest total score will be declared successful and will be allowed to start the engagement initially for a period of three (3) years.
- The quoted cost will be firm for the entire duration of the project which is initially three years from the date of signing of agreement.

14. Performance Bank Guarantee (PBG)

Within 21 days of notifying the acceptance of proposal for the award of contract, the successful bidder shall furnish a Performance Bank Guarantee (PBG) from an Indian nationalized bank, as per Annexure-11, amounting to the 10% of the total bid value for the entire contract period as its commitment to perform services under the contract.

PBG should be valid for the contract period and 90 days beyond the contract end date. Bidder may be asked to extend the PBG according to project progress.

Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released after expiry of contract provided there is no breach of contract on the part of the bidder. No interest will be paid on the PBG.

15. Signing of Agreement

WBEIDC LTD. will award the contract to the bidder as per the evaluation process stated in the tender.

16. Liability

In case of any default on bidder's part or other liability, WBEIDC LTD. shall be entitled to recover damages from the Consulting firm. In each such instance, regardless of the basis on which WBEIDC LTD. is entitled to claim damages from the Consulting firm (including fundamental breach, negligence, misrepresentation, or other contract or tort claim), Consulting firm shall be liable for no more than:

- Payment referred to in the Patents and Copyrights clause.
- Liability for bodily injury (including death) or damage to real property and tangible personal property limited to that cause by the Consulting firm's negligence.
- As to any other actual damage arising in any situation involving non-performance by Consulting firm pursuant to or in any way related to the subject of this RFP, the charge paid by WBEIDC LTD. for the individual product or Service that is the subject of the Claim.
- However, the consulting firm shall not be liable for any indirect, consequential loss or damage, lost profits, third party loss or damage to property or loss of or damage to data or for any direct loss or damage that exceeds the total payment for Contract Price made or expected to be made to the Consulting firm hereunder.

17. Patents & Copyright

If a third party claims that a product delivered by the Consulting firm to WBEIDC LTD. under this project, infringes that party's patent or copyright, the Consulting firm shall defend WBEIDC LTD. against that claim at Consulting firm's expense and pay all costs, damages, and attorney's fees that a court finally awards or that are included in a settlement approved by the Consulting firm.

18. Governing Laws

This contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Kolkata shall have exclusive jurisdiction in all matters arising under the contract. The Consulting firm shall keep himself fully informed of all current national, state and municipal law and ordinances. The Consulting firm shall at their own expense, obtain all necessary permits and license and pay all fees and taxes required by law. These will be consulting firm's entire obligation regarding any claim of infringement.

19. Termination for Default

In case the performance of consultant is deemed unsatisfactory (manifested in delays, lack of quality, unavailability of resources, lack of results/outcomes as expected and agreed) the client reserves right to issue letter of dissatisfaction to the consultant stating the concerns. On issuance of two or more such letters of dissatisfaction the client (WBEIDC LTD.) reserves the right to terminate the contract by issuing a 30 days' notice period to the consultant. In such eventuality WBEIDC LTD. will invoke the amount held back from the consulting firm as PBG. Decision of WBEIDC LTD. in this regard will be final and abiding without any prejudice to any other remedy or right of claim for breach of contract for the consultant.

20. Jurisdiction Clause

Jurisdiction of the engagement would be limited only to courts in Kolkata.

21. Arbitration Clause

In case of any disputes, the arbitrator may be selected based on mutual agreement between the client WBEIDC Ltd. and consulting firm.

22. Conditions for Consortium

The Prime Bidder of Consortium, herein also referred as 'Bidder', shall be primarily responsible & accountable for the implementation of the entire scope of the project. In case of consortium, the same should not consist of more than 3 partners besides the Prime bidder. The consortia shall submit a valid Agreement on Stamp Paper among the members signed by the Authorized Signatories of the companies under consortium dated prior to the submission of the bid and the contract will be signed only with the Prime Bidder. The Agreement shall clearly specify the details of Prime bidder, stake of each member and outline the roles and responsibilities of each member. In the Consortium, all the members shall be jointly and severally liable to complete the project; however Prime Bidder shall give an undertaking for successful completion of the project. All payments as per defined payment terms shall be made in the name of the Prime Bidder only. In case of any issues, Prime Bidder will be liable for all penalties. The agreement between the Prime Bidder and each consortium partner should be for the entire period of the project and submitted along with the Bid. The Agreement of the consortium members should be submitted for their exclusive association for this bid and joint responsibility for the respective scope.

23. Force Majeure

It is hereby defined as any cause, which is beyond the control of the Consulting firm or WBEIDC LTD. as the case may be, which such party could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as

- War, Hostilities or warlike operations (whether a state of war be declared or not), invasion, act of foreign enemy and civil war.
- Rebellion, revolution, insurrection, mutiny, usurpation of civil or military, government, conspiracy, riot, civil commotion and terrorist area.
- Confiscation, nationalization, mobilization, commandeering or requisition by or under the order of any government or de facto authority or ruler, or any other act or failure to act of any local state or national government authority.
- Strike, sabotage, lockout, embargo, import restriction, port congestion, lack of usual means of public transportation and communication, industrial dispute, shipwreck, shortage of power supply epidemics, quarantine and plague.
- Earthquake, landslide, volcanic activity, fire flood or inundation, tidal wave, typhoon or cyclone, hurricane, nuclear and pressure waves or other natural or physical disaster.

If either party is prevented, hindered or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances of the event of Force Majeure within fourteen days after the occurrence of such event. The party who has given such notice shall be excused from the performance or punctual performance of its obligations under the Contract for so long as the relevant event of Force Majeure continues and to the extent that such party's performance is prevented, hindered or delayed.

The party or parties affected by the event of Force Majeure shall use reasonable efforts to mitigate the effect of the event of Force Majeure upto its or their performance of the Contract and to fulfil its or their obligation under the Contract but without prejudice to either party's right to terminate the Contract.

No delay or non-performance by either party to this Contract caused by the occurrence of any event of Force Majeure shall.

- Constitute a default or breach of the contract.
- Give rise to any claim for damages or additional cost or expense occurred by the delay or non-performance. If, and to the extent, that such delay or non-performance is caused by the occurrence of an event of Force Majeure

24. Corrupt or Fraudulent Practices

The Tender Committee requires that the bidders under this Tender observe the highest standards of ethics during the procurement and execution of such contracts. For this purpose the definition of corrupt and fraudulent practices will follow the provisions of the relevant laws in force.

The Tender Committee will reject a proposal for award if it detects that the bidder has engaged in corrupt or fraudulent practices in competing for the contract in question.

The Tender Committee will declare a firm ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.

25. Binding Clause

All decisions taken by the Tender Committee regarding the processing of this tender and award of contract shall be final and binding on all parties concerned. The Tender Committee reserves the right:

- To vary, modify, revise, amend or change any of the terms and conditions mentioned above and,
- To reject any or all the Tender/s without assigning any reason whatsoever thereof or to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision

26. Grafts, Commissions, Gifts, etc.

It is the Purchaser's policy to require that bidders, consulting firm and consultants under contracts, observe the highest standard of ethics during the procurement and execution of such contracts. Any graft, commission, gift or advantage given, promised or offered by or on behalf of the consulting firm or his partner, agent, officers, director, employee or servant or any one on his or their behalf in relation to the obtaining or to the execution of this or any other contract with WBEIDC LTD. shall in addition to any criminal liability which it may incur, subject the consulting firm to the cancellation of this and all other contracts and also to payment of any loss or damage to WBEIDC LTD. resulting from any cancellation. WBEIDC LTD. shall then be entitled to deduct the amount so payable from any monies otherwise due to the consulting firm under contract.

27. Enforcement of Terms

The failure of either party to enforce at any time any of the provision of this contract or any rights in respect thereto or to exercise any option here in provided shall in no way be construed to be a waiver to such provisions, rights or options or in any way to affect the validity of the contract. The exercise by either party of any of its rights herein shall not preclude or prejudice either party from exercising the same or any other right it may have hereunder.

28. Period of Validity of Offer

For the purpose of placing the order, the proposals shall remain valid till 180 days from bid submission date. During the period of validity of proposals, the rates quoted shall not change.

29. Taxes & Duties

- **The prices quoted shall be inclusive of all taxes.**
- Deduction of all statutory and necessary Tax from each bill will be made as per Government Order prevailing at the time of payment. Necessary tax deduction certificate will be issued on demand by the Company.
- Bidder submitting a tender shall produce up to date, Income Tax and Profession Taxes Certificate as well as the GST certificate issued by the concerned Tax Authority or a Certificate that the assessment is under consideration. All such clearance certificates shall remain valid on the last date of submission.

30. Discrepancies in Bid

- Discrepancy in the amount quoted by the bidder due to calculation mistake of the unit rate then the unit rate shall be regarded as firm.

31. Late Bid

Late bid shall not be accepted by WBEIDC LTD.

32. Contacting WBEIDC LTD.

Bidder shall not approach WBEIDC LTD. officers beyond office hours and/or outside WBEIDC LTD. office premises from the time of the Bid opening to the time of finalization of successful bidder. Any effort by bidder to influence WBEIDC LTD. office in the decision on Bid evaluation, Bid comparison or finalization may result in rejection of the Bidder's offer. If the bidder wishes to bring additional information to the notice of WBEIDC LTD., it should be in writing.

33. WBEIDC LTD's Right to Reject any or all Bids

WBEIDC LTD. reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

34. Bid Currencies

Prices shall be quoted in Indian Rupees, inclusive of all prevailing taxes, levies, duties, cess etc.

35. Price

Price should be quoted in the Price Bid format only. No deviation in any form in the Price Bid sheet is acceptable.

Price quoted should be firm, inclusive of all charges, taxes and duties.

36. Canvassing

Canvassing or support in any form for the acceptance of any tender is strictly prohibited. Any bidder doing so will render him liable to penalties, which may include removal of this name from the register of approved Consulting firms.

37. Non-Transferability of Tender

This tender document is not transferable. Only the bidder, who has purchased this tender form, is entitled to quote.

38. Formats & Signing of Bid

The original and all copies of the proposals shall be neatly typed and shall be signed by an authorized signatory(ies) on behalf of the Bidder. The authorization shall be provided by written Power of Attorney accompanying the proposal. All pages of the proposal, except for un-amended printed literature, shall be initialled by the person or persons signing the proposal. The proposal shall contain no interlineations, erase or overwriting. In order to correct errors made by the Bidder, all corrections shall be done &initialled with date by the authorized signatory after striking out the original words/figures completely.

39. Withdrawal of Bid

Bid cannot be withdrawn during the interval between their submission and expiry of Bid's validity period. Fresh Bid may be called from eligible vendors for any item(s) of work, if so required.

40. Interpretation of documents

If any bidder should find discrepancies or omission in the specifications or other tender documents, or in doubt as to the true meaning of any part thereof, it shall make a written request to the tender inviting authority for correction/clarification or interpretation or can put in a separate sheet along with his technical bid document.

41. Compliance with Law

The consulting firm hereto agrees that it shall comply with all applicable central, state and local laws, ordinances, regulations and codes in performing its obligations hereunder, including the procurement of licenses, permits certificates and payment of taxes where required.

The consulting firm shall establish and maintain all proper records (particularly, but without limitation, accounting records) required by any law, code/practice of corporate policy applicable to it from time to time including records and returns as applicable under labour legislation.

42. Clarification of Bids

During evaluation of the bids, the Customer/Tender Committee, at its discretion may ask the bidder for clarification of its bid. The request for the clarification and the response shall be in writing (email) and no change in the substance of the bid shall be offered or permitted.

43. Authentication of Bids

The Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Proposal.

44. General Obligations of the Bidder

- An agreement is to be signed between the successful bidder and WBEIDC Ltd within thirty days from the date of placement of order
- Tender conditions will be part of the agreement
- Successful bidder must have/must set-up branch office setup in Kolkata, West Bengal, India
- Exit Management: The Bidder shall provide all such information as may reasonably be necessary to effect as seamless a handover as practicable in the circumstances to the WBEIDC LTD. and which the Bidder has in its possession or control at any time during the exit management period.
- The Bidder shall commit adequate resources to comply with its obligations under Exit Management Schedule.

SECTION - C: ELIGIBILITY CRITERIA

Table 4: Eligibility Criteria

#	Basic Requirement	Eligibility Criteria	Document Proof
1.	Global Presence and Average Annual Income	<p>The Prime Bidder should satisfy each of the following criteria:</p> <p>i) Should have a global presence (should have established offices in USA, Europe and Asia Pacific region)</p> <p>ii) Should have average turnover of more than Rs. 750 crores for last three financial years from strategy consulting services</p> <p>iii) Must have been a profit-making organisation for last 3 financial years ending 31.03.2017</p>	<p>Extracts from the Balance sheet and Profit & Loss and Certificate from the statutory auditor /Chartered Accountant.</p> <p>AND</p> <p>Declaration from authorised signatory regarding the clause of global presence</p>
2	Consortium Partners	<p>In case of Consortium, Prime bidder, is expected to on-board consortium partners of global reputation, having relevant experience in India as well as abroad for the type of work required for the Bengal Silicon Valley project. Prime Bidder should furnish the following details for each of the consortium partner including Prime bidder itself:</p> <p>i) Name</p> <p>ii) Nature of business</p> <p>iii) Address in India</p> <p>iv) Annual turnover for last three financial years</p> <p>v) Proposed role in the engagement</p>	Declaration from Prime bidder and each of the consortium partner
3.a	Consulting experience	<p>Prime bidder and its consortium partner(s), if any, collectively should fulfil work experience criteria as below:</p> <p>i) Minimum three strategy consulting assignments (ongoing/ completed) in last five years. Value of each of the assignment must be greater that INR 10 Crores</p> <p>ii) Minimum three marketing and branding engagements for large MNCs in Technology industry in last five years</p>	<p>Completed Projects:</p> <p>Completion certificate + Work Order issued by the client + Satisfactory certification from client for ongoing projects</p>

		<p>iii) Minimum two architecture assignments with large globally renowned technology parks, IT hubs in last five years of which at least one should be located outside India.</p> <p>iv) Minimum two engagements of IT Architecture design (includes data center), procurement support and implementation monitoring for fortune 500 MNCs in last five years</p> <p>v) Minimum two engagements of developing organization wide talent strategy for large MNCs in Technology industry in last five years.</p> <p><i>All consortium members should satisfy at least one of the work criteria mentioned above</i></p>	
3. b	Work experience	<p>Prime bidder and its consortium partner(s), if any, collectively should have demonstrable experience in each of the below functions:</p> <p>i) Concept development ii) Marketing & branding iii) Physical Architecture design iv) IT Architecture design v) Talent development strategy</p> <p>in globally renowned technology hubs such as:</p> <ul style="list-style-type: none"> • Silicon Valley, USA • Dublin, Ireland • Daejeon, South Korea <p>or other similar globally renowned technology hubs spread over an minimum area of 100 acres.</p> <p><i>All consortium members should satisfy at least one of the work criteria mentioned above</i></p>	Completion certificate(s) + Work Order(s) issued by the client + relevant documents to justify the claim
4.	Legal Entity	<ul style="list-style-type: none"> • Bidder may be a consulting firm • The bidder should have existence in India for last five (5) years at the end of 31st March 2017. • The bidder should be into the business of strategy consulting services for the last five (5) years at the end of 31st March, 2017. 	<ul style="list-style-type: none"> • Certificates of incorporation for Company/ Partnership Deed / Proprietorship firm self-declaration • Certificate from Statutory auditor / Chartered Accountant for existence of firm for last five

		<ul style="list-style-type: none"> The bidder shall be solvent at the date of bidding 	<p>years along with last three years balance sheet.</p> <ul style="list-style-type: none"> Certificate from Statutory auditor / Chartered Accountant for strategy consulting business for last five years Certificate from Statutory auditor / Chartered Accountant for Solvency declaration
5.	Other legal documents	<ul style="list-style-type: none"> Trade License GST Certificate Income Tax Return (Latest 5 years) Copy of PAN Articles of Association/ Company Registration (depending on company type) 	Copy of the valid documents
6.	Blacklisting	The responding firm must not be blacklisted by any Department of Government of West Bengal for breach of ethical conduct or fraudulent practices.	A self-declaration that the bidder has not been blacklisted is to be submitted. In case it is found after issuing Work Order that the concerned organization is blacklisted by any of the Department of Government of West Bengal, the work order will be cancelled.
7.	Power of Attorney	The bidder shall submit the Power of Attorney of Authorization for signing the bid in Rs.10.00 Non Judicial Stamp Paper.	Scanned copy of Power of Attorney needs to be uploaded
8.	Submission of EMD	Bidder should submit Earnest Money Deposit (EMD) of Rs. 25,00,000 (Rupees twenty-five lakh only) in the form of Demand Draft/ Bank Guarantee from any Scheduled Bank in favour of WBEIDC LTD. payable at Kolkata.	Scanned copy of EMD needs to be uploaded
9.	Submission of Tender Document Fee	Bidder should submit Tender Document Fee of Rs. 10,000(Rupees ten thousand only) in the form of Demand Draft from any Scheduled Bank in favour of WBEIDC LTD. payable at Kolkata.	Scanned copy of tender fee needs to be uploaded

Note:

- Consortium will be allowed. Consortium of more than three partners is not permitted.
- No Sub contracting will be allowed
- In absence of any of the above, the bid will be treated as non-responsive and hence shall be rejected.

SECTION - D: TECHNICAL EVALUATION CRITERIA

1. Technical Evaluation

Evaluation of Technical Bids will be as follows:

A. Specific experience of the Consultant (as a firm) relevant to the Assignment: [Max 35 marks]

- a) Successfully completed Strategy Consulting assignment - at least two projects with Government (Central/State) in India and at least two abroad (outside India), within last five years. One mark for each project. [Max. 10 marks]
- b) Citations of the following from bidder and or its consortium partners [Max. 15 marks]
 - i. Concept development for globally renowned technology hubs. One mark for each project [Max 3 marks]
 - ii. Marketing and Branding (includes go-to-market strategy, pricing strategy) for globally renowned technology hubs. One mark for each project [Max 3 marks]
 - iii. Physical Architecture design for globally renowned technology parks/hubs. One mark for each project. [Max 3 marks]
 - iv. IT Architecture design, IT Infrastructure procurement and implementation monitoring in globally renowned technology hubs. One mark for each project. [Max 3 marks]
 - v. Talent development – Strategy and execution in technology sector for a particular State/Country/Region. One mark for each project. [Max 3 marks]
- c) Average income from strategy consulting engagements globally (of prime bidder only) for last three financial year (latest financial year ending 31.03.2017). [max 10 marks]
 - i. 750-1000 Cr [5 marks]
 - ii. 1000 – 1250 Cr [7.5 marks]
 - iii. Above 1250 Cr [10 marks]

B. Adequacy and quality of the proposed methodology, and work plan in responding to the Scope of Work [Max. 35 marks]

- a) Approach and methodology [Max. 10 marks]
- b) Proposed Marketing strategy, business development plan and estimated budget required for marketing and business development activities* [Max. 10 marks]
- c) Work plan [Max. 7.5 marks]
- d) Organization & Staffing plan along with Governance Model [Max. 7.5 marks]

* Estimated marketing budget would not be considered for the evaluation of financial bid

Total Points for criteria A & B = 35+35= 70

Note: WBEIDC LTD. will assess whether the proposed methodology is clear, responds to the Scope of Work, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix; and the work plan has right input of Experts. Parameters such as staffing plan, work plan, governance model proposed by consultant are significant parameters in ascertaining the effectiveness of the solution proposed by consultant. Hence the consultant is expected to adhere to the work plans, staffing plans, governance model etc proposed in this section during the execution of the project.

C. Key Experts' qualifications and competence for the Assignment [30 marks]:

- a) Team Leader [Max. 5.5 marks]
- b) Domain Experts (14 positions) [Max. 24.5 marks]

Total points for criterion C = 30

Notes to Consultant:

- i. Each position number corresponds to the same for the Key Experts mentioned in Team Structure mentioned under Section-E of this RFP
- ii. The number of points to be assigned to each of the above positions shall be determined considering the following two sub-criteria and relevant percentage weights:
 - a. General qualifications (general education, training, and experience): [20%]
 - b. Adequacy for the Assignment (relevant education, training, experience in the sector/similar assignments): [80%]

Total weight: 100%

Total points for the three criteria: 100

The minimum technical score (St) required to pass is : 75 marks

2. Selection Methodology

The evaluation committee will evaluate each of the bids on the basis of Technical Evaluation criteria. At the stage of technical evaluation, WBEIDC LTD. will assign points (quality of services score) to the pre-qualified bidders based on the technical evaluation criterion mentioned in this RFP.

To qualify the technical evaluation stage, the bidder must score a minimum of 75 marks.

The commercial bid of the technically qualified bidders will then be opened and reviewed to determine whether the commercial bids are substantially responsive in respect of commercial considerations. **The evaluation will be made on the basis of Combined-Quality-cum-Cost-based-selection (CQCCBS) with 80:20 ratio, where the weightage on the Technical part will be 80 percent and the weightage on commercial bid would be 20 percent.** The bidder with the highest total score would be declared successful.

The cost indicated in the Commercial Proposal shall be deemed as final and reflecting the total cost of services and should be stated in INR only. In the commercial proposal bidder is required to quote the fee required to execute the project. The lowest Commercial Proposal (Fm) will be given a score (Sf) of 100 points.

The Financial scores (Sf) of the other Commercial Proposals will be determined using the following formula:

$$Sf = 100 \times Fm/F;$$

In which Sf is the Commercial score, Fm is the lowest Commercial Proposal, and F is the Commercial Proposal (in INR) under consideration.

Proposals will be finally be ranked in accordance with their combined technical (St) and financial (Sf) scores:

$$S = St \times Tw + Sf \times Fw;$$

Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Commercial Proposal that will be in the ratio of 80:20.

For Additional information/clarification (if reqd.), WBEIDC LTD. reserves the right to ask for any additional information. Bidders that fail to submit additional information or clarification as sought by evaluation committee within 10 days of the receipt of letter requesting for such additional information and/or clarification from WBEIDC LTD., their bids will be evaluated based on the information furnished along with the bid proposal.

SECTION-E: SCOPE OF WORK

1. Scope of Work

Objective of this RFP is to on-board a consultant to assist DIT&E, GoWB and WBEIDC in establishing Bengal Silicon Valley as a technology hub that can attract investment in the State of West Bengal in technology sector including R&D, analytics, electronics manufacturing etc. in shortest possible time, hence serving the larger objective of generating employment opportunities in the hub and in the State of West Bengal in general.

It has been envisaged that the consultant on-boarded for the project would have develop a concept report, pricing & incentive strategy, marketing and business development strategy, define the architecture of Bengal Silicon Valley etc. all in line with the objectives mentioned above.

For the purpose of the project, activities for the consultant can be categorised as below:

- i) Developing Concept of Bengal Silicon Valley – IT hub
- ii) Physical Architecture design
- iii) Marketing and Branding
- iv) IT Architecture design
- v) Talent Development Strategy

Expected activities for each of the work streams is detailed in the below paragraphs

1.1. Developing Concept of Bengal Silicon Valley – Technology hub

Selected consultant would be expected to help the state government in conceptualizing Bengal Silicon Valley IT hub. The proposed IT hub is expected to be a world class technology industry hub with state-of-art technical and physical architecture, and home to MNCs, start-ups, incubators, investors, educational institutes, all working on deep innovation in technology and tech enabled business applications/models. Stellar research on emerging technologies driving Industry 4.0 and beyond.

The consultant would be expected to leverage strategy tools and frameworks to perform following activities

- Understand State's vision and objectives
- Support the state in framing the vision and objective of this hub
- Develop a strategy for the hub by looking at global tech trends, industry outlook and identifying future growth cells
- Conduct benchmarking exercises/surveys/interviews/workshops to define a product-market fit for such a hub
- Define unique saleable value propositions of Bengal Silicon Valley
- Create a brand identity and suitable name, logo for the project
- Detail out the target entities/institutions/organizations for establishing operations in Bengal Silicon Valley

- Identify anchor companies/investors/educational institutes that may play a crucial role in making the initiative a success
- Develop a detailed roadmap and phase-wise action plan for development of the hub

Areas which the Consultant would be expected to include as part of this study are:

- Positioning Bengal Silicon Valley as the R&D capital of the world
- Strategy for inviting globally renowned educational institutes specially foreign institutes of repute to conduct research activities in the hub
- Outreach strategy for inviting Large and Medium sized companies from APAC, USA Silicon Valley or equivalent ecosystems across the globe to establish their R&D centre or business operations/electronic manufacturing operations
- Value that can be generated in co-locating all the incubators in West Bengal in the technology hub
- Define role that State based eminent educational institutes such as IIT Kharagpur, ISI Kolkata, IEST, Jadavpur University, IIIT- Kalyani, Calcutta University, IIM- Calcutta may play individually or collaboratively in the cause of the hub
- Strategy for inviting eminent Indians from abroad to get involved in the Bengal Silicon Valley in various capacities.
- Industry and technology focus of the hub/learnings from other global cluster
- Integrated development of the identified area. Should include integrated town planning, architecture, phase-wise development, land utilization and operationalization plan of the hub

Please note that the above points are few of the areas that Consultant is expected to cover in its study. Besides and beyond the points mentioned above, it is expected that Consultant would leverage their business strategy acumen, structured analysis and past experience in developing a comprehensive strategy for Bengal Silicon Valley.

1.2. Physical Architecture design

It is incumbent on the consultant to

- Develop detailed layout of the physical architecture of the hub
- Develop town-planning, land scaping, 3D layout, exterior aesthetics & design without detailed engineering design

Indicative elements that the physical architecture should account for:

- Different types of Office layouts – co-located work places for start-ups, office space for established organizations, plots for construction etc
- Industrial plot layouts

- Restaurants including QSRs ,corporate dining , hotels, convention centers
 - Medical facilities –facilities with basic OTC medicines and first-aid care accessible within 300 m from any place in the hub. A larger medical facility along with proper transportation should be planned
 - Car parking space – may be planned in dedicated corner so as to limit the accessibility of outsiders within the IT hub
 - Solar panels – roof tops of facilities to be equipped with solar power cells
 - Rain water harvesting
 - Water treatment plant
 - Cycle Zone
 - Water bodies
 - Auditorium
 - Incubation Centre
 - Multiple VC facilities
 - Club facility
 - Emergency services – adequate care of communication, reachability, transportation should be kept in case of emergency situations
 - Smart transportation (walkathons/driverless cars) for professionals and staffs
 - Smart surveillance (AI/IoT enabled)
 - ATMs/Bank branches
 - Helipads
 - Fencing
 - Vector free facility
 - Drainage/sewerage
 - Drinking Water
 - Other features (to be recommended by the Consultant)
 - Integrated control and command centre for 24*7 monitoring and business continuity
- Consultant is expected to co-ordinate and get a buy-in from relevant stakeholders jointly with the client for the proposed architecture plan

1.2.1.1 Key Design Principles

Below are the key design principles that the Consultant should incorporate in their physical and IT Architecture design

- **Convenience of Accessibility** – All amenities such as recreational centers, ATMs, Medical facilities etc. should be positioned in such numbers and such locations that they are easily accessible (walking distance of not more than the specified distance say 300 m) from any other facility in the park.

All the access points should be disabled-friendly

Car parking space may be located on one side of the Valley. Battery driven cars may be considered to facilitate horizontal movements within the premises

- **Safety and Security** – The facilities in valleys should have smart access systems where only authorized and authenticated entries would be allowed. No person should enter the Valley without authorization.

Smart lightings should lit up as natural lights fade. IR motion detection may be used. Everyone in the Valley should be able to send an SOS to the security guards who should be placed so as to respond and reach to the required destination within a specified time period

- **Smart systems and processes** – The systems should be smart and self-regulating. For instance if a person's entry card is nearing expiry, he/she should be sent a message in advance for renewal.

Video analytics including face recognition and Artificial Intelligence (AI) may be leveraged to alert security of any untoward incidents

- **Connectivity** – Given the smart systems and heavy operational requirements adequate bandwidth with sufficient redundancy should be arranged for
- **Data Security** – Consultant should recommend data security policies and supporting steps to ensure no incident of data leakage occurs from the Valley premises
- **Green Building** – The design should comply by the standards and guidelines from the Indian Green Building Council (IGBC)
- **Restricted Accessibility/Insulation** – People should have limited accessibility. Car parking zone, Off-boarding areas etc should be planned in a manner so as to prevent outside entities such as rented vehicles, public vehicles or even personal vehicles do not ply in the hub.

1.2.2. Bid Management, Monitoring and Evaluation for Physical Infrastructure— Engineering, procurement and Construction work

- Perform bid management for selecting and on-boarding vendors or work with department selected engineers for detailed engineering design, procurement and construction work in the IT hub
- Monitor and evaluate performance of architects and construction company on-boarded for the construction of Bengal Silicon Valley to ensure that the approved architecture design is getting implemented
- Submit performance report highlight key issues and risks on a periodic basis. Frequency of reporting to be decided by the project committee.

(Detailed engineering design and BoQ for construction work is **not in scope** for the consultant)

1.2.3. Advisory to harmonize developed areas in the hub

A small portion of the IT hub (~ 5%) may be developed or nearly developed in a parallel track (outside the scope of this RFP) by the time consultant begins its work on the project. The Consultant is expected to advise on

- Retrofitting the developed area in the overall plan with minimal changes
- Reconstruction of the developed area (with proper justification and only if retrofitting is not an option) to fit into the overall plan and architecture of the IT Hub

It is to be noted that the **physical construction of IT hub is NOT IN SCOPE** for the consultant

1.3. Marketing and Branding

1.3.1. Marketing and Branding strategy

It would be incumbent on the selected consultant to create an exhaustive marketing and promotion strategy for the Bengal Silicon Valley and be actively involved in the successful execution of the same. The occupancy of the developed infrastructure will need to be a key parameter for evaluation of the performance of the consultant. The branding should be unique and should help to identify Bengal Silicon Valley on a global scale. This should be marketed as a futuristic habitat for industry focused R&D leveraging the intellectual potential of the region

The activities of the consultant would be involved but not limited to the following:

- Strategy development for outreach and communication strategy (including marketing research, focus groups and consideration of current brand position)
- Identify a range of groups towards which the most effective information sharing efforts can be directed that includes relevant industries, business houses, Governments, professionals, investors, society etc
- Create a brand and logo to support the outreach and communication strategy
- Prepare a business development plan focused on creating a pipeline of anchor companies, educational institutes; design tailored pitchpacks.
- Prepare detailed implementation plan for key marketing elements with timelines and costs including but not limited to logo, marketing collateral and messaging platforms
- Recommend marketing activities that can be undertaken in the initial period (1 -3 months) from the beginning of the project

1.3.2. Pricing Strategy

- Identify different types of monetizable assets/offerings that can be made available to the identified target groups
- Develop recommendations on the engagement model (rent/lease/plug'n play/sale) and price points for each of the identified assets
- Develop a report with full description of the abovementioned recommendations and basis of arriving at the recommendations (which can include benchmarking exercises, pricing best practices, surveys on willingness to pay etc)
- Recommend on innovative outcome based incentive schemes that can help client achieve its objectives
- Continuously assist client in implementation of the pricing strategy

- Propose changes in the price points or engagement model bases on tests/discussions with anchor customers and incorporate feedbacks

1.3.3. Implementation of marketing strategy and Business Development plan

1.3.3.1 Marketing Communication services

- Consultant would setup a team for systematic implementation of marketing strategy and Business Development plan
- Consultant would provide direction to the state nominated vendors in execution of communications plans, graphic design including slide presentations, fliers, print, digital, outdoor, booth displays, collateral, logo design, annual reports and strategic plans.

(State nominated vendor would be available for preparing marketing collaterals on direction of the consultant)
- Provide ongoing consultation on communication and marketing issues.
- Negotiate, manage and place media buys, creation and management of scheduling, script writing, and run-of-show duties
- Consistently engage with local, national and international media to promote Bengal Silicon Valley
- Evaluate and prepare report on the effectiveness of marketing communication services across both different platforms
- Influence positive perception globally to attract best-in-class international educational institutes, large and mid-size organizations, venture capitalists, investors, incubators and talented individuals
- Execute marketing activities based on the recommendations. (Implementation of marketing activities is expected to commence no later than one month from the beginning of the project)

1.3.3.2 Business Development

- Meet and invite CXO level representatives, decision makers from targeted organizations, educational and research institutes to establish operations in Bengal Silicon Valley
- Develop customised offerings to suit the requirement of target organizations
- Extend after sale support as required

1.3.3.3 Advertising Services

- Consultant should be able to provide guidance to State nominated vendor for outdoor/indoor/digital advertising services as required.
- Prepare report with full description of advertising and promotion strategy including the list of receptive users, advertising medium, and channels, pricing and expected outcomes
- Prepare report with measurable impact of the advertising campaigns

1.4. IT Architecture design

Develop a conceptual design after performing feasibility analysis

The IT infrastructure recommendations may account for the following elements

- Assessment of bandwidth requirement and its implementation solutions with plan
- Tier-4 cloud based data centre with DR plan
- Smart surveillance (AI/IoT enabled), Safety and Security
- Other features (to be recommended by the Consultant)

Consultant is expected to co-ordinate and get a buy in from relevant stakeholders jointly with the client for the proposed IT architecture plan

1.4.1. Bid Management, Monitoring and Evaluation for IT Infrastructure–

- Prepare detailed BOQ, EoI, RFP for on-boarding vendor(s) to implement IT infrastructure
- Monitor and evaluate performance of vendor on-boarded for developing IT infrastructure
- Submit performance report highlight key issues and risks on a periodic basis. Frequency of reporting to be decided by the project committee.

1.5. Talent Development Strategy

1.5.1. Talent Strategy development

- Define skills required for the IT hub along with time-bound estimates of the quantum
- Analyse supply side, assess quality and quantity of supply
- Identify role of universities/educational institutes/other potential partners in establishing a sustainable supply pipeline of relevant skills for the IT hub
- Identify changes in course curriculum or need to introduce new courses at various levels for students and working professionals
- Develop a skill inventory of the state and propose measures to re-skill employees in tune with the requirements of the IT hub
- Identify need of training the trainer to ensure proper dissemination of knowledge/skills to recipients
- Create a talent development plan to bridge demand-supply gaps

1.5.2. Talent Strategy implementation

- Implement talent development plan through the course of the engagement
- Co-ordinate with relevant stakeholders in implementing recommendations
- On-board educational institutes/assessment partners
- Define the monitoring organization and mechanism to continuously assess the progress

2. Team structure

An indicative team structure is given below:

2.1. Key Expert

Sl. No.	Name of position	Requirements
1	Project Leader	MBA/PGDM from premiere institute (in India or abroad) with minimum of 10 years of relevant experience in operationalising technology clusters/IT hubs/Electronics manufacturing hubs and working with State/Central Governments
2	Strategy Consultant	MBA/PGDM from premiere institute (in India or abroad) with at least 7 years of experience in strategy consulting preferably on engagements of setting up, operationalising and promoting IT hubs/technology clusters. Experience of working with Central/State Governments in India would be a plus
3	Technology Strategy consultant	MBA/PGDM from premiere institute (in India or abroad) with 7 years of experience in digital/analytics/technology domain in conducting, market research, developing perspectives of global trends in technology and similar activities
4	Business Development Consultant	MBA/PGDM in Marketing from premiere institute (in India or abroad) with 10 years of experience of business development and selling real estate space to Technology industry at an international level
5	Talent development Expert	MBA/PGDM in HR from premiere institute (in India or abroad) with 10 years of experience in designing and implementing talent acquisition, skill development plans for technology companies
6	R&D expert	MBA/PGDM from premiere institute (in India or abroad) with 10 years of experience of working with R&D practices focused on tech based product development
7	Digital Marketing Consultant	MBA/PGDM from premiere institute (in India or abroad) with at least 5 years of experience in real estate sector in the following functions <ul style="list-style-type: none">• Digital campaigns across social media platforms• Designing mobile based/email based campaigns• SEO/SEM• Google Analytics/CRM tools
8	Data Centre Expert	Technical degree from premiere technical institute in India or abroad with at least 10 years of experience in design & implement data centre in India or abroad

Sl. No.	Name of position	Requirements
9	Urban Planning Expert	Technical degree (Civil/ Architecture) from premiere technical institute in India or abroad with at least 10 years of specific professional experience in urban planning of IT Clusters. Experience in working with ULBs will be preferable
10	Cyber Security Expert	Bachelor's degree in Computer Science or relevant field. Certification in CISSP, CISA, CISM, CRISC etc. will be preferred. Minimum 10 years of work experience in similar domain with experience in handling cyber security incident & Security Operation Centre.
11	Network Specialist	Bachelor's degree in Computer Science or relevant field. Certification in Networking like MCSE, MCP, CCNA, Comp TIA Network+ etc. Minimum 10 years of work experience in similar domain with experience in designing computer network architecture in ULBs.
12	Finance Expert	MBA Finance or equivalent degree from premiere institute in India or abroad. Minimum 7 years of work experience in financial analysis, budgeting & financial modelling in real estate sector. At least 2 years' experience in capital expenditure, planning & control.
13	Procurement Specialist	Bachelor/LLB or equivalent degree. Certification in CPP, CSCS, CPPS etc. Minimum 10 years of work experience in similar domain with experience in all procurement policy of state level / GoI.
14	Landscape Architect	B. Arch or equivalent Degree from premiere institution. Minimum 10 years of work experience in similar domain with experience in all procurement policy of state level / GoI.
15	Building Architect	B. Arch or equivalent Degree from premiere institution. Minimum 10 years of work experience in similar domain with experience in all procurement policy of state level / GoI.

2.2. Non Key Expert

Sl. No.	Name of position	Requirements
1	Project Analyst	B.E/B. Tech from premiere institute with 5 or more years of experience in Management / IT Consulting
2	Public and Investor Relation	MBA/PGDM from premiere institute with at least 5 years of experience in managing public relations, communication with media, investors and other stakeholders

2.3. Note on team composition

Consultant needs to perform activities such as integrated town planning for IT hub, design of physical architecture, IT architecture, marketing, PR, promotion, marketing content development etc. through its own organization or through partners on-boarded under the clause of consortium.

On-boarding of the project team will happen on evaluation of CV and personal interaction with the client team.

In case of substitutions in the team, the proposed replacements needs to be pre-approved by the project committee and replacement would be subjected to personal interaction with the client.

SECTION – F: PROJECT TIMELINE & PAYMENT SCHEDULE

1. Project Timelines

Workstreams	← Time in months →													
	1	2	3	4	5	6	7	8	9	10	36	
Developing Concept of Bengal Silicon Valley – IT hub														
Concept report on Bengal Silicon Valley – IT hub														
Talent development														
Talent development strategy														
Implementation of talent development strategy														
Marketing and Branding														
Marketing and Branding strategy														
Pricing Strategy														
Implementation of marketing strategy														
Marketing Communication services														
Advertising Services														
Infrastructure														
Physical and IT Architecture- Design														
Bid Management Process														
Monitoring and Evaluation														
Advisory to harmonize developed areas in hub														

2. Milestones and Deliverables

T= contract signing date

Milestones	Timeline (in months)	Deliverables
1	T+1	Draft Concept report on Bengal Silicon Valley (to include value proposition, brand positioning and proposed name of the project)
		Initial recommendations on marketing strategy
		Recommendations on marketing activities to be conducted in short term (1-3 months)
		Current State assessment of talent supply in the State and gap analysis
2	T+3	Final Concept report on Bengal Silicon Valley and development roadmap
		Report with recommendations on Operating body and Governance Structure
		Report on marketing strategy and implementation plan
		Report with detailed recommendations on pricing strategy
3	T+5	Physical and IT Architecture Design/3D models
		BOQ for IT Infrastructure
		EoI/RFPs for onboarding construction contractors/IT infrastructure SI etc
4	T+8	Bid Evaluation Reports

5-13	T+9	Monthly Project Status Report
	T+12	Monthly Vendor Performance Evaluation Report
	T+15	Monthly Report on marketing activities and measurable outcomes
	..	
	T+33	
14	T+36	Final Project Status Report

All the project deliverable formats should be pre-approved by the project committee.

3. Payment Schedule

Srl#	Event	Timeline (months)	Payment Milestone (% of total cost)
1	Project kick off	7 days from T	1%
2	Milestone 1	T+1	3%
3	Milestone 2	T+3	6%
4	Milestone 3	T+5	6%
5	Milestone 4	T+8	0%
6	Milestone 5	T+9	16%
7	Milestone 6	T+12	6%
8	Milestone 7	T+15	6%
9	Milestone 8	T+18	6%
10	Milestone 9	T+21	6%
11	Milestone 10	T+24	6%
12	Milestone 11	T+27	6%
13	Milestone 12	T+30	6%
14	Milestone 13	T+33	6%
15	Milestone 14	T+36	20%
		TOTAL	100%

Success of milestones would be subjected to the acceptance and approval of project committee.

4. Benefit based fee

Consultant has opportunity to earn a success based incentive over and above the contract value depending upon the satisfaction of the success criteria as defined below. **Maximum incentive that can be availed is 10% of the contract value**

Success Criteria	Weightage (A)	Maximum Outcome based incentive achievable (as % of Contract Value) (A * 10%)
a) 50% occupancy in three years from signing the contract	20%	2%

b) Atleast two industry anchors, from the list of anchors identified by the consultant and approved by the project committee, establishing R&D center or business operations or electronic manufacturing units in Bengal Silicon Valley	50%	5%
c) Atleast two of the globally renowned foreign educational institutes, identified as anchor institutes from consultant and approved by the project committee, establishing their presence in Bengal Silicon Valley in form of industry collaborated R&D unit/ industry collaborated education unit imparting cutting edge technology and/or management education	30%	3%

Success in each of these criteria shall be judged independently and payment of outcome based incentive would be adjusted accordingly.

- Success would be defined as getting the target companies/institutes to sign a formal agreement with client for establishing its operations in the hub or securing a corporate guarantee for the same.
- Consultant can claim success fee (in part or whole) during the course of the project subjected to the fulfilment of criteria mentioned above.
- Consultant can claim success fee only if the above mentioned criteria are fulfilled within the project duration.
- Success criteria can be further elaborated and further contextualised depending on project progress after discussing with the consultant.

5. Industry Anchors – Definition

Anchor Industry may be defined as a commercial organization of international repute working in technology domain and significantly leveraging technology for its business activities and aligns with the strategic vision of Bengal IT hub. The organisation should have an established credibility of advocating the culture of technology based innovation, product development and meritocracy. Ideally, presence of such industry should lead to development of ancillary industries in West Bengal, leading to further value generation for the people of the State.

6. Note

- The Template of all the documents needs to be pre-approved by WBEIDC LTD.
- Quarterly Project Activity Report to be submitted in an approved format.
- All payments to be released after approval of deliverables by WBEIDC LTD/DIT&E

SECTION– G: FORMATS FOR ELIGIBILITY CRITERIA

Annexure-1: Power of Attorney

FORMAT FOR POWER OF ATTORNEY FOR SIGNING BID

(On a Stamp Paper of Rs. 100/-)

Know all men by these presents, we(Name and address of the registered office) do hereby constitute, appoint and authorize Mr./ Ms/Mrs..... (name and address of residence) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Bid for the Selection of Strategy Consultant for Bengal IT hub, RFP number, including signing and submission of all documents and providing information/responses to West Bengal Electronics Industry Development Corporation (WBEIDC) Limited, representing us in all matters before West Bengal Electronics Industry Development Corporation (WBEIDC) Limited , and generally dealing with West Bengal Electronics Industry Development Corporation (WBEIDC) Limited in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Signature

(Name, Title and Address)

I Accept

.....(Signature)

(Name Title and Address of the Attorney)

Annexure-2: NIT Declaration

(To be submitted on the Letterhead of the bidder)

(Place)

(Date)

To,

The Deputy General Manager(Commercial)

WBEIDC Ltd

Webel Bhavan, Block-EP & GP, Sector-V,

Salt Lake, Bidhan Nagar, Kolkata:-700091

Ref: WEBEL/EOT/COM/18-19/00031 Dated:.14/06/2018

Sub: Submission of proposal in response to RFP for Selection of Strategy Consultant for Bengal IT Hub.

Dear Sir,

- We have examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP no. _____ dated _____ for “Selection of Strategy Consultant for Bengal IT Hub” in full conformity with the said RFP document.
- We have read the provisions of the RFP document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
- In the event of acceptance of our bid, we do hereby undertake:-
 - To commence services as stipulated in the schedule of delivery forming a part of the attached proposal.
 - We affirm that the price quoted is inclusive of all charges and all taxes.
- We agree to abide by this proposal, consisting of this letter, the detailed response to the RFP and all attachments, for a period of 180 days from the date of submission of the bid.
- The EMD and Tender fee as given in Notice Inviting Tender Section is attached with this proposal.
- The EMD of INR 25,00,000 (Rupees twenty-five lakh only) submitted by us may be encashed if we do not submit the requisite Performance Bank Guarantee within 21 days of award of contract.
- We further declare that we have agreed and accepted all the clauses / sub-clauses / formats / terms & conditions other requirements related to the said tender and we will abide by the same as mentioned in the tender document while participating and executing the said tender.
- We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this RFP.
- We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.
- We understand you are not bound to shortlist / accept any proposal you receive

Sincerely,

Signature of Authorized Signatory and Seal of the bidder

Name:

Designation:

Date:

Annexure-3: Declaration for Eligibility Criteria

<<To be printed on lead bidder company's letterhead and signed by Authorized signatory>>

WEBEL/EOT/COM/18-19/00031 Dated:.14/06/2018

ELIGIBILITY CRITERIA FOR BIDDER

Srl	Basic Requirement	Eligibility Criteria	Document Proof
1.	Global Presence and Average Annual Income	The Prime Bidder should satisfy each of the following criteria: viii) Should have a global presence (should have established offices in USA, Europe and Asia Pacific region) ix) Should have average turnover of more than Rs. 750 crores for last three financial years from strategy consulting services x) Must have been a profit-making organisation for last 3 financial years ending 31.03.2017	Extracts from the Balance sheet and Profit & Loss and Certificate from the statutory auditor /Chartered Accountant. AND Declaration from authorised signatory regarding the clause of global presence
	Consortium Partners	In case of Consortium, Prime bidder is expected to on-board consortium partners of global reputation, having relevant work experience as required for the project. Prime Bidder should furnish the following details for each of the consortium partner including Prime bidder itself: i) Name ii) Nature of business iii) Address in India iv) Annual turnover for last three financial years v) Proposed role in the engagement	Declaration from Prime bidder and each of the consortium partner
a	Consulting experience	Prime bidder and its consortium partner(s), if any, collectively should fulfil work experience criteria as below: vi) Minimum three strategy consulting assignments (ongoing/ completed) in last five years. Value of each of the assignment must be greater than INR 10 Crores	Completed Projects: Completion certificate + Work Order issued by the client + Satisfactory certification from client for ongoing projects

		<p>vii) Minimum three marketing and branding engagements for large MNCs in Technology industry in last five years</p> <p>viii) Minimum two architecture assignments with large globally renowned technology parks, IT hubs in last five years of which at least one should be located outside India.</p> <p>ix) Minimum two engagements of IT Architecture design (includes data center), procurement support and implementation monitoring for fortune 500 MNCs in last five years</p> <p>x) Minimum two engagements of developing organization wide talent strategy for large MNCs in Technology industry in last five years.</p> <p>All consortium members should satisfy at least one of the work criteria mentioned above</p>	
. b	Work experience	<p>Prime bidder and its consortium partner(s), if any, collectively should have demonstrable experience in each of the below functions:</p> <p>i) Concept development ii) Marketing & branding iii) Physical Architecture design iv) IT Architecture design v) Talent development strategy</p> <p>in globally renowned technology hubs such as:</p> <ul style="list-style-type: none"> • Silicon Valley, USA • Dublin, Ireland • Daejeon, South Korea <p>or other similar globally renowned technology hubs spread over an minimum area of 100 acres.</p> <p>All consortium members should satisfy at least one of the work criteria mentioned above</p>	Completion certificate(s) + Work Order(s) issued by the client + relevant documents to justify the claim
4.	Legal Entity	<ul style="list-style-type: none"> • Bidder may be a consulting firm. • The bidder should have existence in India for last five (5) years at the end of 31st March 2017. 	<ul style="list-style-type: none"> • Certificates of incorporation for Company/ Partnership Deed / Proprietorship firm self-declaration

		<ul style="list-style-type: none"> The bidder should be into the business of strategy consulting services for the last five (5) years at the end of 31st March, 2017. The bidder shall be solvent at the date of bidding 	<ul style="list-style-type: none"> Certificate from Statutory auditor / Chartered Accountant for existence of firm for last five years along with last three years balance sheet. Certificate from Statutory auditor / Chartered Accountant for strategy consulting business for last five years Certificate from Statutory auditor / Chartered Accountant for Solvency declaration
5.	Other legal documents	<ul style="list-style-type: none"> Trade License GST Certificate Income Tax Return (Latest 5 years) Copy of PAN Articles of Association/ Company Registration (depending on company type) 	Copy of the valid documents
6.	Blacklisting	The responding firm must not be blacklisted by any Department of Government of West Bengal for breach of ethical conduct or fraudulent practices.	A self-declaration that the bidder has not been blacklisted is to be submitted. In case it is found after issuing Work Order that the concerned organization is blacklisted by any of the Department of Government of West Bengal, the work order will be cancelled.
7.	Power of Attorney	The bidder shall submit the Power of Attorney of Authorization for signing the bid in Rs.10.00 Non Judicial Stamp Paper.	Scanned copy of Power of Attorney needs to be uploaded
8.	Submission of EMD	Bidder should submit Earnest Money Deposit (EMD) of Rs. 25,00,000 (Rupees twenty-five lakh only) in the form of Demand Draft/ Bank Guarantee from any Scheduled Bank in favour of WBEIDC LTD, payable at Kolkata.	Scanned copy of EMD needs to be uploaded

.	Submission of Tender Document Fee	Bidder should submit Tender Document Fee of Rs 10,000(Rupees ten thousand only) in the form of Demand Draft from any Scheduled Bank in favour of WBEIDC LTD. payable at Kolkata.	Scanned copy of tender fee needs to be uploaded
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Signature of Authorized Signatory (with official seal)

Name :

Designation :

Address :

Telephone& Fax:

Mobile Phone No :

E-mail address :

Annexure-4: Format for Bidder's Particulars

<<To be printed on bidder company's letterhead and signed by Authorized signatory>>

To,
The Deputy General Manager (Commercial)
WBEIDC Ltd
Webel Bhavan, Block-EP & GP, Sector-V,
Salt Lake, Bidhan Nagar, Kolkata:-700091

Bidder information Format

#	Description	Details (to be filled by the responder to the RFP)
1.	Name of the company	
2.	Official address	
3.	Phone No. and Fax No.	
4.	Corporate Headquarters Address	
5.	Phone No. and Fax No.	
6.	Web Site Address	
7.	Details of Company's Registration (Please enclose copy of the company registration document)	
8.	Name of Registration Authority	
9.	Registration Number and Year of Registration	
10.	Quality Certificates and its validity	
11.	GST registration No.	
12.	Permanent Account Number (PAN)	
13.	Corporate Identity Number (CIN)	

In case of a Consortium:

Information regarding role of each member should be provided as per table below:

Sl. No.	Name of the Member	Role(Specify Lead Member/ Other Member)

Contact Details of officials for future correspondence regarding the bid process:

Details	Authorized Signatory	Secondary Contact
Name		
Title		
Company Address		
Mobile		
Fax		
Email Id		

Yours Sincerely,

Signature of Authorized Signatory (with official seal)

Name :

Designation :

Address :

Telephone& Fax:

E-mail address :

Annexure-5: Bidder's Annual turnover over last 3 financial years

<<To be printed on bidder company's letterhead and signed by Authorized signatory>>

Date: dd/mm/yyyy

To,
The Deputy General Manager (Commercial)
WBEIDC Ltd
Webel Bhavan, Block-EP & GP, Sector-V,
Salt Lake, Bidhan Nagar, Kolkata:-700091

Dear Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document. I hereby declare that below are the details regarding Overall turnover over last 3 financial years for our organization.

#	Details	FY 2014-15 (in Crores) (a)	FY 2015-16 (in Crores) (b)	FY 2016-17 (in Crores) (c)	Average Turnover [(a+b+c)/3]
1	Overall Annual Turnover				
2	Income from Strategy Consulting Business				

Yours Sincerely,

Signature of Statutory Auditor (with official seal)

Name :
Designation :
Address :
Telephone& Fax:
E-mail address :

Annexure-6: Declaration for not being blacklisted

(Self-declaration for not being blacklisted by any Government Entity)

(To be submitted on the Letterhead of the responding firm)

(Place)

(Date)

To,

The Deputy General Manager(Commercial)

WBEIDC Ltd

Webel Bhavan, Block-EP & GP, Sector-V,

Salt Lake, Bidhan Nagar, Kolkata:-700091

Ref: RFP for Selection of Strategy Consultant for Bengal IT Hub. Ref: RFP No. WEBEL/EOT/COM/18-19/00031 Dated:.14/06/2018

Dear Sir,

In response to the above mentioned RFP I/We, _____, as _____ <Designation> of M/s _____, hereby declare that we are not blacklisted or ineligible to participate for bidding by any State/Central Government, Semi-Government or PSU.

Sincerely,

Signature of Authorized Signatory and Seal of the bidder

Name:

Designation:

Annexure-7: Consultant's Organisation & Experience

A brief description of the Consultant's organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant's Key Experts and Sub-consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant's role/involvement.

A - Consultant's Organization

- i. Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.
- ii. Include organizational chart, a list of Board of Directors, and beneficial

B - Consultant's Experience

- i. List only previous strategy consulting assignments successfully completed in the last 5 years.
- ii. List only those assignments for which the Consultant was legally contracted by the Client as a company or was one of the joint venture partners. Assignments completed by the Consultant's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.

Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (Amount paid to your firm in Indian Rupees in lakhs)	Role on the Assignment
{e.g., Jan.2009 – Apr.2010}	{e.g., "Improvement quality of.....": designed master plan for rationalization of; }	{e.g., Ministry of, country}	{ in Indian Rupees in lakh/crore	{e.g., Lead partner in a JV A&B&C}

{e.g., Jan-May 2008}	{e.g., "Support to sub-national government....." : drafted secondary level regulations on..... }	{e.g., municipality of, country}	{in Indian Rupees in lakh/crore}	{e.g., sole Consultant}

Undertaking on Total Responsibility

Date:

To,

The Deputy General Manager(Commercial)

WBEIDC Ltd

Webel Bhavan, Block-EP & GP, Sector-V,

Salt Lake, Bidhan Nagar, Kolkata:-700091

Dear Sir,

Sub: Self-certificate regarding Total Responsibility

This is to certify that we undertake total responsibility for the successful completion of the assignment as per the scope of work mentioned in this RFP.

Thanking you,
Yours faithfully

(Signature of the Authorized signatory of the Bidding Organisation)

Name :
Designation :
Date :
Time :
Seal :
Business Address:

Annexure 8 - Format for self-declaration by Prime Bidder about Consortium Partner

<<To be printed on bidder company's letterhead and signed by Authorized signatory>>

Date: dd/mm/yyyy

To,
The Deputy General Manager(Commercial)
WBEIDC Ltd
Webel Bhavan, Block-EP & GP, Sector-V,
Salt Lake, Bidhan Nagar, Kolkata:-700091

Dear Sir,

I hereby declare that below are the details regarding the Consortium Partner to be engaged for this project are authentic in all aspects.

1. Details of Consortium Partner

a.	Name of the Firm	
b.	Role of the firm specified for this project	
c.	Registered Address of the firm	
d.	Telephone Number	
e.	Fax No.	
f.	Email	
g.	Year of Incorporation	
h.	Name and Address of the Person holding the Power of Attorney	
i.	i. Place of Business	
	ii. Date of Registration	
j.	Name of Bankers with Full Address	
k.	Service Tax Registration Number (Copy)	
l.	Permanent Account Number (Copy)	
m.	Are you presently debarred/ black listed by any government department/ public sector undertaking/ any employer (If yes, please furnish details).	

n.	Name and Details (Tel/ Mobile/ email) of contact	
----	--	--

2. Details of Financial Strength of the Consortium Partner

Details	FY 2014-15 (in Crores) (a)	FY 2015-16 (in Crores) (b)	FY 2016-17 (in Crores) (c)	Average Turnover [(a+b+c)/3]
Overall Annual Turnover				

3. Details of work experience of the Consortium Partner

Description of the proposed role in Bengal Silicon Valley project:

Relevant work experience:

Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value	Role on the Assignment

Sincerely,

Signature of Authorized Signatory and Seal of the prime bidder

Name:

Designation:

Place:

Annexure-9: Team Composition, Assignment & Key Expert's Input

N°	Name	Expert's input (in person/month) per each Deliverable (listed in									Total time-input (in					
		Position	D-1	D-2	D-3D-...						Home	Field	Total		
KEY EXPERTS																
K-1		[Team Leader]	[Home/Field]	[2 month] [0.5 m]	[1.0] [2.5]	[1.0] [0]										
K-2																
K-3																
											Subtotal					
NON-KEY																
N-1			[Home, Field]													
N-2																
											Subtotal					
											Total					

Note:

- 1) For Key Experts, the input should be indicated individually for the same positions as required under the Section E- Scope of Work
- 2) Months are counted from the start of the assignment/mobilization. One (1) month equals twenty two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.
- 3) "Home" means work in the office in the expert's country of residence. "Field" work means work carried out in the Client's country or any other country outside the expert's country of residence.

Curriculum Vitae (CV)

Proposed Position: <<to be inserted later>>

Name of Firm:

Name of Staff:

Date of Birth:

Nationality:

Education:

Year	Degree	Institution

Countries of Work Experience:

Languages:

Language	Speaking	Reading	Writing

Employment Record:

From [Year]	To [Year]	Employer	Position held

Certification and training:

<<to be inserted >>

Detailed Tasks Assigned:

<<to be inserted >>

Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:

Name of Assignment/job or project	
Year	
Location	

Client	
Main project features	
Positions held	
Activities performed	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

Signature: <<to be inserted >>

Annexure-10: List of documents submitted

Technical Solution is to be documented in a structured manner. Check-list for the mentioned documents to be included in the Technical bid in following format:

#	Documents to be submitted	Submitted (Y / N)	Documentary Proof (Page No.)
1.	Eligibility Criteria Cover letter (Annexure-3)		
2.	Power of attorney / board resolution to the authorized Signatory of the Bid (Annexure-1)		
3.	Scanned copy of EMD & Tender Fee		
4.	Bidder's particulars (Annexure-4)		
5.	Bidder's annual turnover for last 3 years (Enclose copy of Audited Balance Sheet for last 3 years, Copy of the audited Profit & Loss Statements for each of the last 3 financial years)(Annexure-5)		
6.	Declaration for not being black-listed (Annexure – 6)		
7.	Team Composition, Assignment & Key Experts (Annexure-9)		
8.	NIT Declaration (Annexure – 2)		
9.	Certified copies of valid PAN document/GST registration		
10.	Technical Capability / Past Projects (Annexure – 7)		
11.	Bidder's Understanding of the Project requirements		
12.	Technical Solution Proposed		
13.	Approach & Methodology		
14.	Commercial Bid (Separate document in sealed envelope (as per Section-H)		
15.	Certificate from HR department mentioning the relevant manpower strength.		

Annexure-11: Format for Performance Bank Guarantee

(On non-judicial stamp paper of appropriate value to be purchased in the name of executing Bank)

PROFORMA OF BANK GUARANTEE FOR SECURITY DEPOSIT-CUM-PERFORMANCE GUARANTEE

Ref Bank Guarantee no.....

Date.....

PROFORMA OF BG FOR SECURITY DEPOSIT

KNOW ALL MEN BY THESE PRESENTS that in consideration of WBEIDC Ltd, a Government of West Bengal Enterprise under the Department IT & Electronics, Govt. of West Bengal having its registered office at Webel Bhavan, Block-EP & GP, Sector-V, Salt Lake, Bidhan Nagar, Kolkata:-700091, (hereinafter called "The Purchaser") having agreed to accept from _____ (hereinafter called "The Consulting firm") Having its Head Office at _____, a Bank guarantee for Rs. _____ in lieu of Cash Security Deposit for the due fulfilment by the Consulting firm of the terms & conditions of the Work Order No. _____ dated _____ issued by the Purchaser for _____ (hereinafter called "the said work order" _____ dated _____)". We _____ (Name & detailed address of the branch) (hereinafter called "the Guarantor") do hereby undertake to indemnify and keep indemnified the Purchaser to the extent of Rs. _____ (Rupees _____) only against any loss or damage caused to or suffered by the Purchaser by reason of any breach by the Consulting firm of any of the terms and conditions contained in the said Work Order No. _____ dated _____ of which breach the opinion of the Purchaser shall be final and conclusive.

(2) AND WE, _____ DO HEREBY Guarantee and undertake to pay forthwith on demand to the Purchaser such sum not exceeding the said sum of _____ Rupees _____) only as may be specified in such demand, in the event of the Consulting firm failing or neglecting to execute fully efficiently and satisfactorily the order for _____ Work Order no. , _____ dated _____

(3) WE _____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said order as laid down in the said Work Order No. _____ dated _____ including the warranty obligations and that it shall continue to be enforceable till all the dues of the Purchaser under or by virtue of the said Work Order No. _____ dated _____ have been fully paid and its claims satisfied or is charged or till the Purchaser or its authorized representative certified that the terms and conditions of the said Work Order No. _____ dated _____ have been fully and properly carried out by the said consulting firm and accordingly discharged the guarantee.

(4) We _____ the Guarantor undertake to extend the validity of Bank Guarantee at the request of the consulting firm for further period of periods from time to time beyond its present validity period failing which we shall pay the Purchaser the amount of Guarantee.

(5) The liability under the Guarantee is restricted to Rs. _____ (Rupees _____) only and will expire on _____ and unless a claim in writing is presented to us or an action or suit to enforce the claim is filed against us within 6 months from _____ all your rights will be forfeited and we shall be relieved of and discharged from all our liabilities (thereinafter)

(6) The Guarantee herein contained shall not be determined or affected by liquidation or winding up or insolvency or closer of the Consulting firm.

(7) The executants has the power to issue this guarantee on behalf of Guarantor and holds full and valid power of Attorney granted in his favour by the Guarantor authorizing him to execute the Guarantee.

(8) Notwithstanding anything contained herein above, our liability under this guarantee is restricted to Rs. _____ (Rupees _____) only and our guarantee shall remain in force up to _____ and unless a demand or claim under the guarantee is made on us in writing on or before _____ all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.

WE, _____ lastly undertake not to revoke this guarantee during the currency except with the previous consent of the Purchaser in writing. In witness whereof we _____ have set and subscribed our hand on this _____ day of _____.

SIGNED, SEALED AND DELIVERED

(Stamp of the executants)

WITNESS

1) _____

2) _____

(Name & address in full with Rubber Stamp)

INSTRUCTIONS FOR FURNISHING BANK GUARANTEE

1. B.G. for security Deposit-cum-Performance Guarantee, Earnest Money should be executed on the Non-Judicial Stamp paper of the applicable value and to be purchased in the name of the Bank.
2. The Executor (Bank authorities) may mention the Power of Attorney No. and date of execution in his/her favour with authorization to sign the documents. The Power of Attorney is to be witnessed by two persons mentioning their full name and address.
3. The B.G. should be executed by a Nationalised Bank/ Scheduled Commercial Bank preferably on a branch located in Kolkata. B.G. from Co-operative Bank / Rural Banks is not acceptable.
4. A Confirmation Letter of the concerned Bank must be furnished as a proof of genuineness of the Guarantee issued by them.
5. Any B.G. if executed on Non-Judicial Stamp paper after 6 (six) months of the purchase of such stamp shall be treated as Non-valid.
6. Each page of the B.G. must bear signature and seal of the Bank and B.G. Number.
7. The content of the B.G. shall be strictly as proforma prescribed by WBEIDC Ltd. in line with Purchase Order /LOI/ Work Order etc. and must contain all factual details.
8. Any correction, deletion etc. in the B.G. should be authenticated by the Bank Officials signing the B.G.
9. In case of extension of a Contract the validity of the B.G. must be extended accordingly.
10. B.G. must be furnished within the stipulated period as mentioned in Purchase Order / LOI / Work Order etc.
11. Issuing Bank / The Vendor are requested to mention the Purchase Order / Contract / Work Order reference along with the B.G. No. For making any future queries to WBEIDC LTD.

SECTION– H: FORMATS FOR COMMERCIAL BID

Annexure-12: Cover Letter for Commercial Bid

Date:

To,

The Deputy General Manager(Commercial)

WBEIDC Ltd

Webel Bhavan, Block-EP & GP, Sector-V,

Salt Lake, Bidhan Nagar, Kolkata:-700091

Sub: Submission of Commercial Bid documents

Dear Sir,

We, the undersigned, offer to provide the consulting services for state government in conceptualizing the overall physical and IT infrastructure required and formalizing attractive pricing models as well as marketing and branding of the Bengal Silicon Valley Hub Project in accordance with your Request for Proposal WEBEL/EOT/COM/18-19/00031 Dated:.14/06/2018 and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency(ies)}{Insert amount(s) in words and figures}, [Insert “including” or “excluding”] of all indirect local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal. The breakup of cost components are annexed with this proposal.

Thanking you,
Yours faithfully

(Signature of the Authorized signatory of the Bidding Organisation)

Name :
Designation :
Date :
Time :
Seal :
Business Address:

Annexure-13: Summary of Costs

Item	Cost (INR)
Fee component for executing the project (FF)	
1) Remuneration	To be provided in the BOQ.
2) Reimbursable/Out of Pocket Expense (OPE)	To be provided in the BOQ.
Total of Fee Component (FF)	
Indirect Local Tax Estimates – to be discussed and finalized at the negotiations if the Contract is awarded	
i. Goods & Service Tax	To be provided in the BOQ.
ii. Any other applicable Taxes/CESS	To be provided in the BOQ.
Total Estimate for Indirect Local Tax:	

- All Price quoted shall be made in Indian Rupees only. The parameter will be used to determine the successful bidder.
- During the payment stage, WBEIDC LTD. reserves the right to ask the Bidder to submit proof of payment against any of the taxes, duties, levies indicated.

Annexure-14: Breakdown of Remuneration

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the Contract's ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This Form shall not be used as a basis for payments under Lump-Sum contracts.

#	Name	Position	Person-month Remuneration Rate	Time Input in Person/Month	Indian Rupee (INR)
Key Experts					
K-1			Please do not provide any financial information here. All financial information / rate to be provided in the BOQ.		
K-2					
Non-Key Experts					
N-1					
N-2					

Annexure-15: Breakdown of Reimbursable Amount

Reimbursable amount here is equivalent to Out-of-Pocket (OPE) expenses that bidder intends to claim as operational expenses for the project. For eg. trips of resources routinely flying in and out to Kolkata from their base locations for the project..

#	Type	Unit Cost	Quantity	Indian Rupee (INR)
1	Domestic Flight Trips	Please do not provide any financial information here. All financial information / rate to be provided in the BOQ.		
2	Communication Cost			
	Other Transportation Cost			

Air travel for domestic will be reimbursed for Economy class only. Any additional air travel expense over and above the economy class will be borne by the Consultant. Reimbursement of expenses shall be at actuals subject to maximum stipulated in this form.

SECTION – I: MISCELLANEOUS

Annexure-16: Estimated Marketing Expense

The consultant may provide information on marketing budget in the below format. Below format is indicative. Consultant may modify/customize as per their proposal.

Marketing budget (excluding cost of Consultant)				
Marketing heads	Description of activities including possible target audience	Quantity/ Volume	Unit Rate (if applicable)	Total Estimated Budget
Digital Media				
Web Site creation				
Web Content				
SEO/SEM				
Print Media				
Broadcast Media				
Television				
Radio				
PR Material				
Roadshows				
Other Promotional activities				
Hosting Guests for Site Visits				
Travel				
International				
Domestic				
Miscellaneous				