

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

Tender No: WEBEL/EOT/COM/19-20/00056 Dated 20-09-19

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
GM	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

TABLE OF CONTENTS

GENERAL GUIDANCE FOR E-TENDERING	6
IMPORTANT DATES & INFORMATIONS	7
SECTION-A: INTRODUCTION & OBJECTIVE OF THE PROJECT	9
1. INTRODUCTION	9
2. OBJECTIVE OF THE PROJECT	9
SECTION - B: INSTRUCTION TO BIDDER.....	10
SECTION - C: ELIGIBILITY CRITERIA.....	21
SECTION - D: TECHNICAL EVALUATION CRITERIA	25
1. TECHNICAL EVALUATION	25
2. SELECTION METHODOLOGY.....	26
SECTION-E: SCOPE OF WORK.....	28
1. SCOPE OF WORK	28
2. TEAM STRUCTURE	31
SECTION – F: PROJECT TIMELINE & PAYMENT SCHEDULE.....	34
1. DELIVERABLES SCHEDULE	34
2. PAYMENT SCHEDULE.....	35
3. NOTE.....	35
SECTION– G: FORMATS FOR ELIGIBILITY CRITERIA	36
ANNEXURE-1: POWER OF ATTORNEY.....	36
ANNEXURE-2: NIT DECLARATION	37
ANNEXURE–3: DECLARATION FOR ELIGIBILITY CRITERIA.....	39
ANNEXURE–4: FORMAT FOR BIDDER’S PARTICULARS	43
ANNEXURE–5: BIDDER’S ANNUAL TURNOVER OVER LAST 3 FINANCIAL YEARS.....	45
ANNEXURE-6: DECLARATION FOR NOT BEING BLACKLISTED.....	46
ANNEXURE-7: CONSULTANT’S ORGANISATION & EXPERIENCE.....	47
ANNEXURE 8 - FORMAT FOR SELF-DECLARATION BY PRIME BIDDER ABOUT CONSORTIUM PARTNER	49
ANNEXURE-9: TEAM COMPOSITION, ASSIGNMENT & EXPERT’S INPUT.....	51
ANNEXURE-10: LIST OF DOCUMENTS SUBMITTED.....	54
ANNEXURE–11: FORMAT FOR PERFORMANCE BANK GUARANTEE.....	55
SECTION– H: FORMATS FOR COMMERCIAL BID	58
ANNEXURE-12: COVER LETTER FOR BID	58
SECTION– I: MISCELLANEOUS.....	59
ANNEXURE-13: ESTIMATED MARKETING EXPENSE.....	59
ANNEXURE-14: ESTIMATED OUT OF POCKET EXPENSES.....	60

NOTICE INVITING E-TENDER

Tender No WEBEL/EOT/COM/19-20/00056 dated 20-09-19

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. The project duration is of 9 months and there will be the Option to extend the engagement up to a period of 3 years in 9-monthly phases at the discretion of the tendering authorities.

Table 1: Detail of the Tender

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. 2,00,000 (Rupees Two 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).
- b) The Bidder shall pay Tender Document Fee Rs 10,000 (Rs. Ten thousand only) and EMD Rs. 2,00,000 (Rupees Two lakh only) through net banking or through RTGS/NEFT in the portal of the website: <https://wbtenders.gov.in> as per G.O 3975-F(Y) dated 28th July 2016 issued by Finance Department, Govt. of West Bengal. For details regarding payment procedure & guideline on the same, bidders are advised to follow the mentioned order and portal. Digitally signed Technical Bid and Financial Bid, to be submitted through the website <https://wbtenders.gov.in>
- c) Submission of the Bid should be done as per the stated time schedule mentioned in “IMPORTANT DATES & INFORMATIONS” section of the RFP.
- d) The Commercial 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/19-20/00056 dated 20-09-19
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, and development of concept for globally renowned technology hubs/IT hubs/Innovation districts/startup hubs or equivalent entities of similar nature. And marketing and branding (includes go- to-market strategy, Pricing strategy) for the IT Hub.
4.	Tender document Fee	Rs. 10,000 (Rupees ten thousand only) through net banking or through RTGS/NEFT in the portal of the website: https://wbtenders.gov.in as per G.O 3975-F(Y) dated 28th July 2016 issued by Finance Department, Govt. Of West Bengal. For details regarding payment procedure & guideline on the same, bidders are advised to follow the mentioned order and portal. Digitally signed Technical Bid and Financial Bid, to be submitted through the website https://wbtenders.gov.in
5.	Earnest Money Deposit	The Bidder shall pay EMD of Rs. 2,00,000(Rupees Two lakh only) through net banking or through RTGS/NEFT in the portal of the website: https://wbtenders.gov.in as per G.O 3975-F(Y) dated 28th July 2016 issued by Finance Department, Govt. Of West Bengal. For details regarding payment procedure & guideline on the same, bidders are Advised to follow the mentioned order and portal.
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)	20-09-19
8.	Documents download start date (Online)	20-09-19

9.	Last Date and time of sending the queries	Date: 26-09-19
10.	Date of Site Tour	Date: 24-09-19
11.	Pre Bid Meeting at WBEIDC LTD. Office (Offline)	Date: 27-09-19 at 12:00 PM , Venue :- WEBEL BHAVAN The person should have proper authorization in respective company Letter Head. Queries will be sent to Mr. Pratul Show, G.M.(COMMERCIAL) E Mail: pratul.show@webel-india.com
12.	Corrigendum, if any, will be published On Line	Date: To be notified later on
13.	Bid Submission start date & time (On line)	Date: 04-10-19 12 :00 PM
14.	Last Date & time of submission of original Earnest Money Deposit (On line) and Tender Fee	Date: 11-10-19 12:00 PM
15.	Bid Submission closing date & time (On line)	Date: 11-10-19 12:00 PM
16.	Bid opening date & time for Technical Proposals (Online)	Date: 14-10-19 3:00 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, 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, and perform branding and marketing of the Bengal Silicon Valley while ensuring achievement of a minimum occupancy for the proposed infrastructure.

3. Location:

The IT hub is proposed to be set up in approximately 200 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 Bidder shall pay EMD of Rs. 2,00,000 (Rupees two lakh only) through net banking or through RTGS/NEFT in the portal of the website: <https://wbtenders.gov.in> as per G.O 3975-F(Y) dated 28th July 2016 issued by Finance Department, Govt. of West Bengal. For details regarding payment procedure & guideline on the same, bidders are advised to follow the mentioned order and portal.

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, as per refund and settlement procedure of e-tender portal.

11. Forms and Formats

The various inputs for the Technical as well as Commercial 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 Commercial Bid evaluation.
- Commercial bid will be opened for evaluation only for those bidders who have technically qualified.
- The basis of bid evaluation shall be “**Combine –Quality-cum-Cost Based 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 Commercial 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 9 months and there will be the option to extend the engagement up to a period of 3 years in 9-monthly phases at the discretion of the tendering authorities.
- The quoted cost will be firm for the entire duration of the project which is initially twelve months from the date of signing of contract.

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, and 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.

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 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.

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, exclusive of all prevailing taxes, levies, duties, cess etc.

35. Commercial Bid

Price should be quoted as per the Bill of Quantity (BOQ) template only. No deviation in any form in the BOQ template is acceptable. The Consultant's quote in the BoQ will include only the time charges of the core team and experts and not the Marketing Budget estimate & Out-of-Pocket expenses as mentioned in the Annexure-13 & Annexure-14 of this RFP

- 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.

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 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.

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. 500 crores for last three financial years from consulting/ advisory services.</p> <p>i) Must have positive net worth for last 3 financial years ending 31.03.2018</p>	<p>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 firm</p> <p>AND</p> <p>Declaration from authorized 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>	<p>Declaration from Prime bidder and each of the consortium partner</p>
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 two consulting assignments with Government Clients in India (ongoing/ completed) in last ten years. Value of each of the assignment must be greater that INR 10 Crores</p>	<p>Completion Certificate/ Work Order issued by the client/ satisfactory certifications from client for ongoing projects which are at least one year in operation..</p> <p>Managing Director or equivalent authorized signatory of the Consulting firm shall self-certify the projects if the firm has done assignments based on Non-</p>

		<p>ii) 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 years</p> <p><i>All consortium members should satisfy at least one of the work criteria mentioned above</i></p>	disclosure Agreements and cannot share the contract / work-order
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</p> <p><i>All consortium members should satisfy at least one of the work criteria mentioned above</i></p>	<p>Completion Certificate/ Work Order issued by the client/ satisfactory certifications from client for ongoing projects.</p> <p>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</p>
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 2018. • The bidder should be into the business of strategy consulting services for the last five (5) years at the end of 31st March, 2018. • The bidder shall be solvent at the date of bidding 	<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 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 the valid documents

		<ul style="list-style-type: none"> • Copy of PAN • Articles of Association/ Company Registration (depending on company type) 	
6.	Blacklisting	The responding firm must not be blacklisted by any Central/any State Department/establishments in India at any point of time 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 Central/any State Department/establishments in India, 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.100.00 Non Judicial Stamp Paper.	Scanned copy of Power of Attorney needs to be uploaded
8.	Submission of EMD	The Bidder shall pay EMD of Rs. 2,00,000 (Rupees two lakh only) through net banking or through RTGS/NEFT in the portal of the website: https://wbtenders.gov.in as per G.O 3975-F(Y) dated 28th July 2016 issued by Finance Department, Govt. of West Bengal. For details regarding payment procedure & guideline on the same, bidders are advised to Follow the mentioned order and portal.	
9.	Submission of Tender Document Fee	Bidder should submit Tender Document Fee of Rs. 10,000(Rupees ten thousand only) through net banking or through RTGS/NEFT in the portal of the website: https://wbtenders.gov.in as per G.O 3975-F(Y) dated 28th July 2016 issued by Finance Department, Govt. of West Bengal. For details regarding payment procedure & guideline on the same, bidders are advised to follow the mentioned order and portal. Digitally signed Technical Bid and Financial Bid, to be submitted through the website https://wbtenders.gov.in	

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.
- The bidder is required to submit previous / ongoing consulting assignments as a proof of relevant work experience for strategy consulting assignments, marketing and branding engagements and concept development for both 3(aii) and 3(bii)

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 30 marks]

- a)** 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. [Max. 10 marks]
- b)** Citations of the following from bidder and or its consortium partners [Max. 10 marks]
 - a) 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 5 marks]
 - b) 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 5 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. 500-1000 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. 40 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. 15 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/Out-of-Pocket expenses budget would not be considered for the evaluation of financial bid. Total Points for criteria A & B = 40+30= 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.

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

- a) Project Manager [Max. 4.5 marks]
- b) Project consultants(2 positions) [Max. 2.25 marks each totaling Max 4.5 Marks]
- c) Domain Experts (6 positions) [Max. 3.5 marks each totaling Max 21.0 Marks]

Total points for criterion C = 30

Notes to Consultant:

- i. Each position number corresponds to the same for the 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.

The Consultant on-boarded would have to deliver the following three scope elements:

1. Define the concept of Bengal Silicon Valley (BSV) as a Technology Innovation Hub – what innovation themes to pursue, target investor segments, value proposition for investors, short and longer term benefits / implications for the State
2. Develop investor outreach strategy for BSV basis the concept and value proposition
3. Launch investor outreach program including global roadshows (e.g. Silicon Valley, Israel, EU, Greater China etc.) and decision maker meetings to attract tenants into BSV

The major focus will be on scope element #3 which will be the key source of value for the State Government through this engagement. It is expected that the consultant will bring in prior experience, tools, connects, relationships, ideas so as to start outreach from the first month of the engagement. It is important that the consultant articulates its approach clearly in the Technical Submission in line with this understanding.

1. Concept of BSV as a Technology Innovation Hub

Selected consultant would develop the concept and value proposition for BSV as a Technology Innovation Hub e.g. as a state-of-the-art technology center that is home to MNCs, start-ups, VC firms, incubators, global academic institutes all collaborating to develop cutting edge technology that can be deployed in public or private sector. The module requires the Consultant to:

- a) Understand the State's medium-, long-term aspirations for BSV; assess the progress made so far and key challenges anticipated; the consultant is expected to conduct multiple stakeholder interviews, potential investor surveys to make the assessment
- b) Understand the wider impact the State wishes to achieve through BSV e.g. multiplier effect on the State economy, impact on other technology Hubs in the State e.g. existing hardware parks
- c) Develop the strategy for the Hub basis the understanding developed in (a) and (b). The strategy needs to identify
 - o next gen technologies to be nurtured in the Hub
 - o industry-specific technology ideas for the Hub
 - o academia-centric themes involving key local and global technology institutes
 - o how to develop a venture capital ecosystem in the State to support the Hub
- d) Identify the target investor segments – IT Services majors / mid-sized players, software product players, co-working space developments, VC firms, industry-specific technology players, start-ups, academia etc.
- e) Articulate the value proposition for the Hub for the investor segments identified in (d)

- f) Develop guiding principles for the Hub infrastructure in consultation with the State Government e.g. land allotment criteria, development model

2. Investor outreach strategy for BSV

The selected consultant would create an investor outreach strategy for BSV in line with the overall concept. The strategy phase will require the Consultant to develop the following:

- a) Detailed investor outreach plan to realize the strategy
- b) Location / timing / high level plan global roadshows to maximize investor outreach
- c) Initial list of “decision maker” meetings – to be refined further during the execution phase
- d) Comprehensive marketing strategy to promote the Hub and the State across a range of traditional and new media including digital marketing
- e) Identify different types of assets / offerings that can be made available to the identified target segments
- f) In addition, the consultant would be expected to work with a State nominated vendor and provide strategic inputs for branding the Hub (e.g. a logo)

3. Launch investor outreach program

The implementation phase will require the Consultant to:

- a) Set up a joint team (along with State nominated representatives) and program management / governance mechanism for systematic implementation of investor outreach
- b) Conduct three global roadshows in target locations e.g. Silicon Valley, Israel, EU, Greater China etc. Locations to be proposed by the consultant basis investor interest. Tap into specific local incubation hubs or innovation-focused associations to ensure success of the roadshows
- c) Conduct targeted discussions with at least 30 senior representatives, decision makers from targeted organizations, educational and research institutes to establish operations in the BSV
- d) Provide guidance to State nominated vendors in the execution of communication plans / preparation of marketing collaterals / digital marketing campaigns / other advertising campaigns - State nominated vendor would be available for preparing marketing collaterals and executing campaigns of the nature specified above on direction of the consultant

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

The Consultant on-boarded would have to deliver the following three scope elements:

1. Define the concept of Bengal Silicon Valley as a Technology Innovation Hub – what innovation themes to pursue, target investor segments, value proposition for investors, short and longer term benefits / implications for the State
2. Chart a business development / investor outreach strategy for Bengal Silicon Valley to attract potential investors basis the concept and value proposition outlined above
3. Launch investor outreach program including global roadshows in target locations (e.g. Silicon Valley, Israel, EU, Greater China etc.) and targeted decision maker meetings

Duration

The first phase of the project will be for a duration of 9 months which is the scope of this tender. There will be the option to extend the engagement up to a period of 3 years in 9-monthly phases at the discretion of the tendering authorities. The Consultant will be allowed to increase price by 6% or by an appropriate amount linked to WPI upon agreement with tendering authorities.

2. Team structure

Core Team

The Consultant should deploy a “core project execution team” with a Project Manager and Consultants. The team will be based out of Kolkata in the first three months of the engagement when the concept report and the outreach strategy are being developed. As the project moves into execution phase, the Project Manager will maintain a monthly review cadence with the WEBEL authorities plus ad-hoc meetings for planning / stakeholder alignment / issue resolution etc.

Sl. No.	Name of position	Requirements
1.	Project Manager	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/start up hubs or equivalent entities of similar nature and working with State/Central Governments/their affiliate bodies/Public Sector Enterprises. Experience of running PMO, aligning PMO tools to organization requirements, establishing, tracking and maintaining milestones, delivery tracking would be required. Also, 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/start up hubs or equivalent entities of similar nature is preferable.
2.	Project Consultant 1	B.E/B. Tech or MBA/PGDM from premiere institute in India or abroad with 5 or more years of experience preferably in the area of Management Consulting / IT Consulting/Business development /Financial analysis, budgeting & financial modelling
3.	Project Consultant 2	B.E/B. Tech or MBA/PGDM from premiere institute in India or abroad with 5 or more years of experience preferably in the area of Management Consulting / IT Consulting/Business development /Financial analysis, budgeting & financial modelling

Expert team

In addition to the “core project execution team”, the consultant must identify the following experts:

Sl. No.	Name of position	Requirements
1	Global Outreach Expert 1: Silicon Valley, USA	<ul style="list-style-type: none">• Must be physically located in Silicon Valley and have a 15+ year track record of working in an organization or in entrepreneurial capacity with Silicon Valley organizations of various sizes and scale, largely in the technology space• Deeply connected to Silicon Valley ecosystem through personal and business relationships; would have ideally held leadership roles in Silicon Valley organizations for substantial length of time• Experience of doing business development programs using personal and business connects in the Silicon Valley• MBA or qualification from premiere institute (in USA or overseas)
2	Global Outreach Expert 2: Israel / Europe	<ul style="list-style-type: none">• Must be physically located in Israel or similar innovation hub in Europe and have a 10+ year track record of working in an organization or in entrepreneurial capacity with organizations of various sizes and scale• Deeply connected to Israel Fintech or equivalent European ecosystem through personal and business relationships; would have ideally held leadership roles in such organizations for a substantial length of time• Experience of doing business development programs using personal and business connects in Israel or other European innovation hubs• MBA or qualification from premiere institute (in Europe or overseas)
3	Global Expert 3: Greater China / APAC	<ul style="list-style-type: none">• Must be physically located in Greater China or Taiwan or similar innovation hub in APAC and have a 15+ year track record of working in an organization or in entrepreneurial capacity with organizations of various sizes and scale, largely in the technology space• Deeply connected to China / Taiwan or equivalent APAC ecosystem through personal and business relationships; would have ideally held leadership roles in such organizations for a substantial length of time• Experience of doing business development programs using personal and business connects in China / Taiwan or other APAC innovation hubs• MBA or qualification from premiere institute (in APAC or overseas)

4	India Public Sector / Commercialization expert	<ul style="list-style-type: none"> • MBA/PGDM from premiere institute (in India or abroad) with minimum of 10 years of relevant experience in <ul style="list-style-type: none"> ○ promoting and operationalizing globally renowned technology hubs / IT hubs / Innovation districts/startup hubs or equivalent entities ○ driving marketing / commercialization programs with State/Central Governments/their affiliate bodies/Public Sector Enterprises in India
5	Technology expert	<ul style="list-style-type: none"> • MBA/PGDM from premiere institute (in India or abroad) with at least 10 years of experience in <ul style="list-style-type: none"> ○ Strategy consulting and program management preferably on engagements of setting up, operationalizing and promoting technology hubs / IT hubs / Innovation districts/startup hubs or equivalent entities of similar nature ○ Developing strategy for technology companies – Indian / MNC companies ○ Developing and implementing technology sourcing models for large organizations globally • Experience of working with Central/State Governments/their affiliate bodies/Public Sector Enterprises in India would be a plus.
6	Digital marketing expert	<ul style="list-style-type: none"> • MBA/PGDM from premiere institute (India or abroad) with at least 5 years of experience in Digital campaigns across social media platforms, designing mobile based/email based campaigns, SEO/SEM, Google Analytics/CRM tools

SECTION – F: PROJECT TIMELINE & PAYMENT SCHEDULE

1. Deliverables schedule:

(T = date of commence of work / formal kick-off)

#	Deliverable	Deadline
1	Bengal Silicon Valley – Concept, Value Proposition report <ul style="list-style-type: none"> • Key strategic themes for the Hub • Target investor segments • Value proposition for target segments 	T+6 weeks
2	Investor outreach strategy report <ul style="list-style-type: none"> • Roadshow plan - locations / agenda / approach / resources • Target investor / decision maker shortlist • Marketing strategy including digital marketing 	T+10 weeks
3	Investor outreach program – progress report 1 of 3 <ul style="list-style-type: none"> • Global Roadshow #1 – report • Feedback from first round discussions with 10+ prospective investors • Report from ongoing marketing campaigns 	T+20 weeks
4	Investor outreach program – progress report 2 of 3 <ul style="list-style-type: none"> • Global Roadshow #2 – report • Feedback from first round discussions with further 10+ prospective investors plus follow-ups from previous round of discussions / key leads • Report from ongoing marketing campaigns 	T+28 weeks
5	Investor outreach program – progress report 3 of 3 <ul style="list-style-type: none"> • Global Roadshow #3 – report • Feedback from first round discussions with further 10+ prospective investors plus follow-ups from previous round of discussions / key leads • Report from ongoing marketing campaigns • Phase II plan 	T+36 weeks

With any subsequent extensions of the tender, the consultant would have to submit a monthly marketing, outreach implementation report covering progress on roadshows, feedback from prospective investors, status of land allotment and progress on digital marketing/other media events. Deadlines mentioned above indicates the maximum time for submission of the respective reports. However activities for preparation of the reports may be done in concurrent manner.

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

2. Payment Schedule

#	Milestone / deliverable	Payment (as % of total)
1	Bengal Silicon Valley – Concept, Value Proposition report	20%
2	Investor outreach strategy report	20%
3	Investor outreach program – progress report 1 of 3	20%
4	Investor outreach program – progress report 2 of 3	20%
5	Investor outreach program – progress report 3 of 3	20%

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

3. 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 General Manager (Commercial)

WBEIDC Ltd

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

Salt Lake, Bidhan Nagar, and Kolkata:-700091

Ref: WEBEL/EOT/COM/19-20/00056 dated 20-09-19

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 exclusive of 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.
- 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>>

ELIGIBILITY CRITERIA FOR BIDDER

Srl	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. 500 crores for last three financial years from consulting/ advisory services.</p> <p>iii) Must have positive net worth for last 3 financial years ending 31.03.2018.</p>	<p>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 firm</p> <p>AND</p> <p>Declaration from authorized 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 work experience as required for the 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>	<p>Declaration from Prime bidder and each of the consortium partner</p>
3.a	Consulting experience	<p>Prime bidder and its consortium partner(s), if any, collectively should fulfil work experience criteria as below:</p>	<p>Completion Certificate + Work Order issued by the client + satisfactory certifications from client for ongoing projects.</p> <p>Managing Director or equivalent authorized</p>

		<p>i) Minimum two consulting assignments with Government Clients in India (ongoing/ completed) in last ten years. Value of each of the assignment must be greater than INR 10 Crores.</p> <p>ii) Minimum three marketing and branding engagements for large MNCs in Technology industry in last five years.</p>	<p>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.</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</p>	<p>Completion Certificate/ Work Order issued by the client/ satisfactory certifications from client for ongoing projects.</p> <p>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</p>
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 2018. • The bidder should be into the business of strategy consulting services for the last five (5) Years at the end of 31st March, 2018. • The bidder shall be solvent at the date of bidding 	<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 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 companytype) 	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.100.00 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. 2,00,000 (Rupees two lakh only) through net banking or through RTGS/NEFT in the portal of the website: https://wbtenders.gov.in as per G.O 3975-F(Y) dated 28th July 2016 issued by Finance Department, Govt. of West Bengal. For details regarding payment procedure & guideline on the same, bidders are advised to follow the mentioned order and portal. Digitally signed Technical Bid and Commercial Bid, to be submitted through the website https://wbtenders.gov.in	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) through net banking or through RTGS/NEFT in the portal of the website: https://wbtenders.gov.in as per G.O 3975-F(Y) dated 28th July 2016 issued by	Scanned copy of tender fee needs to be uploaded

		Finance Department, Govt. of West Bengal. For details regarding payment procedure & guideline on the same, bidders are advised to follow the mentioned order and portal. Digitally signed Technical Bid and Commercial Bid, to be submitted through the website https://wbtenders.gov.in	
--	--	---	--

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 General Manager (Commercial)
WBEIDC Ltd
Webel Bhavan, Block-EP & GP, Sector-V,
Salt Lake, Bidhan Nagar, and 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 General Manager (Commercial)
WBEIDC Ltd
Webel Bhavan, Block-EP & GP, Sector-V,
Salt Lake, Bidhan Nagar, and 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 2015-16 (in Crores) (a)	FY 2016-17 (in Crores) (b)	FY 2017-18 (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 General Manager (Commercial)

WBEIDC Ltd

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

Salt Lake, Bidhan Nagar, and Kolkata:-700091

Ref: RFP for Selection of Strategy Consultant for Bengal IT Hub. WEBEL/EOT/COM/19-20/00056
dated 20-09-19

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 General Manager (Commercial)

WBEIDC Ltd

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

Salt Lake, Bidhan Nagar, and 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 General Manager (Commercial)
WBEIDC Ltd
Webel Bhavan, Block-EP & GP, Sector-V,
Salt Lake, Bidhan Nagar, and 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)	

n	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 2015-16 (in Crores) (a)	FY 2016-17 (in Crores) (b)	FY 2017-18 (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 & 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	
EXPERTS														
E-1		[Project Manager]	[Home/Field]	[2 month] [0.5 m]	[1.0] [2.5]	[1.0] [0]								
E-2														
E-3														
											Subtotal			

Note:

- 1) 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.
- 2) "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.	Bidder's particulars (Annexure-4)		
4.	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)		
5.	Declaration for not being black-listed (Annexure – 6)		
6.	Team Composition, Assignment & Key Experts (Annexure-9		
7.	NIT Declaration (Annexure – 2)		
8.	Certified copies of valid PAN document/GST registration		
9.	Technical Capability / Past Projects (Annexure – 7)		
10.	Bidder's Understanding of the Project requirements		
11.	Technical Solution Proposed		
12.	Approach & Methodology		

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 Bid

Date:

To,

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

Sub: Submission of Bid documents

Dear Sir,

We, the undersigned, offer to provide the consulting services for the State Government in conceptualizing the overall strategy for developing Bengal Silicon Valley as Technology Innovation hub as well as marketing and branding of the Bengal Silicon Valley Hub Project in accordance with your Request for Proposal WEBEL/EOT/COM/19-20/00056 dated 20-09-19. Our Technical & Commercial proposal are uploaded as per guideline of the RFP in the e-tender portal.

Our Technical & Commercial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

Thanking you,
Yours faithfully

(Signature of the Authorized signatory of the Bidding Organisation)

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

SECTION– I: MISCELLANEOUS

Annexure-13: 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.

WEBEL would incur expenses during the project

- Event management costs in target locations for global roadshows
- Travel and accommodation costs for WEBEL and other State Government representatives in global roadshows and other meetings related to the project within and outside India
- Marketing (Digital marketing, branding or other marketing activities) related spend

Estimated 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	To be provided in the Technical Document.	To be provided in the Technical Document.	To be provided in the Technical Document.	To be provided in the Technical Document.
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				

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

Annexure-14: Estimated Out of Pocket Expenses

Expenses incurred by the Consultant

The Consultant is expected to incur expenses during the project for its core team members and experts:

- To and fro travel to Kolkata from the Consultant’s home office, accommodation and incidentals in Kolkata etc.
- To and fro travel within India to meet decision makers in target companies to set up outreach meetings etc.
- To and fro travel to overseas locations (e.g. Silicon Valley, Israel, Greater China, other) for roadshows and for “decision maker meetings” in target companies

The above expenses will be reimbursed by WEBEL to the Consultant based on actuals subject to production of original bills / vouchers etc. The Consultant agrees to invoice WEBEL for these expenses on a monthly basis. The Consultant will need to take a prior approval of the trip plan on a monthly basis from WEBEL. It is expected that the Consultant’s expenses would not exceed an amount equivalent to 25% of the professional fees quoted in the BoQ.

Estimated Out of Pocket Expenses budget* (excluding cost of Consultant)				
OPE Heads description	Description of activities including possible target audience	Quantity/ Volume	Unit Rate (if applicable)	Total Estimated Budget*
<ul style="list-style-type: none"> • To and fro travel to Kolkata from the Consultant’s home office, accommodation and incidentals in Kolkata etc. • To and fro travel within India to meet decision makers in target companies to set up outreach meetings etc. • To and fro travel to overseas locations (e.g. Silicon Valley, Israel, Greater China, other) for roadshows and for “decision maker meetings” in target companies 	To be provided in the Technical Document.	To be provided in the Technical Document.	To be provided in the Technical Document.	To be provided in the Technical Document.

***Estimated Out of Pocket Expenses budget would not be considered for the evaluation of Commercial bid**