

**WEST BENGAL ZOO AUTHORITY**  
**2<sup>nd</sup> Floor, Aranya Bikash Bhawan, KB – 19, Sector – III, Salt Lake City,**  
**Kolkata – 700 098, West Bengal**  
**Phone: +91 33 23355010 (Direct), 23355011 (EPABX),**  
**FAX: +91 33 23350012**  
E-mail: [mswbza@gmail.com](mailto:mswbza@gmail.com), [wbzooauthority@yahoo.in](mailto:wbzooauthority@yahoo.in)

---

**TENDER FOR SELECTION OF ARCHITECTURAL FIRM/  
ORGANISATION/ INSTITUTES FOR PLANNING, DESIGNING  
& SUPERVISION OF VARIOUS INFRASTRUCTURAL  
FACILITIES i.e. BUILDINGS, JETTY etc. AT SUNDARBAN  
WILD ANIMALS PARK, JHARKHALI, SOUTH 24 PARGANAS**

**TENDER NOTICE NO. 4/WBZA/2016-17**

**DATED . 06.2016**

**Introduction :-**

The West Bengal Zoo Authority (WBZA) a Registered Society under Department of Forests, Govt. of West Bengal has been constituted for scientific management of Zoological Park and similar organizations in West Bengal. WBZA since its formation on 27.08.2009 is in process of establishing and maintaining a number of like organization including Sundarban Wild Animals Park, Jharkhali, South 24 Parganas.

Mere submission of tender documents will not confer to applicants any right for receiving or carrying out the tendered job. West Bengal Zoo Authority reserves the right to accept/reject one or all proposal or stop the process of approval at any stage, at its sole discretion without assigning any reasons and shall bear no liability whatsoever consequent upon such a decision. Details indicating the assignment, eligibility, selection criteria and mode of submission of documents are as given below:

**1. Eligibility criteria and General instructions:-**

- a) Sealed tender in prescribed form are invited from the reputed Architects/ Firms/ Consulting Organization/ Institute for selection of architectural consultant for construction of buildings, jetty etc. as above said. The proposed built-up area will be around 21000 sq. ft (approx). Architectural firm having capacity to complete works costing up to Rs. 300 lac comprising either or - (i) Rs.300 lac in any single contract & (ii) Two separate contract wherein any one contract should not be less than Rs.150 lac during 60 (sixty) calendar months since 01.04.2011 till 31.03.2016 are eligible to apply for this work. The Architects/ Firms/ Organization/ Institute should have following personnel on its roll for implementation of the work.

**b) The Minimum Qualifications and Experience:-  
Architect :-**

- i) A person registered under the provisions of the Architects Act, 1972 (20 of 1972) and should have a degree in Architecture. He should have work experience of more than five years.

- ii) A degree in Civil Engineering from any recognized University or Institute or any equivalent civil engineering qualification recognized by the Government and shall have at least five years' experience in planning, structural designs, and execution of building works including sanitary and plumbing works related to buildings.
- c) The eligible Architects/ Firms/ Organization/ Institutions interested in rendering professional services are requested to submit their tender in the specified pro forma in two separate envelopes i.e. **Technical Bid** (Envelope-1) and **Financial Bid** (Envelope -2).
- d) The **Technical Bid** shall contain eligibility criteria and general instructions, general terms and conditions, services to be rendered by the architectural firm. Qualifications of the Architect Structural Engineer, Civil engineer, Surveyors, Supervisors, etc who will be engaged in the project. The work experience and the details of similar projects undertaken may be also be included in the Technical Bid. The envelope containing technical bid shall be super scribed as ***“Technical Bid for selection of Architect for construction of various infrastructural facility i.e. Buildings, Jetty etc. at Sundarban Wild Animals Park, Jharkhali, South 24 Parganas.”***
- e) The Technical Proposal should be submitted as per the Form TECH-2, TECH-3 and TECH-4, which are enclosed with the tender document. The Architectural Firm/ Organization/ Institute should submit proposal with a covering letter.
- f) The technical proposal shall not include any financial information. A technical proposal containing financial details will be declared non-responsive.
- g) The bidder will submit copy of PAN, P F Registration, Service Tax Registration, Trade Licence etc. document as applicable.
- h) The **Financial Bid** shall contain the basic fee as per the specified proforma and the envelope containing price bid shall be super scribed as ***“Financial Bid for selection of Architect for construction of various infrastructural facility i.e. Buildings, Jetty etc. at Sundarban Wild Animals Park, Jharkhali, South 24 Parganas.”***
- i) The two envelopes containing technical bid and financial bid should be placed in a single sealed envelope and super scribed as ***“Tender for selection of Architect for construction of various infrastructural facility i.e. Buildings, Jetty etc. at Sundarban Wild Animals Park, Jharkhali, South 24 Parganas.”***

## 2. General Terms & Conditions

- a) The terms and conditions shall form part of the tender to be submitted by the Architects/ Firms/ Organization/ Institute.
- b) **All the pages of the tender are to be signed by the architect/authorized signatory.** Any over-writing is to be duly initialed by the architect.
- c) The bidders, eligible in terms of above qualification criteria are requested to submit their tender duly filled in latest by **3 P.M on 21.07.2016. They shall submit the Tender documents in the office of the Member Secretary, West Bengal Zoo Authority, KB-19, Second Floor, Aranya Bikash Bhawan, Salt Lake City, Sector – III, Kolkata – 700 098.**

- d) The tender document will be available at the office of Member Secretary, West Bengal Zoo Authority on production of non-refundable of Rs.1,000/- (Rupees one thousand) by draft drawn in favour of 'West Bengal Zoo Authority' payable at Kolkata, during all working days between 11-30 and 15.30 hrs. from 05.07.2016.
- e) Tenders received after due date and time as stated above shall be rejected.
- f) There should not be any deviation in terms and conditions as have been stipulated. Tenders not confirming to any of the terms and conditions shall be rejected.
- g) ***The Tenderer should fill the relevant details in the specified proforma of the Financial Bid properly. Financial bid in any other form or incomplete proforma will not be considered and shall be rejected.***
- h) The Tenderer should ensure visit to site prior to quoting rates. In case the need any clarification may raise those before office of the West Bengal Zoo Authority, through telephone no. (033) 2335 5011 / email [wbzooauthority@yahoo.in](mailto:wbzooauthority@yahoo.in) on working days during 11.30 hrs. to 15.30 hrs. and obtain necessary information.
- i) The technical bids as submitted will be opened at **4 p.m on 21 .07.2016** and will be decided by the West Bengal Zoo Authority constituted for the Project in the presence of tenderer or their authorized representative who choose to be present at the above said office of the Member Secretary, West Bengal Zoo Authority. The tenderers are advised in their own interest to be present at the time of opening of the tenders on the said date, time and venue / they may send their representatives.
- j) First the technical bids will be evaluated by the Tender Committee of West Bengal Zoo Authority. The financial bids will be opened on another date with prior intimation to the architects whose technical bids are acceptable to the West Bengal Zoo Authority.
- k) The undersigned reserves the right to accept or reject any or all the tenders in part of full, as the case may be without assigning any reason thereof.

### 3. Terms of Reference

The Architect/Firm/Consultants/Organization/Institute shall render the following services in connection with and in regard to the said works including **site supervision of the project.**

- a) Prepare a Detailed Project Report for the following works for establishment of Sundarban Wild Animals Park, Jharkhali.

1.	Building for Nature Interpretation Centre	Around 3000 sq. ft.
2.	Administrative Building	Around 2500 sq. ft.
3.	Veterinary Hospital	1600 sq. ft.
4.	A. Staff Quarters	6 Nos. @ 750 sq. ft.
	B. Protection Barrack	2 Nos. @ 600 sq. ft.
5.	Day Visitor Centre with integrated Food Court/Restaurants, Washrooms etc.	2 Nos. @ 2500 sq. ft.
6.	Jetty including Ferry Ghat	3 Nos. @ 1000 sq. ft.
7.	Watch Towers	2 Nos. 8' x 8', 40' high

- b) Take Employer's instructions, visit the site, conducting Land Survey, sub soil investigation etc. as required, prepare and submit Site and sketch plans, lay out etc. as per Employer's requirements including preparation of alternatives and carrying out necessary revisions till the sketch plans are finally approved by the Employer in accordance with the rules/codes/standards, regulations etc. of Government of West Bengal and Government of India making Drawing, approximate cost based on unit cost and submit along with a detailed project report on the scheme so as to enable the Employer to take a decision on the sketch designs.
- c) Prepare required detailed tender & construction drawings on receipt of approval of the sketch plans by the Employer. submit drawings, estimates etc. as required to municipal or any other appropriate authorities, maintain liaison with local municipal corporation, government authorities for obtaining approval of the plans, commencement certificate, plinth checking certificate, completion certificate, occupation certificate etc. as per the regulation of local authorities and obtain their approval/sanction for construction, completion and occupation as per existing rules and regulations of the State Government.
- d) Execute survey of Land area, testing of soil, determination of bearing capacity and other properties of soil, hydrological data of river water, geo technical data of char land etc. as necessary, design and prepare architectural detailed drawings, structural calculations and drawings, layout drawings, estimates for water supply and drainage, electrical installations including UPS, generators and security arrangement as applicable, detailed estimates of cost, rate analysis for all items, take off sheets and all such other particulars as may be necessary for preparation of bill of quantities.
- e) Prepare detailed tender documents for various works viz., general buildings work, interior work, air-conditioning, fire fighting installation and specialist services such as water supply and sanitary installation, electrical installation, etc., complete with articles of agreement, special conditions, conditions of contract, specification, bill of quantities, including detailed analysis of rates based on market rates, time and progress charts, etc.
- f) Prepare tender notices for issue by the Employer for all works and submit evaluation reports thereon, together with recommendations specifying abnormally high (AHR) and low rated (ALR) items.
- g) The evaluation report by the Consultant shall be based on proper analysis of rates with constants from an approved Standard Hand Book and market rates of materials and labour for major items of works costing about 90% of the estimated cost of the work.
- h) All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not.
- i) When conditions are not susceptible of evaluation, the alternative procedure of calling all the tenderers for negotiation by asking them to submit a final bid based on a set of common terms and conditions acceptable to the West Bengal Zoo Authority, may be adopted.
- j) Prepare contract documents for all works and getting them executed by the concerned contractors as per the instruction of the West Bengal Zoo Authority.
- k) Prepare for the use of the Employer, the contractor and site staffs etc., 4 copies of contract documents for all works including all drawings, estimates etc., specifications, and other particulars. Prepare such further details and drawings as are necessary for proper execution of the works including soft copies.

- l) Assume full responsibility for supervision and proper execution of all works by General and Specialist Contractors who are engaged from time to time, including control over quantities and standard quality during the execution to restrict variation, if any, to the minimum. The architects shall ensure that the contractors comply with the Labour laws, other laws as applicable and implementation of the works as per plan & estimates etc.
- m) No deviations or substitutions should be authorized by the Architect/ Consultant without working out the financial implication, if any, to the contractor and obtaining approval of the Employer. However, where time does not permit and where it is expedient, the Architect/Consultant may take decisions on behalf of the Employer, the total cost of the item/deviation of which should not exceed Rs.10,000/-. This deviation shall be got subsequently ratified from the Employer duly justifying his action at the earliest.
- n) Checking quality & measurement of works at site. Checking contractor's bills, issuing periodic certificates for payments and passing and certifying accounts, so as to enable the Employer to make payments to the contractors and adjustments of all accounts between the contractors and the Employer. Architects shall assume full responsibility for all measurements & quality certified by them. It shall be mandatory on the part of the Architect to check the quality & measurements of various items. The prescribed format for certification of bills is as under:-

***“Certified that the various items of work claimed in this ..... running bill/ final bill by the contractors ..... have been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully conforming to the standard/prescribed specifications and drawings. We further certify that we have checked the measurements of various items along with the respective Quality as necessary claimed in this bill. Hence the bill is recommended for payment of Rs.....”***

**Date:**

**(Signature of the Architect)**

The Architects shall endorse the above certification in the relevant Measurements Books & Bills also.

- o) Certify after test/commissioning/final inspection and check as the case may be, the completion of the work and/or satisfactory functioning of the system in services and utilities as the case may be.
- p) On completion of the work/ satisfactory functioning of the service system and certification of completion/ satisfactory commissioning prepare and supply four sets of "as-built" drawings with relevant calculations of the design/engineering along with respective soft copy for the records of the West Bengal Zoo Authority. The Architects shall verify and confirm that identification marks are made on all service installations/cables/wiring, etc. as the case may be, to carry out future additions/ alterations/ maintenance jobs.
- q) Wherever the work involves any structural additions/alterations, the Architect shall furnish one complete set of structural design, calculations and structural designs for the Employer's records. Obtain permission from local authorities for facilities and services as a result of addition, alteration and modification wherever required.

- r) Complete requisite formalities and obtain necessary service connections such as water supply, electrical, drainage, sewerage and other services from local authorities and Government Departments.
- s) Take timely action for revalidation of sanction for construction from appropriate authorities, as applicable.
- t) Obtain final building completion and /or occupation certificate and secure permission of concerned authority, fire department, defense authorities and any such other authorities as per the byelaws/laws/regulations/rules etc. for occupation of the building and refund of deposit if any, made by the West Bengal Zoo Authority to the authority or any such other authority/Government Departments.
- u) Assist during inspection of work by the officials, West Bengal Zoo Authority prepare detailed reports to their observations and help rectification of the observations of officials, if any.
- v) Assist the Employer in all arbitration proceedings between the contractors and the Employer, if as happens at all. The Architect also provide support to the Employer in such proceedings and prepares report/replies to the claims of the contractor.
- w) Advise the Employer well in advance regarding steps to be taken by the West Bengal Zoo Authority to discharge Employer's responsibilities in execution of contract agreements and for smooth and speedy progress of work.
- x) The Architect shall hold periodic review meetings (at least once in a fortnight) for smooth completion of work and attend meeting called by West Bengal Zoo Authority Officials.
- y) The Architects shall post as their representative one Civil Engineer (minimum qualification Diploma in Civil Engg.) having at least 5 years (ending on 31.3.2016) experience after diploma, at the site for day to day supervision, measurement of work and liaison with the West Bengal Zoo Authority Officials. The Engineer shall be available at the site from the date of start of work to completion of work and finalization of contractors' bills. The architects will be considered as principal employer of the engineer for all purposes.
- z) During planning stage, the Architects/ representatives shall visit site at Jharkhali for finalization of plan, quantity estimates, rate analysis and tender documents or for any other purpose in connection with the work as required by the West Bengal Zoo Authority.
- aa) During execution of the work, the Architects shall visit the site /office (minimum 1 visit in a fortnight and maximum as required at the site) for inspection and quality surveillance, certification of contractors' bills, obtain commencement certificate, plinth level certificate as per the regulations of the local authorities, preparing other details and drawings as may be required.
- bb) The architect shall visit the office of regulatory authority and any other such authorities for approval of building plan, obtain commencement certificate, plinth level certificate, water supply connection, sewer connection, fire clearance, completion certificate, occupation certificate, or any other certificate required to be obtained any authority and or any other local authorities as per building byelaws/laws/rules/regulations etc. and obtain the same.
- cc) The architect shall enter into an agreement with the Employer in the prescribed form of agreement and abide by the provisions of the agreement.
- dd) The Architects shall be wholly responsible for the quality construction and successful completion of the project in all respects consistent with safety and structural stability from the inception up to the handing over for occupation to the West Bengal Zoo Authority.

- ee) All services as stated above and as stated in the form of agreement and any other services connected with the works usually and normally rendered by the Architects but not referred to herein above.
- ff) The conditions of the tender document shall form part of the agreement.
- gg) The fees quoted by the architects shall include all the above mentioned services required to be provided by the architects in connection with this project.
- hh) In case of any dispute, the decision of West Bengal Zoo Authority will be final and binding on the Consultants/Firm/Organizations/Institutes.

**4. Place of execution :-**

At Sundarban Wild Animals Park Jharkhali South 24 Parganas. Experts will have to extensively tour to Jharkhali for execution of the assignments as per requirement from time to time. Meetings and submission of reports will be done.

**5. Expected period of duration :-**

14 calendar months since placement of work order, but it is subject to change :

**a) Planning Phase :**

The detailed project report along with design drawings & tender document estimates is to be submitted within 60 calendar days of award of the contract and signing of the agreement.

**b) Execution Phase :**

The general and regular supervision of the work will be done on 12 calendar months by respective agency as per the work schedule and as per direction of the authorities and under the supervision of the Architect.

**6. Payment Schedule :**

**a) For Scope 'A' as is with Financial Bid.**

i) On completion of drawing, design, estimate, quality assurance plan, DPR etc. - 40% of ordered value.

ii) On completion of tender documents, finalization of tender, placing LOA with successful Bidder including execution of agreement - 60% of ordered value.

**b) For Scope 'B' as is with Financial Bid.**

i) Monitoring progress, supervision of work, Quality Control, certifying payment, inspection of work - 70% of ordered value, progressively.

ii) On completion of all as Built document i.e. drawing, manual etc. along with successful closing of all contracts - 30% of ordered value.

- 7. The Architect/ Firm/ Organization/ Institute shall have to deposit Rs. 1 (one) lakh only, as Earnest Money by Demand Draft payable at Kolkata in the name of Member Secretary, West Bengal Zoo Authority at the time of submission of tender. The same will be returned free of interest, on completion of work.**
- 8. In case of successful tenderer refusing to sign the agreement and take up the work within 15 days from the date of receipt of work order, the Earnest Money Deposit shall be forfeited. The Earnest Money Deposit of the un-successful bidders will be returned within a month of placing LOA with successful consultants.**
- 9. Terms of Payment**
- i) Bills in triplicate are to be raised to Member Secretary, West Bengal Zoo Authority.
  - ii) All documents as will be submitted are to be in 4 nos. of hard copies along with corresponding soft copy.
  - iii) Bill will be examined and released progressively in conformity with progress at site and terms of Work Order.

**V. K. YADAV, IFS  
Member Secretary  
West Bengal Zoo Authority**



# WEST BENGAL ZOO AUTHORITY

2<sup>nd</sup> Floor, Aranya Bikash Bhawan, KB – 19, Sector – III, Salt Lake City,  
Kolkata – 700 098, West Bengal

Phone: +91 33 23355010 (Direct), 23355011 (EPABX),

FAX: +91 33 23350012

E-mail: [mwbza@gmail.com](mailto:mwbza@gmail.com), [wbzooauthority@yahoo.in](mailto:wbzooauthority@yahoo.in)

## FINANCIAL BID

TENDER FOR SELECTION OF ARCHITECT FOR CONSTRUCTION OF  
VARIOUS INFRASTRUCTURAL FACILITY i.e. BUILDINGS, JETTY etc. AT  
SUNDARBAN WILD ANIMALS PARK, JHARKHALI, SOUTH 24 PARGANAS

TENDER NOTICE NO. 4/WBZA/2016-17 DATED .06.2017

### Basic Fee

The particulars of fees quoted for providing professional services as per details in Technical Bid submitted in connection with construction of various infrastructural facility at Sundarban Wild Animals Park, Jharkhali, South 24 Parganas as under :-

NAME OF THE ARCHITECT/ FIRM/ ORGANIZATION/ INSTITUTE	_____ _____
BASIC FEE	A) Visiting site, collecting all required data, information etc. conducting land survey, soil investigation, finalizing Layout preparation of (i) Design (ii) Drawing (iii) Estimate document along with proposed time of completion with activity schedule and Quality Assurance Plan vide item 'A' above as may be perused during actual construction followed by submission within 50th day since placing LOI/LOA (iv) DPR (v) Tender .  Facilitating floating of tender, evaluation recommendation for placing Work Order with successful agency .....Rs. ....  B) Supervision, Monitoring progress, Quality Control of work, modification of drawing as required, inspection checking as required, certifying bill, recommending payment, preparation of as-built drawing etc. completion document ..... Rs. ....

1. The basic fee quoted is including income tax, service tax and all other taxes as applicable.
2. The basic fee quoted is including site visit charges and all services as stated in the Technical bid or the tender.

Place ::

Date ::

Signature of the Architect/Firm/Organization/Institute with seal

## Form TECH-2 : Consultant's Organization and Experience

### A – Consultant's Organization

[Provide here a brief (not more than two pages) description of the background and organization of the Consultant and, if applicable, each joint venture partner for the assignment]

### B – Consultant's Experience

*[using the format below, provide information on each assignment engaged in the past five years ending on 31.03.2016 or on-going for which your firm and each joint venture partner for this assignment, was legally contracted either individually as a corporate services similar to the ones requested under this assignment. Consulting services similar to the one requested under this assignment may be*

- a) Infrastructure development projects that are implemented by several local implementing agencies in different localities in the country with supervision of the Executing Agency at the central level or state level.*
- b) Services may be project preparation, implementation management/supervision, or monitoring*

*Use not more than 20 pages]*

Assignment name :	Approx. value of the contract (in current Indian Rupee) :
Country : Location within country :	Duration of Assignment (months) :
Name of Client :	Total No. of man-months of the assignment :
Address of Client :	Approx. value of the services provided by your firm under the contract (in current Indian Rupee) :
Start date (month/year): Completion date (month/year)	No of professional man-months provided by the joint venture partners or Sub-Consultants :
Name of joint venture partner or sub-Consultants, if any :	Name of senior regular full-time employees or your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader) :
Narrative description of Project	

---

Signature of Architect

---

**Form TECH-3 : Comments and Suggestions on the Terms of  
Reference and on Counterpart Staff and Facilities to be provided by  
the Client**

---

**A – On the Terms of Reference**

*[Present and justify here how you will meet with the Terms of Reference to improve performance in carrying out the assignment. Such suggestions should be concise and to the point, and incorporated in your proposal.]*

**B – On Counterpart Staff and Facilities**

*[Comment on counterpart staff and facilities to be provided by the Client according to Clause Reference 1.5 of the Data Sheet including administrative support, office space, local transportation, equipment, data, etc.]*

**Signature of Architect with Seal**

## Form TECH-4 : Description of Approach, Methodology and Work Plan for Performing the Assignment

---

*[Technical approach, methodology, quality control and work plan are key components of Technical Proposal. The Consultant is suggested to present Technical Proposal (not more than 50 pages) inclusive of charts and diagrams) divided into the following three chapters:*

- a) *Technical Approach and Methodology*
- b) *Work Plan*
- c) *Quality Control*
- d) *Organization and Personnel*

a) **Technical Approach and Methodology :** *In this chapter the Consultant should explain his understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.*

b) **Work Plan :** *In this chapter the Consultant should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.*

c) **Quality Control :** *In this chapter the consultant is expected to present one comprehensive Quality Control plan for adherence during actual construction detailing stages of inspection, conducting tests on site and in laboratory as the case may be, specifying its linkage with recommendation of payment for works etc.*

d) **Organization and Personnel :** *In this chapter the Consultant should propose the structure and composition of the Consultant's team. The Consultant should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support personnel. The Consultant shall also specify if the Consultant will be the lead firm in a joint venture or in an association with Sub-Consultants. For joint venture, the Consultant must attach a copy of the joint venture agreement.]*

Signature of Architect with Seal

---