

WEST BENGAL BIODIVERSITY BOARD
5th Floor, Pranisampad Bhavan
LB2, Sector III
Salt Lake -106

PART A - NOTICE INVITING REQUEST FOR PROPOSAL (RFP)

INVITATION FOR BIDS

NIT No - WBBB/En.Use01/2018-19/e-02/CC-02

Date: 10/01/2019

PROJECT: Assessment of Energy Use Patterns and Trends in West Bengal

West Bengal Biodiversity Board (WBBB), invites bids through e-tender from eligible bidders for conducting a study and delivering hard copy and soft copy of reports and database on Assessment of Energy Use Patterns and Trends in West Bengal as specified in the bid document.

1. This invitation for the Bid is open to any bidder who is a consultant or authorized representative of the consultant or professor of an academic institute, who meets the Qualifying Requirements stipulated hereunder for participation in the tender. The bidder shall furnish satisfactory evidence to establish that bidder meets the following qualifying requirements.
2. Prospective bidders may visit Websites: <https://wbtenders.gov.in> or <http://www.wbbb.gov.in> directly for details terms and conditions of e-tender. Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Government of India viz. NIC, DSC is given as a USB e-token. After obtaining the DSC from the approved CA they required to register the fact of possessing the DSC through the registration system available in the website.
3. Prospective Bidders may download a complete set of bidding documents from the website: <https://wbtenders.gov.in> with the help of e-token. This is the only mode of collection of tender document. Tenders are to be submitted online. Details of submission procedure are given below under 'Instructions to Bidders'.

Bidders are requested to submit a refundable EMD of **Indian Rupees 32,000/-** The EMD (Earnest Monet Deposit) should be submitted through online vide Memorandum No. 3975 – F (Y) dated, 28th July 2016 of the Audit Branch, Finance Department, Govt. of West Bengal. For details procedure a copy of the said Memorandum is attached as a part of the tender document.

4. This bidding takes simultaneous bidding procedure in two part (Folder) bidding system Part-1) Techno Commercial Bid and Part-2) Financial Bid. All the eligible and interested bidders are required to submit the Techno-commercial bid and financial bid

simultaneously through online e-tender system. Techno-Commercial bids (all folders of 4 A and 4B of Tender document) will be opened and analyzed first. Only the bidders whose Techno-commercial bid is found responsive will be notified by the Board and uploaded the techno commercial evaluation status through e-tender system. Financial Bids (5) of techno- commercially successful bidder(s) will be opened and the date and place to participate in the public opening of the financial bid will also be informed through e-tender system.

For amendment in bidding documents or extension of bid submission date, if any, bidders are requested to visit website <https://wbtenders.gov.in> or <http://www.wbbbb.gov.in>. **Board will not publish further any notice in newspapers for such amendment/extension.**

6. Eligible Bidders must submit their bids for complete scope of work through online. Any bid submitted for incomplete scope shall be rejected out rightly.
6. The Bid Security/EMD should be submitted through online vide Memorandum No. 3975 – F (Y) dated, 28th July 2016 of the Audit Branch, Finance Department, Govt. of West Bengal. For details procedure a copy of the said Memorandum is attached as a part of the tender document.
7. WBBB will not be responsible for any cost(s) or expense(s) incurred by bidders in connection with the preparation or delivery of bids.
8. The West Bengal Biodiversity Board reserves the right to reject any or all the tenders without assigning any reason whatsoever.
9. In the event of date being declared as a closed holiday for WBBB’s Office, the date for submissions of bids and opening of bids will be the following working day at the appointed time.
10. The bidder or his official representative is invited to attend a **pre-bid meeting**, which will take place **at 12:30 Hrs on 18th January, 2019** at the Board’s office. Prospective bidders are requested to send their queries, if any, to the e-mail id: biodiversity.wbbb@gmail.com or contact at phone numbers 03323352731 at least 1 days prior to the scheduled date of pre-bid meeting positively to prepare for discussion at the pre-bid meeting. However, if there is any other query that must be submitted in writing (hard copy & soft copy) before the pre-bid meeting. No verbal queries will be entertained for discussion at the pre-bid meeting.
11. For any assistance regarding downloading and uploading documents through e-tendering please contact NIC Help Desk: 033 -2334-6098.

12.0 Date and Time Schedule

Sl. No.	Particulars	Date & Time
1.	NIT No. and Date: WBBB/En. Use01/18-19/e-02/CC-02	09/01/2019

Sl. No.	Particulars	Date & Time
2.	Issuance of Notice Inviting Tender (NIT) & other Documents (in website) (Publishing Date)	10.01.2019; 17:00 hrs
3.	Documents download start date (Online)	10.01.2019; 17:30 hrs
4.	Last date of submission of queries	17.01.2019; 12:30 hrs
5.	Date and Time of Pre-Bid 'meeting (to be held at Pranisampad Bhawan, 5 th Floor)	18.01.2019, 12:30 hrs
6.	Bid submission start date and time (On line)	22.01.2019, 10:00 hrs
7.	Bid submission closing date and time (On line)	30.01.2019, 15:00 hrs
8.	Opening of Bids	04.02.2019, 15:00 hrs
9.	Date of uploading the final list of technically qualified bidder (online) after disposal of appeals (if any)	TBA
10.	Date for opening of Financial Bid (online)	TBA

Sd/-

(S.Roy)

Member Secretary
West Bengal Biodiversity Board

Important: Bidders are expected to examine the Bidding Documents carefully and are deemed to have received and read all documents. It shall be the responsibility of the Bidder to request copies of any missing documents. Failures to do so will be at the Bidder's risk.

TBA: To be announced later through e tender portal

