

**PANCHAYAT AND RURAL DEVELOPMENT DEPARTMENT  
(Government of West Bengal)**

**JOINT ADMINISTRATIVE BUILDING, HC-7, SECTOR-III, SALT LAKE\ KOLKATA-700106**

**Notice Inviting for Expression of Interest (EOI) for Engagement of Architect / Interior Decorators**

EOI No.01/PNRD/2025-26

Memo No. 1823-PRD/7/2025-ENGG. SEC

Date-28/07/2025

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR ENGAGEMENT OF ARCHITECT CONSULTANT FOR INTERIOR AND EXTERIOR DESIGNING, EXECUTION AND PREPARATION OF DETAILED ESTIMATE OF SOME INTERIOR WORK OF WBSRLM SECTION AT 10<sup>TH</sup> FLOOR OF JOINT ADMINISTRATIVE BUILDING, BLOCK- HC/7, SECTOR III, BIDHANNAGAR, KOLKATA- 700106.

For and on behalf of Panchayats and Rural Development Department, Govt. of West Bengal, **the Executive Engineer (P&RD), HQ** invites an Expression of Interest (EOI) for engagement of architect consultant for interior designing, execution and preparation of detailed estimate by two cover system. Registered, Resourceful and Bona-fide, reliable and Architectural Agencies / Firms who satisfy the terms and conditions set out in pre-qualification document and having registration in e-procurement portal ([www.wbtenders.gov.in](http://www.wbtenders.gov.in)) under Govt. of West Bengal may submit their bids. The pre-qualification documents are to be uploaded in two separate folders. One of the folders shall contain technical documents. Financial Bids are to be uploaded in another folder. The Tenders shall be available for viewing in our website **[www.wbtenders.gov.in](http://www.wbtenders.gov.in)**

- Intending bidders may download tender documents from e-procurement portal of our website: **[www.wbtenders.gov.in](http://www.wbtenders.gov.in)** from **29/07/2025 17:30 Hours to 15/08/2025 (upto 17:00 Hours)**. The pre-qualification bid documents duly filled and digitally signed in all respect may be submitted online before **17:30 hrs** (as per server clock) on **15/08/2025**.
- Tender Inviting Authority will not take any responsibility for the delay caused due to non-availability of internet connection or traffic jam etc. for on-line bidding.
- The pre-qualification (Technical Bids) documents will be opened on **20/08/2025 at 11:00 hours** by the authorized officers.
- Tender Inviting authority reserves the right to call for original document for verification from successful bidder(s) only in case of exceptional circumstances.
- The results of the technical evaluation shall be made public on e-procurement systems following which there will be a period of 05 (Five) working days during which any bidder may submit complaint which shall be considered for resolution before opening the financial bid.
- The Financial bid of the technically qualified bidders will be opened for evaluation and the financial bid of non-qualified bidders will remain unopened. No separate intimation will be given for this, unless the above date is changed. In case of change of date, due intimation will be given on-line only.

- **Earnest Money /Bid Security:**

**Earnest Money Deposit (EMD) shall be deposited by online mode only** following memorandum of the Finance Department Audit Branch Memo No. 3975-F(Y) dated. 28.07.2016 (GRIPS) as reproduced below:

a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRIs, etc. shall login to the e-Procurement portal of the Government of West Bengal <https://wbenders.gov.in> using his login ID and password.

b) He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for those tender Fees for that tender by selecting from either of the following payments modes:

i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;

ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

- **The amount of Earnest Money /Bid Security is Rs. 10000.00**

- The Earnest Money /Bid Security may be forfeited, if the Architectural Agencies / Firms fails to Sign the Agreement within the 30 days from the date of issue of LOA fail to commence the work within the stipulated time period prescribed in the contract. If the bidder furnishes any incorrect or false statement/information/document.

- **Security Deposit**

The entire Earnest Money /Bid Security already deposited by the lowest Bidder will be converted as initial Security Deposit. The Gross recovery of the balance security money will be made from each running bill @ 10% of the bill value less the amount already deposited with the agreement as earnest money.

The entire Earnest Money /Bid Security will be discharged by the WBSRLM / P&RD Department and returned to the Architect firm after successful physical completion of the project at site and submission of Completion Certificate to the WBSRLM / P&RD Department.

- No interest claim will be admissible during refund of earnest money and security deposit.
- Tender Inviting authority reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any point of time prior to the issuance of work order, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the authority's action.
- Acceptance of Tender (AOT) will be issued after approval of competent authority.
- GST, Cess, Taxes and Duties if any at applicable rates will be deducted from the bill of the Architectural Agencies / Firms.
- Any damages occurred during defect liability period (DLP), will have to be done by the contractor at his own cost.
- No CONDITIONAL/INCOMPLETE TENDER will be accepted under any circumstances.
- Architectural Agencies / Firms will be fully responsible to labour payments, accident, mishappening, damages & other labour welfare & safety measures.

- All duties, GST, taxes, royalties, cess, [including 1% cess under W.B. Road/Building and other Construction Workers (Regulation of Employments & Condition of Service) Act, 1996], toll, taxes and other levies payable by the Architectural Agencies / Firms under the Contract to the State / Central Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the bidder.

#### LIST OF IMPORTANT DATES OF BIDS

| Sl No. | Particulars                          | Date  | Time                               |
|--------|--------------------------------------|---|------------------------------------|
| 1      | Published Date                       | 29/07/2025  | 17:00Hrs                           |
| 2      | Documents Download / Sale Start Date | From 29/07/2025   | 17:30 Hrs<br>(As per Server Clock) |
| 3      | Documents Download / Sale End Date   | To 15/08/2025   | 17:00 Hrs<br>(As per Server Clock) |
| 4      | Bid Submission Start Date            | 29/07/2025  | 17:30Hrs<br>(As per Server Clock)  |
| 5      | Bid Submission End Date              | 15/08/2025  | 17:30Hrs<br>(As per Server Clock)  |
| 6      | Bid Opening Date (Technical)         | 20/08/2025  | 11:00 Hrs<br>(As per Server Clock) |
| 7      | Bid Opening Date (Financial)         | After Evaluation of technical Bid   |                                    |
| 8      | Place of Opening Bid                 | Panchayats and Rural Development Department<br>Government of West Bengal, Joint Administrative Building,<br>Sector III, Salt Lake, Kolkata 700106 |                                    |
| 9      | Officer Inviting Bid                 | Panchayats and Rural Development Department<br>Government of West Bengal, Joint Administrative Building,<br>Sector III, Salt Lake, Kolkata 700106 |                                    |
| 10     | <b>Last Date of Bid Validity</b>     | 120 days from the date of opening   |                                    |

No separate intimation will be given for this, unless the above date is changed. In case of change of date, due intimation will be given on-line. No individual intimation will be given.

## **SCOPE OF WORK**

### **The scope of work of the project entails the following:**

1. The work would include preparation of details of Interior and exterior Designs, Architectural drawings and working drawing including execution and preparation of details estimate of existing WBSRLM office at 10<sup>th</sup> floor of Joint Administrative Building.
2. The detailed estimate is to be prepared on the basis of PWD schedules of rates. In case of non-scheduled items, Analysis of rates based on Market rates may also be provided.
3. To conduct survey work and after obtaining report the firm will prepare optional plan.
4. To design the concept layout. Please provide at least 3 /4 option on the basis of site plan and site analysis by the firm.
5. To make 3D presentation of the plan.
6. To prepare detailed project report.
7. To prepare tender document if necessary.
8. Assist WBSRLM / P& RD Department in complete execution of the work, bill preparation for the work done in compliance with the design specifications and submission of Completion Certificate.
9. Assist WBSRLM/ P& RD Department in keeping milestones of execution and quality control.
10. The Architectural Agencies / Firms shall get the design /drawings approved by the competent authority of WBSRLM.
11. After the plan sanctioned by the Concerned authority of WBSRLM, the firm will release the final drawing based upon which the construction will proceed.
12. To prepare revised plan and estimate if necessary.
13. To attend meeting to resolve issues if necessary.
14. Assistance to get technical sanction a vetting from appropriate Authority.
15. Other Interior and exterior design works as directed by the competent authority of WBSRLM time to time.

### **ELIGIBILITY CRITERIA:**

1. The Architectural Agencies / Firms should have adequate number of Graduate Architect/ other Engineers please enclose the profile of the Architect /Engineers. The Architects must be registered with council of Architecture. A list of Technical Team should be submitted.
2. The Architectural Agencies / Firms should have prior experience of at least one similar type of work within last 5 (five) years and having office in West Bengal preferably in greater Kolkata.
3. Joint venture will not be allowed.
4. Proposal for sub-contracting is not allowed
5. Annual Turnover of the firm should be more than Rs.30.00 lakh only in any single year within the last 5(Five) years.

6. The Architectural Agencies / Firms is requested to enclose order copies with status report of the project within the last 5 (Five) years.
7. The Architectural Agencies / Firms also should attach photocopy of PAN Card, IT Return of the last 5(five) years, proof of G.S.T. Registration and Registration Certificate under Council of Architecture.
8. The Architectural Agencies / Firms should have successfully designed similar projects during last 5 (five) years for Govt./Govt. Under taking / Cooperative Sector preferably.
9. Architectural Agencies / Firms black listed by any Govt./Semi Govt. organization are not eligible to participate in the process. Applicants shall give an undertaking in this regard.

#### **SELECTION / ACCEPTANCE OF THE SUCCESSFUL BID / OFFER**

1. The selection /acceptance of the bid / offer shall be made by Departmental Tender Committee of P&RD Department / WBSRLM.
2. The accepting authority reserves the right to reject any or all of the bid(s)/ offer(s) received, without assigning any reasons whatsoever to the intending participants including the lowest bid offer received.
3. The lowest rate / fee would not be the sole criteria for selection of Consultant/Firm. Department will select the Architectural Agencies / Firms on the basis of their clients' list, profile of engineers, previous work and experience in this field and finally rate offered.

#### **TERMINATION:**

1. WBSRLM/ P& RD Department without any prejudice to its right against the architect firm in respect of any delay or otherwise or to any claims or damages in respect of any breaches of the contract and without prejudice to any right or remedies under any of the provisions of this contract may terminate the contract by giving one month's notice in writing to the architect firm and in the event of such termination, the architect firm shall be liable to refund the excess payment, if any, made to them over and above what is due in terms of this agreement on the date of termination. WBSRLM/ P& RD Department may make full use of all or any of the drawings prepared by the consultants.

#### **INSTRUCTION TO APPLICANTS:**

1. Applicants are advised to study the EOI documents carefully before participating. It shall be deemed that submission of application by the applicant has been done after their careful study and examination of the EOI document with full understanding to its implications.
2. Applicant is expected to examine all instructions forms, terms, specifications and other information in the EOI document. Failure to furnish all information required by the EOI documents or to submit application not substantially responsive to the EOI documents in every respect will be at applicants' risk and may result in the rejection of its application.
3. The prospective applicant must visit the worksite to understand the nature and scope of work during

office hours on working days.

4. The application shall be signed by the person on behalf of the organization having necessary authorization/power of attorney to do so. Each page of application shall be signed (copy of Power Attorney / (Memorandum of association shall be furnished along with the application and original should be produced subsequently for verification and return)
5. Partnership firm shall furnish **partnership deed** and company shall furnish the Article of Association and Memorandum.
6. The registered cooperative societies should submit the registration certificate.
7. Intending applicants are required to submit their full Bio-Data giving details about their organization, proven competence to handle major works, in house computer aided facilities etc.
8. List of ongoing works in hand and the Physical and financial progress of those works as per **Annexure-A**
9. The applicant may engage the services of well qualified specialists or consultants pertaining to services relevant to the work at his own risk and cost and no extra payment will be made by the department in this regard.
10. Documentary evidence establishing the general and overall experience of the firm should be submitted.
11. Documentary evidence establishing the applicant's technical eligibility and financial eligibility should be submitted.
12. Tender form and NIQ with all addendum and corrigendum to be uploaded. Quoting rate will only encrypted under financial bid. In case quoting any rate in printed tender form, the tender will be summarily rejected)
13. Letter head of the Architectural Agencies / Firms, containing Name addresses and contact details. During the currency of the project and after completion if the address of the agency/contractor changes, it will be the responsibility of the contractor to intimate the authority regarding such changes.
14. The selected firm should submit detailed plan and presentation within 45 days for the date of work order.
15. The payment of fee to the Architect firm shall not include the following:
  - i. Payment to statutory bodies/local authorities/Green Building Certification Authorities / State / Central Government.
  - ii. Any fee, deposit and payment towards services rendered by local Authorities/State/Central Govt.
16. This application will be valid for 180days from the opening of the EOI document.
17. The total consultancy fee and schedule of payment areas follows:

|  |                      |
|--|----------------------|
| <b>Stage 1</b><br>After approval of the required preliminary design and drawing along with the preliminary estimate cost from the competent authority. | 25.0% of total fees. |
| <b>Stage 2</b><br>Upon preparation of specification, SOQ and BOQ of tender documents and submitting working drawings.                                  | 25.0% of total fees. |
| <b>Stage 3</b><br>On Actual completion of the work.  | Remaining fees (50%) |

18. Others (if any)

#### OTHER INSTRUCTIONS:

- Before the deadline for submission of bids, the Employer may modify the bidding documents by issuing addenda.
- The unit rates and the prices shall be quoted by the Architectural Agencies / Firms, entirely in Indian Rupees.
- No Advance of any kind will be paid for the work under any circumstances
- The Employer requires the bidders / Contractors to strictly observe the laws against fraud and corruption in force in India, namely, Prevention of Corruption Act, 1988.
- There will be no price preference to any bidder.
- Uploaded documents of valid successful bidders may be verified with the original in due course. The valid successful bidders have to show the originals to the concerned authority as and when required.
- Any bill (running account/final) payment of proposed executed work may be made to Agency as per availability of fund.
- If any erroneous printing found after agreement or any time, the Tender Inviting authority reserve the rights to correct the same as per approved original estimate.
- Bidding documents (NIQ) is to be uploaded by the bidder. The bidder has to only agree/ disagree on the conditions in the bidding document. The bidders who disagree on the conditions of bidding document cannot participate in the tender and his /their bid will be treated as informal.
- **Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:**
  - (i) Made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements; and / or record of submission of any false / fake document(s).
  - (ii) Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.

- The successful bidder shall have to abide by all the labour related and other rules, regulations and laws of the land and the Tender Inviting Authority in no way shall be held responsible for financial or any other consequences arising out of non his noncompliance of the same.
- **Priority of Documents:** The documents forming the contract are to be taken as mutually explanatory of one another. For purpose of interpretation, the priority of the documents shall be in accordance with the following sequence.
- Notice to Proceed with the works;
- Letter of acceptance;
- Notice Inviting EOI
- Any other document listed in the Contract Data as forming part of the Contract.

Sd/-  
**Executive Engineer (P&RD)**  
**Panchayats and Rural Development Department**  
**Government of West Bengal**

Memo No:1809-PRD/7/2025-ENGG. SEC

Dated:25/07/2025

Copy forwarded for kind information and wide publication to: -

1. The Special Secretary to the Govt. of West Bengal, P&RD Deptt. & ACEO, WBSRDA
2. SMD & CEO, WBSRLM
3. Chief Engineer, WBSRDA, P&RD Dept., Govt. of West Bengal
4. The Superintending Engineer, P&RD Deptt, Govt. of West Bengal
5. PA to the Secretary, P&RD Deptt., Govt. of West Bengal
6. Office Notice Board.

Sd/-  
**Executive Engineer (P&RD)**  
**Panchayats and Rural Development Department**  
**Government of West Bengal**



**ANNEXURE-A**

**Existing commitments and on-going works**

| Description of Work | Place & State | Contract No & date | Name of Address of employer | Value of contract (Rs. In Lakh) | Stipulated period of completion | Value of works remaining to be completed (Rs. Lakhs) * | Anticipated date of Completion |
|---------------------|---------------|--------------------|-----------------------------|---------------------------------|---------------------------------|--|--------------------------------|
| 1                   | 2             | 3                  | 4                           | 5                               | 6                               | 7  | 8                              |
|                     |               |                    |                             |                                 |                                 |  |                                |

**N.B: Suppression of any fact regarding work-in-hand will be liable for non-responsive of bid**