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THE CRICKET ASSOCIATION OF BENGAL

DR. B.C. ROY CLUB HOUSE, EDEN GARDENS, KOLKATA-700 021

Ref No. 139-(L-1)/5/1484/2026

January 13, 2026

REQUEST FOR PROPOSAL

Selection of an Agency for providing Architectural &
Structural Design Consultancy along with Quality
Monitoring for Development of Centre of Excellence at
Dumurjala, Howrah, West Bengal



THE CRICKET ASSOCIATION OF BENGAL

DR. B.C. ROY CLUB HOUSE, EDEN GARDENS, KOLKATA-700 021

To

All Eligible Architectural Firms/ Design Consultancy for providing 'Comprehensive Architectural Services for Sports Projects

NOTICE INVITING REQUEST FOR PROPOSAL (RFP)

Bid Identification:

Dated: 13 January 2026

1. THE CRICKET ASSOCIATION OF BENGAL (CAB) invites proposals from the Empaneled Agencies (Category-A) with CRICKET ASSOCIATION OF BENGAL (CAB) for the following assignment.

Sl. No.	Name of Project	EMD	Bid Processing Fee	Period of Services
1	Selection of an agency for providing architectural and structural design consultancy along with quality monitoring for development of centre of excellence at Dumurjala, Howrah, West Bengal	Rs.1,80,000	Rs. 30,000 (excluding GST)	Till end of construction Period

2. The bidders must submit bids through sealed envelope to The Cricket Association of Bengal, **Address for Submission:**
Hon. Secretary
The Cricket Association of Bengal
DR. B.C.ROY CLUB HOUSE, EDEN GARDENS, KOLKATA, 700021
3. Bid documents will be available in the website www.cricketassociationofbengal.com under Tender section from **13th January 2026 to 25th January 2026.**
4. Last date/time for receipt of bid is **25th January 2026 till 5 PM.**
5. The tender will be opened on **27th January 2026 at 5 PM.**

Bablu Kolay

BABLU KOLAY
Hony. Secretary

DISCLAIMER

The information contained in this Request for Proposal document ("RFP") or any other information subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the Client or any of its employees or advisers, is provided to the Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Client to the prospective Bidders or any other person. The purpose of this RFP is to provide interested Bidders with information that may be useful to them in the formulation of their Proposals pursuant to the RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Client in relation to the Services. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Client, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Client, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense, which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection process.

The Client also accepts no liability of any nature whether resulting from negligence or otherwise however caused or arising from reliance of any Bidder upon the statements contained in this RFP.

The Client may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Client is bound to select a Bidder or to appoint the selected Consultant, as the case maybe, to provide the Services and the Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Client or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the selection process.

DATASHEET

Sl.No.	Particulars	Details
1.	Name of the Client	Cricket Association of Bengal
2.	Method of Selection	Quality & Cost Based Selection (QCBS)
3.	Proposal Validity	120 Days
4.	Date of Issue of RFP	13 th Jan-2026
5.	Deadline for Submission of Pre-Proposal / Pre-Bid Queries	18 th Jan-2026 cab@bengalcricket.com
6.	Issue of Pre-proposal Clarifications	21 st Jan-2026
7.	Proposal Due Date	25 th Jan-2026
8.	Date of opening of Technical Proposal	27 th Jan-2026
9.	Date of Technical Presentation	(time to be notified later)
10.	Date of opening of Financial Proposal	To be intimated later
11.	Expected Date of Commencement of Assignment	To be intimated later
12.	Indicative Project Cost	Development of Centre of Excellence at Dumurjala, Howrah, West Bengal- Indicative Project cost- INR 50 Cr.
13.	Bid Processing Fee (Non-Refundable)	Rs. 30000/- (Rupees Thirty Thousand) only (excluding GST) through Demand Draft, issued in the name of The cricket Association of Bengal payable at Kolkata.
14.	Earnest Money Deposit (EMD)(Refundable)	1,80,000 (Bid Securing Declaration Form Tech-11 needs to be submitted)
15.	Performance Bank Guarantee (PBG)	5 %of the Consultancy Fee
16.	Contact Person	Mr. Chinmay Nayak E-mail ID: chinmay@bengalcricket.com
17.	Place of Opening of Proposal:	The Cricket Association of Bengal DR. B.C.ROY CLUB HOUSE, EDEN GARDENS, KOLKATA, 700021

SECTION: 1

LETTER OF INVITATION

LETTER OF INVITATION

Name of the Assignment: Selection of an Agency for providing Architectural & Structural Design Consultancy along with Quality Monitoring for Development of Centre of Excellence at Dumurjala, Howrah, West Bengal

1. The Cricket Association of Bengal (the “**Authority**”), in accordance with the provisions under the Guidelines for Engagement of Consultants and Outsourcing of Services, now invites proposals from all the eligible Architectural Firms/ Consulting agencies for providing design consultancy for development of Centre of Excellence at Dumurjala, Howrah
2. A bidder will be selected under **Least Cost** procedure as prescribed in the RFP Document in accordance with the procedures.
3. Evaluation of the proposals shall be made as per the evaluation criteria mentioned in the RFP prior to opening of financial proposal.
4. The two parts of the Proposal (Technical proposal and financial proposal) must be submitted through sealed envelope with all pages numbered serially, along with an index of submission. Submission in any other form shall not be acceptable. In the event, any of the instructions mentioned herein have not been adhered to, the Client may reject the Proposal.
5. The proposal, complete in all respects as specified in the RFP Document, must be accompanied with a **non-refundable** amount of **Rs. 30,000/- (Rupees Thirty Thousand only, excluding tax)** towards **Bid Processing Fee** and a EMD Amount **Bid Securing Declaration Form (Tech-11)** as prescribed in the RFP failing which the bid will be rejected.
6. The last date and time for submission of proposal, complete in all respect, is as per the Bid Data Sheet, and the date of opening of the technical proposal is as mentioned in the Bid Data Sheet, which will be done in the presence of the bidder’s representative at the specified address as mentioned in the Bid Data Sheet (Sl. no.17). Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
7. This RFP includes following sections:
 - a) Letter of Invitation [**Section-1**]
 - b) Information to the Bidder [**Section-2**]
 - c) Terms of Reference [**Section-3**]
 - d) Technical Proposal Submission Forms [**Section-4**]
 - e) Financial Proposal Submission Forms [**Section-5**]
 - f) Annexures [**Section-6**]
 - **Bid Submission Checklist**

- **Performance Bank Guarantee Format**

Please note that collection of all data, survey, report, clearances required etc. shall be the obligation of the selected consultant. Available data with OBCC is being made available in the RFP document.

g) Standard Form of Contract [**Section-7**]

8. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information, and it is the responsibility of the bidder to check the validity of information/ data included in this RFP. The Client reserves the right to accept/ reject any /all proposals/ cancel the entire selection process at any stage without assigning any reason thereof.

Authority

Cricket Association of Bengal

SECTION: 2

INSTRUCTION TO BIDDERS

1. **Pre-Qualification Criteria:**

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce the copies of the required supportive documents/ information as part of their technical proposal failing which the proposals will be rejected.

S.No. Eligibility Criteria		Supportive Documents
1	Average Annual Turnover at least more than INR 2.5 Cr. in providing Design Consultancy Services for (last 3 financial years)	Bidders to provide document duly verified and certified by Chartered Accountant (CA). Audited Balance Sheets for last three fiscal years to be attached along with the same.
2	Bidder should have completed 3 no. Sports Complex Projects/Stadium in India or abroad/ Club Complex within Housing Complex/ Hotels with Club Facilities, etc.	Bidder to furnish Completion certificates issued by Authority/ Employer
3	Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the Client.	Self-Declaration from the Bidder / Lead consultant as per the format (TECH - 6)
4	The bidders shall submit a Power of Attorney in favor of the bidder's representative.	Copy of power of attorney.

**** Consortiums / Joint Ventures are not allowed. In case, any proposal is received from Consortium/ Joint Venture, the same shall be rejected.***

The experience of JV shall only be considered if the Bidder is lead member in the JV Assignment.

2. **Documents/Formats need to be submitted along with TECHNICAL PROPOSAL:**

The bidders have to furnish the following documents duly signed in along with their Technical Proposal:

- Filled in Bid Submission Check List in Original (**Annexure-I**).
- Covering letter (TECH- 1) on bidder's letterhead requesting to participate in the selection process.

- Bid Processing Fee & EMD as applicable.
- General Details of the Bidder (TECH – 2).
- Financial Details of the bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction
- Power of Attorney (TECH – 4) in favour of the person signing the bid on behalf of the bidder.
- List of completed assignments of **similar nature**¹ (Past Experience details, TECH – 5) along with copies of contracts / work orders / completion certificate from Clients
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past on the letterhead of the bidder
- Affidavit regarding Conflict of Interest (TECH - 6)
- Comments / Suggestions regarding RFP / TOR (TECH - 7)
- Description of Approach & Methodology to undertake the assignment (TECH - 8)
- CV of Key Professionals (TECH - 9)
- Proposed workplan to carry out the assignment (TECH - 10)
- Bid Securing Declaration Form (TECH - 11)
- Declaration of Non-involvement in any legal conflicts or any pending legal issues with the Client during last 3 years. (on the letterhead of the bidder)
- All the pages of the proposal and enclosures / attachments are signed by the authorized representative of the bidder.

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above may lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the RFP Document. The proposal must be complete in all respect. Each page should be numbered and signed by the authorized representative.

3. **Bid Processing Fee:**

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to Rs. **3 0 , 0 0 0 /-** (**Rupees Thirty Thousand only, excluding Tax**) through Demand Draft (DD).

¹ Similar Nature – would refer to complete master planning, Architectural Design Consultancy and Supervision of Sports Complex / Stadium /Infrastructure for Sports Facilities / Playground which includes Construction of Cricket Playground , Academic / Administrative Blocks, Hostels and Other necessary infrastructure required for the Sports Complex

4. **Earnest Money Deposit:**

The bidders are required to submit EMD in the form of Demand Draft (DD) in the name of The Cricket Association of Bengal Payable at Kolkata. It is mandatory for all bidders to fill up and submitted the Bid Securing Declaration Form (Tech-11). The form shall be held effective and in force until the bid validity period or in the event of selection of a bidder (whichever is earlier). In case successful bidder is announced, the forms of all unsuccessful bidders shall be deemed ineffective, while the form of the successful bidder shall continue to be effective until the successful bidder furnishes the Performance Bank Guarantee (as per the provisions of this RFP).

5. **Validity of the Proposal:**

Proposals shall remain valid for a period of 120 (One Hundred and Twenty) days from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

6. **Pre -Proposal Queries:**

Bidders are allowed to submit their queries in respect of the RFP and other details, if any, to CAB through e-mail at cab@bengalcricket.com and ceooffice@bengalcricket.com till the timeline as per Bid Data Sheet. Clarifications to the above will be sent through email to the respective bidders for the purpose of preparation of proposal.

7. **Preparation and Submission of Proposal:**

(i) Detail RFP may be downloaded from www.cricketassociationofbengal.com.

(ii) The following shall be the form of various documents in the Application:

A. Only hard copies in sealed envelope to be submitted

(a) Technical proposal as per format prescribed in SECTION-4 of RFP including documents as indicated in para 'B' below.

(b) Financial proposal in the excel document templated by the Authority for the assignment based on SECTION-5 of RFP.

Any deviation from the prescribed procedures/ information/ formats/ conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Bids with any

conditional offer shall be outrightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

8. Opening of the proposal:

- (i) Completed proposal must be submitted on or before the time and date stated in the Data Sheet.
- (ii) Opening of Proposals will be done at CAB registered office as time mentioned above in the Data Sheet.
- (iii) For participating in the tender, the authorized signatory holding Power of Attorney shall be considered as Authorized Signatory.
- (iv) The Financial Proposal 7.1 (ii) A (b) will be opened for the shortlisted applicants who qualify for financial opening as per RFP. The date of opening of Financial Proposal will be notified later.

9. Evaluation of Proposal:

A Three stage evaluation process will be conducted as explained below for evaluation of the proposals:

- **Preliminary Evaluation (1st Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposal comply with the prescribed eligibility condition and the requisite documents/ information have been properly furnished by the bidder or not. Submission of following documents/ information will be verified:
 - Filled in Bid Submission Check List in Original (**Annexure-I**).
 - Covering letter (TECH– 1) on bidder's letter head requesting to participate in the selection process.
 - Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
 - General Details of the Bidder (TECH – 2).
 - Financial Details of the bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction
 - Power of Attorney (TECH – 4) in favour of the person signing the bid on behalf of the bidder.
 - List of completed assignments of **similar nature**² (Past Experience details, TECH – 5) along with copies of contracts / work orders / completion certificate from Clients

²Similar Nature – would refer to complete master planning, Architectural Design Consultancy and Supervision of Sports Complex / Stadium /Infrastructure for Sports Facilities / Playground which includes Construction of Cricket Playground , Academic / Administrative Blocks, Hostels and Other necessary infrastructure required for the Sports Complex

- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past on the letterhead of the bidder
- Affidavit regarding Conflict of Interest (TECH - 6)
- Comments / Suggestions regarding RFP / TOR (TECH - 7)
- Description of Approach & Methodology to undertake the assignment (TECH - 8)
- CV of Key Professionals (TECH - 9)
- Proposed workplan to carry out the assignment (TECH - 10)
- Bid Securing Declaration Form (TECH - 11)
- Declaration of No involvement in any legal conflicts or any pending legal issues with the Client during last 3 years. (on the letterhead of the bidder)
- All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder.

****Bids not complying with any of the above requirement will be outrightly rejected at the discretion of the Client's authority.***

- **TECHNICAL PRESENTATION (2ndStage): Technical Presentation to be delivered to the bid evaluation committee encompassing the details stated below:**

S.N. Content for Technical Presentation	
1.	Approach, Methodology and Work Plan (refer Tech-8 & Tech-10)
1.1.	Overall Project Approach including design innovations, efficiency and sustainability
1.2.	Project Methodology
1.3.	Work Plan
2.	Design Presentation
2.1.	Projects Experience
2.2.	Site Analysis and Concept Plan for overall master planning and architectural designs for Development of Centre of Excellence at Dumurjala, Howrah, West Bengal
2.3.	Team Composition (Key Personnel with similar project experience)
2.4.	Project Scheduling

- **FINANCIAL EVALUATION (3rd Stage):** The financial proposals of the bidders qualifying the technical evaluation (2nd Stage) only shall be opened at this stage. The name of the bidder along with the quoted financial price will be announced during the meeting and the least quoted price shall be awarded with the project.

10. Evaluation Process:

The Selected Applicant shall be the First Ranked Applicant **(having the lowest bid price proposal combined score)**. The Second and Third Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws or fails to comply with the requirements specified in the RFP document.

The bidder shall quote financial charges as a lumpsum rate based on the 'Indicative Project Cost' mentioned in this RFP (Please refer Clause no. 7 of TOR). The CEC (Consultant Evaluation Committee) will correct any computational errors. When correcting computational errors, in case of discrepancy between partial amount and the total amount, or between word and figures the former will prevail. All required items must be priced accordingly in the financial bid.

For the purpose of evaluation, the percentage quoted by the bidder shall be inclusive of all taxes & duties (except GST which shall be paid extra at prevalent rates by the client).

11. Performance Bank Guarantee (PBG):

Within 7 days of notifying the acceptance of a proposal for award of contract, each qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **5%** of the contract value from a scheduled commercial bank situated in Kolkata in favour of The Cricket Association of Bengal, as per the format at Annexure-II, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a period of **6 months** beyond the contract period – **36 months** in this case) as its commitment to perform services under the contract. Failure to comply with the terms & conditions of the contract agreement shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

12. Contract Negotiation

Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidder/s. The bidder will, as a pre-requisite for attendance at the negotiations,

confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any and availability of proposed professionals etc.

13. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid **till the end of construction period**

14. Conflict of Interest:

Conflict of interest exists in the event of:

- (i). Conflicting assignments, typically monitoring and evaluation of the same project by the empaneled bidder;
- (ii). Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and
- (iii). Practices prohibited under the anti-corruption policy of the Government of India and prevailing Guidelines set by State Govt. and Cricket Association Board. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

15. Disclosure:

- (i). Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
 - Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- (ii). Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:

- A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
- Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
- Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

16. Anti-corruption Measure:

- (i). Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- (ii). A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall black list the bidder either in definitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

17. Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the English language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

18. Cost of Bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. A bidder is not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

19. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of civil court of Kolkata only within West Bengal.

20. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for

pending activities and completes the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of West Bengal. Failure on bidder's part to furnish the deliverables as per the agreed timeline / milestone will enforce a penalty @ **1% per week of subject to maximum of 10% of the total contract value**. The amount will be deducted from the subsequent payment. In addition, the PBG amount may also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final. In such situations, the firm will be debarred from participation in future bids of this organization / department for next five years from the date of this occurrence and notifications.

21. Confidentiality:

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

22. Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum at <https://www.cricketassociationofbengal.com> Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

23. Client's right to accept any proposal and to reject any or all proposal(s):

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

24. Copyright, Patents and Other Proprietary Rights:

Cricket Association of Bengal shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in

consequence or in the course of the execution of this contract. At the Client's request, the Consultant shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

25. Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the agency in any manner for any reason.

26. Settlement of Dispute:

In the case of dispute arising upon or in relation to or in connection with the contract between the Employer and the Consultant, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. Such disputes shall be referred to an Arbitral Tribunal consisting of 3 (three) arbitrators, one each to be appointed by the Employer and the Consultant, the third arbitrator shall be chosen by the two arbitrators so appointed by the parties and shall act as Presiding Arbitrator. In case of failure of the two arbitrators, appointed by the parties to reach a consensus regarding the appointment of the third arbitrator within a period of 30 days from the date of appointment of the two arbitrators, the Presiding arbitrator shall be appointed by the Secretary of the Ministry / Department. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings.

27. Disqualification of Proposal:

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Processing Fee & EMD as applicable
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP

- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid
- Proposal is not accompanied by all the requisite documents/ information
- A commercial bid submitted with assumptions, conditions or uncertainty.
- Bids with any conditional technical and financial offer
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest/ best value
- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirement of the scope of the work of the assignment.
- Bidder tries to influence the proposal evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
 - Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Any other condition/ situation which holds the paramount interest of the Client during the overall section process.

28. Liability:

The Liability of the selected agency under this agreement in any case shall not be beyond the amount of fees payable to the selected agency under this agreement.

29. Indemnity:

The Agency at all times during the pendency of this agreement, keep the Government/ Authority Indemnified to an amount not exceeding the total fees payable to the agency under this agreement.

SECTION: 3

TERMS OF REFERENCE (ToR)

1. Project Brief

The Cricket Association of Bengal (CAB) is the governing body for cricket activities in the Indian state of West Bengal. Founded in 1928, it is responsible for the management and development of cricket in the region and overseas domestic competitions and local cricket clubs. The CAB is affiliated with the Board of Control for Cricket in India (BCCI) and plays a significant role in promoting the sport at the grassroots level. The association is headquartered at the iconic Eden Gardens stadium in Kolkata, which is one of the largest and most famous cricket stadiums in the world, frequently hosting international matches and major cricketing events. Over the years, the CAB has contributed significantly to Indian cricket, nurturing numerous talented cricketers who have represented India at the international level.

The CAB now aiming to establish Centre of Excellence at Dumurjala, Howrah, dedicated to nurturing and developing young cricket talent in West Bengal. This facility aims to uphold and enhance the region's rich cricketing heritage by providing world-class infrastructure, expert coaching, and holistic development programs. CAB's vision is to create a nurturing ground for future cricket stars, fostering a culture of excellence, sportsmanship, and community engagement, while positioning West Bengal as a leading hub for cricket development in India.

A. Location of Land

The land is situated within the Dumurjala Sports Complex in Howrah district, approximately 14 kilometers from Howrah Railway Station and 30 kilometers from Kolkata Airport. The existing complex is primarily known for hosting local sports events and serves as a multi-purpose facility for various sports, including cricket, football, and athletics. Dumurjala Stadium plays a vital role in the community by offering a space for sports training and local competitions. Total area of land is approximately 8.94 Acre.

B. Proposed product mix/project components:

- Gate Complex
- Admin & Security Building - this will be comprised with Reception & Waiting, Security office, **EPBAX room**, Office space, Toilet Blocks, Chairman room, Conference room-2 nos, Office space.
- Residential Block: the Minimum components of this block will be as follows:
 - Reception
 - Double bedded room – 40 nos
 - Single bedded room – 12 nos.
 - Conference hall, Kitchen, Store etc
 - Dining hall
 - **Swimming Pool**
 - **Practice Pitch – 12 Nos with Dressing rooms & Rehab Rooms.**
 - Coaching room
 - Analysis room
 - Coaches room
 - Changing rooms & Lockers
 - Gymnasium & Medical Unit
- Outdoor & Indoor Cafeteria & Canteen
- Practice Cricket Field- The land includes a floodlight facility with a minimum of four units, enabling night matches to be held at the venue.
- Fencing - both hard & soft, Viewing deck & Open Garden
- Internal pathway & Parking Space
- Club

2. Objective of the Project

Development of a Cricket academy is a complex exercise in their scope and carries the risks of infrastructure and realty projects converged into them. The project development activity, prior to

implementation, is therefore of paramount importance. The Cricket Association of Bengal may therefore want to have the services of a specialized and experience-consulting firm, who would share and provide efficient masterplan and unique facilities in respect of providing Cricket Facilities.

The main objective is to develop the Sports complex which will provide sports related facility along with residential block and cafeterias for resident athletes and staff with additional accommodation facilities for visitors. The total **construction** duration is approx. 24 months.

In view of the above, Master Planning, Landscape design, Architectural & Interior design and all engineering and specialized design as maybe required. The following design components shall be taken into consideration

1 Architectural Planning and Design

- A. Interact with the client/stakeholders and assess the exact requirement of the client for preparation of concept and comprehensive Site Plan and individual floor plans for the entire project area.
- B. A detailed document for the concept planning for the preparation of all Plans shall be prepared with best practices available in the global market confirming to local building bye-laws and the latest National Building Code guidelines.
- C. The architectural design shall be carried out in terms of specifications of latest additions of Bureau of Indian Standards (BIS) Codes, National Building Code, and CPWD Disability Act Guidelines etc. and in compliance with various other approval/guidelines in India and applicable to this work.
- D. All drawings including shop drawings, service details etc. shall be scrutinized by the consultant and then "Good for construction drawings" shall be issued.

2 Structural Planning and Design

- A. Framing and preparation of structural systems.
- B. Building/structure-wise detailed structural analysis and design using the latest software to the extent required by the local body for approval.
- C. The structural design shall be carried out in terms of latest editions and up-to-date correction/amendment/errata of BIS Codes (Bureau of Indian Standards), other relevant seismic/other codes for making Building Earthquake Resistant, sound engineering practices and as desired by the client/ Employer.
- D. The Consultant will assist in carrying out the work of proof checking of structural drawings.
- E. Issuing of all 'Good for Construction' drawings shall be the responsibility of the consultant.
- F. Structural Design Certification by any institution like IIT/ NIT/ IEST**
- G. The consultant should get all drawings approved from Howrah Municipal Corporation as well as all other approval authorities required within a span of four months.**

H. Post Getting the approval of drawings from all authorities the consultant shall frame the BOQ and issue GAD & Constituents & frame the tender for selection of contractor.

3 MEP

Designing and issuing proposals for Schematic planning and designing of the following:

- A. Electrical Building Services
- B. ELV system
- C. Mechanical Building Services
- D. Fire Fighting system (if applicable)
- E. External water supply and drainage
- F. Plumbing Building Services
- G. Storm Water Management and Rain Water Harvesting
- H. Sustainability Frameworks
- I. Any other service that may be required for functioning / operationalization of the building/complex
- J. HVAC Systems**

4 Landscape

- A. Site formation, levelling and Grading drawings
- B. Streetscape, parking and entrance area landscape design integration
- C. Horticulture works
- D. Irrigation works
- E. Integration of various services
- F. Coordination with respective specialized consultants as may be required and appointed by the consultant

5 The consultant shall submit monthly reports of work such that all works are completed within 2 years of construction period.

6 The consultant shall be solely responsible for ensuring quality of construction. They must depute quality control engineers during the construction period.

3. SCHEDULE OF SERVICES

The Architect shall, after taking the instructions from the Client, carry out the following tasks:

3.1 Stage 1- Planning and Concept Design:

- a. Prepare Detailed Program, Schedule & Project Brief in confirmation and consultation with Client.
- b. Prepare planning layouts and designs that satisfy the client's requirements and recommendations.
- c. Provide overall evaluation and functional criteria to establish a basis for the development and implementation of the architectural design, project schedule and equipment budgets.
- d. Develop preliminary plans, elevations, sections and interior sketches that identify and establish the basic design direction.
- e. Estimated block costs of implementing the design concept to be coordinated with the client.
- f. Prepare conceptual designs with reference to requirements given by the client. The conceptual masterplan should highlight the engineering and architecture of the project such as:
 - i. Site plan and Horizontal/Vertical zoning and space planning
 - ii. Conceptual drawings detailing different areas along with basic look and feel of the proposed facility/infrastructure
 - iii. Roads and sidewalks and sections
 - iv. Infrastructure design:
 1. Power Supply – Distribution network and transformers
 2. Storm and Sanitary Networks
 3. Wastewater treatment
 4. Portable Water Supply – Supply sources, water treatment and on-site storage
 5. Wet/Dry Waste Treatment and disposal system
 6. Telecommunication system
 7. Irrigation systems
 8. Lighting
 9. Fire prevention systems
 10. Security
 11. Any other facility / system that may be required for full functionality
- e. Submit schematic proposals for the Client's preliminary approval.
- f. Provide information to, discuss proposals with and incorporate input of other consultants into Scheme Design.
- g. Prepare the schematic design for all services (Structure, MEP, Landscape, etc).

Deliverables:

- Program and schedule confirmation
- **Area analysis and statement**

- Square Meter/area budget allocations
- Overall space planning
- Conceptual report including
- Zoning & Circulation Diagrams
- Site plan
- Floor plans
- Elevations
- Sections
- Landscape design plan
- Proposed area lighting, signages, etc
- Infrastructure design
- Preliminary Material Study Report
- 3D renderings and walkthroughs
- Preliminary Area-wise budget allocation

3.2. Stage 2- Schematic Design and Drawings:

- a) Modify the conceptual designs incorporating required changes and prepare the preliminary drawings, sketches, study model, etc., for the client's approval along with a preliminary estimate of cost on area basis.
- b) Prepare detailed designs drawings including:
 1. Drawings including floor plans, typical elevation & sections
 2. Material palette for façade and floors; incorporating the client's suggestions /feedback
 3. The structural grid, vertical shafts, horizontal ducts, and location of all electro-mechanical services /back-ups need to be coordinated on the floor plan, sections and elevations. All working levels need to be established, as per the contour profile of the site.
 4. Detail sections and elevations of selected parts of the project to describe the design.
 5. Landscape design
 6. Street furniture and artworks
 7. Signage
 8. Roads and sidewalks
 9. Traffic control devices and management systems
 10. Infrastructure design
 - i. Power Supply – Distribution network and transformers
 - ii. Storm and Sanitary Networks
 - iii. Wastewater treatment
 - iv. Portable Water Supply – Supply sources, water treatment and on-site storage
 - v. Waste Treatment and disposal system
 - vi. Telecommunication system
 - vii. Irrigation systems
 - viii. Lighting
 - ix. Fire prevention systems

x. Security

11. Any other detail that may be required for the project

- c) Review with the Client alternative design and construction approaches.
- d) Provide architectural and other drawings for submission to Authority in the prescribed format for the approval from different agencies identified in Stage I of the project. Make the necessary amendment to Plans as advised by **the government authorities** to seek necessary permission.
- e) During the design development stage, present design status in the Design review meetings.
- f) Provide information to, discuss proposals with and incorporate the input of Client representatives, User groups and other consultants into detail design.
- g) Fine-tune cost estimates that were already submitted earlier which were preliminary earlier but now are relatively accurate based on finishes and overall built-up areas.
- h) Finalization of materials, equipment, furniture and fittings.

Deliverables:

- Updated Site plan and floor plans showing integrated services
 - Furniture Plans
 - Wall covering plans
 - Floor covering plans.
 - Reflected ceiling plans.
 - Landscape design plan
 - Proposed area lighting, signages, etc
- Structural Schematics (Foundation, Framing, Skin, Roofing systems)
- Electrical Detail Drawings
- Plumbing Detail drawings
- Infrastructure Design Drawings
- Interior Design Drawings like spot detail, termination details and elevations. (Limited to critical areas for purposes of clarification.)
- Colour and material boards and imagery to delineate design concepts.
- Implementation plan of proposed Sustainability Frameworks
- **BOQ, Cost Estimate as per West Bengal Schedule of Rates**
- **Getting sanction of drawings, design etc. through empaneled designers, drawing consultants, fire designer, etc. of Howrah Municipal Consultant**
- **Engaging quality control and project monitoring engineer full time at site for checking. Additionally engage engineer for estimating section in order to check bills of contractor.**
- **Getting the CC & all other paper works completed post end of project**

3.3 Stage 3- Detailed Designs /Working drawings and client's / statutory approvals:

- a. Prepare drawings necessary for Client's/ statutory approvals and ensure compliance with codes, standards and legislation, as applicable and assist the Client in obtaining the statutory approvals thereof from concerned departments.
- b. Prepare working drawings for all work packages as decided at the outset of the project
- c. Preparation of cost estimate(s) of the entire scope of the project by considering individual/group of buildings/structures, Civil Services/Electrical Services/Services/Furniture/Landscaping etc., based on Current **SoR of WestBengal**.

Deliverables:

- Obtain Commencement Certificates from Authorities with required formalities.
- Good for construction (GFCs):
 - Architectural GFC package
 - Structural GFC package
 - MEP GFC package
 - Landscape GFC package
- Final Sustainability framework guidelines
- Interior Elevations
- Reflected Ceiling Plans
- Furniture Layouts
- Fixture detail (mill work) drawings
- Miscellaneous decorative details
- BOM & BOQ

3.4 Stage 4- Tender documents:

- a. Prepare tender documents including code of practice covering mode of measurement, method of payments, quality control procedures on materials & works and other conditions of the contract.
- b. Prepare technical specifications to be incorporated in the tender document.
- c. Preparation of detailed drawings to be included with tender documents for all work packages as decided at the outset of the project
- d. Prepare rate analysis for all item on the BOQ

Deliverables:

Estimates and Tender Documents:

- Material reference specifications
 - Furniture and finishes specifications
 - Technical specifications
 - Conditions of Contract for execution works
- Item wise BOQ & Tender Documents

3.5 Stage-5- Construction:

- a) Prepare the detailed project schedule and methodology of construction for timely completion of activities identified in the schedule.
- b) Prepare and issue “Good for Construction (GFC) drawings” and details for the proper execution of works during construction.
- c) Approve samples of construction technique and quality along with different components as per design.
- d) Resolve queries, wherever necessary clarify and design, offer an interpretation of the drawings/specifications, attend meetings to ensure that project proceeds generally as per the conditions of contract and keep the client informed and render advice on actions if required.
- e) Monitor the project for conformity to design intent, assist the representative of the client for all hands-on site related input, assist in ensuring quality control on the site, approve samples/prototypes submitted at the site and support the client to keep a check on the Project Costs.
- f) Improvisation on GFC / Working drawings with specifications if needed.
- g) Visit the site of work, **daily & engage resident engineers**, to inspect and evaluate the Construction Works and where necessary clarify any decision, offer interpretation of the drawings/specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Client informed and render advice on actions if required.
- h) In order to ensure that the work at site proceeds in accordance with the contract documents/ drawings and to exercise time and quality controls, the day-to-day supervision will be carried out by **the consultant** and shall **report weekly to the client**.
- i) The **Consultant** shall ratify technical and building requirements as laid down in the tender during works on site. On virtual completion of work, for the purpose of seeking Occupation Certificate from the Local Authorities, **they** shall issue a letter duly signed by them stating that the works have been executed by the Contractor as per specifications and technical requirements and procedures laid down by the Architectural agency in writing.

Deliverables: Periodic Design Validation Report to monitor the design and detailing.

3.6 Stage 6- Completion:

- Coordination for approvals from all departments and stakeholders
- Preparation of communication and publication material about the project in consultation with the client

Deliverables:

- Obtain Completion/Occupancy Certificate from statutory authorities with complete cooperation from the client.
- Issue of as-built drawings (services & structures) on appropriate scales. The drawings should be submitted in hard copies in hard bound format, and the soft files of the drawings should be submitted in a pen drive to the Client.

4. General Terms

- a) The Consultant should preferably interact closely with reputed Institutes with a view to take relevant inputs from them for Architectural and Engineering designs.
- b) Minimum Eight sets of all finally approved drawings and two sets of soft copies of the same will be furnished free of cost. However, in case additional sets of drawings in hard copy are essentially required by the Employer/Client, the same shall also be provided free of cost and nothing extra shall be payable on this account.
- c) The details of the scope of the work involved mentioned in this Bid Document are broad and suggestive. However, the employer reserves the right to exclude any of the above services from the scope of work.
- d) The **consultant** shall maintain constant, regular and proactive interaction with the department/stakeholders for formulating the design philosophy and parameters, preparation of preliminary designs/working drawings/ specifications etc.
- e) The services of the consultant shall be available during execution phase also. All necessary modification/corrections shall have to be carried out by the consultant as and when the need arises, including addressing all RFI's and RFC's.
- f) The consultant shall assist the **association** regarding the sequence and methodology of construction.
- g) The consultant shall coordinate with the department and attend meetings with the department/Client as and when required including meeting with the Client and bidders for construction work.
- h) The consultant shall also assist the department in making the presentation of the project in a comprehensive manner or in parts as decided by the Department and necessary presentation materials shall be provided by the consultant without any extra cost.

5. Obligations & Undertakings

The Consultant shall:

- a) Provide all assistance to the Client or its representative as may be required for the approval of all stages.
- b) Provide to the Client, all deliverables as per the timeline stated in the bid document and mutually agreed upon as per stages of the work and as requested by Client.
- c) Conduct meeting every 2 weeks with the Client at Client Office to report the progress on the assignment. The Consultant shall also submit a fortnightly / monthly progress report of the progress of design stages.
- d) The Consultant shall conduct themselves professionally and ethically. They shall maintain harmony and good relations among the personnel employed by Client and their representatives in connection with the performance of the Consultant's obligations under this Notice Inviting Bids.
- e) Have requisite organizational set-up and designate suitably qualified personnel as deemed appropriate to supervise the execution of its obligation under this Notice Inviting Bids and deal with the Client or its representative and to be responsible for all necessary exchange of information required pursuant to this Notice Inviting Bids.

- f) Undertake, do and perform all such acts, deeds and things as may be necessary or required to adhere to the completion of the work under and in accordance with this Notice Inviting Bids.
- g) Allow and entitle the Client or a nominee of the Client to step into this contract at Client's discretion, in place and substitution of the Consultant in the event of Termination pursuant to the provisions of this Notice Inviting Bids.

6. Timelines / Milestones for Deliverables

The total duration of the project is 6 months.

Sl. No.	Description of Items	Corresponding time frame
1	Deliverable for Stage 1 – Concept Design	End of Week 3
2	Deliverable for Stage 2 – Schematic Design	End of Week 6
3	Deliverable for Stage 3 – Preparation of Detailed Design	End of Week 12
4	Deliverable for Stage 4 – Preparation of Draft Tender Documents	End of Week 12
6	Deliverable for Stage 5 – Construction Monitoring	End of Week 18 onwards (post selection of Contractor) Routine Checking & Certification by approved Consultant
7	Deliverable for Stage 6 – Completion	End of Project Final As built drawing and service drawing along with acquiring CC

7. Payment Terms and Schedule:

A. Consultancy Fee

Payment for the assignment shall be quoted by the applicant as a **lumpsum amount in INR**. This cost shall be further converted to a percentage* of the total 'indicative project cost' mentioned below. The cost derived from the percentage shall be inclusive of all statutory government taxes and duties (if any) as applicable but excluding GST. GST, at the prevalent rate shall be paid extra as applicable.

**Please note that once the broad cost estimates for the projects are ascertained during preparation of tender documents by the agency and are approved by the client, all payments made to the agency till such date and all future payments due to the agency from that point, shall be adjusted as per the new, approved project cost and the percentage mentioned above.*

Indicative Project cost for the project is INR 50 Crore.

The agency is required to raise invoices for every payment milestone along with deliverables / copies of approval for deliverables already submitted to the client. The client, after necessary certification of the invoices, shall make payment to the agency. TDS shall be deducted by client as per statutory requirement and certificate for the same would be issued.

The payment schedule shall be as per the table below:

S. No.	Description	Payment eligible as percentage of total Consultancy fee payable
1	Appointment of Consultant / Advance	5% against an irrevocable BG of 110 % of the advance to be paid on appointment of the consultant. BG Format is attached.
2	Deliverable for Stage– 1 Concept Design	
3	Deliverable for Stage-2 Schematic Design/ - Detailed Design & Drawings duly vetted by IIT	
4	Deliverable for Stage -3–Preparation of Detailed Design including Structural Design duly vetted & approved by authority.	15%
5	Deliverable for Stage-4– Preparation of Tender Documents Entire approvals (Detailed Design, Drawing and Tender Documents entire project)	

6	Deliverable for Stage-5– Construction Stage	<p>As per construction progress as certified by the client, 10%, bifurcation is as mentioned below:</p> <ul style="list-style-type: none"> • On completion of 25% works – 15% • On completion of 50% works – 15% • On completion of 75% works – 15% • On Virtual Completion of works –15%
7	Deliverable for Stage 6– Completion and obtaining CC of As Built drawing drainage/ fire from HMC.	On submission of completion report, As-built drawings, CC, completion presentation and issuance of occupancy certificate – 20%

**** Note: The payment schedule is tentative and may be modified in the implementation/ construction stage.**

The exact scope of work for the same shall be finalized mutually by the client and the agency after appointment of the agency. However, the broad scope of work for the same would entail the following:

1. Project Brief
2. Process Videos
3. 2D / 3D Animations (excluding those submitted as deliverables for Stage 1 & Stage 2)
4. Motion Graphics

*Please note – Wherever the agency is required to prepare photographs, videos, animations, marketing brochures or document the entire project using professional services, the agency shall be required to provide the client with 3 options for vendors providing such services. The vendor will eventually be selected by the client in consultation with the agency.

Please note that any other expense (apart from those mentioned above) related to travelling, lodging, office set up etc. shall be borne by the consultant.

Section: 4

**Technical Proposal Submission
Forms**

TECH -1
COVERING LETTER
(ONBIDDER'S LETTERHEAD)

[Location, Date]

To,

**Cricket Association of Bengal,
West Bengal**

**Subject: Selection of an Agency for providing Architectural Design Consultancy for
Development of Centre of Excellence at Dumurjala, Howrah, West Bengal**

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. , Dated: . I hereby submit the proposal which includes this technical proposal. Our proposal will be valid for acceptance upto **120 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your organization / department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive. I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

TECH-2

Bidder's Organization (General Detail)

Sl.No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel: Fax: Email id:	
3	Name of the authorized person Signing & submitting the bid on behalf of the Bidder: Mobile No.: Email id:	
4	Registration/ Incorporation Details Registration No: Date & Year.:	
5	Local office in Kolkata If Yes, please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount: DD reference No.: Date: Name of the Bank:	
7	EMD Details Amount: DD reference No.: Date: Name of the Bank:	
8	PAN Number	

9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the RFP	YES
11	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

Bidder Organisation (Financial Details)

Financial Information in INR				
Detail	FY 22-23	FY 23-24	FY 24-25	Highest
Annual Turnover (in Crore)				
<i>Supporting Documents:</i> Audited certified financial statements for the last Three FYs (preceding the financial year in which the proposal is due) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). <i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i>				

Signature and Seal of the Company Auditor with Date in original

Authorized Signatory [*In full initials with Date and Seal*]: _____

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

FORMAT FOR POWER OF ATTORNEY

(On Bidder's Letter Head)

I, _____, the (Designation) of (Name of the Organisation) in witness where of certify that <Name of person> is authorized to execute the attorney on behalf of <Name of Organisation>, <Designation of the person> of the company acting for and on behalf of the company under the authority conferred by the <Notification/Authority order no.> Dated <date of reference> has signed this Power of attorney at <place> on this day of <day><month>,<year>.

The signatures of <Name of person> in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder:

(BIDDER'S PAST EXPERIENCE DETAILS)

Table-1 (List of completed assignments of similar nature in any sector during last Five years)**

Sl. no.	Period	Name of the Assignment with details thereof	Name of the Client	*Contract Value (in INR) and Duration in Month	Date of Award/ Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Note: Bidders are requested to furnish the list limited to 5 assignments of similar nature undertaken during the last 5 Years (preceding the due date of proposal) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order/ Contract Document/ Completion Certificate from the previous Clients need to be furnished along with the above information.

**** Similar nature of work refers to the type of assignment and the definition given in Section-2 of this RFP document. Such experience can also be considered for part project components.**

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION
THEREOF**

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (4). If yes, please furnish details of any such activities.

If no, please certify,

IN BIDDER'S LETTER HEAD

I, hereby declare that our agency as Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (4)**.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal/ contract shall be rejected/ terminated by the Client which shall be binding on us.

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

TECH -7

**Comments and Suggestions on the Terms of Reference/Scope of Work and Counterpart
Staff and Facilities to be provided by the Client**

A: On the Terms of Reference/ Scope of Work:

[The consultant needs to present and justify in this section, if any modifications to the Terms of Reference he is proposing to improve performance in carrying out the assignment (such as deleting some activity considering unnecessary, or adding another, or proposing a different phasing of the activities/ study process modifications). Such suggestions should be concise and to the point, and incorporated in the technical proposal. Modification/ suggestion will not be taken into consideration without adequate justification. Any change in manpower resources will not be taken into consideration]

B: On Input and Facilities to be provide by the Client:

[Comment here on inputs and facilities to be provided by the Client with respect to the Scope of Work and Study Implementation]

Authorized Signatory [In full and initials]:_____

Name and Designation with Date and Seal:_____

TECH -8

DESCRIPTION OF APPROACH, METHODOLOGY TO UNDERTAKE THE ASSIGNMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain his understanding of the scope and 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. Further, he should highlight the problems being addressed and their importance, and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]

A. Understanding of Scope, Objectives and Completeness of response

Please explain your understanding of the scope and objectives of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/ copy the ToR here.***

B. Description of Approach and Methodology:

- a. Key guiding principles for the study.
- b. Proposed Framework.
- c. Information matrix
- d. Any other issues

C. Methodology to be adopted:

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach. This includes:

- a. Detail research design including sample design and estimation procedure.
- b. Field Process Protocol control
- c. Suggestive tools for data collection.
- d. Analysis of field data and preparation of reports
- e. Any other issues

D. Staffing and Study Management Plan:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist of the activities under the proposed assignment with sub-activities (week wise). (Graphical representation)

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH - 9

Format of Curriculum Vitae (CV) for Proposed Key Professional

1. Proposed Position:

[For each position of key professional separate form Tech – 9 will be prepared]

2. Name of Firm:

3. Name of Staff:

4. Date of Birth:

5. Years with Firm:

6. Nationality:

7. Education:

[Indicate college/ university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates]

8. Membership in Professional Associations:

9. Other Trainings:

10. Countries of Work Experience:

11. Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

12. Employment Record:

*[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held. For experience in **last ten years**, also give types of activities performed and Client references, where appropriate as per the prescribed format given below]*

From [Year]	To[Year]
Procuring Entity Name:	
Position Held:	

Details of the Task Assigned [List all tasks to be performed under this Assignment/ job]	
--	--

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/ jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of the Project	
Year	
Location	
Name of the Client	
Project Feature	
Position Held	
Activities Performed	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV.

Date:

Signature of Key Professional with Date

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH – 10

PROPOSED WORKPLAN TO CARRY OUT THE ASSIGNMENT

Week →						
Sequence of Study Activities / Sub Activities ↓	1	2	3	4	5	6

Indicate all main activities/ sub activities of the proposed assignment including delivery of reports (Inception. And Final Reports) and other associate sub-activities

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH - 11

FORMAT FOR BID SECURING DECLARATION
(On Bidder's Letter Head)

I, _____, the _____ (Designation) of (Name of the Organization) in witness whereof agree to submit this Bid Securing Declaration Form as a part of our Technical Proposal. We understand that we shall be liable under this declaration to comply with all terms and conditions of the RFP. This declaration shall be in force, until the selected bidder is announced by the client or in case our bid is selected, this declaration shall be in force till we submit the Performance Bank Guarantee as per the provisions of this RFP.

While this declaration is in force, we understand that the client may cancel our empanelment and / or blacklist us from participating in any further tendering process in the state under the following reasons:

1. We withdraw our proposal during the bid validity period as specified in the RFP.
2. We do not respond to requests for clarification on our proposal
3. We fail to provide required information during the evaluation process or are found to be non-responsive or have provided false information in support of our qualification.
4. If we fail to:
 - a. Provide any clarifications to client
 - b. Agree to the decisions of the contract negotiation meeting.
 - c. Sign the contract within the prescribed time period (15 days)
 - d. Furnish required Performance bank guarantee on time
5. Any other circumstance which holds the interest of the client during the overall selection process.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

Address of the Bidder:

Section: 5

Financial Proposal Submission Forms

To be filled as per the BOQ Submitted along with this RFP document.

Section 6

Annexures

Annexure-I – Bid Submission Checklist

Sl. No.	Description	Submitted (Yes/No)	PageNo.
TECHNICAL PROPOSAL (ORIGINAL + 1 COPY)			
1	Filled in Bid Submission Checklist (ANNEXURE-I)		
2	Covering Letter (TECH-1)		
3	Bid Processing Fee of Rs. _____ /- paid through DD		
4	Copy of Certificate of Incorporation/Registration of the Bidder		
5	Copy of PAN		
6	Copy of Goods and Services Tax Identification Number (GSTIN)		
7	General Details of the Bidder (TECH-2)		
8	Financial details of the bidder (TECH-3) along with all the supportive documents such as copies of Profit–Loss Statement and Balance Sheet for the concerned period		
9	Power of Attorney (TECH-4) in favour of the person signing the bid on behalf of the bidder.		
10	List of completed assignments of similar nature (Past Experience Details) (TECH-5) along with the copies of work orders for the respective assignments		
11	Self-Declaration on Potential Conflict of Interest (TECH - 6)		
12	Undertaking for not have been black-listed by any Central/ State Govt./ any Autonomous bodies during its business career.		
13	Comments and Suggestions (TECH–7)		
14	Description of Approach, Methodology & Work Plan (TECH-8)		
15	CV of Key Professionals (TECH–9)		
16	Work Plan (TECH–10)		
17	Bid Securing Declaration Form (TECH–11)		

Undertaking:

- *All the information has been submitted as per the prescribed format and procedure.*
- *All pages of the proposal have been sealed and signed by the authorized representative.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Annexure – II

PERFORMANCE BANK GUARANTEE FORMAT

To,

Cricket Association of Bengal

WHEREAS__ (Name and address of the Consultant) (hereinafter called “the Consultant”) has undertaken, in pursuance of RFP No _____ dated _____ to undertake the service “**Selection of an Agency for providing Design Consultancy services along with quality management for Construction of**” (herein called contract) **AND WHEREAS** it has been stipulated by **Cricket Association of Bengal** in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified herein as security for compliance with its obligations in accordance with the contract; **AND WHEREAS** we have agreed to give the supplier such a bank guarantee; **NOW THEREFORE** we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, upto a total of _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the _____ day of _____, <Year>

Our branch at Kolkata (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us a tour Kolkata branch on or before Dt _____ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank & Branch

Section 7

Standard form of Contract

Note: This draft Agreement is a generic document and shall be modified based on particulars of the Project. Further contract would be signed as per norms of the association after selection of successful bidder.

Contents

Appendices

Appendix A – Description of Services

Appendix B - Reporting Requirements

Appendix C - Staffing Schedule

Appendix D - Cost Estimates in Foreign Currency

Appendix E - Duties of the Employer

APPENDICES

Appendix A: Description of the Services

Details as per TOR

Appendix B: Reporting Requirements

Please refer TOR

Appendix C: Staffing Schedule

The Consultants Key personnel and all other Professional / Sub Professional / Support Staff/Sub-Consultancy personnel shall works per Government of West Bengal Calendar and as required by the client from time to time. The Consultant shall work as per the work program of the Contractor. In this context, in case the work plan of the Consultant needs suitable modifications, the same shall be carried out and submitted to the client for consideration. The Consultants hours of work normally shall match with that of Contractor's activities on the site. No extra remuneration shall be claimed or paid for extra hours of work required in the interest of Project completion.

Appendix D: Total Cost of Services In

Appendix E: Duties of the “Employer”

Please refer TOR

DISCLAIMER

The Applicant must read all the instructions in the RFP and submit the same accordingly.