



**Government of West Bengal**  
**Micro, Small & Medium Enterprise and Textiles Department**  
**Silpa Sadan, 4, Abanindranath Tagore Sarani (Camac Street), Kolkata 700 016**

No: 2720 /MSMET-18011(17)/1/2022

Dated: 03/08/2022

**Inviting Tender for engaging one TA for due diligence of proposals under SAIP**

**A. Scope of Work:-**

**1. Due diligence of documents**

- a. Following the selection criteria notified in the Notice inviting EOI, the TA is to take forward the process of scrutinizing and evaluating the EOIs to be received from the private developers for establishing SAIP parks on identified Govt land parcels in different districts.
- b. To prepare Checklist for accepting/rejecting of applications (EOIs) received.
- c. Due diligence of the applications based on the assessment of the following factors below :
  - ✓ *Experience of developing infrastructure for at least 3 projects in the last 5 years with estimate of more than Rs. 10 cr.*
  - ✓ *Financial soundness of the applicant in terms of capital base, current assets and liabilities*
  - ✓ *In case of association/consortium/JV, Consortium agreement/MOU to be executed among the members.*
  - ✓ *Any other parameter as decided, added or deleted in consultation with the Department*
- d. To communicate to the applicants, where necessary, about shortcomings in the applications and/or pending documents with instruction for submission within a specified time frame failing which the application shall be rejected without further intimation.
- e. To complete the assigned job within 6 weeks from the date of handing over of the applications.
- f. To hand-hold the selected bidders in the process required as detailed in para 2, 3, 4 and 5 below.

**2. Establishing a system covering the chain of activities starting from receipt of applications to final approval under the Scheme.**

- a. Review application submitted in Form I & confirm adequacy of info/ docs to be furnished.
- b. Criteria and checklist for acceptance for scrutiny / rejection of the applications in the first place.
- c. Laying down criteria for recommending for in principle approval
- d. Preparation of "Selection criteria checklist" for appraisal by SLEC before final approval.
- e. Developing a mechanism for tracking of the application status at different stages and undertaking tracking of all cases during the period of engagement.
- f. Mapping timeframe for various stages of processing of the applications.

**3. Appraisal of eligible proposals :**

- a. Appraisal of private sector credentials and SPV if incorporated.
- b. Due diligence of the land documents to ascertain the legal possession.
  - i. *Sale deed (lease deed in case of government land) / development right.*
  - ii. *Mutation certificate (compulsory).*



- iii. Conversion Certificate, if available.
- iv. 14Y clearance, LTS agreement, if applicable.
- v. Bargadar settlement, if undertaken.
- vi. Water bodies, if any, Environmental issues etc
- vii. Encumbrances, if any
- viii. Mode of transferring land to SPV from Private sector holding, if applicable
- ix. Mode of allotment of salable land to MSMEs (transfer, rent, sale, sub-lease, etc).
- c. Vetting of O&M Plan and Schedule to ensure conformity as laid down in the Scheme.
- d. Participation in administrative meetings, if organized with applicants to present their proposals.
- e. Calculation of the amount of incentive outflow for each proposal as laid down in the Scheme.
- f. Preparation of recommendation for the applications for approval to SLEC with justification for acceptance or rejection or conditional approval prescribing conditions.
- g. Fast track disposal of statutory approvals under single window facility at WBSIDCL

**B. Selection Procedure:** The selection will be done through two stage tender- Technical and financial.

- a) **Technical Qualification requirements of the Bidder:** The bidder must have experience and expertise of evaluating the financial capacity of developers for civil projects like Industrial Park, big Marketing hub/Commercial market complex, Mall etc. This has to be proved by at least three such past work orders/engagement order from the Govt / Govt undertaking/Govt affiliated agency. The financial bids of all eligible bidders will be taken into consideration

- b) **"Financial Quotation"** shall be submitted by the bidder in the format below:

Sl. No	Qualification***	Fee per year
1	The lead consultant having 10 years' experience in promoting private /govt industrial parks	
2	The associate consultant having 5 years' experience in the finance section of any industrial company/SPV of any industrial park	

\*\*\* **Qualification of the Consultant:** The applicant agency will have to deploy a team of 2 Consultants - one lead consultant and the other as associate consultant. The senior one must have special expertise on land related acts and laws, acts & rules on different statutory clearances required for an Industrial Parks. The junior one must have knowledge on business administration (finance)

- C. **Period of engagement:** The engagement of the TA will be for a period of 2 years extendable by one more year

- D. **Payment Terms :** Annual TA Fee will be made on quarterly basis as explained hereunder –

- a. 70% of the annual fee will be paid quarterly of which
  - ✓ 25% on presentation of bill by 10th of every quarter
  - ✓ 25% after collection of complete applications in prescribed form from all applicants – those proposing **private land**/those applying for **Govt land** (on pro-rata basis. i.e., filled in applications received against the total applicants)
  - ✓ 50% on disposal of the applications till that quarter



b. Of the balance 30% amount-

- ✓ 50% will be released after each quarter provided at least 75% of the applications received in the interim have been processed by the TA for giving in-principle approval by the MSME&T Department.
- ✓ 25% will be released after each quarter provided 75% of the cases which got in-principle approval have been processed by the TA for Final Approval
- ✓ Rest 25% will be released after each quarter on receipt of regular monthly progress report of SAIP parks under construction

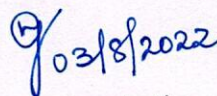
E. **Preliminary scrutiny of applications** – The Scope of services shall not bar the TA from using the support of HR and office set up of the WBSIDCL, in case required during preliminary scrutiny of applications.

F. **Site Investigation** - For visits outside Kolkata for the purpose of site investigation with prior intimation/ consent of WBSIDCL, travel, boarding, lodging expenses shall be reimbursed as per the entitlement of WBSIDCL norms, if those are not arranged by WBSIDCL.

Sl. NO.	Particulars	Date and Time	
1	Publication of Tender Document (Online)	03/08/2022	2.00 PM
2	Pre-Bid Meeting*	12/08/2022	4.00 PM
3	Start Date and Time of submission (Online)	03/08/2022	4.00 PM
4	Last date and Time of submission (Online)	24/08/2022	4.00 PM
5	Technical Bid Opening date and Time	26/08/2022	4.00 PM
6	Financial Bid Opening date and Time	To be Notified Later	

G. \*The venue for the Pre-Bid Meeting will be at Shilpa Sadan, 7<sup>th</sup> Floor, 4, Camac Street, Kolkata – 700016, West Bengal.

H. For any query/clarification, please send mail to the Joint Secretary (Smt. Maitryee Ganguly) at email id:- msmet.gowb@gmail.com, or, call at Ph no. 033 2280 7157 when available.

 03/08/2022

Joint Secretary to the  
Government of West Bengal