



Government of India
FALTA SPECIAL ECONOMIC ZONE AUTHORITY
Department of Commerce
Ministry of Commerce & Industry
Nizam Palace, 2nd MSO Building, 4th Floor 234/4 AJC Bose Road,
Kolkata-700 020 Phone:2287-2263,2287-7923,2281-3117 Fax :
(033)2287-3362 /Email: fsez@nic.in,Website: <https://fsez.gov.in>



Request for Proposal (RFP)

Request for Proposal (RFP) is invited from Independent Consultant having office at Kolkata and with prior experience in conducting Environmental Audit, Environmental compliance and environmental Management with special reference to Consent management of West Bengal Pollution Control Board for FALTA Special Economic Zone Authority to obtain consent to operate from WBPCB.

-Duration for completion of the work: Max 03 months from the date of issue of Order.

-FSEZ Authority reserves right to reject all quotations without stating any reason.

-The consultant shall not assign the work or any part of the work to any other agency/person without approval of FSEZ Authority

Interested Independent Consultant may visit for the details of RFP from Website: <https://fsez.gov.in>. Or www.gerpegov.com/FSEZ The last date for receipt of proposal is 06.02.2025 up to 14:30 Hrs.

Contact person Falta SEZ Authority: Prasanta Kumar Panda, Secretary, Land line No,033-22872263, Email fsez@nic.in

GERP Portal: Ms. Saswati Majumder-09674758722E-mail:helpdeskgerpegov@gmail.com

Date: 21.01.2025

Place: Kolkata

-Sd/-
Secretary
Falta SEZ Authority

Request for Proposals

from Independent Consultant having office at Kolkata and with prior experience in conducting Environmental Audit, Environmental compliance and environmental Management with special reference to Consent management of West Bengal Pollution Control Board for FALTA special Economic Zone Authority to obtain consent to operate from WBPCB.

Duration for completion of the work: Max 03 months from the date of issue of Order.

Letter of Invitation

No. FSEZARFP/2025/01

Date: 21-01-2025

Sir/Madam,

About the Organization

1.This is an Export Processing Zone at Falta, West Bengal established by Government of India in the year 1983 vide Ministry of Commerce Resolution No.14/13/82-EPZ dated 29-09-1983. The Zone covering three remote villages viz. Akalmegh, Nainan and Simulberia in PS – Diamond Harbour, District 24 Parganas (South) was established at a distance of about 55 Kms. to the south of Kolkata Business District on the eastern bank of the river Hooghly. The total area of 280 acres consisted of transfer of lease of land of Shyama Prasad Mookerjee Port (erstwhile Kolkata Port Trust of about 193 acres and 87 acres of acquired land. The objective was to set up the Export Processing Zone with modern, state-of-the art infrastructure and support facilities and services to facilitate export from the Zone as may be competitive both in terms of cost and quality. Subsequently Falta Export Processing Zone was converted into Special Economic Zone vide Ministry of Commerce & Industry Resolution No.6/8/99-EPZ dated 13th December, 2002.The Special Economic Zones had come under the purview of SEZ Act, 2005 & SEZ Rules, 2006 with effect from 10th February, 2006 in terms of Notification No.S.O.196(E)dated 10th February, 2006 under the SEZ Act & Rules.

For the Applicant

1. The requested proposal should be submitted no later than 06-02-2025, *with in 14.30 Hrs by hand/courier/speed post* to the below address.
To The Development Commissioner, FALTA SEZ, Nizam Palace, 2nd MSO Building, 4th Floor, 234/4 AJC Bose Road, Kolkata -700020.
2. The proposal must remain valid for 90 (Ninty) days after the above submission date. During this period, the applicant shall maintain the availability of professional staff nominated in the proposal.

Section-II

Instructions to Applicants

1. Two-envelope system is to be used. (A) Technical proposal (B) Financial proposal.
2. Both the envelopes should be closed and kept in another envelop to be super scribed as RFP for Internal Audit. The address of the applicant needs to be clearly mentioned on the envelope.
3. Consultants/applicants are required to comply with Policy on Preventing Fraud and Corruption in its Activities and Operations.

III. Technical Proposal-Standard Form
Form-A
(TO BE SUBMITTED ON APPLICANT'S OWN LETTER HEAD)
COVERING LETTER FOR SUBMISSION OF OFFER

From : _____

Our Ref: _____ Dated _____

SUBJECT: Appointment of Independent Consultant having office at Kolkata and with prior experience in conducting Environmental Audit, Environmental compliance and environmental Management with special reference to Consent management of West Bengal Pollution Control Board for FALTA special Economic Zone Authority to obtain consent to operate from WBPCB:

Dear Sir,

Please find herewith our offer in line with requirement of FALTA RFP document.

We confirm that the:

1. Offer is complete and compliance with the requirements of RFP Document and there is no deviation in the offer.
2. We understand that any deviation in the proposal shall render our offer liable for rejection.
3. Our proposal shall remain valid for a period of 90days from the date of opening of proposal.

We declare that the statement made and the information provided in my/our proposal is true and correct in all respects. In case, it is found that the information/ documents provided by us are incorrect / false, our application shall be rejected by FALTA without any reference to us.

Thanking You,
Yours Sincerely,
(Signature of Authorized person)

Full Name:

Registration/Membership No. (if any)

Designation:

Date:

Terms of Reference (TOR)

Engagement of Independent Consultant having office at Kolkata and with prior experience in conducting Environmental Audit, Environmental compliance and environmental Management with special reference to Consent management of West Bengal Pollution Control Board(WBPCB) for FALTA Special Economic Zone Authority to obtain consent to operate from WBPCB:

| Sl. No. | Description of items of works |
|---------|--|
| 1 | Visit to Falta SEZ along with Senior officials of Falta SEZ on mutually decided date for a reconnaissance survey. |
| 2 | Advising Falta SEZ Authority in preparing inventory of RED/ ORANGE/ GREEN category industries within the estate in respect of category, water consumption, wastewater/ effluent generation |
| 3 | Providing a list of information to the Falta SEZ Authority required filling up application for CTO and assisting the organization in preparing the database. |
| 4 | Providing a list of documents required to be annexed with the application for CTO and preparation of database. |
| 5 | Assisting the Authority in preparing statement/ declaration in respect of land occupied by the industrial estate. |
| 6 | Assisting the Authority in preparing Gross Capital investment certificate for land, building, plant & machinery of Falta SEZ that is one of the most important pre-requisites. |
| 7 | In absence of online facility for submission of application for CTE/ CTO of Industrial Estates/ Industrial Parks/ SEZs, etc., advising and assisting Falta SEZ officials for manual fill up of application for CTO (Hard copy only) |
| 8 | Finalizing completed application along with all annexure as applicable with the Falta SEZ Authority, enabling the organization for submission of the completed application physically to the concerned Regional Office of West Bengal Pollution Control Board. |
| 9 | Assisting Falta SEZ Authority in answering feedback of State Pollution Control Board if any regarding application for Consent To Operate. |
| 10 | Drafting of techno-legal letter related to consent administration of State Pollution Control Board if necessary till receipt of the Consent To Operate Certificate. |

FORM-B

Applicant's General Information

(TO BE SUBMITTED ON APPLICANT'S OWN LETTER HEAD)

1. Applicant's Name: _____
2. Date of Birth/Registration/Incorporation: _____
3. Address of Registered Office:

4. Address of Local Office in Kolkata:

5. Telephone No. _____
6. E-mail address _____
7. Website(if any) _____
8. Registration Number (if any) _____
9. GST Registration No.(GSTIN)(if any) _____
10. Permanent Account Number(PAN) _____

Signature of applicant :
Full Name of authorized person:
Membership No.

Note: The self-attested copies of documents at Sl. No.3 & 10 to be attached.

Form-C

DETAILS OF ASSOCIATES, OTHER QUALIFIED PROFESSIONAL(S) AND STAFF(S), IF ANY

1. Partners:

| SL. NO. | NAME & DESIGNATION | DOB & AGE(AS ON 31/03/2023) | DATE OF INDUCTION IN THE FIRM | QUALIFICATION | MEMBERSHIP NO.& DATE OF REGISTRATION if any | RELEVANT EXPERIENCE | Remarks |
|---------|--------------------|-----------------------------|-------------------------------|---------------|---|---------------------|---------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

2. Qualified Professional:

| SL. NO. | NAME & DESIGNATION | DOB & AGE(AS ON (31/12/2024) | QUALIFICATION | MEMBERSHIP NO. & DATE OF REGISTRATION if any | RELEVANT EXPERIENCE | Remarks |
|---------|--------------------|-------------------------------|---------------|--|---------------------|---------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

3. Semi-qualified Staff attached :

| SL. NO. | NAME & DESIGNATION | DOB&AGE (AS ON 31/12/2024) | QUALIFICATION | RELEVANT EXPERIENCE |
|---------|--------------------|----------------------------|---------------|---------------------|
| | | | | |
| | | | | |

Form-D

DETAILS OF ASSOCIATES AND ANY OTHER QUALIFIED PROFESSIONAL(S) AND STAFF(S), IF ANY

4. Other Staff:

| SL. NO. | NAME & DESIGNATION | DOB & AGE (AS ON 31/12/2024) | HIGHEST QUALIFICATION | RELEVANT EXPERIENCE |
|----------------|-------------------------------|---|------------------------------|----------------------------|
| | | | | |
| | | | | |
| | | | | |

Note:

1. Applicant is required to furnish the complete and correct information for evaluation of their proposals. If any information furnished is found to be false/ misleading/incomplete, the same shall be considered as adequate ground for rejection of the proposals.
2. Applicant is required to furnish only those credentials in the above prescribed format for which documentary evidence is available with them. FALTA reserves the right to seek additional information or ask for supporting documents from applicant for verifying/evaluating their credentials whenever required.

Stamp with Signature of Consultant-

Full Name of Consultant

Membership No. (if any).

Date-

Form-E

RELEVANT EXPERIENCE OF THE CONSULTANT

| SL . NO . | NAME OF THE CLIENT AND ADDRESS | WORK ORDER/ ASSIGNMENT LETTER NO.AND DATE | NAME OF THE ASSIGNMENT | PERIOD OF ASSIGNMENT FROM__ TO__ | SCOPE OF WORK | WAS THE ASSIGNMENT SUCCESSFULLY COMPLETED |
|------------------------------|---|--|-----------------------------------|---|--------------------------|--|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Stamp with Signature of Consultant-

Full Name of Consultant

Membership No(if any).

Date-

Form-F

E-PAYMENT FORM BANK

ACCOUNT PARTICULARS

1. Applicant's name-
2. Address of applicant -
3. Particulars of bank account-
4. Name of the bank-
5. Branch code-
6. Address of the bank branch-
7. Type of account (SB, Current, Credit)-
8. Account number-
9. Bank's IFSC code for RTGS/ NEFT-

I hereby declare that the particulars given above are correct and complete and accord our consent for receiving payment through electronic mechanism. I also undertake to intimate the changes, if any, in bank account details in future and FALTA will not be held responsible for non-payment/delay due to above change in bank details and also due to technical reasons beyond its control.

(_____)

Stamp with Signature of Consultant-

Full Name of Consultant

Membership No. (if any).

Date-

Form-G
UNDERTAKING

(TO BE SUBMITTED ON APPLICANT'S OWN LETTER HEAD)

We here by confirmed that all the documents submitted in this proposal are authentic, genuine copies of the ir originals and have been issued by the issuing authority mentioned above and no part of the document(s)/ information is false, forged or fabricated.

We here by confirm that our proposal complies with the total requirements/ terms and conditions of the RFP Document and subsequent addendum/corrigendum (if any), issued by FALTA SEZ Authority, without any deviation/ exception/ comments/ assumptions.

I hereby confirm that, we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'.

I hereby confirm that, any Partner / Director of the entity have not been convicted in any disciplinary proceedings /criminal case by regulatory authority (ies)/ court in connection with professional work.

I further confirm that, we have not been in negative list / blacklisted by any Public Sector Undertaking /Government Organization/ FALTA SEZ.

I also confirm that the contents of this proposal have not been modified or altered by us. We agree that if any such acts, noticed in future, our proposal may be rejected/terminated.

I hereby confirm that we have gone through and understood the RFP Document and that, our proposal has been prepared accordingly in compliance with the requirement stipulated in the said documents.

I am submitting Master Index of RFP Document as part of our proposal duly signed and stamped on each page in token of our acceptance and as a part of the Contract in the event of award of Contract to us.

Name of applicant :

NOTE: To be stamped and signed by applicant on letter head of applicant

Section-IV

Technical Qualification for Engagement of Independent Consultant having office at Kolkata and with prior experience in conducting Environmental Audit, Environmental compliance and environmental Management with special reference to Consent management of West Bengal Pollution Control Board for FALTA special Economic Zone Authority to obtain Consent to Operate from WBPCB.

| Sl No. | Criteria | Minimum Requirement |
|--------|---------------------------|--|
| 01 | Educational Qualification | Full time Degree in Engineering (BE) or equivalent in any discipline Post Graduation in Environmental Engineering from a reputed Institution |
| 02 | Experience | 10 years in working in State Pollution Board as Environmental Engineer or Higher Post in the hierarchy. Competent in the following fields: (1) Process design engineering, structural design, estimation & costing and preparation of detailed project report of industrial effluent treatment plant (ETP) and sewage treatment plant (STP), (2) Commissioning, stabilization, operation and maintenance of ETP and STP (3) Process design engineering of ISWM system at micro planning level (4) Process design engineering including commissioning of industrial air pollution control systems, (5) Water & wastewater audit for individual industry, Industrial Estate or Industrial area (6) Zero liquid discharge system (ZLD). Additional 4-5 years experience as a consultant in any reputed Industries/ Industrial Estate. Preference will be given to the individual having two years experience in environmental management (waste water treatment & Solid waste management) in Industrial Estate or Park |

Section-V

Financial Proposal-Standard Forms

Financial Proposal Submission for Engagement of Independent Consultant having office at Kolkata and with prior experience in conducting Environmental Audit, Environmental compliance and environmental Management with special reference to Consent management of West Bengal Pollution Control Board(WBPCB) for FALTA Special Economic Zone Authority to obtain consent to operate from WBPCB

Duration for completion of the work: Max 03 months from the date of issue of Order.

Name of the Applicant: _____

Consolidated Fees (Rs.): _____

Consolidated Fees in Words : _____

(The rate is Excluding Applicable GST to be charged)

(No Extra Transportation and DA/fooding / lodging/boarding is applicable)

To and fro transportation to Falta SEZ as and when required basis shall be provided by the FSEZ Authority with proper justification.

(Signature :-----)

Full Name of Consultant:

Membership No., if any:

Section-VI

Payment Terms:

Payments will be made to the Consultant subject to satisfactory performance of job/work and a certificate to this effect will be issued by the Development Commissioner, FSEZA or his/her representative.

Termination Clause:

The FSEZ Authority reserves the right to terminate the contract without assigning any reason/notice thereof and get the job/work executed from elsewhere at the risk and cost of Consultant till finalization of new contract

Validity of Contract:

The Contract should be initially for a period of 03 months from the effective date of contract, which may be renewed/ extended by another 15 days at the discretion of the FSEZA on the same terms and conditions. It can, however, be terminated at any time within this period with notice. No escalation or upward revision of rate is permitted during the pendency of the contract period.

Monitoring: The progress of the work will be reviewed by the Falta SEZ Authority on monthly basis after issue of the Order.