

West Bengal Society for Biotechnology

Invitation of Expression of Interest (EoI)

from

Scientific Organizations / Private Agencies / Biotech Incubators for Consultancy
on feasibility studies for running, maintenance and sustainability of the
Common Instrumentation Facility at the Kolkata Biotech Park (KBP)

Department of Science & Technology and Biotechnology
Government of West Bengal

Vigyan Chetana Bhavan
26/B DD Block, Sector I, Salt Lake, Kolkata-700064

August 2025

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Text of Advertisement:

The Department of Science & Technology and Biotechnology, Government of West Bengal invites sealed Expression of Interest (Eoi) through the West Bengal Society for Biotechnology, from Scientific Organizations / Private Agencies / Biotech Incubators Consultancy on running, maintenance and sustainability of the Common Instrumentation Facility at the Kolkata Biotech Park (KBP). The Society intends to engage a professional consultancy agency for the CIF by inviting Eoi from the organizations having requisite experience in the area of operating High-end Instrument Facilities. The Eoi Document containing the details of qualification criteria, submission requirements, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website **www.dstbt.bangla.gov.in**. Further details, if any, may be obtained from the Secretary, West Bengal Society for Biotechnology, Department of Science & Technology and Biotechnology, Government of West Bengal, Vigyan Chetana Bhavan, 26/B DD Block, Sector I, Salt Lake, Kolkata-700064 up to 04.09.2025 till 04.00 PM. **The last date for submission of Eoi is 08.09.2025 till 03.00 PM.** Sealed envelopes separately for Organizational and Technical bids (Envelope A) and Financial bids (Envelope B) respectively marked to the captioned address, containing Eoi along with all necessary annexures may be submitted mentioning **“Expression of Interest (Eoi) from Scientific Organizations / Private Agencies / Biotech Incubators for Consultancy on feasibility studies for running, maintenance and sustainability of the Common Instrumentation Facility at the Kolkata Biotech Park (KBP)”** on the top cover to the **Secretary, West Bengal Society for Biotechnology, Department of Science & Technology and Biotechnology, Government of West Bengal, Vigyan Chetana Bhavan, 26/B DD Block, Sector I, Salt Lake, Kolkata-700064**. Applicants meeting the pre-qualification criteria may be invited to a presentation of the proposal before the Selection Committee of DSTBT, GoWB. The Department reserves the right to cancel this request for Eoi and/or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and DSTBT, GoWB reserves the right to amend/add further details at the final stage of selection.

Important dates:

- Date of publication of Newspaper Advertisement : 18.08.2025
- Initial date of downloading Eoi document : 18.08.2025
- Final date of downloading Eoi document : 03.00 PM of 08.09.2025
- Initial date of submission of Eoi : 18.08.2025
- Final date of submission of Eoi : 03.00 PM of 08.09.2025
- Date of opening of Technical bids : 05.00 PM of 08.09.2025
- Date of opening of Financial bids : To be informed later

Invitation of Expression of Interest (Eoi) from Scientific Organizations / Private Agencies / Biotech Incubators for Consultancy on feasibility studies for running, maintenance and sustainability of the Common Instrumentation Facility at the Kolkata Biotech Park (KBP):

1. Objectives:

The West Bengal Society for Biotechnology under the Department of Science and Technology & Biotechnology, Govt. of West Bengal has set up the Kolkata Biotech Park (KBP), a bio-incubation facility at Salt Lake, Kolkata. The Biotech Park in West Bengal is expected to catalyse the development of the region in terms of augmenting revenues, employment opportunities and industrial culture in the sectors of Life Sciences and Biotechnology, contributing to the overall socio-economic advancement of this State.

The main objectives of the Kolkata Biotech Park are:

- To provide an impetus to the growth of the biotechnology industry in the State by promoting entrepreneurship in the biotech sector.
- To create high-quality scientific infrastructure with necessary support system for undertaking research and development and to nurture an environment for innovation and the expected growth in life sciences and biotech fields.
- To provide incubation support to biotech companies and start-ups.

2. Background:

Kolkata Biotech Park was established with a vision of encouraging and empowering young entrepreneurs. This State has lots of talent, material resources and the infrastructure for education, still leading to a lack of post-educational opportunities in the biotech sector, causing many graduates to disperse to other states other than a few who get jobs in the educational sector. The Biotech Park in West Bengal aims to capitalize on the region's biotech talent and technologies, boosting revenues, employment, industrial culture, and agricultural productivity, contributing to socio-economic advancement. Biotech incubators are effective platforms for promoting entrepreneurship through nurturing, mentoring and providing necessary support services to potential entrepreneurs for mitigating the risks involved in scaling up and commercialization of innovative technologies.

With the above objective and background, DSTBT, GoWB has already initiated activities to attract entrepreneurs to the Kolkata Biotech Park.

3. Objectives of the Eoi:

With a focus on fostering an interdisciplinary and multidisciplinary research culture, the KBP aims to progressively transform into a world-class centre that will enable pioneering biotech industries in frontier fields. KBP will provide these services to the incubatees and startups for research and development activities. The CIF laboratory of the KBP will be beneficial to the biotech industries and researchers from academic institutions.

The Central Instruments Facility (CIF) at the Kolkata Biotech Park is to offer a common facility equipped with modern biotech and life science instruments for cutting-edge research.

Feasibility Study for running, maintenance and sustainability of the CIF.

4. Eligibility:

Entities such as Scientific Organizations / Private Agencies / Biotech Incubators should have sufficient experience in planning, operations and management of Common High-end Instrument Facilities in Bio-incubators or Scientific Organisations.

Pre-qualification Criteria: The following will be the minimum pre-qualification criteria. Each eligible applicant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

Sl. No.	Pre-qualification criteria	Supporting compliance documents
1	• The applicants shall be a Scientific Organization / Private Agency / Biotech Incubator. • Private Agency registered under the Indian Companies Act, 2013 or a not-for-profit company under Section 8 of the Companies Act, 2013 and who have their registered offices in India.	• For Scientific Organizations - a letter of consent from the Head of the Institution. • For Private Agencies - Certificate of Registration or Trade License.
2	The applicant submitting EoI should have: • At least 10 years of experience in operations and management of the common high-end instrument facilities to support biotech companies, startups and SMEs. • Preferably an Autonomous body with strong provincial and national presence. • Permanent Staff of more than 5.	Certificate of incorporation and other relevant documents.

6. Roles & Responsibilities and Terms of Reference (ToR) and Expected Deliverables:

The following are the broader roles and responsibilities in the Feasibility Study for running, maintenance and sustainability of the CIF:

- Exploring the best practices followed by other renowned biotech parks, within the State and outside, to operate the CIF and submission of a compiled Report.
- Recommendation on Standard Operational Procedures (SOP) for running and maintenance of the CIF.

- c) Recommendation on instrument usage charges, categorically for the (i) KBP incubatees, (ii) students, researchers and faculties of colleges and universities and (iii) private companies and other commercial entities.
- d) Recommendation on the self-sustainability of the CIF, with the revenue earned, in terms of maintenance of equipments and meeting up their depreciation values.
- e) Recommendation on best practices for (i) day to day tracking of instrument booking by the users and systemically allotting the usage slots to them, (ii) tracking of the submission of instrument usage charges, (iii) monitoring of the safe instrument usages by the users during their operations, (iv) record keeping of the instrument usages, earnings, auditing and reporting to the authority, (v) periodic functional audit of the CIF instruments, (vi) liaison with the manufacturer's authorised servicing agencies for necessary servicing/repairing to keep the CIF running.
- f) Recommendation on day-to-day surveillance of the samples of the users and safe disposal of wastes, including the bio-hazardous wastes.
- g) Final Feasibility Study Report.

7. Financial support:

The WBSB will provide the funds for the consultation charges and necessary human resources for fulfilling the objectives. Other expenditures like conveyance and accommodation, if required, will be paid as per the WB Govt. rules within pre-determined limits proposed by the applicants. The proposed budget is to be submitted in Proforma-2, in Envelope-B.

Payment Terms:

- 100% after completion of work.

9. Time Frame:

Delivery time:

- Recommendation Reports are to be delivered within one month after issuing the Work Order.

10. EoI Processing Fees: The EoI processing fee is NIL.

11. Validity of Offer: The offer for EoI as per this document shall be valid for a period of three (3) months initially which may be extended further, if required by DSTBT, GoWB.

12. Instructions to the applicant: The Expression of Interest (EoI) is to be submitted in the manner prescribed below:

All information as detailed below is to be submitted in duly signed hard copy in sealed envelopes and one scanned soft copy of the Proforma-1 to email: wbbiotechsociety@gmail.com (within 18 MB)

- a) Applicant's Letter showing Expression of Interest (in Envelope-A).
- b) Proposal - Technical and Organizational Details as per Proforma 1 (in Envelope-A).
- c) Budget proposal along with a copy of the letter - Proforma 2 (in Envelope-B).

13. Evaluation Criteria and Method of Evaluation:

Table: Evaluation of proposal - scoring against criteria

Sl. No.	Description of evaluation Criteria	Maximum marks with Break-up
1	Understanding of ToR, Methodology and Work Plan	20 marks
2	Profile and technical strength of the applicant and past experience of similar nature	20 marks
3	Interaction	10 marks
	Total	50 marks

14. Last date of submission of EoI: The last date of submission of EOI is 08.09.2025, till 03.00 PM.

EoI Documents have been hosted on the website www.dstbt.bangla.gov.in and may be downloaded from the website. The applicants are expected to examine all instructions, forms, terms and other details in the EoI document carefully. Failure to furnish complete information as mentioned in the EoI document or submission of a proposal not substantially responsive to the EoI documents in every respect will be at the applicant's risk and may result in rejection of the proposal.

APPLICANT'S EXPRESSION OF INTEREST

To
The Secretary
West Bengal Society for Biotechnology
Department of Science & Technology and Biotechnology
Government of West Bengal
Vigyan Chetana Bhavan, 26/B DD Block,
Sector I, Salt Lake, Kolkata-700064.

Sub: Submission of Expression of Interest (Eoi) for Consultancy on feasibility studies for running, maintenance and sustainability of the Common Instrumentation Facility at the Kolkata Biotech Park (KBP)

Sir,

In response to the Invitation for Expressions of Interest (Eoi) published on, we would like to express interest for Consultancy on feasibility studies for running, maintenance and sustainability of the Common Instrumentation Facility at the Kolkata Biotech Park (KBP). As instructed, we attach the following documents in sealed envelopes and one soft copy (to wbbiotechsociety@gmail.com):

1. Organizational and Technical Details (PROFORMA-1) - in **Envelope-A**.
2. Budget Proposal (PROFORMA-3) - in **Envelope-B**.

Sincerely Yours,

Date:

Place:

Signature of the applicant
(Full name of applicant)
(With Seal)

Encl.: As above.

(Note: This is to be furnished on the letterhead of the organization)

PROFORMA – 1
(to be submitted in Envelope A)

Sl. no.	1a. Organizational Details	
1	Name of the Organization	
2	Type of Organization (Scientific Organization / Private Agency / Biotech Incubator)	
3	Year of incorporation	
4	Registered under Act.	
5	For profit/Not for profit?	
6	Main areas of business	
7	Whether the organization has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
8	How strong is the institutional linkage at the National and International levels?	
9	Activity network (State level/National/ International)	
10	Number of industries/organizations working with (year-wise name and number)	
11	Address of registered office with telephone no., fax and e-mail ID	
1b. Technical Details		
12	Work plan and schedule (with timeline) - use Annexure to details	
13	Deliverables	
14	Team composition and technical knowledgebase	
15	Facilities/supports required (if any)	
16	Contact Person with telephone no. & e-mail ID	

PROFORMA – 2

Financial proposal - to be submitted in Envelope B

Submission process

Subject: "Eol for Consultancy on feasibility studies for running, maintenance and sustainability of the Common Instrumentation Facility at the Kolkata Biotech Park (KBP)"

Name of the Organization:

Envelope - A

(Content: Eol Cover Letter + Proforma - 1)

To
The Secretary
West Bengal Society for Biotechnology
Department of Science & Technology and Biotechnology
Government of West Bengal
Vigyan Chetana Bhavan, 26/B DD Block,
Sector I, Salt Lake, Kolkata-700064

From

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Subject: "Eol for Consultancy on feasibility studies for running, maintenance and sustainability of the Common Instrumentation Facility at the Kolkata Biotech Park (KBP)"

Name of the Organization:

Envelope - B

(Content: Copy of Eol Cover Letter + Proforma - 2)

To
The Secretary
West Bengal Society for Biotechnology
Department of Science & Technology and Biotechnology
Government of West Bengal
Vigyan Chetana Bhavan, 26/B DD Block,
Sector I, Salt Lake, Kolkata-700064

From

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