

Invitation of Expression of Interest (EOI)
from
Scientific Organizations / Private Agencies / Biotech Incubators
for Consultancy services for the Common Instrumentation Facility
at the Kolkata Biotech Park (KBP)

Memo No. 36/STBT-13011/3/2019-WBSCST SEC-Dept. Dated : 01/03/2024

Call Document



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

INDEX

Sl. No.	Contents	Page No.
1	Synopsis	3
2	Important dates	4
3	Detailed information on the Expression of Interest	5-8
4	Applicant's Letter format showing Expression of Interest	9
5	Application Proforma	10-11
6	Submission process	11

Abbreviation at a glance	
CIF	Common Instrumentation Facility
DBT, GoI	Department of Biotechnology, Government of India
DSTBT	Department of Science & Technology and Biotechnology
EOI	Expression of Interest
GeM	Government e-Marketplace
GoWB	Government of West Bengal
GST	Goods and Services Tax
IFSC	Indian Financial System Code
KBP	Kolkata Biotech Park
PAN	Permanent Account Number
PSU	Public Sector Undertaking
SME	Small and Medium-sized Enterprises
ToR	Terms of Reference
WB	West Bengal
WBSB	West Bengal Society for Biotechnology
WBSCST	West Bengal State Council of Science & Technology

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

Memo No. 36/STBT-13011/3/2019-WBSCST SEC-Dept.

Dated : 01/03/2024

NOTICE INVITING EOI

The Department of Science & Technology and Biotechnology, Government of West Bengal (DSTBT, GoWB) invites sealed Expression of Interest (EOI) through the West Bengal Society for Biotechnology (WBSB), from Scientific Organizations / Private Agencies / Biotech Incubators for Consultancy services for the Common Instrumentation Facility (CIF) 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 in the Biotech Incubator.

The EOI Document containing the details of qualification criteria, submission requirements, brief objective and scope of work and evaluation criteria etc. can be downloaded from the website www.dstbt.bangla.gov.in

Sealed envelope containing both Organizational & Technical details and Financial Offer as in Proforma A and Proforma B respectively marked to the captioned address, containing EOI along with all necessary annexures must be delivered **ONLY** through **physical mode** with the label **"EOI for Consultancy services for the CIF at the Kolkata Biotech Park (KBP)"** addressing 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** in the sealed box at the chamber of the **Administrative Officer, WBSCST at 4th Floor, Vigyan Chetana Bhavan, 26/B DD Block, Sector I, Salt Lake, Kolkata-700064**.

The last date for submission of EOI (hard copy) is 18.03.2024 till 03.00 PM. Application will be considered complete **ONLY** when both Proforma A & B are submitted in a sealed envelope in the drop box. NO email and Post will be entertained for this.

If required, further information can be obtained from the office at the above mentioned address, during normal office hours.

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 downloading EOI document : 03.03.2024
- Initial date of submission of EOI : 04.03.2024
- **Final date of submission of EOI : 18.03.2024 upto 03.00 PM**
- **Date of opening of Eoi bids: 19.03.2024 at 03.00 PM**


Secretary, 1.3.2024

West Bengal Society for Biotechnology

Information in detail

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.

4. Eligibility:

Entities such as Scientific Organizations / Private Agencies / Biotech Incubators should have 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	<ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• For Scientific Organizations - a letter of consent from the Head of the Institution.• For Private Agencies - Certificate of Registration or Trade License.
2	<p>The applicant submitting EOI should have:</p> <ul style="list-style-type: none">• 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):

The following are the broader roles and responsibilities and ToR:

1 a. Evaluation of the following items:

- List of the proposed equipment for the CIF as per the requirement of present incubatees and those who have expressed interest in taking space at KBP.
- List of equipment approved by the KBP Board.

1 b. Preparation of a list of equipment (domain-wise) with specifications that would help the CIF in providing more comprehensive services to its incubatees as well as start-ups and SMEs outside KBP. This would include suggestions on the re-appropriation of equipment approved by DBT, GoI.

2. Recommendation on Laboratory design:

Drawing of laboratory design to be provided by considering the following major points:

- Space allocation for major equipment
- Civil design (Lab partition, furniture, workbench)

- Utility design (Gas, water, electrical line, Air Conditioning)
- Waste disposal management

7. Expected Deliverables:

The following are anticipated deliverables considered in addition to the performance indicators:

- Evaluation of the equipment approved for funding by the Department of Biotechnology, Govt.
- Evaluation of the instrument requirement of the present incubatees and those who have expressed interest in taking space at KBP.
- Categorically prioritization of the instruments to be procured through GeM as per the requirement of the incubatees.
- Recommendation on specifications of the equipments to be procured.
- Domain-wise categorization for allocation of the instruments and recommendation on civil design for lab partition, furniture, work benches etc. in the CIF.
- Recommendation on utility design for gas, water, electrical line, AC etc. in the CIF.
- Recommendation on waste disposal management in the KBP.

8. 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-B.

Payment Terms:

- 20% advance payment on issue of Work Order
- 40% on delivery of Evaluation Report
- 40% on delivery of Recommendation Report

9. Time Frame:

Delivery time:

- Evaluation Report: Within two weeks after receiving the Work Order/signing of the agreement.
- Recommendation Report: Within one month after completion of Part 1 of the ToR and finalization of the equipment list by KBP.

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:

Sealed envelope containing both Organizational & Technical details and Financial Offer as in Proforma A and Proforma B respectively marked to the captioned address, containing EOI along with all necessary annexures must be delivered ONLY through **physical mode** with the label “**EOI for Consultancy services for the CIF at the Kolkata Biotech Park (KBP)**” addressing to the **Secretary, West Bengal Society for Biotechnology, Department of Science & Technology and Biotechnology, Government of West Bengal, VigyanChetanaBhavan, 26/B DD Block, Sector I, Salt Lake, Kolkata-700064** in the sealed box at the chamber of the **Administrative Officer, WBSCST at 4th Floor, VigyanChetanaBhavan, 26/B DD Block, Sector I, Salt Lake, Kolkata-700064.**

All the documents as listed below are to be submitted in duly signed hard copy in sealed envelopes:

- a) Applicant’s Letter showing Expression of Interest.
- b) Proposal - Organizational& Technical Details with all supporting documents as per ProformaA.
- c) Financial Offer -ProformaB.

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 **18.03.2024 upto 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

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

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

Sub: Submission of Expression of Interest (EOI) for Consultancy Services for the Common Instrumentation Facility at the Kolkata Biotech Park (KBP)

Sir,

In response to the Invitation of Expressions of Interest (EOI) published on, we would like to express interest for Consultancy Services for the Common Instrumentation Facility at the Kolkata Biotech Park (KBP). As instructed, we attach the following documents in sealed envelope:

1. Organizational and Technical Details (PROFORMA-A)
2. Budget Proposal (PROFORMA-B)
3. All Supporting documents

Yours faithfully,

Date:

Place:

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

Encl.: As above.

PROFORMA– A

1a. Organizational Details		
1	Name of the Organization	
2	Year of incorporation	
3	Registered under Act.	
4	Address of the Organization	
5	Type of Organization (Scientific Organization / Private Agency / Biotech Incubator)	
6	Official telephone no. and e-mail ID	
7	Name of the Head of the Organisation	
8	Email ID and mobile no. of the Head of the Organisation	
9	For profit/Not for profit?	
10	Main areas of business	
11	How strong is the institutional linkage at the National and International levels?	
12	Activity network (State level/National/ International)	
13	Number of industries/organizations working with (year-wise name and number)	
14	Bank account details (for receiving the fund, if selected) Bank name: A/c holder's name: A/c no.: IFSC: Mobile no. (linked with Bank A/c):	
15	PAN of the Organisation	
16	GST no. of the Organisation (if available)	
18	Whether the organization has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
1b. Technical Details		
19	Work plan and schedule (with timeline)	
20	Deliverables	
21	Team composition and technical knowledgebase	
22	Facilities/supports required (if any)	
23	Contact Person with telephone no. & e-mail ID	

PROFORMA – 2

Detail Financial proposal

Sample envelope cover

Subject: "EOI for Consultancy services for the Common Instrumentation Facility at the Kolkata Biotech Park (KBP)"	
Name of the Organization:	
(Content: EOI Cover Letter + Proforma–A &Proforma – B)	
	To
	The Secretary
	West Bengal Society for Biotechnology
	Department of Science & Technology and Biotechnology
	Government of West Bengal
	VigyanChetanaBhavan, 26/B DD Block,
	Sector I, Salt Lake, Kolkata-700064
From	
.....	
.....	