

**West Bengal State Warehousing Corporation  
Khadya Bhawan, Block B, 4<sup>th</sup> Floor  
11A Mirza Ghaalib Street, Kolkata 700087**

Memo. No. **296/ENGG/SWC/2021-22**

Date:- 05/11/2021

**NIET No. 01/MD/WBSWC/2021-22**

**Name of work: Engagement of Event Management Agency for  
organizing Inauguration Ceremony of DUARE RATION to be held  
on 16<sup>th</sup> November 2021 at Netaji Indoor Stadium, Kolkata.**

On behalf of the West Bengal State Warehousing Corporation, Govt. of West Bengal the undersigned invites e-tender from resourceful event management agencies for **Engagement of Event Management Agency for organizing Inauguration Ceremony of DUARE RATION to be held on 16th November 2021 at Netaji Indoor Stadium, Kolkata** including stage, stage light, generator, sound system, decoration, hospitality, live feed etc.

Interested agencies must submit the proposal through the e-tender portal at <https://wbtenders.gov.in> within or before 11/11/2021 at 1:30 pm. It will be two bid systems and agency will be selected on the basis of eligibility criteria, Technical Evaluation and Financial Evaluation. The bids will be opened on 13/11/2021 at 1:30PM & Technical presentation will be held on 13/11/2021 at 2:00 PM in the Conference Room, Block-B, Khadya Bhawan, 11A Mirza Ghalib Street, Kolkata 700087. Interested bidders should have to attend the technical presentation programme with CD/ Pen Drive on 13/11/2021 at 2:00PM in the Conference Room, Block-B, Khadya Bhawan, 11A Mirza Ghalib Street, Kolkata 700087.

Sd/-  
Managing Director  
West Bengal State Warehousing Corporation

## **Tender Schedule:**

<b>Sl. No.</b>	<b>Events</b>	<b>Date &amp; Time</b>
1.	Date of Issuing Tender Notice vide no - <b>296/ENGG/SWC/2021-22</b>	<b>05/11/2021</b>
2.	Date of Publication of Tender Notice in Daily Newspapers	<b>06/11/2021</b>
3.	Date of uploading of N.I.E.T. & other Documents (online) (Publishing Date)	<b>05/11/2021</b>
4.	Documents download start date (Online)	<b>06/11/2021</b>
5.	Documents download end date (Online)	<b>11/11/2021</b>
6.	Bid submission start date (On line)	<b>08/11/2021 at 2.00pm</b>
7.	Bid Submission closing (On line)	<b>11/11/2021 at 12.00Noon</b>
8.	Pre Bid Meeting	<b>08/11/2021 at 1pm</b>
9.	Corrigendum Notice upload if any.	<b>08/11/2021</b>
10.	Last Date of submission of original copies for the cost of Tender Documents and Earnest Money Deposit (Off line) along with the proposal	<b>10/11/2021 before 5.00pm</b>
11.	Date of opening of Technical Bid (online)	<b>13/11/2021 at 14.00pm</b>
12.	Date of opening of Technical Bids (Off line)	<b>13/11/2021 at 15:00pm</b>
13.	Date of uploading list for Technically Qualified Bidder(online)	<b>To be informed later</b>
14.	Date of opening of financial bid (online)	<b>To be informed later</b>

# **Invitation for Bids**

## **SECTION – I**

## **1. Section I - Invitation to Bidders/Important dates:**

The invitation to bid is for “Engagement of Event Management Agency for organizing Inauguration Ceremony of DUARE RATION to be held on 16<sup>th</sup> November 2021 at Netaji Indoor Stadium, Kolkata” being organized by WEST BENGAL STATE WAREHOUSING CORPORATION. Submission of bids shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications. This section provides general information about the Issuer, important dates and addresses for all communication.

### **1.0 The major components of the work are:**

#### **1.1 Issuer:**

**Managing Director, West Bengal State Warehousing Corporation, Khadya Bhawan, 11A Mirza Ghalib Street, Kolkata 700087, Govt. of West Bengal.**

#### **1.2 Contact Person:**

**Superintending Engineer, West Bengal State Warehousing Corporation, Khadya Bhawan, 11A Mirza Ghalib Street, Kolkata 700087, Govt. of West Bengal.**

**Mobile No. 9432201857**

**Email Id: se.wbswc@gmail.com**

#### **1.3 Key Events & Dates:**

As mentioned in the tender schedule

#### **1.4 Procurement of Document:**

The bid documents are available for download from <https://wbenders.gov.in> from 05/11/2021

### **1.5 Estimated Amount, EMD, Venue and Deadline for submission of Proposal:**

The estimated amount of this tender is **Rs. 1,28,43,925/-** (Rupees One crore Twenty Eight lakh Forty Three thousand Nine hundred and Twenty Five only) including Govt. taxes subject to the actual work done as per certification of the officials concerned, upon physical verification of the work done. So, Earnest Money of **Rs. 2,57,000/-** (Rupees two lakh fifty seven thousand) only by RTGS or NEFT shall be deposited along with the offer. Offers not accompanied by the Earnest Money will be rejected. Earnest Money of the unsuccessful bidders will be refunded as per tender rule process mentioned at e-Tender portal. The Earnest Money of the successful bidder will be retained and adjusted against the Security Deposit.

**Managing Director**

**West Bengal State Warehousing Corporation**

**Govt. of West Bengal**

### **1.7 The major responsibilities of the bidder shall include:**

Bids are invited for “Engagement of Event Management Agency for organizing Inauguration Ceremony of DUARE RATION to be held on 16<sup>th</sup> November 2021 at Netaji Indoor Stadium, Kolkata”. A bidder has to bid for entire work covered under part (i) NIT or (ii) BOQ or part (i) Technical & (ii) Financial both, the scope of works given herein the document. The rates should be quoted showing break up of various items associated with the designing and implementation of the events so as to analysis the bid in a transparent way. In order to integrate all the events associated with the programme of “Engagement of Event Management Agency for organizing Inauguration Ceremony of DUARE RATION to be held on 16<sup>th</sup> November 2021 at Netaji Indoor Stadium, Kolkata” intention of the authority of West Bengal State Warehousing Corporation would be to have a complete proposal from the bidders. The authority is, however, not bound to procure all services as suggested and/or specified by the bidder for the events. The said authority reserves the right to procure the entire or part services and value of the contract will be determined accordingly.

- 1.8 The major responsibilities as specified above are indicative only and not exhaustive in any manner.
- 1.9 The Managing Director, West Bengal State Warehousing Corporation reserves the right to cancel the tender at anytime during the Tender process or after completion of the tender process at his/her own discretion, without assigning any reason, whatsoever, and without any requirement of intimating the Bidder of any such change.

# **Eligibility Criteria**

## **SECTION - II**

## 1. Section II – Eligibility Criteria:

The bidder must possess the requisite strength and capabilities in providing the services necessary to meet the requirements, as described in the tender documents. The bidder must also possess the technical know-how that would be required for successful implementation of the entire event within stipulated time as required by the authority. The bids must be complete in all respects and should cover the entire scope of work as stipulated in the Tender document. The invitation to bid is open to all bidders who qualify under the eligibility criteria as given below:

SL.	Clause	Documents Required
1	The bidder should be a registered firm. The company/agency must be registered with appropriate regulatory authorities for all applicable statutory duties/taxes.	Valid documentary proof of: <ul style="list-style-type: none"><li>✓ Trade License</li><li>✓ Proof of Office Address in Kolkata</li><li>✓ GSTIN number.</li><li>✓ Income Tax registration/PAN number</li><li>✓ Certificate of updated Income tax Return for the last 3years.</li><li>✓ Audited balance sheet for the last 3years.</li><li>✓ Bank solvency certificate to the tune of Rs. 50 Lakh issued within three months prior to the issue of NIT or after issuance of NIT.</li><li>✓ Financial turnover in the last year (Audited Balance Sheet) to the tune of Rs.1 crore</li><li>✓ The Agency should have experience of having executed similar type of work in WBIDC/Department of I&amp;CA, Govt. of WB.</li><li>✓ Work Experience certificate/ documentation</li></ul>
2	The bid can be submitted only by an established house/agency that has successful experience.	<ul style="list-style-type: none"><li>• Self certification by authorized signatory with relevant documents in its support.</li><li>• Work Orders/ Completion Certificate confirming previous experience of similar works.</li></ul>
3	The bidder should furnish, as part of its bid, an Earnest Money deposit of <b>Rs. 2,57,000/- (Rupees two lakh fifty seven thousand)</b> only in favour of <b>WEST BENGAL STATE WAREHOUSING CORPORATION</b>	<ul style="list-style-type: none"><li>• In the form RTGS or NEFT</li></ul>
4	The bidder shall commit that the key personnel to be employed for the project who have been sufficiently experienced in the similar types of work and that once assigned to the project will not be moved out of it, except for reasons beyond the control of the bidder, and with prior instruction to this end.	Self declaration must be produced.

6	The Bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government Agency.	<ul style="list-style-type: none"> <li>• (Sworn before the Notary Public / Judicial Magistrate/Executive Magistrate on or after the date of publication of the Tender Notice)</li> <li>• As per Form VI of this NIT</li> </ul>
7	The Agency should have experience of having executed similar type of work in WBIDC/Department of I&CA, Govt. of WB in atleast one job not below Rs. 50 lakh.	<ul style="list-style-type: none"> <li>• Self certification by authorized signatory with relevant documents in its support.</li> <li>• Work Orders/ Completion Certificate/ documentation confirming previous experiences</li> </ul>
8	Bank solvency certificate to the tune of Rs. 50 Lakh issued within three months prior to the issue of NIT or after issuance of NIT.	<ul style="list-style-type: none"> <li>• Bank's Solvency certificate by authorized signatory with relevant documents in its support.</li> <li>• Documentary proof</li> </ul>
9	Office Address to be in Kolkata and metropolitan area.	<ul style="list-style-type: none"> <li>• Proof of Office Address like Trade license etc.</li> </ul>

The vendor must fulfill the above eligibility criteria/ pre-qualification conditions. Technical bid of vendors fulfilling the pre-qualification conditions will be evaluated by the duly constituted evaluation committee. Bid of vendors not fulfilling the pre-qualification conditions given above will be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances. The authority reserves the right to verify/confirm all original documentary evidence submitted by vendors in support of above mentioned clauses of eligibility criteria.

# **Scope of Work**

## **SECTION – III**



## Scope of Work :

Engagement of Event Management Agency for organizing Inauguration Ceremony of DUARE RATION to be held on 16<sup>th</sup> November 2021 at Netaji Indoor Stadium, Kolkata

<b>1</b>	<b>Rehearsal for the Cultural Programme (at least 3 days) (Venue will be unfold in due course)</b>		
1.01	Adequate sound for Rehearsal (at least for 3 days)	<b>1.000</b>	<b>Gross</b>
1.02	Tiffin packet for the artist, musicians etc for rehearsal within the limit of Rs. 200/- per packet (60 heads per day)	<b>180.000</b>	<b>Nos</b>
<b>2</b>	<b>Decoration of Stage</b>		
2.01	Hire and Labour charges for erecting of temporary construction as per approved drawing & sketch with iron post (any drilling would not be allowed within the premises of NIS) of approved size with runner & water proof tarpolin cover on roof of the pandal, colour cloth ceiling underneath the shed & cloth walling in between different level of ceiling height, jhalore at edges of the pandal and covering the post for food stalls, medical stalls, police & other places.	<b>3000.000</b>	<b>Sq. Ft.</b>
2.02	Hire and Labour charges for erecting of main dais comprising wooden platform with 19 mm thick. Fire retardant Ply board. Structure will be with iron post, bracing, ties, etc. and connected with staircases & ramp on both sides railing attached to staircase & side of the dais and at the back side of the dais Wooden platform to carry load in the tune of 500kg per sq.mt. with a suitable steel support as approved, adjustable props or stable system and shall be certified by structural engineer. Size: Height 3 ft and area 3000 sq.ft	<b>1.000</b>	<b>Gross</b>
2.03	Back drop of the dais frontage side and partition wall on ground & outside as view cutter made with decorative frilled cloth/hessian cloth on wooden batten frame.	<b>5380.000</b>	<b>Sq.Ft</b>

2.04	Hire & Labour charges for erection of dais for electronic media/press media. Fire retardant Ply board made with iron post, bracing, ties, etc. and connected with staircases & ramp on both sides railing attached to staircase & side of the dais. Size: 3 tier total 650 sq.ft	1.000	Gross
2.05	Hire & Labour charges for laying woollen/synthetic carpet on dais, rest rooms and all over the pandal	3400.000	Sq.Ft
2.06	Hire & Labour charges for laying carpet at NIS floor and outside, rest rooms and all over the pandal	80000.000	Sq.ft
2.07	VIP chair	1000.000	Nos.
2.08	Deluxe sofa set for VVIP (1 seater)	150.000	Nos.
2.09	Banquet chair with cover	50.000	Nos.
2.10	Decorative podium with display specially designed for WBSWC	2.000	Nos.
2.11	Fibre chair with white cover	500.000	Nos.
2.12	Centre Table with cover	50.000	Nos.
2.13	Highback chairs for Main Dias	30.000	Nos.
2.14	Table (5' X 3') with cover & Satin frill	100.000	Nos.
2.15	Wooden chowki with white cover	10.000	Nos.
2.16	Floral decoration for stage	150.000	Ruft
2.17	Flowers for Banners, railings, Flower bouquet, Table bouquet (As per required) considering WBSWC inauguration at NIS, Kolkata	1.000	Gross
2.18	For Main Dais, LED 48' X 27' (P3.9). This is included with Fitting, fixing, hiring, Transportation & dismantling.	1296.000	Sqft
2.19	For Side Dais, LED 24' X 16' (P3.9). This is included with Fitting, fixing, hiring, Transportation & dismantling.	2.000	Nos.
2.20	For stage skirting, LED 50' X 4' (P3.9). This is included with Fitting, fixing, hiring, Transportation & dismantling.	2.000	Nos.
2.21	For preview, LED 10' X 8' (P3.9). This is included with Fitting, fixing, hiring, Transportation & dismantling.	1.000	Gross
2.22	For side delay, LED 10' X 8' (P3.9). This is included with Fitting, fixing, hiring, Transportation & dismantling.	2.000	Nos.
2.23	Supplying & fitting raiser for LED 48'x4'x4' with masking	1.000	No.
2.24	Supplying & fitting raiser for LED 24'x4'x4' with masking	2.000	Nos.

2.25	Supplying & fitting raiser for LED 10'x4'x4' with masking	2.000	Nos.
2.26	Thematic installation, (Central dias) if required, with wooden structure with ply base, mounted with star flex, with proper illumination as per approved design and theme	1.000	Gross
2.27	Thematic installation (Side dias), if required, with wooden structure with ply base, mounted with star flex, with proper illumination as per approved design and theme	1.000	Gross
2.28	Supplying & fitting 'Q' Manager	50.000	Nos.
2.29	Hire & Labour charges for erection of 100 mm. dais bamboo railing with eucalyptus post of 2.40 m. height above G.L. (any drilling would not be allowed within the premises of N.I.S.)	660.000	Ru. Ft.
2.3	Hire & labor charges including fitting & fixing plain cloth to cover gallery at the backside of stage	3000.000	Sq.Ft
2.31	Hire & Labour charges for erection of M.S. Iron barricading for V.I.P. enclosures	456.000	Ruft
2.32	Arrangement for inauguration of any Project with remote control system (if necessary)	1.000	Gross
3	<b>Green room decoration and arrangement of high back sofa, coffee tables with floral decoration</b>		
3.01	Greenrooms should be made of high quality system panels. Green Room should be highly decorated and arrangement of high back sofa, coffee tables with floral decoration for national & International VVIPs .	3.000	Nos.
3.02	Anti Chambers inside the green room with proper decorations and furniture and facilities as per the protocol.	1.000	Gross
4	<b>Vehicles with escort for the guests &amp; artistes</b>		
4.01	A.C. Vehicle with Escort for each Green line VVIP & Eminent guests for inaugural day (actual log book should be submitted with proper signature and name in capital letters).	30.000	Nos
5	<b>Make up artiste</b>		
5.01	Makeup Artists for EMCEE & Eminent person	2.000	Nos
6	<b>Manpower</b>		

6.01	Lady Hostess to escort guests with proper dress and make up	10.000	Nos
6.02	Thaali Girls with proper dress and make up	10.000	Nos
6.03	Girls as Promoters for stage management with proper dress and make up	5.000	Nos
6.04	Boys: as Promoters for stage management with proper dress	20.000	Nos
6.05	Ushers managing seating inside Auditorium-SIB person with proper dress and make up	20.000	Nos
6.06	Event Supervisor	5.000	Nos
6.07	Walky Talky	25.000	Nos
6.08	Clear com	4.000	Nos
<b>7</b>	<b>Sound proof DG Set: -</b>		
7.01	Temporary Providing and testing Silent (Soundproof) DG set of following sizes and getting approval from Electrical inspector and pollution control board also including of loading, unloading and transportation up to site. Mode of measurement: Based on actual work executed on site. (a) 125 KVA. The scope includes earthing of DG sets for each panel/distribution board. All the panels/distribution boards should be enclosed by enclosure box and barricading with proper Technician. (This is total no of requirement and rate should be quoted for total programme of 3 days) (Fuel cost will be provided separately on the basis of actual consumption)	36.000	Nos.
<b>8</b>	<b>Scaffolding</b>		
8.01	For Main Stage and performance stage	1200.000	Ru. Ft.
<b>9</b>	<b>Side stage for cultural programme including all necessary support like masking, carpeting etc.:</b>		
9.01	The backdrop - providing and setting up 3D projection system using wide screen technology, (dataton version 6) or equivalent software. Cabling should be fibre optics with HD signal	2.000	Nos.
<b>10</b>	<b>Installation of Stage Light</b>		
10.01	Hiring, fitting, fixing & transportation of LED Metal	500.000	No.
10.02	Hiring, fitting, fixing & transportation of LED Par	600.000	Nos.

10.03	Hiring, fitting, fixing & transportation of Par-64	<b>300.000</b>	<b>Nos.</b>
10.04	Hiring, fitting, fixing & transportation of LED Wash	<b>250.000</b>	<b>Nos.</b>
10.05	Hiring, fitting, fixing & transportation of Surphy	<b>200.000</b>	<b>Nos.</b>
10.06	Hiring, fitting, fixing & transportation of Pontie	<b>200.000</b>	<b>Nos.</b>
10.07	Hiring, fitting, fixing & transportation of Moving Head	<b>50.000</b>	<b>Nos.</b>
10.08	Hiring, fitting, fixing & transportation of Gobo	<b>8.000</b>	<b>Nos.</b>
10.09	Hiring, fitting, fixing & transportation of Haze Machine	<b>10.000</b>	<b>Nos.</b>
10.10	MI Bar (3 ft & 1 ft)	<b>3000.000</b>	<b>Nos.</b>
10.11	Profile	<b>4.000</b>	<b>Nos.</b>
10.12	Follow	<b>2.000</b>	<b>Nos.</b>
10.13	Aluminum made Trussing for Lighting arrangement for entire area	<b>870.000</b>	<b>Sqft</b>
<b>11</b>	<b>Installation of Sound System (should be high tech sound system)</b>		
11.01	Hiring, fitting, fixing & transportation of Array System on liner for entire Stadium (should be high tech sound system)	<b>1.000</b>	<b>Gross</b>
11.02	Hiring, fitting, fixing & transportation of Stage Monitor	<b>20.000</b>	<b>Nos.</b>
11.03	Hiring, fitting, fixing & transportation of Outbox Speaker for Gallery	<b>80.000</b>	<b>Nos.</b>
11.04	Hiring, fitting, fixing & transportation of Mixer Console(126 Channel)	<b>1.000</b>	<b>Nos.</b>
11.05	Hiring, fitting, fixing & transportation of Amplifier	<b>2.000</b>	<b>Nos.</b>
11.06	Hiring, fitting, fixing & transportation of Microphone on Stand	<b>40.000</b>	<b>Nos.</b>
11.07	Hiring & transportation of Cordless Mic	<b>40.000</b>	<b>Nos.</b>
11.08	Hiring & transportation of Collar Mic	<b>10.000</b>	<b>Nos.</b>
11.09	Talk Back	<b>6.000</b>	<b>Nos.</b>
11.10	Hiring & transportation of Podium Mic	<b>4.000</b>	<b>Nos.</b>
11.11	Hiring, fitting, fixing & transportation of Twin CD Player	<b>2.000</b>	<b>Nos.</b>
11.12	Hiring, fitting, fixing & transportation of Blu-Ray Player	<b>1.000</b>	<b>Nos.</b>
11.13	Hiring, fitting, fixing & transportation of Voltage Stabilizer(10KW)	<b>2.000</b>	<b>Nos.</b>
11.14	Hiring, fitting, fixing & transportation of DI Box	<b>2.000</b>	<b>Nos.</b>
11.15	Hiring & transportation of Power Board	<b>30.000</b>	<b>Nos.</b>
11.16	Notation Stand	<b>2.000</b>	<b>Nos.</b>
11.17	Sound Engineer	<b>1.000</b>	<b>Nos.</b>
11.18	Artist Tech Rider	<b>1.000</b>	<b>Nos.</b>

<b>12</b>	<b>Documentation, Online Feed &amp; Editing</b>		
12.01	AV Setup for Stage Backdrop/LED Display	<b>645.800</b>	<b>Sq. Ft.</b>
12.02	Plasma TV 42". this is included with Hiring, fitting, fixing & transportation. This plasma TV will be installed on stage, backstage, console, VIP Green room, etc.	<b>9.000</b>	<b>Nos.</b>
12.03	Laptop with Connectivity	<b>1.000</b>	<b>Nos.</b>
12.04	Switcher	<b>1.000</b>	<b>Nos.</b>
12.05	Video Mixer with Monitor	<b>1.000</b>	<b>Nos.</b>
12.06	DVD Player	<b>1.000</b>	<b>Nos.</b>
12.07	XVGA Player	<b>1.000</b>	<b>Nos.</b>
12.08	Cabling & Technicians	<b>1.000</b>	<b>Nos.</b>
12.09	On Line Editing setup with Editor	<b>1.000</b>	<b>Nos.</b>
12.10	On Line Feed for Direct Telecast (50 channels) media output	<b>50.000</b>	<b>Nos.</b>
12.11	Video Camera HD	<b>4.000</b>	<b>Nos.</b>
12.12	Zimi Zib with HD Camera (36 ft)	<b>2.000</b>	<b>Nos.</b>
12.13	Still Camera	<b>3.000</b>	<b>Nos.</b>
12.14	Video Graphics	<b>3.000</b>	<b>Nos.</b>
12.15	Camera Set up at different place	<b>10.000</b>	<b>Nos.</b>
12.16	Generator, 125 KVA Soundproof for Electricity Supply for Videography	<b>2.000</b>	<b>Nos.</b>
12.17	Webcasting including All	<b>1.000</b>	<b>Nos.</b>
12.18	DOP	<b>1.000</b>	<b>Nos.</b>
<b>13</b>	<b>Cables &amp; Technician:</b>		
13.01	LIGHT:- Proper wiring for entire connection and should be in FRLS (ISI marks) in rigid PVC conduit and proper earthing. Necessary support for entertainment Prog. and artistes management system should be obtain in advance as per their requirement and necessary manpower for the operation & management with proper electric Technician.	<b>1.000</b>	<b>Gross</b>
13.02	SOUND:- Proper wiring for entire connection and should be in FRLS (ISI marks) in rigid PVC conduit and proper earthing. Necessary support for entertainment Prog. and artistes management system should be obtain in advance as per their requirement and necessary manpower for the operation & management with proper Sound Technician.	<b>1.000</b>	<b>Gross</b>

13.03	ONLINE FEEDING & Editing:- Proper wiring for entire connection and should be in FRLS (ISI marks) in rigid PVC conduit and proper earthing. Necessary support for entertainment Prog. and artistes management system should be obtain in advance as per their requirement and necessary manpower for the operation & management with proper Skilful Technician.	1.000	Gross
<b>14</b>	<b>Installation of Venue Light</b>		
14.01	Hiring, fitting, fixing & transportation of LED Metal (400 W)	250.000	Nos.
14.02	Hiring, fitting, fixing & transportation of LED Metal (600W)	100.000	Nos.
14.03	Hiring, fitting, fixing & transportation of S&F Metal (1000W)	200.000	Nos.
14.04	Hiring, fitting, fixing & transportation of Rice Chain For Decoration (Coloring Chain)	90000.000	Nos.
14.05	Hiring, fitting, fixing & transportation of LED Par (For out decoration lighting)	400.000	Nos.
14.06	Hiring, fitting, fixing & transportation of Surphy (for Pathways)	100.000	Nos.
14.07	Plug Points (15amp/30amp)	150.000	Nos.
14.08	Sufficient lighting arrangement for parking area in four different area around NIS along with power support (125 KVA DG set) (Fuel cost will be provided separately on the basis of actual consumption)	8.000	Nos.
14.09	Necessary Cabling & Technicians (95 cables): Proper wiring for entire connection and should be in FRLS (ISI marks) in rigid PVC conduit and proper earthing. Necessary support for entire Prog. and artistes management system should be obtain in advance as per their requirement and necessary manpower for the operation & management	1.000	Nos.
<b>15</b>	<b>Outside Stadium Display Setup.</b>		
15.01	Outside indoor stadium delay LED (8' X 8') including Hiring, fitting, fixing transportation. This is also included Sound System & Live Setup at 3different locations.LED display should be clearly visible in day light. (Venue will be decided as per Kolkata Police requirement) Led should be on high raiser with proper masking with branding materials.	4.000	Nos.
15.02	Sufficient light should be provided at the venue of the LED display outside the stadium for smooth movement of general	4.000	Gross

	people.		
15.03	Plastic chairs (to be provided in four different places at the venue of the LED Display)	2000.000	Nos.
15.04	Supplying & fitting raiser for LED 8'x4'x4' with masking	4.000	Nos.
16	<b>Installation of CCTV arrangement (25 Nos.):</b>		
16.01	To be installed at different places considering the VVIP movement. Work comprises : i) 10 channel stand Alone Digital Video Recorder with 500 GB Sata hard drive, ii) IR camera 20 mtrs 800 tvls, iii) IR camera 30 mtrs 600 tvls, iv) Power supply 12 V.3Amp, v) BNC/power jacks, vi) 22" monitor, vii) Cable line, viii) Technicians CCTV camera including PTZ camera at prominent location as directed by Police department Control shall be in Lounge including camera, DVR, control panel, wiring and all other necessary accessories All wiring should be in FRLS (ISI mark) & in rigid PVC conduit protected with ELCB & voltage stabilizer & dedicated earthing. Total Camera surveillance : 25 nos.	1.000	Gross
17	<b>Arrangement of Police kiosk around the NIS along with directional signage, standees etc:</b>		
17.01	All entries/ as per client requirements with top covered waterproof SRF materials for 6 nos. of Police kiosk	6.000	Nos.
17.02	Each structure having area of 5m X5 m with 150 mm raised wooden flooring using 19mm thick Fire Retardant Plywood, new synthetic carpet, Partitions shall be made in prefabricated aluminum sections (ht. up to 2.50 Mts.) with laminated panels if required for 6 nos. of Police kiosk	6.000	Nos.
17.03	Providing necessary furniture like Tables and P.V.C. Chairs. Proper internal lighting, fans, telephone connections, external lights are to be provided. The structures are to be provided after getting the approvals from appropriate departments. for 6 nos. of Police kiosk	6.000	Nos.
18	<b>Arrangement of sound system for kiosk around NIS</b>		



18.01	Providing and setting up Public announcement system in parking and external area. General PA system with amplifiers, DVD player, speakers, microphones, along with wiring including required wires/cables for the system and all the accessories with all controls at reception counter/parking so that the general announcement shall be made at various entry and exit points, all parking area, path ways, etc. (All wiring should be in FRLS (ISI mark) & in rigid PVC conduit protected with ELCB & voltage stabilizer & dedicated earthing. Including tower erecting and fixing.	1.000	Gross
19	<b>Fire services : Fire-fighting equipments, extinguishers:(Submission of Approval or certification of necessary statutory body is mandatory)</b>		
19.01	A B C Type Dry Powder Fire Extinguisher & spray - 4/6 Kg capacity as per statutory requirement (All Panels/ Dist. Boards area must be barricaded with complete installation of fire extinguishers). This is applicable for entire premises and surroundings. Rate should be quoted considering all necessary works in this regard	1.000	Gross
19.02	CO2 Fire Extinguisher & spray - 4/6 Kg capacity as per statutory requirement (All Panels/ Dist. Boards area must be barricaded with complete installation of fire extinguishers). This is applicable for entire premises and surroundings. Rate should be quoted considering all necessary works in this regard	1.000	Gross
20	<b>Security</b>		
20.01	Round the clock security guards for entire opening programme from Prior 3 days	1.000	Gross
20.02	Parking attendants	50.000	Nos.
20.03	Supervisors	2.000	Nos.
20.04	Manager	3.000	Nos.
21	<b>Temporary Bio Toilets</b>		
21.01	P & Installing Mobile bio toilets of size 2.4mx1.2mx1.1m with water tank capacity of 200 litres with wash basins and facility of liquid soaps for Invitees for entire event. Ensure proper functioning of the toilets during entire event (for 2 days) @ Rs 2,500/- per day	10.000	Nos
22	<b>Barricading within venue</b>		

22.01	Specially designed barricading apx.1.2 to 1.5 Mt. high made from holo section of aluminum, SS pipes or MS sections. These barricading should not restrict the beauty of existing structures. This shall be used to isolate the public from VVIP surrounding structures and restrict the entry, as required by the client. All the areas need to be protected with necessary exits/access. All the railing shall be in proper alignment and of uniform height and easy to erect and dismantling. Providing Queue Managers for smooth movement of the guests.	<b>7200.000</b>	<b>Ru. ft.</b>
<b>23</b>	<b>Gate &amp; Venue Branding</b>		
23.01	3D Overhead Customized Thematic Gate with branding of size (12' x 4' x 4' and overhead gate 16'). Decoration of the gates will be made by flex painting/ painted Ply cut out/ Flex/ Starflex/ backlits (design CD will be supplied by I&CA Deptt and with proper illumination, if required	<b>2.000</b>	<b>Nos</b>
23.02	3-D customized Gate of size (12' x 4' x 4' and overhead gate 16') with decoration & lettering: Decoration of the gates will be made by flex painting/ painted Ply cut out/ Flex/ Starflex/ backlits (design CD will be supplied by I&CA Deptt and with proper illumination, if required (One at NIS Main entrance and another at Khudiram AK Entry point)	<b>2.000</b>	<b>Nos</b>
23.03	2-D customized Gate with decoration & lettering: Decoration of the gates will be made by flex painting/ painted Ply cut out/ Flex/ Starflex/ backlits (design CD will be supplied by I&CA Deptt and with proper illumination, if required (gate no. C, gate No. D and at Khudiram entrance inside)	<b>3.000</b>	<b>Nos.</b>
23.04	Pillar of size (12' x 4' x 4') with wooden structure and flex printing and transportation at different point and entrance gate for 7th January, 2022 Inaugural Ceremony	<b>20.000</b>	<b>Nos</b>
23.05	I-Pillar of size (12' x 4') with wooden structure and flex printing and transportation at different point for 7th January, 2022 Inaugural Ceremony	<b>10.000</b>	<b>Nos</b>
23.06	Banner for 7th January, 2022 Inaugural Ceremony	<b>4000.000</b>	<b>Sqft.</b>
23.07	Iron Structure standee for 7th January, 2022 Inaugural Ceremony	<b>5000.000</b>	<b>Sqft.</b>

23.08	Wooden Structure standee for 7th January, 2022 Inaugural Ceremony	5000.000	Sqft.
23.09	Wooden structure hoarding for 7th January, 2022 Inaugural Ceremony	5000.000	Sqft.
23.10	Flex with wooden structure for 7th January, 2022 Inaugural Ceremony	5000.000	Sqft.
23.11	Flex without wooden structure for 7th January, 2022 Inaugural Ceremony	3000.000	Sqft.
23.12	Signage with wooden frame for police support system as per requirement (2 X 1.5 sq.ft)	300.000	Nos.
<b>24</b>	<b>Hospitality</b>		
24.01	Standard Tiffin packet for the VVIP not exceeding Rs. 450each packet To served in cutlery set with sufficient numbers of service boy with proper uniform	300.000	Nos.
24.02	Standard Tiffin packet for the artiste/official etc not exceeding Rs. 150 each packet	1000.000	Nos.
24.03	Tea and Biscuits for the artiste/ musicians/ officials etc within the limit of Rs. 10/- each.	1000.000	Nos.
24.04	Tea or coffee and cookies for the VVIP within the limit of Rs. 50/- each. To served in cutlery set with sufficient numbers of service boy with proper uniform	300.000	Nos.
<b>25</b>	<b>Supply of Flower Bouquet and sweet packets</b>		
25.01	Flower Bouquet for eminent Guest	100.000	Nos.
25.02	Sweets Packets within the limit Rs. 2000/- for eminent Guest	50.000	Nos.
<b>26</b>	<b>Misc and Sanitazation</b>		
26.01	Digital Lamp Lighting equipments	1.000	Gross
26.02	Hand sanitizer liquid for entire event	100.000	Lt
26.03	Hand sanitizer spray bottles	50.000	Nos.
26.04	Manpower support for assisting sanitization with proper PPE dress	50.000	Nos.
26.05	Mask with WBSWC branding	2000.000	Nos.
26.06	Disposable Plastic gloves	100.000	Nos.
26.07	Disposable Face shield	100.000	Nos.
26.08	Room sanitization	1.000	Gross
<b>27</b>	<b>Jute musking</b>		
27.01	Jute Musking	12000.000	Sqft

# **Instructions to Bidders**

## **SECTION - IV**

#### 4. Section IV - Instruction to Bidders:

##### 4.1 Cost of Bidding:

The bidder shall bear all costs associated with the preparation and submission of its bid, and the authority will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.

##### 4.2 The Bidding Documents:

4.2.1 The equipments, product and services required, bidding procedures and contract terms are prescribed in the bidding documents.

4.2.2 The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required and/or False/Incorrect information and/or submission of bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

4.2.3 Bidders are advised to submit bids based strictly on the terms & conditions and specifications contained in the Tender Document and not to stipulate any deviations.

4.2.4 Each bidder shall submit only one bid. A bidder who submits more than one bid will be rejected. Alternative bids will not be accepted.

4.2.5 The authority shall not be responsible for any postal delay about non-receipt /non- delivery of the documents.

##### 4.3 Procedure for Submission of Bids:

###### General guidance for e-Tendering:

###### a) Digital Signature certificate (DSC):

Each agency is required to obtain a Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e- Token. The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

###### b) Submission of Tenders:

Tenders are to be submitted through online to the website [wbtenders.gov.in](http://wbtenders.gov.in) in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

###### **(I) Technical Proposal:**

The Technical proposal should contain scanned copies of the following in two covers (folders).  
Statutory Cover containing the following documents: FEE DETAILS

- EMD to be deposit through RTGS & NEFT (In favour of **WEST BENGAL STATE WAREHOUSING CORPORATION**)
- Non-statutory Cover Containing the following documents:

The bidder must upload the following documents

(a)	Trade License
(b)	Proof of office address
(c)	GST Registration Certificate
(d)	PAN Card
(e)	IT Submission Certificate
(f)	P Tax Registration Certificate
(g)	Application submitted in Form-V

(h)	Bidder's Information Sheet in Form-I
(i)	Authorization letter of signatory from the Company for DSC in Form-III
(j)	Declaration of Acceptance of Terms and Conditions Form II
(k)	Annexure IV ( Certification from Chartered Firm Annual Turn over of the bidder)
(l)	Affidavit for No Conviction & non blacklisting from Notary Public/Judicial Magistrate/Executive Magistrate, as per Form- VI
(m)	Check list Form-VII
(n)	Last three years audit report.
(o)	Work Experience Certificate
(p)	Bank solvency certificate to the tune of Rs. 50 Lakh issued within three months prior to the issue of NIT or after issuance of NIT.

**(II) Financial Proposal:**

- The financial proposal should be submitted online.
- The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). Each row of the "Basic Price" Column in the BOQ must be filled up with either value in Rupees or kept blank but filled up with "0" (zero) will mean the vendor is ready to work that field in free of cost.)

**(iii) Technical Proposal (offline)**

Bidder must submit the document to the office Managing Director, WBSWC, Khadya Bhawan on or before 11/11/2021 within 12.00Noon.

The Bid should contains the following separate Envelopes:- (1) Technical Proposals (off line) in one envelope superscript with "TECHNICAL BID",

**4.4 Earnest money deposit (EMD)**

- All bids must be accompanied by an earnest money of **Rs. 2,57,000/-** (Rupees two lakh fifty seven thousand) only in the form NEFT or RTGS. No interest shall be paid on the earnest money under any circumstances.
- No interest shall be paid on the earnest money under any circumstances.
- The Earnest money to the bidder(s), who fail(s) to qualify for the technical bid, will be returned by the authority as per the norm of e-tender procedure (through online) within 2 months of opening of the pre-qualification bid.

Bidder must submit the documents of EMD and creative proposal offline (Pen drive with details of the project and creative as mentioned in the Annexure -III) to the office of Managing Director, WBSWC, Khadya Bhawan, 11A Mirza Ghalib Street, Kolkata 700087 on or before 10/11/2021 within 5.00pm., which must cover indicative illustration of the event.

**Managing Director  
WEST BENGAL STATE WAREHOUSING CORPORATION.  
Govt. of West Bengal**

The Technical Proposals (off line) should contain the following documents in one cover containing Creative Bid (Audio/Visual Projection-Pen Drive) regarding designing the programme and method of implementing the programme. Presentation of the Pen drive will be held on during the opening of the Technical bid. Details of the Creative Bid given in the Annexure-III

**The EMD may be forfeited:**

- a. If a Bidder withdraws or modifies or amends it's tender or impairs or derogates from its bid during the bid validity period specified by the authority in the Bid or
- b. In the case of a successful Bidder, if the Bidder fails to sign the Contract in accordance etc.

**4.5 Place of opening of Technical bid:**

Conference Room, Block – B, 4<sup>th</sup> Floor, Khadya Bhawan, 11A Mirza Ghalib Street, Kolkata 700087

#### **4.6. Documents comprising the bids:**

The bid prepared by the Bidder shall comprise of the following components:

#### **4.7. Firm Prices:**

- Prices quoted in the bid must be firm and final and shall not be subject to any modifications, on any account whatsoever. The Bid Prices shall be indicated in Indian Rupees (INR) only.
- The Commercial bid should clearly indicate the price to be charged without any qualifications whatsoever and should include all taxes, duties, fees, levies, works contract tax and other charges as may be applicable in relation to the activities proposed to be carried out.
- The firm should quote the tax liability on the date of submission of financial bid for arriving at the lowest one.
- Prices in any form or by any reason before opening the Commercial Bid should not be revealed, failing which the offer shall be liable to be rejected. If price change is envisaged due to any clarification, revised Bid in a separate sealed cover shall be submitted with prior written permission of the authority.

#### **4.8. Fraud and Corruption:**

The authority requires that bidders, suppliers, and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, following are defined:

“Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;

“Fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;

“Collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the authority, designed to establish bid prices at artificial, noncompetitive levels; and

“Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

- 4.9** The authority will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

#### **4.10 Bidder Qualification**

- The "Bidder" as used in the tender documents shall mean the one who has signed the Tender Form. The Bidder may be either the Principal Officer or his duly Authorized Representative, in either cases he / she shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by authorized
- Representative or the principal as the case maybe.
- It is further clarified that the individual signing the tender or other documents in connection with the tender must certify whether he/she signs as the Constituted attorney of the firm, or a Company.
- The authorization shall be indicated by written power-of-attorney accompanying the bid.

- The power or authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be annexed to the bid.
- Any change in the Principal Officer shall be intimated to authority in advance.
- Failure to obtain the information necessary for preparing the bid and/or failure to perform activities that may be necessary for providing services before entering into contract will in no way relieve the successful Bidder from performing any work in accordance with the Tender documents

#### **4.11. Last Date for Receipt of Bids**

**4.11.1.** Bids will be received by the authority as mentioned Tender Schedule. Bidder must submit their proposal using Digital Signature online as per the schedule mentioned in tender schedule. Bidder must submit their proposal offline within **5.00pm on 10/11/2021**.

**4.11.2.** The authority may, at its discretion, extend the last date for the receipt of bids by amending the Tender Document, in which case all rights and obligations of the authority and Bidders previously subject to the last date will thereafter be subject to the last date as extended.

#### **4.12. Late Bids**

Any bid received by the authority after the prescribed date and time for receipt of bids prescribed by the authority will be rejected

#### **4.13. Address for Correspondence**

The Bidder shall designate the official mailing address, e-mail address, place and fax number to which all correspondence shall be sent by the authority.

#### **4.14. Contacting the WBSWC**

No Bidder shall contact the WBSWC on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. . Any effort by a Bidder to influence the WBSWC authority's bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder's bid.

#### **4.15. Opening of Technical Bids by the WBSWC**

- Tender Committee of WBSWC Department, will open the Technical Bid, in the presence of the representatives of the Bidders who choose to attend, at the time, date and place, as mentioned in Invitation for Bids / Important Dates.
- Tender Committee will evaluate all the bids. Decision of the committee would be final and binding upon all the Bidders. .The Bidder's names, modifications, bid withdrawals and the presence or absence of the requisite EMD and such other details considered appropriate will be announced at the Bid opening.
- Conditional tenders shall not be accepted.

#### **4.16. Evaluation of Bids**

The selected Bidders must possess the strength and capabilities in providing the services necessary to meet under WBSWC's requirements, as described in the Tender Documents. The Bidder must possess the technical know-how that would be required to provide all the services successfully sought by the Managing Director, WBSWC, Khadya Bhawan, 11A Mirza Ghalib Street, Kolkata 700087 as indicated under this clause. The purpose of this clause is only to provide the Bidders an idea of the evaluation process that the WBSWC may adopt. However, the I&CA Department reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidder of any such change.

#### **4.17. Preliminary Examination**

- The WBSWC will examine the bids to determine whether they are complete, whether the bid format conforms to the Tender requirements, whether any computational errors have been made, whether required EMD has been furnished, whether the documents have been properly signed.
- A bid determined as not substantially responsive will be rejected by the WBSWC and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

#### **4.18. Clarification**

When deemed necessary, during the tendering process, the Managing Director, WBSWC, Khadya Bhawan, 11A Mirza Ghalib Street, Kolkata 700087 may seek clarifications or ask the Bidder to make Technical presentations on any aspect from any or all the Bidder.

#### **4.19. Evaluation of Eligibility Criteria**



Tender committee as formed will evaluate all the bids. Decision of the committee would be final and binding upon all the Bidders. In this part, the technical bid will be reviewed for determining the Compliance of the response to the Eligibility Criteria as mentioned in the Tender.

The bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the support services sought by I &CA Department for the entire period of the contract. The bids must be complete in all respects and should cover the entire scope of work as stipulated in the tender document.

Before opening and evaluation of their technical proposals, bidders are expected to meet eligibility criteria as mentioned in **Section II-Eligibility Criteria**.

Bidders failing to meet these criteria or not submitting requisite supporting documents/documentary evidence for supporting eligibility criteria are liable to be rejected summarily and will not qualify for technical evaluation.

#### **4.20. Evaluation of Technical Bids**

In this part, the technical bid will first be reviewed for determining the Compliance of the Technical bids with the Tender terms and conditions.

**General Conditions of  
Contract**  
SECTION – V

## Section V - General Conditions of Contract:

### 5.1 Definitions

In this Contract, the following terms shall be interpreted as indicated:

- a) **“The Contract Price”** means the price payable to the Vendor under the Contract for the full and proper performance of its contractual obligations;
- b) **“The Services”** means those services ancillary to the implementation of the events, such as transportation and insurance, and any other incidental services, such as installation, commissioning, maintenance, provision of technical assistance, facilities management and other obligations of the Supplier covered under the Contract;
- c) **“The I&CA Department”** means the organization purchasing the service includes an officer who is authorized on behalf of the Director, 27th WBSWC, Nandan, West Bengal Film Centre, 1/1 AJC Bose Road, Kolkata-700020
- d) **“The Vendor”** means the firm(s) providing the and services under this Contract;

### 5.2. Contract Performance Security

- ✓ Vendor has to submit the order acceptance promptly within 24 hours or earlier from the date of issue of work order.

### 5.3. Reporting Progress

- The services, to be provided by the Bidder under the Contract and the manner and speed of execution and maintenance of the work are to be conducted in a manner to the satisfaction of WBSWC representative in accordance with the Contract.
- The Bidder shall reply to the written notice giving details of the measures he proposes to take to expedite the progress so as to complete the works by the prescribed time. The Bidder shall not be entitled to any additional payment for taking such steps. If at any time it should appear to the WBSWC or representative of WBSWC that the actual progress of work does not conform to the approved program the Bidder shall produce at the request of the representative of WBSWC a revised program showing the modification to the approved program necessary to ensure completion of the works within the time for completion or steps initiated to ensure compliance/improvement to the stipulated requirements.
- In case during the site preparation, the progress falls behind schedule or does not meet the desired requirements, Bidder shall deploy extra manpower, resources, infrastructure to make up the progress or to meet the requirements. Program for deployment of extra man power/ resources/ infrastructure will be submitted to the WBSWC for its review and approval, which approval shall not be unreasonably withheld. All time and cost effect in this respect shall be borne, by the Bidder unless otherwise expressly provided in the Contract.

### 5.4. Knowledge of Site Conditions

- The Implementation Agency's undertaking of this Contract shall be deemed to mean that the Bidder possesses the knowledge of all necessary requirements as stipulated in the Tender Document including.
- The Bidder shall be deemed to have understood the requirements and have satisfied himself with the data contained in the Bidding Documents, the quantities and nature of the works and materials necessary for the completion of the works, etc., and in-general to have obtained himself all necessary information of all risks, contingencies and circumstances affecting his obligations and responsibilities there with under the Contract and his ability to perform it. However, if during the process of site preparation and installation of the equipment at the venues, as required by WBSWC, Bidder detects any obstructions affecting the work, the Bidder shall take all measures to overcome them.
- Bidder shall be deemed to have satisfied himself as to the correctness and sufficiency of the Contract Price for the works. The consideration provided in the Contract for the Bidder undertaking the works shall cover all the Implementation Agency's obligation and all matters and things necessary for proper execution and maintenance of the works in accordance with the Contract and for complying with any instructions which the WBSWC.

- Representative may issue in accordance therewith and of any proper and reasonable measures which the Bidder takes in the absence of specific instructions from the Representative of WBSWC.

### **5.5. Implementation Agency's Team**

- The team proposed by the Bidder as a part of the technical proposal should be deployed at respective venues.
- The Bidder shall be responsible for the deployment, transportation, accommodation and other requirements of all its employees required for the execution of the work and for all costs/charges in connection thereof.
- The Bidder shall provide and deploy, on the Site for carrying out the work, only those manpower resources who are skilled and experienced in their respective trades and who are competent to execute or manage/supervise the work in a proper and timely manner.
- The Representative of WBSWC may at any time object to and require the Bidder to remove forthwith from the site a supervisor or any other authorized representative or employee of the Bidder or any person(s) deployed by Bidder or his sub-Implementation Agency, if, in the opinion of the Managing Director, WBSWC or his Representative the person in question has mis-conducted himself or his deployment is otherwise considered undesirable by the Managing Director, WBSWC or his Representative. The Bidder shall forthwith remove and shall not again deploy the person in question of the work site without the written consent of the Representative WBSWC.
- The WBSWC's Representative may at any time request the Bidder to remove from the work/Site the Implementation Agency's supervisor or any other authorized representative including any employee of the Bidder or his sub-Bidder or any person(s) deployed by Bidder or his sub-Bidder for professional incompetence or negligence or for being deployed for work for which he is not suited.

### **5.6. Information Security**

- ✓ The Bidder shall not carry and/or transmit any material, information, layouts, diagrams, storage media or any other goods/material in physical or electronic form, which are proprietary to or owned by the WBSWC, to any outside agency without prior written permission from the WBSWC.
- ✓ The Bidder shall adhere to the Information Security policy developed by the government.

### **5.7. Indemnity**

The Bidder shall be responsible for compensate any loss, damages, expense, claims or liabilities of any kind howsoever suffered, arising or incurred inter alia during and after the Contract period out of:

- Any negligence or wrongful act or omission by the Bidder in connection with or incidental to this Contract or
- Any breach of any of the terms of the Bidder's Bid as agreed, the Tender and this Contract by the Bidder,
- The indemnity shall be to the extent of 100% in favour of the WBSWC.

### **5.8. Change Order**

- The change order will be initiated only in case:
  - a. The Managing Director, WBSWC directs in writing the Bidder to include any addition to the scope of work covered under this Contract or delete any part of the scope of the work under the Contract,
  - b. Bidder requests to delete any part of the work which will not adversely affect the operational capabilities of the facilities and if the deletions proposed are agreed to by the Managing Director, WBSWC and for which cost and time benefits shall be passed on to the WBSWC,
  - c. WBSWC directs in writing the Bidder to incorporate changes or additions to the Design Criteria requirements already covered in the Contract.
- Any change order comprising an alteration which involves change in the cost of the works (which sort of alteration is hereinafter called a "Variation") shall be the Subject of an amendment to the Contract by way of an increase or decrease in the Contract Price and adjustment of the implementation schedule if any.

- If there is a difference of opinion between the Bidder and the **Managing Director, WBSWC** or her Representative whether a particular work or part of the work constitutes a change order or not, the matter shall be handled in accordance with the procedures set above.
- Within ten (10) working days of receiving the comments from the **Managing Director, WBSWC** for the drawings, specification, purchase requisitions and other documents submitted by the Bidder for approval, the Bidder shall respond in writing, which item(s) of the Comments is/are potential changes(s) in the “Scope of work” at Section-III of the tender document covered in the Contract and shall advise a date by which change order (if applicable) will be submitted to the **Managing Director, WBSWC**.

### 5.9 Procedures for Change Order

- ✓ If it is mutually agreed that such Requirement constitutes a “Change Order” then a joint memorandum will be prepared and signed by the Bidder and the **Managing Director, WBSWC** to confirm a “Change Order” and basic ideas of necessary agreed arrangement.
- ✓ Upon completion of the study referred to above, the results of this study along with all relevant details including the estimated time and cost effect thereof with supporting documents would be submitted to the **Managing Director, WBSWC** to enable the WBSWC to give a final decision whether Bidder should proceed with the change order or not in the best interest of the works. The estimated cost and time impact indicated by Bidder shall be considered as a ceiling limit and shall be provisionally considered for taking a decision to implement change order.
- ✓ In case Bidder fails to submit all necessary substantiation/calculations and back up documents, the decision of the **Managing Director, WBSWC** regarding time and cost impact shall be final and binding on the Implementation Agency.
- ✓ In case, mutual agreement whether new requirement constitutes the change order or not, is not reached, then Bidder in the interest of the works, shall take up the implementation of the work, if advised in writing to do so by the **Managing Director, WBSWC** or her Representative pending settlement between the two parties to the effect whether such requirement constitutes a change order or not as per the terms and conditions of Contract documents. The time and cost effects in such a case shall be mutually verified and recorded.
- ✓ The Bidder shall submit necessary back up documents for the change order showing the break-up of the various constituting the change order for the WBSWC review.

### 5.10 Conditions for extra work/change order

- ✓ The provisions of the Contract shall apply to extra work performed as if the Extra work/Change order has been included in the original Scope of work. However, the Contract price shall increase / decrease and the Time Schedule shall be adjusted on account of the Extra work / Change orders as may be mutually agreed. The Implementation Agency’s obligations with respect to such work remain in accordance with the Contract.
- ✓ The rates provided by the Bidder as part of its commercial quote will be considered as benchmark rates for placing change orders, if any.

### 5.11 Suspension of Work

The Bidder shall, if ordered in writing by the **Managing Director, WBSWC** or his Representative, temporarily suspend the works or any part thereof for such a period and such a time as ordered. The Bidder shall not be entitled to claim compensation for any loss or damage sustained by him by reason of temporary suspension of the Works as aforesaid. An extension of time for completion, corresponding with the delay caused by any such suspension of the works as aforesaid shall be granted to the Implementation Agency, if request for same is made and that the suspension was not consequent to any default or failure on the part of the Implementation Agency.

### 5.12 Payment Schedule and procedure:

- Payments will be released as per agreed terms and conditions mutually settled with the successful bidder.
- Invoice should be raised in favour of the **Managing Director, WBSWC, Khadya Bhawan, 11A Mirza Ghalib Street, Kolkata 700087**
- Invoice should be accompanied by work done certificate duly issued by the **Managing Director, WBSWC** or her Representative.

### **5.13. Termination**

I & C A DEPARTMENT may, terminate this Contract in whole or in part by giving the Bidder prior and written notice indicating its intention to terminate the Contract at any time or under the following circumstances:

- ❖ Where the **Managing Director, WBSWC** is of the opinion that there has been such Event of Default on the part of the Bidder which would make it proper and necessary to terminate this Contract and may include failure on the part of the Bidder to respect any of its commitments with regard to any part of its obligations under its Bid, the Tender or under this Contract.
- ❖ Where it comes to the **Managing Director, WBSWC** 's attention at the Bidder (or the Implementation Agency"s Team) is in a position of actual conflict of interest with the interests of the I&C A DEPARTMENT, in relation to any of terms of the Implementation Agency" s Bid, the Tender or this Contract

### **5.14. Liquidated Damages**

Subject to clause for Force Majeure if the bidder fails to comply the contractual obligations before the scheduled completion date or the extended date or if Bidder repudiates the Contract before completion of the Work, the I & C A DEPARTMENT , at its discretion, may without prejudice to any other right or remedy available to the **Managing Director, WBSWC** under the Contract recover Liquidated damage @ 1% per week subject to a maximum of 10%, will be computed on CAPEX value of contract will be recovered from Implementation Agency for the delayed period to a maximum 10 weeks . Subsequently, the Managing Director, WBSWC may consider cancellation of contract.

### **5.15. Dispute Resolution**

The **Managing Director, WBSWC** and the Bidder shall make every effort to resolve amicably by direct informal negotiations, any disagreement or disputes, arising between them under or in connection with the Contract.

### **5.16 Conflict of interest**

The Bidder shall disclose to the **Managing Director, WBSWC** in writing, all actual and potential conflicts of interest that exist, arise or may arise in the course of performing the Services as soon as practical after it becomes aware of that conflict.

### **5.17. Severance**

In the event any provision of this Contract is held to be invalid or unenforceable under the applicable law, the remaining provisions of this Contract shall remain in full force and effect.

### **5.18. "No Claim" Certificate**

The Bidder shall not be entitled to make any claim, whatsoever against the WBSWC, under or by virtue of or arising out of, this contract, nor shall the WBSWC entertain or consider any such claim, if made by the Bidder after he shall have signed a "No claim" certificate in favour of the **Managing Director, WBSWC** in such forms as shall be required by the Managing Director, WBSWC after the works are finally accepted.

### **5.19. Publicity**

The Bidder shall not make a public announcement or media release about any aspect of this Contract unless the **Managing Director, WBSWC** first gives the Bidder its written consent.

### **5.20 Force Majeure**

For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

**Form I- Details of bidders**

**All the agencies shall have to fill up their mobile number and email address otherwise the quotations may be treated as informal. This form shall be downloaded and filled up and thereafter the scanned copy shall be uploaded along with the quotation.**

STRUCTURE AND ORGANISATION

1. Name of  
Applicant (Firm)  
: Office Address:

Telephone No. :

Mobile No. :

Fax No. :

2. Office Address

I) Telephone No. :

Mobile No.:

Fax No. :

**II) E-mail id (Mandatory):**

3. Name and address of Bank & Branch:

4. Bank Account No. :

5. IFSC CODE of that Branch :

6. MICR CODE of the Branch :

7. Bank Account Type :

8. Photo copy of 1<sup>st</sup> page of bank pass book along with a original cancelled cheque. A. 4. Attach an organization chart showing:

9. Structure of the

10. company with names

11. names of Key personnel and technical staff

12. PAN NO.:

**Form II – Declaration of Acceptance of Terms and Conditions**

To,  
The Managing Director  
WBSWC  
B – Block (4<sup>th</sup> Floor)  
Khadya Bhawan  
11A Mirza Ghaalib  
Street, Kolkata  
700087  
Sir,

I have carefully gone through the Terms & Conditions contained in the document [No. ....] regarding Appointment of an Agency for **“Engagement of Event Management Agency for organizing Inauguration Ceremony of DUARE RATION to be held on 16th November 2021 at Netaji Indoor Stadium”** being organized by WBSWC.

I declare that all the provisions of this Tender Document are acceptable to my company/firm. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name  
Designation

Seal

Date:

Business Address:



**Form III:- Authorization letter in favour of the applicant from the competent authority - (if the applicant is not the Sole Proprietor / Authority)**

(To be furnished in the Company" s official letter pad with full address and contact no, email address etc)

**(TO WHOM IT MAY CONCERN)**

This is to certify that Mr.....(Name), employee of this Organisation as ..... (Official Designation) is hereby authorised to submit tender online, Vide NITI No....., Dated. .... on behalf of the Organisation. Sri ..... holds the DSC from NIC to submit the bid on-line

Signature of the competent authority  
Name in Block Letters.....  
Designation.....  
Seal

.....

(Signature of the Authorized Person)

Signature of Mr.....

.....(Designation), is hereby attested.

Signature of the competent authority

Name in Block Letters.....

Designation..

Seal

**Form IV:- Certificate from Chartered Firm in the official pad**

This is to certify that having been examined the audited Balance Sheet & P/L accounts and other records of M/S ..... having its official address at .....

It is also certified that Annual Turnover of the firm for the Financial years 2018-19, 2019-20 & 2020-21 are Rs.....lakh.,Rs.....lakh. &Rs.....lakh. respectively (as per P/L accounts & Balance Sheet of the firm submitted)

Signature of the Chartered Firm with Registration No

Countersigned

Signature of the authorised signatory (bidder)

Form-V

APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

(To be submitted on the Letter head of the bidder)

To,  
The Managing Director  
WBSWC  
B – Block (4th Floor)  
Khadya Bhawan  
11A Mirza Ghaalib Street, Kolkata 700087

Subject: Submission of bid in response of thee-tender no .....dated .....

Dear Sir,

1. Having examined the NIT document, we, the undersigned, herewith submit our bidding response to your NIT No. .... dated ..... in full conformity with the said NIT document.
2. We have read and understood the provisions of the NIT document and confirm that these are acceptable to us.
3. We agree to abide by this bid, consisting of this letter, the detailed response to the NIT and all attachments, and validity of the bid shall be for a period of 120 days from the date of opening of the Financial Bid.
4. We hereby declare that we are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
5. We certify that we have not been blacklisted by any department/ society/ body/organization of central/ state government.
6. We hereby declare that all the information and statements made in this bid are true and we accept that any misrepresentation/ wrong information contained in it or suppression of material or relevant facts/ figures may lead to our disqualification.

Yours faithfully,

(Signature of the Bidder)

Printed Name  
Designation

Seal

Date:

Business Address:

Affidavit Proforma

(On Non Judicial Paper worth Rs 50.00)

(Sworn before the Notary Public / Judicial Magistrate/Executive Magistrate on or after the date of publication of the TenderNotice)

I, Sri/Smt. ....  
the Managing Director/Proprietor (etc.) of the Firm.  
..... (Name of the firm)

At(address).....

P.O... ..

P.S.....Dist.....

do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified for any work of Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law in the State of West Bengal or other State or States.
3. That my firm is not debarred/blacklisted as a whole or part thereof at present by any Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States of India.
4. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Signature of the Deponent(s).

Name in Block letters:

Designation:

## Form-VII

## FORMAT FOR CHECK LIST

NIT No- 01/MD/WBSWC/2021-22

Dated, Kolkata.....

Name of the bidder : .....

Full address of the Bidder: .....

E mail\_.....

Contact person to Bidder &amp; Mob. No. :-

Sn	Items	PI mark $\surd$		Folder name & Page no
		Yes	No	
1.	Application submitted in Form-V	Yes	No	
2.	Bidder's Information Sheet in Form-I	Yes	No	
3.	Authorization letter of signatory from the Company for DSC in Form-III	Yes	No	
4.	Declaration of Acceptance of Terms and Conditions Form II	Yes	No	
5.	Certification from Chartered Firm Annual Turnover of the bidder Form -IV	Yes	No	
6.	Affidavit for No Conviction & non blacklisting from Notary Public/Judicial Magistrate/Executive Magistrate, as per Form-VI	Yes	No	
7.	Copy of PAN Card of the Bidder Company	Yes	No	
8.	Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017	Yes	No	
9.	GST return for the last quarter	Yes	No	
10.	Trade License/ Enlistment Certificate	Yes	No	
11.	Registration with Registrar of Companies	Yes	No	
12.	Income Tax Return for the Assessment Year 2020-21	Yes	No	
13.	P/L Accounts & Balance sheet for the year 2018-19,19-20 and 2020-21	Yes	No	
14.	Details of credential	Yes	No	
15.	Acceptance of Terms of Conditions	Yes	No	
16.	Bank solvency certificate to the tune of Rs. 50 Lakh issued within three months prior to the issue of NIT or after issuance of NIT.	Yes	No	

## **Format for Commercial Bid**

1. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The agency is to quote the rate (Presenting Above / Below / At per) online through computer in the space marked for quoting rate in the BOQ.
2. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

### **Breakdown of Cost Components**

- ✓ All unit rates indicated in the schedules shall be inclusive of all taxes, Levies, duties etc.
- ✓ It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and/or payable.
- ✓ The Managing Director, WBSWC reserves the right to ask the Bidder to submit proof of payment against any of the taxes, duties, levies indicated.
- ✓ WBSWC shall take into account all Taxes, Duties & Levies for the purpose of Evaluation
- ✓ The Bidder needs to account for all Out of Pocket expenses due to Boarding, Lodging and other related items.
- ✓ The Unit Rate as mentioned in the following formats shall be used for the purpose of Change Order' for respective items, if any. However, based on the market trends, WBSWC retains the right to negotiate this rate for future requirements

### **Non-conformities between the figures and words of the quoted price**

Any discrepancy between quoted prices in figures and that in words, if noted, will be sorted out in the following manner:

- (a) If there is a discrepancy between the unit price and the total price, the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the Purchase Committee/Technical & Purchase Committee there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.
- (b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
- (c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to above.

# **Evaluation Procedure**

## **SECTION – VI**

## PROCESS OF EVALUATION AND SELECTION

- The **credentials of the bidders as uploaded online** will be examined first. In case a bidder does not meet the criteria for eligibility, his Creative and Financial Bids will not be opened.
- For all bidders eligible as per to the prescribed criteria, the **creative proposals will be evaluated by the Departmental Tender Committee. The qualified bidders will be given the opportunity to make presentation/s to the Committee on a specified date i.e., 13/11/2021. The criteria for evaluation of the Technical / Creative proposal are at Annexure III.**

### ANNEXURE-II : CRITERIA FOR EVALUATION OF BIDS

1	Suggested Marking System	Total Marks	Marks Scored
A.	<b>Technical Offer Evaluation</b>		
1	Presentation of concept plan for the entire venue considering the presence of VIPs / high officials and dignitaries and related works along with man management services, details of the programme.	20	
2	Artwork & layout Plan with design for stage decoration, stage run services, flower decoration, concept of venue branding etc.	15	
3	Prior experience in handling large Indoor programmes and detail presentation of the previous work, capacity to visual presentation to the audience.	5	
4	Prior experience in handling large Outdoor programmes and detail presentation of the previous works with capacity building work like visual presentation to the audience.	5	
5	Presentation / Demonstration of credentials / capacity to deliver services in emergency situation/ at short notice considering the presence of VIPs	15	
6	Prior Experience/ Credentials of handling similar nature of work in WBIDC/Department of I&CA in the past 3 years	5	
7	Plan for stage management/ Press Conference considering VIPs' presence	5	
8	Plan for Sanitization to all spectators and mode of action	5	
9	Credentials / capacity for handling hospitality support in State-level programmes	5	
10	Plan for arranging transportation for senior artists and dignitaries.	5	
11	Whether the Agency has an office in Kolkata and adjacent area (with documentary proof), and the number of permanent staff/ technical persons at its disposal for handling such a large/ important event	5	
12	Financial turnover during the last financial year (audit balance sheet): (1) Rs.1,30,000 and above = 10 marks (2) Rs.1,20,00,000 to less than Rs 1,30,000 = 8 Marks (3) Rs.1,10,00,000 to less than Rs. 1,20,00,000 = 6 Marks (4) Rs. 1,00,00,000 to less than Rs. 1,10,00,000 = 5Marks	10	
	Total: Marks for Technical Evaluation.	100	100
B.	<b>Financial Offer Evaluation</b>	100	
2	The technical proposal should score more than 70 marks out of 100 to be considered for Financial Evaluation.		



### **Selection Stage – I (Technical Bid Evaluation)**

On the basis of technical evaluations a short list will be prepared on the basis of the marks obtained by the respective bidder and the list will be published on the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in) on or after 13/11/2021. To qualify for the financial bid the bidders must have to score more than 70 marks for technical bid.

### **Selection Stage – II (Financial Bid Evaluation)**

The **Financial Proposal** will be opened only for those bidders whose technical/creative proposals receive the minimum qualifying marks by the Evaluation Committee. If a Technical Bid does not receive the minimum specified marks, the corresponding Financial Bid will not be opened. **Among short listed agency qualified in technical bid stage, ordinarily the bidder quoting lowest financial rate (L1) will be selected for the work unless reasons for not selecting the said Bidder are recorded in writing by the Committee and made known to all concerned.**

## **ANNEXURE-III:**

### **Technical Bid details**

1.	Presentation of concept plan for the entire venue considering the presence of VIPs / high officials and dignitaries and related works along with man management services, details of the programme.
2.	Artwork & layout Plan with design for stage decoration, stage run services, flower decoration, concept of venue branding etc.
3.	Prior experience in handling large Indoor programmes and detail presentation of the previous work, capacity to visual presentation to the audience.
4.	Prior experience in handling large Outdoor programmes and detail presentation of the previous works with capacity building work like visual presentation to the audience.
5.	Presentation / Demonstration of credentials / capacity to deliver services in emergency situation/ at short notice considering the presence of VIPs
6.	Prior Experience/ Credentials of handling similar nature of work in WBIDC/Department of I&CA in the past 3 years
7.	Plan for stage management/ Press Conference considering VIPs' presence
8.	Plan for Sanitization to all spectators and mode of action
9.	Credentials / capacity for handling hospitality support in State-level programmes
10.	Plan for arranging transportation for senior artists and dignitaries.
11	Whether the Agency has an office in Kolkata and adjacent area (with documentary proof), and the number of permanent staff/ technical persons at its disposal for handling such a large/ important event

#### **ILLUSTRATIVE POINTS TO BE COVERED IN CREATIVE BID & Technical Presentation :**

##### **I Designing:**

- a. Designing & Implementation of the entire programme to be held in the concerned venue as mentioned in the tender notice

##### **II Method of Implementation**

- a. Details of implementation of all parts of work

b. Illustrative components for Implementation of programme in short time on emergency

**III Artist Management**

**IV Projection on Branding ideas**

**V Creative ideas in documentation of the events**

**VI Printing :**

a. Design, Art work, Production of black & white positive and 4-colour positive and process till completion of progressive proof

b. Photography, when ever required.

**VII Audio-Visual Presentation:**

a. Design, Art work, Production including editing and submission of two sets of final deliverables

b. Hiring of equipments for presentation, display,etc.

**VIII Stage Management**

**IX Ground Management**

**X Hospitality Management**

**XI Staff Management**

**XII In case of urgency, separate plan of implement, if any**