



**GOVERNMENT OF WEST BENGAL**  
**Finance Department**  
**Budget Branch, Nabanna**  
**325 Sarat Chatterjee Chatterjee Road**  
**Howrah-711102**

## **Tender Notice**

**Memo. No: 455-FB**

**Dated:02/07/2018**

**Sub : Tender Notice for 'Event Management in connection with the Meeting of the 15<sup>th</sup> Finance Commission with the Government of West Bengal during its visit from 16<sup>th</sup> July 2018 to 18<sup>th</sup> July 2018 including provision for necessary logistics.'**

On behalf of the Finance Department, Govt. of West Bengal the undersigned invites tender from resourceful event management agencies for the **'Event Management in connection with the Meeting of the 15<sup>th</sup> Finance Commission with the Government of West Bengal during its visit from 16<sup>th</sup> July, 2018 to 18<sup>th</sup> July, 2018 including provision for necessary logistics'**, scheduled to be held on 16<sup>th</sup> July, 2018 to 18<sup>th</sup> July, 2018 at Nabanna Sabhaghar at Howrah. Interested agencies must submit the Tender Papers at Room No. 1102, Nabanna in the Chamber of Dr. Sudip Kumar Sinha, IAS, Addl. Secretary, Finance Department within or before 09/07/2018 at 3:00 pm. It will be two bid systems and agency will be selected on the basis of eligibility criteria, Technical Evaluation and Financial Evaluation. Technical Bids will be opened on 09/07/2018 at 3:30 pm in the Conference Room, Room No. 1202, 12<sup>th</sup> Floor, Nabanna, 325, Sarat Chatterjee Road, Howrah-711102. Financial Bids will be opened at the aforesaid venue on 09/07/2018 at 4:00 pm.

Sd/-  
**Secretary**  
**Finance Department**  
**Government of West Bengal**

## **Tender Schedule:**

<b>Sl. No.</b>	<b>Events</b>	<b>Date &amp; Time</b>
1	Date of Issuing Tender Notice.	<b>02/07/2018</b>
2	Date of Publication of Tender Notice in Daily Newspapers	<b>03/07/2018</b>
3	Application form may be downloaded from <a href="http://www.wbfin.gov.in">www.wbfin.gov.in</a>	<b>02/07/2018 - 09/07/2018</b>
5	Starting Date of submission of Tender Documents along with Earnest Money Deposit (Off line)	<b>02/07/2018 -11:00 am</b>
6	Last Date of submission of Tender Documents along with Earnest Money Deposit (Off line)	<b>09/07/2018 -3:00 pm</b>
7	Date of opening of Technical Bid at Conference Room No. 1202, 12 <sup>th</sup> Floor, Nabanna, Howrah.	<b>09/07/2018 - 3:30pm</b>
9	Date of opening of financial bid	<b>09/07/2018 - 4:00 pm</b>
10	Corrigendum Notices, if any	<b>04/07/2018</b>

# **Invitation for Bids**

## **SECTION – I**

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

The invitation to bid is for **“Event Management in connection with the Meeting of the 15<sup>th</sup> Finance Commission with the Government of West Bengal during its visit from 16<sup>th</sup> July, 2018 to 18<sup>th</sup> July, 2018 including provision for necessary logistics”** being organized by Finance Department, Nabanna, 325, Sarat Chatterjee Road, Howrah-711102. 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:**

Secretary, Finance Department, Government of West Bengal.

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

Dr. Sudip Kumar Sinha, IAS, Additional Secretary, Finance Department, Government of West Bengal.

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

As mentioned in the tender schedule.

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

The bid documents are available for download from [www.wbfin.gov.in](http://www.wbfin.gov.in) from 02/07/2018 to 09/07/2018 till 03:00 pm at Free of Cost.

#### **1.5 Earnest Money Deposit:**

**Earnest Money of Rs. 1,00,000/- (Rupees One Lakh only) by Bank Draft** in favour of **Secretary, Finance Department, Government of West Bengal** shall be deposited in separate envelope superscripted as **‘EMD for Event Management in connection with the meeting of the 15<sup>th</sup> Finance Commission’** along with the Tender Documents. Offers not accompanied by the Earnest Money will be rejected. Earnest Money of the unsuccessful bidders will be refunded within 30 days of signing of contract. The Earnest Money of the successful bidder will be retained and adjusted against the Security Deposit.

#### **1.6 Venue and Deadline for submission of Proposal:**

Tender Documents along with Earnest Money Deposit (Original Bank Draft) should be deposited within 09/07/2018, 3:00 pm at Room No.1102, 11<sup>th</sup> Floor, Finance Department, Nabanna, 325 Sarat Chatterjee Road, Howrah-711102.

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

Bids are invited for **“Event Management in connection with the Meeting of the 15<sup>th</sup> Finance Commission with the Government of West Bengal during its visit from 16<sup>th</sup> July, 2018 to 18<sup>th</sup> July, 2018 including provision for necessary logistics at Nabanna Sabhaghar, Howrah. A bidder has to bid for entire work covered under the scope of work 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 analyze the bid in a transparent way. In order to integrate all the events associated with the Designing & Implementing the work related to Event Management in connection with meeting of the 15<sup>th</sup> Finance Commission with the Government of West Bengal during its visit from 16<sup>th</sup> July, 2018 to 18<sup>th</sup> July, 2018 including provision for necessary logistics,** intention of the authority of Finance Department 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.

# **Eligibility Criteria**

## **SECTION - II**

## 2. 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:

- a. The bidder must have conducted and managed at least 3 events in last 3 years.
- b. Out of these, one event must have been conducted for any department / office of government of West Bengal.
- c. The combined amount of work done against a single event / work order should not be less than Rs. 50 Lakhs.
- d. The bidder should have a turnover of minimum Rs. 1.0 crore in last 3 FYs

### Preferred Criteria (Only for evaluation):

The bidder must have -

- i. Conducted and managed one event for I & CA department of Government of West Bengal in last 5 years.
- ii. Conducted and managed at least 1 Cultural Programme with artists of repute in last 5 years.
- iii. Experience for event management considering VVIPs' presence.
- iv. Experience in handling hospitality support/ ceremonies in State-level programmes

❖ Documents required to be submitted for technical bids:

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.	<i>Valid documentary proof of:</i> <ul style="list-style-type: none"><li>✓ Trade License</li><li>✓ Proof of Office Address in Kolkata</li><li>✓ GSTIN number</li><li>✓ Proof of Registration as Company / LLP/ Firm</li><li>✓ Income Tax registration/PAN number</li><li>✓ Certificate of updated Income tax Return</li><li>✓ Audited balance sheet for the last 3 years.</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 with proof of final payment / Completion Certificate confirming previous experiences</li></ul>
3	The bidder should furnish, as part of its bid, an Earnest Money deposit of Rs 1,00,000/- (Rupees One Lakh only).	In the form Bank Draft

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.	Self certification 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.	Declaration in this regard by the authorized signatory of the bidder.
7 (a)	The bidder should have work experience of organizing big <b>events</b> in the last 3 years as mentioned above under eligibility criteria.	<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 experiences</li> </ul>
(b)	The bidder should have work experience of organizing <b>cultural programmes</b> in the last 5 years as mentioned above under eligibility criteria.	<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 experiences</li> </ul>
(c)	The bidder should have a turnover of minimum Rs. 1.0 crore in last 3 FYs	<ul style="list-style-type: none"> <li>• Audited Accounts for last 5 years.</li> </ul>
8	Bank solvency certificate to the extent of Rs. 10 lakh.	<ul style="list-style-type: none"> <li>• Bank's Solvency certificate by authorized signatory of the bank with relevant documents in its support.</li> </ul>

The vendor must fulfill the above eligibility criteria/ pre-qualification conditions and submit all the documents as required above. Technical bid of vendors fulfilling the pre-qualification conditions will only 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**

## Bill of Quantities

SL. NO.	PARTICULARS	SPECIFICATION	Qty	Unit rate	Amount
	<b>5 Star Hotel</b>				
<b>1</b>	<b>Hotel Bookings (All expences including fooding and lodging)</b>	<b>5 Star Hotel</b>			
i)	Executive Suite		1		
ii)	Junior Suite		5		
iii)	Luxury Rooms at executive floor (with access to club lounge)		4		
iv)	Deluxe Rooms at Non- Executive Floor		10		
v)	Reserved Meeting Room for 15 people		1		
vi)	Fooding - Breakfast, Lunch, Dinner other incidental		On actuals		
vii)	<b>Food and Bevarages for about 140 guests for dinner after cultural programme</b>		On actuals		
viii)	Office at place of accommodation with computer, net, printer, fax and scanner / copier with two typist / operator		Gross		
ix)	Coordination Charges for Hotel accommodation & incidental works		Gross		
<b>2</b>	<b>Cultural Programme (The Musical Tradition of Bengal)</b>	<b>5 Star Hotel (Banquet Hall)</b>			
	Cultural Programme on Bengal Centric theme by internationally renowned artists (at least 10)		Gross		
<b>a)</b>	<b>Decoration and Set up for cultural programme</b>				
i)	Decoration based on Local Theme of stage, Banquet Hall and venue		Gross		
ii)	Floral Decoration of the venue		Gross		
<b>b)</b>	<b>Main Stage</b>				
i)	Main Stage	60ft X 32ft X 1.6ft	1		
ii)	Welcome Backdrop	10ft X 8ft	1		
iii)	PODIUM with Branding	2.6ft X 4ft	1		
iv)	Truss Masking		1		
v)	Transportation		1		
<b>3</b>	<b>Furniture</b>				
i)	Green Room	With Accessories-12ft X 12ft	1		
ii)	Table With Frill and table top		1		
iii)	Table for Console		1		
iv)	Console Masking with frame & Flex	24ft X 4ft	1		
v)	CAMERA RISER with carpet & cloth finished	4ft X 4ft X 2ft (H)	3		
<b>4</b>	<b>Sound</b>				
i)	PA system for 150 pax		1		
ii)	Stage Monitors		8		
iii)	Mixer		1		
iv)	Cordless Mics		8		
v)	Lapel Mics		4		
vi)	Twin CD Player		1		
vii)	DI Box		2		
viii)	Delay Units		4		
ix)	Centre fills		2		
x)	Cabling, Tech		1		

xi)	Technicians		1		
xii)	Artist Tech Rider				
<b>5</b>	<b>Lights</b>				
i)	Warm LED		35		
ii)	LED Par		90		
iii)	Profile		2		
iv)	Blinders		4		
v)	Follow Spot		1		
vi)	Avolite board		1		
vii)	Dimmer Rack, Cabling & Tech		1		
viii)	Haze machine		2		
ix)	Lights - sharpy		24		
<b>6</b>	<b>Trussing</b>				
i)	T Truss for Lights Aluminum	12' X 8'	2		
ii)	C Post truss for Stage lighting	60' x 14' ht + 32' x 14' -2nos	1		
<b>7</b>	<b>Video</b>				
i)	LED - 3.9 mm	30 ft X 10 ft	1		
ii)	Switcher & Splitter		1		
iii)	Plasma On Stand		4		
iv)	Video Grapher		3		
v)	Still Photographer		1		
vi)	Online setup		1		
vii)	Laptop		4		
viii)	Technician & Cables		1		
ix)	Animation		Gross		
x)	Transportation		1		
<b>8</b>	<b>Genset</b>				
i)	Genset For Sound & video	62kVA-for 2days	2		
ii)	Genset for Light	125KVA	1		
iii)	Cabling				
<b>9</b>	<b>OTHERS</b>				
i)	Flower Bouquet		20		
ii)	Male Volunteers		10		
iii)	Hostess		6		
	<b>Nabanna Sabhaghar</b>				
<b>10</b>	<b>Venue Branding</b>				
i)	Wall Masking	80'*8'	3		
ii)	LED Facia	12ft X 13ft	4		
iii)	Led Riser	10ft X 4ft X 4ft (h)	4		
iv)	WELCOME DESK BACK DROP	16ft X 8ft	1		
v)	STANDEE FOR DEPARTMENT	4ft x 8ft- Department Massages	10		
vi)	GATE	(Top-15ft X 2.6ft X 4 side-with Same Size only base color)+(Leg-2.6ft X 10ft X 4side X 2nos)	2		
vii)	Walkway Shade	100'x80' + 80'x80'	1		
viii)	Standalone Pillar	4ft X 8ft-4side	4		

ix)	SIGNAGE Standee	WATER COUNTER,TOILET,MEDIA,FOOD COUNTER(Size-3ft X 6ft)-Outside Signages	10		
x)	Top Cover Frame	30ft X 22ft	1		
xi)	Signage Standee	2ft X 1.5ft(both side Print)-Only for Inside Sitting Signage	15		
xii)	Transportation		1		
<b>11</b>	<b>FURNITURE</b>				
i)	Table With Frill for Welcome Desk		2		
ii)	Console Masking with frame & Flex	24ft X 4ft & 4ft X 4ft	1		
iii)	CAMERA RISER with carpet & cloth finished	4ft X 4ft X 2ft (H)	2		
iv)	Masking for Genset Area	20ft X 10ft	1		
v)	FAN & LIGHT FOR LUNCH AREA		Gross		
vi)	Extra Masking & Transport	As Per Size	1		
<b>12</b>	<b>Meeting Hall</b>				
i)	Customized Meeting Hall inside Nabanna Sabhaghar		1		
ii)	BANQUET CHAIR		100		
iii)	Table With Frill	For Conference	35		
iv)	Table for console		3		
v)	Backdrop	40'x10'	2		
<b>13</b>	<b>Office Room</b>				
i)	Office Room with Accessories (desktop computer, printer, fax, internet connection)	20'x10'	Gross		
ii)	Plastic Chairs with covers		4		
<b>14</b>	<b>VIP Dinning Area</b>				
i)	AC Hall for dinning of 25 Nos. of VIPs	80'x40'	1		
ii)	Round Table for VIP lunch area		10		
iii)	Banquet Chair for VIP dining area		25		
<b>15</b>	<b>Officers' Dinning Area</b>				
i)	AC Pandal for Food Area of Officers	120ft X 40ft	1		
ii)	Pandal for Kitchen Area	30ft X 20ft	1		
iii)	Round table for officers' lunch area		10		
iv)	Banquet chairs with cover		50		
<b>16</b>	<b>FOOD</b>				
i)	Hi Tea ( 2 days) – 50 pax each day ( As per menu to be approved)		100		
ii)	FOOD FOR GUEST – 2 <sup>nd</sup> Day ( As per menu to be approved)	Plates	150	2000	
iii)	FOOD FOR PRESS – 2 <sup>nd</sup> Day ( As per menu to be approved)	Packets	50	500	
iv)	FOOD FOR POLICE– 2 <sup>nd</sup> Day ( As per menu to be approved)		100	300	
v)	Service Boy		10		
<b>17</b>	<b>Waiting Area</b>				
i)	Customized Waiting Area for 25 guests inside Sabhaghar	30ft x 80ft	1		
ii)	Sofa	Seating capacity	25		
iii)	Coffee Table		10		
<b>18</b>	<b>VIP Lounges</b>				
i)	Customized Design VIP Lounge inside Nabanna Sabhaghar	80'x30'	1		
ii)	Sofa For VIP Lounge	Seating capacity	30		
iii)	Coffee Table		10		

iv)	Transportation		1		
<b>19</b>	<b>Press Corner</b>				
i)	Press Meet Pandal(AC)	40'x50'	1		
ii)	Backdrop for Press Meet	20'x10'	2		
iii)	Table with Frill	For 10 VIPs	1		
iv)	Banquet Chair for VIPs		10		
v)	Plastic Chairs with cover for media		50		
vi)	Table for console		1		
<b>20</b>	<b>Sound &amp; Light</b>				
i)	Sound and Light Arrangement		Gross		
ii)	Sound System for Press meet Area		Gross		
<b>21</b>	<b>video</b>				
i)	LED-High Resolution for presentation	10ft X 8ft	4		
ii)	Switcher & Splitter		1		
iii)	Plasma On Stand		4		
iv)	Video Grapher		4		
v)	Still Photographer		2		
vi)	Online setup		1		
vii)	Mixer		1		
viii)	Laptop		2		
ix)	Technician & Cables		1		
x)	Transportation		1		
<b>22</b>	<b>Genset</b>				
i)	Genset For AC	512 KVA	3		
ii)	Genset for AC in VIP Room		2		
iii)	Genset for Hall Light & Sound	125 KVA	1		
iv)	Genset For Light & Fan	62 KVA	1		
<b>23</b>	<b>OTHERS</b>				
i)	Tent Card				
ii)	Flower Bouquet		20		
iii)	Table Top		45		
iv)	Q-Manager		25		
v)	Male Volunteers		10		
vi)	STATIONERY (Folder 2 types, VIP- 70, Normal - 200, note book-300, pen-300, etc.)		Gross		
vii)	Chemical Toilet		4		
<b>24</b>	<b>Logistics</b>				
i)	Corolla	1 Car for 3 days	3		
ii)	Innova	15 Cars for 3days	45		
iii)	Logistics Manager		6		
iv)	Male Promoter		6		
<b>25</b>	<b>Miscellaneous / unforeseen requirements</b>		Gross		
<b>26</b>	<b>GST 18% (excluding Hotel Bills)</b>				
	<b>Total</b>				

# **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 Submission of Bids:

Bidders shall submit Technical Bid and Financial Bid in two separate envelopes inside one big envelope super scribed '**Tender for Event Management in connection with the Meeting of the 15<sup>th</sup> Finance Commission with the Government of West Bengal**' in the Tender Box placed at Room No.1102, 11th Floor, Nabanna in the Chamber of Dr. Sudip Kumar Sinha, IAS, Additional Secretary, Finance Department.

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

The Technical proposal should contain authenticated copies of the following in two covers (folders).

- *Statutory Cover containing the following documents: EMD*
- *Non-statutory Cover Containing the following documents:*

The bidder must submit the following documents (please refer Clause 2 of Section II):

(a)	Trade License
(b)	Proof of office address
(c)	GSTIN Registration Certificate
(d)	Proof of Registration as Company / LLP/ Firm
(e)	PAN Card of authorized signatory
(f)	Testimonial from at least two clients
(g)	P.Tax Registration Certificate
(h)	Filled up Format 1 – Declaration of Acceptance of Terms and Conditions
(i)	Latest income tax return
(j)	Last three years audited accounts
(k)	Bank solvency certificate to the extent of Rs.10 lakh.
(l)	Work experience certificate.

**(II) Financial Proposal:**

- The Financial proposal should be submitted.
- 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 in the BOQ.

**4.4 Earnest money deposit (EMD):**

- All bids must be accompanied by an earnest money of Rs 1,00,000/- (Rupees One Lakh only) in the form of **Bank Draft** to be drawn in favour of **Secretary, Finance Department, West Bengal**. 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 to the authorized representative of the bidder against a proper receipt or will be sent by the registered post at the mailing address of the bidder as specified in the bid within four weeks of opening of the pre-qualification bid.
- The draft of earnest money to the bidder(s), who fail(s) to qualify for the commercial bid, will be returned by the authority to the authorized representative of the bidder against a proper receipt or will be sent by the registered post at the mailing address of the bidder as specified in the bid within 30 days after completion of technical bid evaluation.
- The bid security should be refunded to the successful bidder on receipt of Performance Security in time.

**The EMD may be forfeited:**

- a. If a Bidder withdraws or modifies or amends its 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;
- c. To sign the Contract in accordance or
- d. To furnish Bank Guarantee for contract performance.

**4.5 Place of opening of technical bid:**

Conference Hall, Room No.1202, 12th Floor, Finance Department, Nabanna, 325, Sarat Chatterjee Road, Howrah-711102.

**4.6 Firm Prices:**

- ❖ Prices quoted in the bid must be firm and final and shall not be subject to any upward modifications, on any account whatsoever. However, the authority reserves the right to negotiate the prices quoted in the bid to effect downward modification. 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.

**4.7 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.

**4.8** 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.

#### **4.9 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 may be.
- 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.

#### **4.10 Local / Site Conditions**

- ✓ It will be incumbent upon each Bidder to fully acquaint himself with the local conditions and other relevant factors at the proposed site which would have any effect on the performance of the contract and / or the cost.
- ✓ The Bidder is expected to make a site visit on its own cost to the proposed site to obtain for himself on his own responsibility all information that may be necessary for preparing the bid and entering into contract.
- ✓ Failure to obtain the information necessary for preparing the bid and/or failure to perform activities that may be necessary for the providing services before entering into contract will in no way relieve the successful Bidder from performing any work in accordance with the Tender documents.
- ✓ It will be imperative for each Bidder to fully inform themselves of all legal conditions and factors which may have any effect on the execution of the contract as described in the bidding documents. The authority shall not entertain any request for clarification from the Bidder regarding such conditions.
- ✓ It is the responsibility of the Bidder that such factors have properly been investigated and considered while submitting the bid proposals and that no claim whatsoever including those for financial adjustment to the contract awarded under the bidding documents will be entertained by the authority and that neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the authority on account of failure of the Bidder to appraise themselves of local laws and site conditions.

#### **4.11 Consortium**

Consortium is not allowed.

#### **4.12 Last Date for Receipt of Bids**

**4.12.1** Bids will be received by the authority as mentioned in Para 4.3. Bidder must submit their proposal within **09/07/2018 by 3:00 p.m.**

**4.12.2** 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.

#### **4.13 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

#### **4.14 Modification and Withdrawal of Bids**

- The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the authority **prior to the last date prescribed for receipt of bids.**
- No bid may be altered / modified subsequent to the closing time and date for receipt of bids. Unsolicited correspondences from Bidders will not be considered.
- No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified by the Bidder in the Bid. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its EMD.

#### **4.15 Address for Correspondence**

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

#### **4.16 Opening of Technical Bids by the Finance Department**

- ✓ Finance 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.
- ✓ An evaluation committee will be formed for evaluation of 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.

#### **4.17 Evaluation of Bids**

- ✓ The selected Bidders must possess the strength and capabilities in providing the services necessary to meet the Finance Department's requirements, as described in the Tender Documents. The Bidder must possess the technical know-how that would be required to successfully provide all the services sought by the Finance Department for the period of the contract.
- ✓ The evaluation process of the tender proposed to be adopted by the Finance Department is indicated under this clause. The purpose of this clause is only to provide the Bidders an idea of the evaluation process that the Finance Department may adopt. However, the Finance 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.

#### **4.18 Preliminary Examination**

- The Finance Department 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 have been furnished, whether the documents have been properly signed.

- A bid determined as not substantially responsive will be rejected by the Finance Department and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

#### **4.19 Clarification**

When deemed necessary, during the tendering process, the Finance Department may seek clarifications or ask the Bidder to make Technical presentations on any aspect from any or all the Bidder.

#### **4.20 Evaluation of Eligibility Criteria**

- ✓ An evaluation committee will be formed for evaluation of 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 knowhow and the financial wherewithal that would be required to successfully provide the support services sought by Finance 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.

#### **4.21. 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 Finance Department"** means the organization purchasing the service includes an officer who is authorized on behalf of the, Finance Department, Nabanna, 325, Sarat Chatterjee Road, Howrah-711102.
- d) **"The Vendor"** means the firm(s) providing the and services under this Contract;

### **5.2 Contract Performance Security**

- ✓ The earnest money deposited at the time of tender may be converted towards performance security amount or alternatively the bidder, taking the EMD back, may deposit a fresh performance security of equivalent amount.
- ✓ Performance security shall be payable as compensation to the Finance Department for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- ✓ If Performance security not received within stipulated time period, the contract shall be cancelled and EMD will be forfeited.
- ✓ 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 Finance Department 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 Finance Department or Finance Department representative that the actual progress of work does not conform to the approved program the Bidder shall produce at the request of the Finance Department representative 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 Finance Department 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 Finance Department, 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 Finance Department 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 Finance Department Representative.

### **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 Finance Department's Representative 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 Finance Department's Representative, the person in question has misconduct himself or his deployment is otherwise considered undesirable by the Finance Department's 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 Finance Department Representative.
- The Finance Department'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 Finance Department, to any outside agency without prior written permission from the Finance Department.
- ✓ 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 Finance Department.

### **5.8 Change Order**

- The change order will be initiated only in case:

- a. The Secretary, Finance Department 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 Secretary, Finance Department and for which cost and time benefits shall be passed on to the Finance Department,
  - c. Finance Department 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 Finance Department or its 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 2 (two) working days of receiving the comments from the Finance Department 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 Finance Department.

### **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 Secretary, Finance Department 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 Secretary, Finance Department to enable the Finance Department 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 Finance Department 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 Secretary, Finance Department or his 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 Finance Department's 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 Secretary, Finance Department 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 Additional Chief Secretary, Finance Department, 325, Sarat Chatterjee Road, Howrah-711102.
- Invoice should be accompanied by work done certificate duly issued by the Secretary, Finance Department or his Representative.

### **5.13. Termination**

Finance 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 under the following circumstances:

- ❖ Where the Secretary, Finance Department 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 Secretary Finance Department 's attention that the Bidder (or the Implementation Agency's Team) is in a position of actual conflict of interest with the interests of the Finance 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 Finance Department, at its discretion, may without prejudice to any other right or remedy available to the Secretary, Finance Department 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 Secretary, Finance Department may consider cancellation of contract.

### **5.15 Dispute Resolution**

The Secretary, Finance Department 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 Secretary, Finance Department 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 Finance Department, under or by virtue of or arising out of this contract, nor shall the Finance Department entertain or consider any such claim, if made by the Bidder after he shall have signed a “No claim” certificate in favour of the Secretary, Finance Department in such forms as shall be required by the Secretary, Finance Department 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 Secretary, Finance Department 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.

## Format 1 – Declaration of Acceptance of Terms and Conditions

To,  
The Secretary,  
Finance Department,  
Government of West Bengal  
Nabanna, Howrah

Sir,

I have carefully gone through the Terms & Conditions contained in the document [No. ....] regarding Appointment of an Agency for “**Event Management in connection with meeting of the 15<sup>th</sup> Finance Commission with the Government of West Bengal during its visit from 16<sup>th</sup> July, 2018 to 18<sup>th</sup> July, 2018 including provision for necessary logistics**” being organized by Finance Department, Government of West Bengal.

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 I am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name  
Designation

Seal

Date:

Phone/ Mobile Number:

Business Address:

## **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 in the BOQ.

### **Breakdown of Cost Components**

- i. All the prices (even for taxes) are to be entered in Indian Rupees ONLY (% age values are not allowed)
- ii. The Secretary, Finance Department reserves the right to ask the Bidder to submit proof of payment against any of the taxes, duties, levies indicated.
- iii. Finance Department shall take into account all Taxes, Duties & Levies for the purpose of Evaluation.
- iv. The Bidder needs to account for all Out of Pocket expenses due to Boarding, Lodging and other related items within their quoted rates. NO additional charges applicable without Finance Department's consent.
- v. 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, Finance Department 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

Bids will be evaluated on Quality-cum-Cost Basis (QCBS) to ensure a fair and transparent method of selection.

The **credentials of the bidders as mentioned in Technical Bid** will be examined first. The credentials will broadly cover the following areas –

- Competence in the activities as of this document.

In case a bidder does not meet the criteria for eligibility, his Technical and Financial Bids will not be opened.

For all bidders eligible according to the prescribed criteria, the **Model Presentation will be evaluated by a designated Committee that may include external expert/s.**

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

1	<b>Suggested Marking System</b>	<b>Total Marks</b>	<b>Marks Scored</b>
<b>A.</b>	<b>Technical Offer Evaluation</b>		
1	Experience in handling large indoor programmes / events.	10	
2	Experience in organizing the cultural programme.	10	
3	Credentials / capacity to deliver services in emergency situation/ at short notice considering the presence of VVIPs	10	
4	Experience/ Credentials of handling similar nature of work for any Department/ agency of the State Government in the past 3 years	10	
5	Experience/ Credentials of handling similar nature of work for Information and Cultural Affairs Department of the State Government in the past 3 years	10	
6	Quality of performance / service delivered in similar nature of work for Information and Cultural Affairs Department of the State Government in the past 5 years	10	
7	Experience for event management considering VVIPs' presence	10	
8	Credentials / capacity for handling hospitality support in State-level programmes / ceremonies	5	
10	Whether the Agency has an office in Kolkata ( with documentary proof), and the number of permanent staff/ technical persons at its disposal for handling such a large/ important event	5	
11	Financial solubility / capacity to undertake an event on a large scale, and meet unforeseen contingencies.  Financial turnover during the last financial year: (1) More than Rs 2,00,00,000 & above = 20 marks (2) More than Rs. 1,50,00,000 & up to Rs. 2,00,00,000 = 16 Marks (3) More than Rs 1,25,00,000 & up to Rs 1,50,00,000 = 10 Marks (4) Rs. 1,00,00,000 to Rs 1,25,00,000 = 6 Marks	20	
	Total: Marks for Technical Evaluation.	100	
<b>B.</b>	<b>Financial Offer Evaluation</b>	100	

2	The technical proposal should score at least 60 points out of 100 to be considered for Financial Evaluation.
3	The financial proposal with the lowest cost ( $L1$ ) will be given a score of 100 and other proposals ( $n$ , $n1$ , $n2$ etc.) scores will then be calculated by the formula " $L1/n \times 100$ "

### **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 declared on 09/07/2018 at 3:30 p.m.

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

The **Financial Proposal will be opened** only for those bidders whose technical/ model presentation receive the minimum qualifying marks by the Evaluation Committee and it will be opened on to be informed later. If a Technical Bid does not receive the minimum specified marks, the corresponding Financial Bid will not be opened. **Out of those short listed agency, the bidder acquiring the highest mark will be selected.**