



GOVERNMENT OF WEST BENGAL
Office of the Deputy Director of Tourism, North Bengal
Regional Tourist Office
Mainak Tourist Lodge Complex
Hill Cart Road, Mallaguri, Pradhannagar
(Submission of bid on line through NIC portal)
E mail: jdtnorthtourism@gmail.com

Memo. No. 528/II (42) / DDT (N) / 2019-20

Date: - 19.11.09

eNIQ No.06/RTO/SILIGURI/2019-20

E Tender Notice for “Temporary basis Designing, Branding, Illumination, Sound, Stage light & other logistics infrastructure incl. Supply & Fixing at the Biswa Bangla Hat, Siliguri in the district of Darjeeling, during the period from 20.12.2019 to 01.01.2020 in the event of Christmas Festival, 2019.”

On behalf of the Department of Tourism, Govt. of West Bengal the undersigned invites e-tender from resourceful bonafied agencies for “Temporary basis Designing, Branding, Illumination, Sound, Stage light & other logistics infrastructure incl. Supply & Fixing at the Biswa Bangla Hat, Siliguri in the district of Darjeeling, during the period from 20.12.2019 to 01.01.2020 in the event of Christmas Festival, 2019.”

Interested agencies may download the details of the tender the e-tender portal at <https://wbtenders.gov.in> and submit the proposal through the e-tender portal at <https://wbtenders.gov.in> within or before 09.12.19 by 4.30 pm.

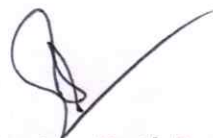
It will be two bid system and agency will be selected on the basis of eligibility criteria, Technical Evaluation and Financial Evaluation. **Pre-Bid meeting** will be held in the chamber of the Dy Director, Tourism, North Bengal having his office at Mainak Tourist Lodge, Siliguri on 28.11.19 at 12.00 noon.

The Technical bids will be opened on 12.12.19 at 11:00 PM in the chamber of the Deputy Director, North Bengal, Tourism Department, Mainak Tourist Lodge, Siliguri.

Invitation for Bids

Tender Schedule :

SL.no.	Events	Date & Time
1.	Date of Issuing Tender Notice vide no : eNIQ No. 06 /RTO/ Siliguri /19-20	19.11.19
2.	Date of Publication of Tender Notice in Daily Newspapers:	25.11.19
3.	Date of uploading of N.I.T. & other Documents (Publishing of Bid online)	25.11.19
4.	Date & Time of Documents download/sell start (Online)	25.11.19 & 10:15 AM onwards
5.	Date & Time of Documents download/sell end (Online)	09.12.19 & 4:00 PM
6.	Date & Time of Bid submission start (On line)	25.11.19 & 10:20 AM onwards
7.	Date & Time of Bid Submission closing (On line)	09.12.19 & 4:30 PM
8.	Date & Time of Pre Bid Meeting (U/S office)	28.11.19 & 12:00PM
9.	Date & Time of Corrigendum Notice upload if any.	NA
10.	Date & Time of Opening of Technical Bid (online)	12.12.19 & 11:00PM
11.	Date & Time of Uploading list for Technically Qualified Bidder (online)	To be informed later
12.	Date & Time of Opening of financial bid (online)	To be informed later


Dy. Director of Tourism, North Bengal
Regional Tourist Office, Siliguri,
Govt. of West Bengal

Invitation for Bids

SECTION – I

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

The invitation to bid is for “Temporary basis Designing, Branding, Illumination, Sound, Stage light & other logistics infrastructure incl. Supply & Fixing at the Biswa Bangla Hat, Siliguri in the district of Darjeeling, during the period from **20.12.2019 to 01.01.2020** in the event of Christmas Festival, 2019.”

being organized by **Dy Director, North Bengal, Tourism Department, Mainak Tourist Lodge, Siliguri.**

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:

DyDirector of Tourism, North Bengal, Tourism Department, Govt. of West Bengal.

1.2 Contact Person:

DyDirector of Tourism, North Bengal, Mainak Tourist Lodge Complex, Hill Cart Rd, Pradhannagar, Mallaguri, Siliguri-734003.

1.3 Key Events & Dates:

As mentioned in the tender schedule in page 2 of this NIQ.

1.4 Procurement of Document:

The bid documents are available for download from <https://wbtenders.gov.in> from **23.11.2019**.

1.5 Venue and Deadline for submission of Proposal:

Office of The Deputy Director of Tourism Department, North Bengal, Mainak Tourist Lodge Complex, Hill Cart Road, Pradhannagar, Mallaguri, Siliguri , 734003, Darjeeling and the deadline for submission of proposal as prescribed in time schedule of the bidding process in page no -1 of this notice.

1.6 Earnest Money: The amounting of **Rs. 10000.00** (Rupees Ten Thousand only) only is to be submitted online in favour of the Deputy Director Of Tourism Department, Mainak Tourist Lodge Complex, Mallaguri, Pradhan Nagar, Siliguri/734003 At the time of uploading the tender / quotation, the intending tenderer,/ quotationer should select the tender to bid and initiate payment of pre-defined EMD for that tender by selecting from either of the following payment modes:

- (i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway.
- (ii) RTGS/NEFT in case of offline payment through bank account in any Bank with his / her tender / quotation as per Memorandum No. 3975-F(Y) dated: - 28.07.2016 of Secretary to the Government of West Bengal, Finance Department.

Refund of EMD: The EMD of the unsuccessful Tenderer deposited shall be automatically refunded through online process. The refund of EMDs will be paid to the bidders to the account from which the EMD transaction got initiated by the bidder. Accordingly, for internet banking transactions, the EMD will be refunded back to the internet banking account from which the bidder initiated the transaction. If the bidder has made EMD payment through RTGS/NEFT mode, the refund will go back to the account from which the RTGS/NEFT transaction got initiated.

HELPDESK:For any queries or issues on EMD payments made through Internet banking or Payment gateway, RTGS/NEFT mode or any Refunds Contact Helpdesk: **03340267513/ 03340267512**.

events so as to analysis the bid in a transparent way. In order to integrate all the events associated with the programme of Christmas Festival during, 2019, intention of the authority of Tourism 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.

1.7 The major responsibilities as specified above are indicative only and not exhaustive in any manner.

Eligibility Criteria



Dy. Director of Tourism, North Bengal
Regional Tourist Office, Siliguri,
Govt. of West Bengal

SECTION - II

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:

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">✓ Annual turnover of Rs 30.00 lakh for the year 2019-20.✓ Trade License✓ Proof of Office Address in Kolkata/District where the programme is going to be held.✓ GSTIN number.✓ Income Tax registration/PAN number✓ Certificate of updated Income tax Return✓ P. Tax payment Challan updated.✓ Audited balance sheet for the last years.✓ Bank's solvency certificate to the extent of Rs. 10.00 lakhs✓ Work experience including work of Government of West Bengal in last five years in the tune of Rupees 10 lakh minimum.
2	The bid can be submitted only by an established house/agency that has successful experience .	<ul style="list-style-type: none">• Self-certification by authorized signatory with relevant documents in its support.• Work Orders/ Completion Certificate confirming previous experiences
3	The bidder should furnish, as part of its bid, an Earnest Money deposit of Rs.10,000/- (Rupees Ten thousand)	In the form RTGS or NEFT
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	The Bidder should have work experience including work of Government of West Bengal in the last five years in the tune of Rupees 10 Lakhs minimum.	<ul style="list-style-type: none">• Self-certification by authorized signatory with relevant documents in its support.• Work Orders/ Completion Certificate confirming previous experiences
8	Bank solvency certificate to the extent of Rs.10.00 lakhs	<ul style="list-style-type: none">• Bank's Solvency certificate by authorized signatory with relevant documents in its support.• Documentary proof

10	Form No:-1 &2 (Enclosed with this NIQ)	<ul style="list-style-type: none"> • Details of Bidders. • Declaration of Acceptance of Terms and Conditions duly stamp and signature.
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The vendor must fulfill the above eligibility criteria/ pre-qualification conditions. 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


Dy. Director of Tourism, North Bengal
Regional Tourist Office, Siliguri,
Govt. of West Bengal

SECTION - III

SCOPE OF WORK

SECTION – III

SECTION – III

Scope of Work:

“Temporary basis Designing, Branding, Illumination, Sound, Stage light & other logistics infrastructure incl. Supply & Fixing at the Biswa Bangla Hat, Siliguri in the district of Darjeeling, during the period from 20.12.2019 to 01.01.2020 in the event of Christmas Festival, 2019.”

Sn	Description	Quantity	Unit
1	Venue Light (for 12+1 days)		
1.01	Temporary SITC of Metal haled lamp with fitting (400watt). Proper wiring for entire connection and should be in FRLS (ISI marks) in rigid PVC conduit and proper earthing as per direction of EIC and mending good damages.	10	Nos.
1.02	Temporary SITC of Metal haled lamp with fitting (1000watt). Proper wiring for entire connection and should be in FRLS (ISI marks) in rigid PVC conduit and proper earthing as per direction of EIC and mending good damages.	10	Nos.
1.03	Temporary SITC of LED miniature lamp with fitting (15 / 25 watt). Proper wiring for entire connection and should be in FRLS (ISI marks) in rigid PVC conduit and proper earthing as per direction of EIC and mending good damages.	25,000	Nos.
1.04	Temporary SITC of LED Par. lights (54 X 3W) Proper wiring for entire connection and should be in FRLS (ISI marks) in rigid PVC conduit and proper earthing as per direction of EIC and mending good damages.	30	Nos.
1.05	Temporary SITC of Surphee . Proper wiring for entire connection and should be in FRLS (ISI marks) in rigid PVC conduit and proper earthing as per direction of EIC and mending good damages.	8	Nos.
1.06	Temporary SITC of Rope light/Strip light (R, G, B, Y, or multi-color) incl. Proper wiring for entire connection and should be in FRLS (ISI marks) in rigid PVC conduit and proper earthing as per direction of EIC and mending good damages.	2500	Mtr.
1.07	Temporary SITC of Spot/Spike light (R, G, B, Y, or multi-color) incl. Proper wiring for entire connection and should be in FRLS (ISI marks) in rigid PVC conduit and proper earthing as per direction of EIC and mending good damages.	100	Nos.
1.08	Temporary SITC of panel/switchgear items like Main switch, Changeover, MCBDB, power indicator, fuse, metering and protection etc. for power distribution and operation incl. Proper wiring for entire connection and should be in FRLS (ISI marks) in rigid PVC conduit and	05	Nos.


	proper earthing as per direction of EIC and mending good damages.		
1.09	Temporary SITC of Cable, Wires etc. for power distribution and operation of whole installation incl. Proper wiring, cabling & laying for entire connection and should be in FRLS (ISI marks) in rigid PVC conduit and proper earthing as per direction of EIC and mending good damages.	1	job
1.10	T. Truss (height 15 ft)	04	Nos.
1.11	Temporarily S&F Fire extinguisher ABC, CO2, & foam type for controlling the different types of fire.	10	Nos.
2.	Stage light		
2.01	Temporarily Supplying, fitting and fixing of 150W Wide Beam Metal Halide flood light fittings with all accessories and connection all complete as per direction of the E-I-C.	6	Nos.
2.02	Temporarily Supplying, fitting and fixing of EVL PRO Color 1200W, 3 Standard 512 DMX Light.	6	Nos.
2.03	Temporarily Supplying, fitting and fixing of Plano convex spot light fittings complete with convex spot light fittings complete with all accessories including S&F 1000 watts lamp and connection all complete as per direction of the E-I-C.	6	Nos.
2.04	Temporarily Supplying, fitting and fixing of Fresnel 1000W Light with burn door or w/o burn door as per requirement.	6	Nos.
2.05	Temporarily Supplying, fitting and fixing of Baby Profile Light 600W.	4	Nos.
2.06	Temporarily Supplying, fitting and fixing of Halogen/flood light 1000W Halogen with 4 leaf barn door complete with all accessories including S&F 1000W lamp and connection all complete as per direction of E-I-C.	4	Nos.
2.07	Temporarily Supplying, fixing and fitting of flood light fitting with all accessories including Cyclorama LED Light DMX RGB Lamp 336 and connection all complete as per direction of the E.I.C.	6	Nos.
2.08	SGM Controller.	1	No.
2.09	Temporarily Supplying, fixing and fitting of Dimmer Pack 6 Channel DMX Electronic Dimmer console 2500W with sheet metal body, individual 6 channel sliding knob, local master channel-3, mother master-3, chaser, channel changing switch, counter meter, strobing arrangement, blink facility analogue system all complete as per direction of E.I.C.	1	No.
2.10	Temporarily Supplying, installation, testing & commissioning 18x2 way all mounted patch- panel-board of approved make all complete as per direction of E-I-C.	1	No.
2.11	Temporarily Supplying, installation, testing Three Phase Distribution Board incl. Proper wiring for entire connection and should be in FRLS (ISI marks) in rigid PVC conduit and proper earthing as per direction of EIC and mending good damages.	1	No.
2.13	Temporarily Supplying and laying of Cables, wire & Connectors Lot as per site requirement.	1	Job
2.14	Temporarily Supplying, installation, testing of flush type	10	Nos.

	250V, 3 pin 15 Amp socket with 15 A receptacle floor pockets on metal box and earthing attachment etc. all complete as per direction of the Engineer-in-charge.		
2.15	Supplying, fitting and fixing approved make Hanger for hanging the stage light etc. as per direction of the Engineer-in-charge.	2	Nos.
2.16	Installation Commissioning, Programming & Testing the whole installation inclusive freight charges with Loading & unloading of all the stage lights with proper wiring and operation of the same as per concern authority requirement.	1	Job
3.	Sound System		
3.01	Temporarily Supplying, installation, testing of Dual 15" Two-way Speakers delivers superb high-level music and powerful bass with differential drive drivers handles 1200 watts of continuous power as per direction of EIC and mending good damages.	2	Nos.
3.02	Temporarily Supplying, installation, testing of Dual 18" Sub-Woofer deliver smooth, clean, accurate low-end. Pair of 18" Differential Drive woofers provides extension down to 27 Hz while handling and amazing 1600 watts of continuous power as per direction of EIC and mending good damages.	2	Nos.
3.03	Temporarily Supplying, installation, testing of Dual 12" Two-way Speakers delivers superb high-level music and powerful bass with differential drive drivers handles 1000 watts of continuous power as per direction of EIC and mending good damages.	2	Nos.
3.04	Temporarily Supplying, installation, testing of 60 Watt Speakers delivers superb high-level music and powerful bass with differential drive drivers handles 60 watts of continuous power as per direction of EIC and mending good damages.	6	Nos.
3.05	Temporarily Supplying, installation, testing of Dual (per channel),1600W 1kHz power with 1% THD dual (per channel) 650W & 4 ohm bridge 3200W to Bridge 2400W. Signal-to-Noise Ratio (below rated 1 kHz power at 8 ohms): 100dB (A weighted) as per direction of EIC and mending good damages.	2	Nos.
3.06	Temporarily Supplying, installation, testing of Dual (per channel),3000W 1kHz power with 1% THD dual (per channel) 1200W & 4 ohm bridge 6000W to Bridge 4200W. Signal-to-Noise Ratio (below rated 1 kHz power at 8 ohms): 103dB (A weighted) as per direction of EIC and mending good damages.	1	Nos.
3.07	Temporarily Supplying, installation, testing of Dual (per channel), 1000W 1kHz power with 1% THD dual (per channel) 475W & 4 ohm bridge 2000W to Bridge 1600W. Signal-to-Noise Ratio (below rated 1 kHz power at 8 ohms): 100dB (A weighted) as per direction of EIC and mending good damages.	2	Nos.
3.08	Temporarily Supplying, installation, testing of Complete Equalization and Loud Speaker Control system with	2	Nos.

	following specifications.Feedbck Elimination, 2.7 Seconds of Alignment and Zone Delay, GUI control, Classic Compression and Limiting, Graphic and Parametric EQ, Auto-EQ Function, Full Bandpass, Crossover, and Routing Configurations, Auto Gain Control, Pink Noise Generator and full time RTA, Security Lockout, Wall Panel Control Inputs, Optional RTA-M microphone as per direction of EIC and mending good damages.		
3.09	Temporarily Supplying, installation, testing of Advanced Feedback Suppression Processor with following specifications.24 Programmable Filters per Channel, Stereo or Dual Independent Channel Processing, Live and Fixed Filter Modes, Selectable Filter Lift Times, Application-specific filter types include: Speech and Music Low, Med and High, Input channel Metering, 24 LED per Channel Filter Metering, XLR and 1/4" TRS Inputs and Outputs as per direction of EIC and mending good damages.	1	Nos.
3.10	Temporarily Supplying, installation, testing of Four processors based dual Stereo or true Surround effects to the recordings with built-in LCD display and front-panel parameter adjustment knobs make selecting and editing presets extremely easy as per direction of EIC and mending good damages.	1	Nos.
3.11	Temporarily Supplying, installation, testing of 32 Channels Multi bus professional Audio Mixing Console , FreqResp 20-20000 Hz +0/-1 dB, TH Distortion<0.05% as per direction of EIC and mending good damages.	1	Nos.
3.12	Temporarily Supplying, installation, testing of Frequency Response: 40-18000 Hz Microphone of noiseless switch 350 Ohm as per direction of EIC and mending good damages.	4	Nos.
3.13	Temporarily Supplying, installation, testing of Evolution Wireless 115G3 Vocal Set as per direction of EIC and mending good damages.	4	Nos.
3.14	Temporarily Supplying, installation, testing of Drum Kit Microphone of 5 Sets as per direction of EIC and mending good damages.	1	Nos.
3.15	Temporarily Supplying, installation, testing of The Cardioid E935 is a Fully Professional vocal microphone , frequency 40-18000 Hz metal body with robust transmitter of 36 MHz. as per direction of EIC and mending good damages.	3	Nos.
3.16	Temporarily Supplying, installation, testing of The HELF CARDIOD BOUNDARY LAYER E901 IS as per direction of EIC and mending good damages.	6	Nos.
3.17	Temporarily Supplying, installation, testing of Receiver Amplifier with PA Lectern System 40 Watt with One Cord as per direction of EIC and mending good damages.	1	Nos.
3.18	Temporarily Supplying, installation, testing of PA Microphone Floor Stand with height 920-1500 mm, Base Dia 230 mm. as per direction of EIC and mending good damages.	7	Nos.
3.19	Temporarily Supplying, installation, testing of PA	4	Nos.

	Microphone Table/Floor Stand with height 350-530 mm, Base Dia 150 mm. as per direction of EIC and mending good damages.		
3.20	Temporarily Supplying, installation, testing of Loud speaker cable & PVC conduit as per direction of EIC and mending good damages.	4	Lot.
3.21	Temporarily Supplying, installation, testing of Microphone cable & PVC conduit as per direction of EIC and mending good damages.	1	Lot.
3.22	Temporarily Supplying, installation, testing of Twin Core Shielded Low Noise Signal Cable as per direction of EIC and mending good damages.	1	Lot.
3.23	Temporarily Supplying, installation, testing of Shielded Snake 24 Cable 23x0.15 mm as per direction of EIC and mending good damages.	1	Lot
3.24	Temporarily Supplying, installation, testing of 415 Volt, 3-Phase, 10 KVA Voltage Stabilizer as per direction of EIC and mending good damages.	1	No.
3.25	Temporarily Supplying, installation, testing of Connector Set as required as per direction of EIC and mending good damages.	1	Job
3.26	Installation Commissioning, Programming & Testing the whole installation inclusive freight charges with Loading & unloading as per direction of EIC and mending good damages.	1	Job
4.	Pandal infrastructure for audience		
4.01	Temporary supply of Sofa set (Good condition) along with its cover for the VVIP setting arrangement incl. transportation, Overhead, labor charge if any as per direction of concern authority.	20	Nos.
4.02	Temporary supply of ordinary Chair (Good condition) along with its cover for the VIP/audience setting arrangement incl. transportation, Overhead, labor charge if any as per direction of concern authority.	1000	Nos.
4.03	Temporarily supply & fixing structure of samiyana of size 90ft X 90ft incl. rain protection and aesthetics view along with beautification of Pandal for audience sitting portion as per direction of EIC and mending good damages.	1	job
5.	Miscellaneous work:		
5.01	Temporary SITC of decorative Statue/Model/Structure like Santa claus of suitable heights as relevant to X – mass incl. base for fixing the same along with power supply arrangement with protection as per direction of EIC and mending good damages.	15	Nos.
5.02	Temporary SITC of decorative Statue/Model/Structure like X- Mass tree of 20 ft. heights for the center attraction inside the site with special lighting for aesthetic view incl. base for fixing the same along with power supply arrangement with protection the same as per direction of EIC and mending good damages.	1	No.

	power supply arrangement with protection the same as per direction of EIC and mending good damages.		
5.04	Temporary SITC of decorative Statue/ Model/ Structure/ Christmas symbols like Angels, Bells, Evergreen tree, Holly Plants, Wreath, Candles, Candy Cane and star etc. of size 5ft X 4ft heights with special lighting for aesthetic view incl. base for fixing the same along with power supply arrangement with protection the same as per direction of EIC and mending good damages.	30	Nos.
5.05	Temporary SITC of decorative Statue/Model/Structure like Christmas reindeer of suitable heights with special lighting for aesthetic view incl. base for fixing the same along with power supply arrangement with protection the same as per direction of EIC and mending good damages.	2	Nos.
6	Branding (for 12 days)		
6.01	Branding with Flex with iron frame, 8'X6', including setup, transportation & dismantling	150	Nos.
6.02	Walkway Pillar : Flex with iron frame (3' X 8'), including setup, transportation & dismantling	80	Nos.
6.03	Directional Signage : Flex with wooden frame, VOS (2'x1.5) including setup, transportation & dismantling	50	Nos.
6.04	Branding Flex with wooden frame, 5'X12', including setup, transportation & dismantling	100	Nos.
6.05	Branding with Standy with iron frame, 8'X6', including setup, transportation & dismantling.	25	No.
7	Documentation		
7.01	Still Camera with skilled man power	1	Gross
7.02	Video Camera with skilled man power with wiring and power back up	1	Gross
7.03	Photo Album with all pics (300 nos.)	1	Gross
7.04	Digital Album with all pics and video with a 2 pen drive having adequate space	1	Gross
8	Manpower		
8.01	Supervisor	2	No
9	Management Charges		
9.01	Management Charges	1	Gross
10	Govt. Taxes		
10.01	Govt. taxes as admissible	1	Gross


 Dy. Director of Tourism, North Bengal
 Regional Tourist Office, Siliguri,
 Govt. of West Bengal

Instructions to Bidders

SECTION –IV

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 equipment, 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-II or 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 wbttenders.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

- Scanned copy of EMD documents to be uploaded
- **Non-statutory Cover** Containing the following documents:

The bidder must upload the following documents

(a)	Document for Annual turnover of Rs 30 Lac for the year 2019-20
(b)	Trade License
(c)	Proof of office address
(d)	GST Registration Certificate
(e)	PAN Card
(f)	IT Submission Certificate
(g)	P Tax Registration Certificate with updated challan.
(h)	Last year's audit report.
(i)	Bank Solvency certificate to the extent Rs. 10.00 lakhs.
(j)	Work Experience Certificate in the tune of 10.00 lakhs in last 5 years.
(k)	Self-Declaration certificate:- "The Bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government Agency."
(l)	Form-I (Bidder's Details)
(m)	Form - II (Declaration of Acceptance of Terms and Conditions)
(n)	Key personal that employed for the project.

(II) Financial Proposal:

- The Financial proposal should be submitted online.
- The financial proposal should contain the documents in **one cover (folder)** i.e. Bill of Quantities (BOQ)/ Scope of the work. The agency is to quote the rate online in the space marked for quoting rate in the BOQ incl. all taxes.

The Technical Proposal should contain the documents in one cover containing EMD document and Creative Bid (Audio/Visual Projection) regarding designing the programme and method of implementing the programme. Presentation of the hard copy/ CD/ Pen drive will be held on during the opening of the Technical bid. Details of the Creative Bid given in the Annexure-II

4.4 Earnest money deposit (EMD)

- All bids must be accompanied by an earnest money of **Rs.10,000/- (Rupees ten thousand)** only for each category (part). No interest shall be paid on the earnest money under any circumstances.
- Earnest money to the bidder(s), who fail(s) to qualify for the technical bid, will be returned by the e-tender system itself as per Govt. rule in force within scheduled date (approx. 30 days).

The EMD may be forfeited:

- 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
- In the case of a successful Bidder, if the Bidder fails;
- To sign the Contract in accordance or
- To furnish Bank Guarantee for contract performance.

4.5 Place of opening of technical bid:

Office chamber of the Dy Director, North Bengal, Tourism Department, Mainak Tourist Lodge, Siliguri.

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 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 Price 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 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.

4.12. 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.

4.13. Consortium

Consortium is not allowed.

4.14. Last Date for Receipt of Bids

- **4.14.1.** Bids will be received by the authority as mentioned in Para 4.3. Bidder must submit their proposal using Digital Signature online as per the schedule mentioned in tender schedule.

4.14.2. 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.

4.15. 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.

4.16. 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.

4.17. 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.

4.18. Contacting the Tourism Department

No Bidder shall contact the Tourism Department 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 Tourism authority's bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder's bid.

4.19. Opening of Technical Bids by the Tourism Department

- ✓ Tourism 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.

4.20. Evaluation of Bids

- ✓ The selected Bidders must possess the strength and capabilities in providing the services necessary to meet the Tourism 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 Tourism Department for the period of the contract.
- ✓ The evaluation process of the tender proposed to be adopted by the Tourism 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 Tourism Department may adopt. However, the Tourism 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.

4.22 Preliminary Examination

- The Tourism 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 & Tender Fee has been furnished, whether the documents have been properly signed.
- A bid determined as not substantially responsive will be rejected by the Tourism Department and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

4.23 Clarification

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

4.24 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 Tourism 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.

4.25. 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 Tourism Department"** means the organization purchasing the service includes an officer who is authorized on behalf of the Director of Tourism, Tourism Department, 1, K S Roy Road, Kolkata 700 001.
- 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 Tourism 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 Tourism 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 Tourism Department or Tourism Department representative that the actual progress of work does not conform to the approved program the Bidder shall produce at the request of the Tourism 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 man power, 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 Tourism 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 Tourism 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 Tourism 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 Tourism Department Representative.

5.5. Implementation Agency's Team

- The bid is valid for a period of 1(one) year from the date of declaration of award of contract.
- 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 Tourism Department 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 Director of Tourism, Tourism Department or his Representative the person in question has misbehaved himself or his deployment is otherwise considered undesirable by the Director of Tourism, Tourism Department 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 TOURISM DEPARTMENT Representative.
- The Tourism 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 Tourism Department, to any outside agency without prior written permission from the Tourism 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 TOURISM DEPARTMENT.

5.8. Change Order

- The change order will be initiated only in case:

- a. The Director of Tourism, Tourism 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 Dy Director of Tourism, Tourism Department and for which cost and time benefits shall be passed on to the Tourism Department,
 - c. Tourism 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 Dy **Director of Tourism**, North Bengal Tourism Department 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 Dy **Director of Tourism**, TOURISM 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 Dy **Director of Tourism**, Tourism 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 Dy **Director of Tourism**, Tourism 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 Dy **Director of Tourism**, Tourism Department to enable the Tourism 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 Dy **Director of Tourism**, Tourism 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 Dy **Director of Tourism**, Tourism Department 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 Tourism Department 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 Dy **Director of Tourism**, TOURISM 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 Dy **Director of Tourism**, Tourism Department, North Bengal, Mainak Tourist Lodge, Siliguri.
- Invoice should be accompanied by work done certificate duly issued by the Dy **Director of Tourism**, Tourism Department or her Representative

5.13. Termination

TOURISM 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 Dy **Director of Tourism**, Tourism 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 Dy **Director of Tourism**, Tourism 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 Tourism 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 Tourism Department, at its discretion, may without prejudice to any other right or remedy available to the Dy **Director of Tourism**, Tourism 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 Joint Secretary, Tourism Department may consider cancellation of contract.

5.15. Dispute Resolution

The Dy **Director of Tourism**, Tourism 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 Dy **Director of Tourism**, Tourism 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 Tourism Department, under or by virtue of or arising out of, this contract, nor shall the Tourism 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 Dy **Director of Tourism**, Tourism Department in such forms as shall be required by the Additional Secretary, Tourism 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 Dy **Director of Tourism**, Tourism 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.

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

- A. 1. Name of Applicant (Firm) :
2. Office Address :
3. Telephone No. :
4. Mobile No. :
5. E-mail Address:
6. Fax No. :
- B. Office Address
- I) Telephone No. :
Mobile No. :
Fax No. :
- II) **E-mail id (Mandatory) :**
- C. 1. Name and address of Bank & Branch :
2. Bank Account No. :
3. IFSC CODE of that Branch :
4. MICR CODE of the Branch :
5. Bank Account Type :
6. Photo copy of 1st page of bank pass book along with a original cancelled cheque.
- D. 1. Attach an organization chart showing :
Structure of the company with names of
Key personnel and technical staff
- E. PAN NO. :
- F. GITN NO. :-

(Signature of the Bidder)

Printed Name
Designation

Seal

Form II – Declaration of Acceptance of Terms and Conditions

To,
The Dy **Director of Tourism**, North Bengal,
Tourism Department,
Mainka Tourist Lodge,
Siliguri

Sir,

I have carefully gone through the Terms & Conditions contained in the document [No.] regarding engaging of an Agency for “Temporary basis Designing, Branding, Illumination, Sound, Stage light & other logistics infrastructure incl. Supply & Fixing at the Biswa Bangla Hat, Siliguri in the district of Darjeeling, during the period from [20.12.2019](#) to [01.01.2020](#) in the event of Christmas Festival, 2019.”being organizedby Tourism Department, Govt. 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 am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

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 (item rate wise) online through computer in the space marked for quoting rate in the BOQ.
2. The bidder who quoted the lowest total amount in the space marked for quoting rate in the BOQ including all tax termed as lowest bidder.
3. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

Breakdown of Cost Components

- ✓ All the prices (even for taxes) are to be entered in Indian Rupees ONLY (%age values are not allowed)
- ✓ 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 Dy **Director of Tourism**, Tourism Department reserves the right to ask the Bidder to submit proof of payment against any of the taxes, duties, levies indicated.
- ✓ Tourism Department 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 bidder to note that following recurring expenses shall be reimbursed on actual Diesel Cost
- ✓ 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, Tourism 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 uploaded online** will be examined first. The credentials will broadly cover the following areas –

- Competence in all the promotional activities and sectors noted in the campaign outline on Pg. 3 of this document

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

- This is a very important matter which is expected to be evaluated after Technical presentation. Hence, while the technical Bid would be evaluated as per the rules, it is deemed necessary ability to perform all such work should be verified with utmost care. Considering the importance of the work and its gravity BID process would be finalized only by the Technical evaluation.

•

ANNEXURE-I :CRITERIA FOR EVALUATION OF BIDS

1	Suggested MarkingSystem		Total Marks	Marks Scored
	A.	Technical Offer Evaluation		
	3	Prior experience in handling similar type of Govt.event in districts in the last 3 years.	20	
	5	Experience/ Credentials of handling event or creative designing for Tourism Department of the State Government in the last 3 years.	20	
	7	Experience/Credential of Branding work in similar type of programme in different districts under any Department under Govt. of W.B. in the last 3 years.	10 10	
	8	Experience/Credential for organizingGovt.level fair with district level artisan in districtsunder any Department under State Govt. in the last 3 years.	10 5	
	9	Experience/Credential for organizingGovt. exhibition in districts in the last 3 years.	10	
	10	the number of permanent stuff/ technical persons at its disposal for handling such a large/ important events and their experience details with certificates	10	
	11	Financial solubility / capacity to undertake an event on a large scale, and meet unforeseen contingencies. Financial turn over during the last financial year: (1) Rs.30,00,000and above=10 marks (2) Rs. 50,00,000Rs. 1,00,00,000 =5 Marks (3) Rs.1,00,00,000toRs. 1,50,00,000 =5 Marks	20	
		Total:MarksforTechnicalEvaluation.	100	
	B.	FinancialOfferEvaluation	100	
2	The technical proposal should score at least 71 points 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.. To qualify for the financial bid the bidders must have to score at least 71 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 and it will be opened as 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 marks in Financial evaluation will be selected.

Memo. No. 528/II (42) / DDT (N) / 2019-20

Date: - 19.11.09

Copy for information with a request to put up on Office Notice Board for publicity:

1. The Director of Tourism, Directorate of Tourism, Govt. of West Bengal, New Secretariat Buildings, Block – A, 3rd Floor, 1, Kiran Shankar Roy Road, Kolkata – 700 001.
2. The Sub Divisional Officer, Vivekananda Bhawan, Hill Cart Road, Pradhan Nagar, Siliguri – 734 003.
3. The Sub Divisional Information & Cultural Officer, Mainak Tourist Lodge, Hill Cart Road, Pradhan Nagar, Siliguri – 734 003.
4. Office Notice Board.
5. Guard File.


Dy. Director of Tourism, North Bengal
Regional Tourist Office, Siliguri,
Govt. of West Bengal