

Government of West Bengal
Directorate of Mass Education Extension
Bikash Bhawan, 9th floor, Salt Lake, Kol-91

786/AD/E/2024 Memo No.

Date: 28/08/2024

NOTICE INVITING E-TENDER

(Through Pre-Qualification Submission of Bid through NIC E-Tender Portal)

E-tenders vide No. MEED/DIR/e-02/2024-25/Re-tender are invited for supply and service of **Refreshment and Stage & Hall decoration with backdrop, Gate, Banner, Standees etc.** in connection with observance of International Literacy Day, 2024 on 8th September(Sunday) **at the DHONO DHANYO Auditorium, Alipore, Kolkata** from the bonafide agencies as per specifications and details given below. Bidders are requested to quote the cost of each Item mentioned in the description including all taxes applicable.

Sl No	Item	Description	Remarks
Approx cost of Infrastructure(items Sl 1 to 7) : Rs.2,0,6000/-			
1.	Stage & front decoration including podium with artificial flowers and hiring of ceremonial lamp including decoration with fresh flowers	MINI Auditorium at the DHONO DHANYO	Rates may be quoted after Site visit and relevant dimensions may be mentioned
2.	Seating arrangement of VIPs on stage	2 seater Sofas and glass topped centre tables for 10 persons onstage and flower baskets(original)	
3.	Gate	One gate at the entrance of DHONO DHANYO Auditorium.	Mention details ie type of materials to be used and size.
4.	Stage Backdrop Banner	1 (size according to the Mini Auditorium at DhonoDhanya)	Rate may be quoted after Site visit and relevant dimensions may be mentioned
5.	Standees	4 (four)	6ft * 3ft
6.	VIP Seating at theatre Hall	2 seater Sofas and centre tables : 5 Nos each and small flower bowl	
7.	Refreshment counter at Theatre Hall and Registration	Plastic Tables for refreshment 6 Nos. and 50 Plastic Chairs	
Approx cost of Food items (Sl 8 to 10): Rs.2,94,000/-			
8.	Tea & Biscuits	One Hundred (100)cups with Biscuits.	

9.	Refreshment for participants & officials	Six hundred Fifty (650) packets: Fried Rice, Chilli Chicken (at least 150 gms)and steamed chicken momo (4pcs), 1 pc sweet, 1 water bottle (500 ml) from bisleri/Kinley	
10.	Drinking Water	4 Crates of 500 ml water bottle (Bisleri/kinley) and 3 Nos. of Dispensers along with with 6 Numbers of 20 Litre water Jar(Bisleri/Kinley)	

● **TERMS AND CONDITIONS OF THE TENDER:**

1. Eligibility Criteria:

- A. Only those agencies who are **enlisted with DHONO DHANYO AUDITORIUM** may apply.
- B. The bidders must have a record of one successful completion of similar nature of work order of value of **at least twice** Tender amount as applicable for the items (Infrastructure /Food) quoted within last 3 years from the date of publication of the notice under the authority of State/Central Govt., State/Central Govt. undertaking, Statutory bodies constituted under the statute of the Central/State Govt.
- C. Estimated value of work **Rs.5,00,000/- (Five Lacks) Only.** (Refreshment : 2,94,000/- for Infrastructure : Rs. 2,06,000/-
2. The Earnest money will be forfeited if the tenderer(s) withdraw(s) from the tender process after opening of bids.
3. Bidders will have to present original requisite documents in support of submitted documents for verification, if asked for.
4. The successful bidder will be bound to provide services/supply the item(s) within specific dates, mentioned in the procurement order.
5. E-tender should be addressed to the Directorate of Mass Education Extension, 9th floor, Bikash Bhawan, Salt Lake, Kolkata-700091. Bidders may download tender enquiry documents from the website directly with the help of Digital Signature Certificate.
6. Any subsequent notice regarding this tender shall be uploaded in the above website(s) only. In the event of any of the above mentioned dates being declared as a holiday for the Directorate of Mass Education Extension, West Bengal the tenders will be opened on the next working day at the appointed time or at any date & time as desired by the tender selection committee.
7. If any bidder is found to be guilty of producing fabricated / false documents and /or undertaking unfair means will be liable to punitive actions as decided by the Tender Committee/or, any appropriate authority.
8. Bidders are requested to submit their rate for completion of work within the time allowed in the specified format given in the BOQ. Rate must be inclusive of all taxes and other incidental charges otherwise quotation will be rejected. The rate should be mentioned in both figure and word.
9. The FINANCIAL OFFER of the prospective tender will be considered only if the document attached with the technical bid of the tender is found qualified by the 'Tender Evaluation Committee' formed by the Authority. If any Technical Bid fails to fulfill the criteria of this tender, then the corresponding financial Bid will be rejected.
10. **Technical Bid:** Bidder should submit Self attested photocopy of the **following documents** and proof of submission of EMD in Technical Bid Envelop:-
 - i. PAN Card, Income Tax Return for Assessment Year 2023-24.**

- ii. Professional Tax Challan.**
- iii. Current Renewed Trade License.**
- iv. FSSAI License with up to date renewal as applicable**
- v. Credential for doing similar work**
- vi. Copy of fire safety license as applicable**
- vii. Documents in support of Sl B in Terms and Conditions, Minimum Eligibility Criteria as noted above.**

viii. Earnest Money Deposit:-Bidder has to deposit Rs.10,000/- as Earnest Money. Non submission of Earnest Money will lead to rejection of the Bid. Earnest Money deposit would be released on successful completion of programme only on proper claim by the bidder. No interest would be paid on Earnest Money deposit.

Earnest money is to be deposited online by the bidder. Non submission of Earnest Money will summarily lead to rejection of the Bid. **Earnest Money deposit will be forfeited in following cases:**

- i. The Bidder withdraws tender after opening or acceptance.
- ii. The selected bidder fails to accept order or refuses (wholly or partly).
- iii. The selected bidder fails to satisfactorily perform as mentioned in the work order.

Refund or Settlement process of Earnest Money will be as per order no. 3975 F(Y) dated 28.07.2016 of Finance Dept. Govt. of WB.

ix. GST Return of June 2023.

XI. Bank Solvency Certificate.

XII. Audited balance sheet for the last three Financial Years.

XIII. Declaration / No objection obtained from the competent Authority regarding use of Dhano Dhanyo Auditorium premises for the said work.

- 11. Vendor selected for supply and service of food items shall provide cooked food to the above mentioned venue at scheduled times and should be served hot and fresh. Vendor shall certify that all hygiene measures have been maintained.
- 12. The successful bidder will provide plates, glass, cutlery and packaging (if any) at no extra cost.
- 13. Bill in triplicate copy have to be submitted to this office within fifteen days from the date of supply.
- 14. The authority reserves the right to issue any corrigendum to the NIT or reject the NIT in part or in full at any time prior to the award of contract without assigning any reasons thereof.
- 15. All terms and conditions as mentioned above will have to be accepted by the Tenderer(S).

The Authorities, Date and Time Schedule for the tender process are as under:

Sl. No.	Details	Relevant Dates
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	28/ 08 /2024

2	Documents download start date (Online)	28/ 08/2024
3	Bid submission start date (On line)	28/08 /2024
4	Documents download end date (Online)	04/ 09/2024 upto 5.00P.M
5	Bid Submission closing (On line)	04/09/2024 upto 1.00 P.M
6	Bid opening date for Technical Proposals (Online)	06/ 09 /2024 at 2.00 P.M
8	Date of uploading list for Technically Qualified Bidder(online)	To be notified later
9	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any.	To be notified later
10	Date for opening of Financial Proposal (Online)	To be notified later

CHECKLIST
PRE-QUALIFICATION APPLICATION
IN A LETTER HEAD OF THE AGENCY, OTHERWISE IT WILL BE TREATED AS CANCELLED

1. Name of the work	
2. Tender Notice No.	
3. Online document download ended	
4. Tender addressed to	Directorof Mass Education Extension Bikash Bhawan, 9th floor, Salt Lake, Kol- 91
5. Earnest Money Deposit or Documents in support of Earnest money deposit exemption.	
6. Are you experienced (Y/N)	
7. Name of the bidder in block letter as in DSC	
8. Full address	e-mail Telephone No. / Mobile No.
9. Legal entity of the bidder whether Firm/Society/Company/ other entity	Proprietorship/Regd. Patnership/ Pvt. Ltd/ltd. or other (Please write appropriate capacity)
10. Trade License issuing Authority with whom registered	
11. TL License No.....	valid upto
12. P.Tax enrolment No.	paid upto
13. Name & address of the banker of the bidders	
14. a) PAN No. b) GSTN ID	
15.. Black Listed by any Govt. Authority / Govt. undertaking at any time. If yes, provide details	Yes/No
16. Has the firm or principal employees convicted in or have pending in any court any vigilance matter. If yes, provide details.	Yes/No

17. Any other relevant information wish to submit

Contractor has to execute the work under strict supervision of the Directorate of Mass Education Extension Bikash Bhawan, 9th floor, Salt Lake, Kol-91Authorities. Decisions of authority will be final & binding on contractor in case of any dispute.

Bidder shall certify that the information provided by him is correct. In case of any falsification of information or submission of fake documents , the under signatory will be personally responsible for the same.

INSTRUCTION TO BIDDERS

General guidance for e-Tendering:

Registration of Contractor:

Any agency willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://etender.wb.nic.in> . The agency is to click on the link for e-Tendering site as given on the web portal.

i. Digital Signature certificate (DSC):

Each agency shall obtain requisite Digital Signature Certificate from service providers authorised for this purpose and applicable to the NIC E Tender Portal.

Submission of Tenders:

Tenders are to be submitted online to the website stated above in one folder at a time for each work, one in Technical /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).

● **Rejection of bid:**


Authority reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for authorities' action.

● **Award of Contract:**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance. The notification of award will constitute the formation of the Contract.

● **Financial Proposal**

The financial proposal should contain the following documents in one cover (folder) i.e. **Bill of Quantities (BOQ)**. The contractor is to quote the rate **Below / At Par** online through a computer in the space marked for quoting rate in the BOQ.



**Director of Mass
Education Extension
West Bengal**