



GOVERNMENT OF WEST BENGAL
Department of Health & Family Welfare
Swasthya Bhawan, Salt Lake, Sec-V
Kolkata-700 091

Memo. No: HFW/SS/2022/6030

Dated: 02/08/2022

e-Tender notice for designing, fabrication and presentation of tableau in the Independence Day Parade-2022 in Kolkata

On behalf of the Department of Health & Family Welfare, Govt. of West Bengal the undersigned invites proposals from resourceful and bona fide, financially capable and experienced agencies for designing, fabrication and presentation of tableau in the Independence Day Parade-2022 in Kolkata. The theme is: 'Swasthya Sathi'. The agencies, having experience in the field of designing, preparation/presentation of 3-D model, fabrication and presentation of tableau (with all necessary inputs like music, choreography, etc.) at the Republic / Independence Day Parade at the National level on behalf of any State Government/Central Government/UT and Independence Day / Republic Day Parade at Red Road Kolkata on behalf of Government of West Bengal / Government of West Bengal undertakings and successful execution of a single work with any of the above. Preference will be given to the agencies having experience of executing similar work. Details of the Tender Documents will be available in the e-tender portal at <https://wbtenders.gov.in>.

Interested bidders may download the tender documents from e-tender portal at <https://wbtenders.gov.in>. It will be a 2-bid system and agency will be selected on the basis of eligibility criteria; technical evaluation followed by financial evaluation among the technically qualified bidders. The interested agencies must submit the proposal through e-tender portal at <https://wbtenders.gov.in> within 10.00 a.m. on or before 10/08/2022. Pre- bid meeting will be held on 04/08/2022 at 12:30 p.m. and the technical bid will be opened on 12/08/2022 at 10.00 a.m. and financial bid of qualified bidders will be informed later and the place will be in the Conference Room,7th Floor, Swasthya Sathi Building, Swasthya Bhawan, GN 29. Sector V, Salt Lake, Kolkata-700 091. Intended bidders must have to attend the Technical Presentation for Technical Evaluation.

Sd/- Secretary, H&FW Deptt.
& SNO Swasthya Sathi, WB

Tender Schedule:

Sl. No.	Events	Date & Time
1	Date of issuing Tender Notice vide no.	02/08/2022
2	Date of Publication of Tender Notice in Daily Newspapers	04/08/2022
3	Date of Publication of Tender Notice in WB Health website	03/08/2022
4	Date of Uploading of N.I.T & Other Documents (online) (Publishing date)	03/08/2022
5	Documents download start date(online)	03/08/2022
6	Documents download end date(online)	10/08/2022 at 10.00 AM
7	Bid submission start date(online)	04/08/2022 at 06.30 PM
8	Bid submission closing date(online)	10/08/2022 at 10.00 AM
9	Pre-Bid Meeting	04/08/2022-12.30PM
10	Corrigendum Notice upload if any	03/08/2022
11	Date of opening of Technical Bid(online)	12/08/2022-10.00 AM
12	Date of uploading list for Technically Qualified Bidder(online)	To be notified later
13	Date of opening of financial bid(online)	To be notified later

Invitation for Bids
SECTION – I

Section I - Invitation to Bidders/Important dates:

The invitation to bid is for “Designing, fabrication and presentation of tableau in the Independence Day Parade-2022 in Kolkata” on the theme: - ‘Swasthya Sathi’ being organized by H&FW Department, Swasthya Sathi Building, Swasthya Bhawan, GN 29, Salt Lake Sector V, Kolkata 700091. 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.

The major components of the work are:

- a. Issuer: Secretary, H & FW Deptt. And SNO, Swasthya Sathi Samiti.
- b. Contact Person: Sr Programmer
- c. Key Events & Dates: As mentioned in the tender schedule
- d. Procurement of Document: The bid documents are available for download from <https://wbtenders.gov.in> from 03/08/2022 to 10/08/2022. The bid documents are available for download from <https://wbtenders.gov.in> from 03/08/2022.
- e. Estimated amount not exceeding Ten Lacs including Govt. taxes subject to the actual work done as per certification of the officials concerned, upon physical verification of the work done.
- f. Earnest Money of **Rs. 20,000/-** (Rupees twenty thousand only) by RTGS or NEFT shall be deposited along with the offer. Offers not accompanied by the Earnest Money will be rejected. Earnest Money of the unsuccessful bidders will be refunded as per tender rule process mentioned at e- Tender portal. The Earnest Money of the successful bidder will be retained and adjusted against the Security Deposit.

Sd/- Secretary & SNO
Swasthya Sathi, H&FW Deptt., WB

The major responsibilities of the bidder shall include:

- a. Intending participants must have experience in the field of Conceptualization, designing, preparation of 3D model of the approved design, fabrication and presentation of tableau (with all necessary inputs like music with studio recording charges as directed by authority, choreography, preparation of a write-up related to the theme of the tableau etc).
- b. Experience of handling of Govt. tableau will be an added advantage.
- c. Bids are invited for designing, fabrication and presentation of tableau in the Independence Day Parade-2022 in Kolkata on the theme ' .
- d. A bidder has to bid for entire work covered under the scope of work given herein the document. The rates should be quoted on a turn-key basis, inclusive of all taxes.
- e. In order to integrate with all the events associated with the observance of presenting a tableau in the Independence Day Parade-2022, intention of the authority of H&FW Department would be to have a complete proposal from the bidders. The rates should be quoted on a turn-key basis, inclusive of all taxes.
- f. The authority is, however, not bound to procure all services as suggested and/or specified by the bidder for the events.
- g. The SNO, H&FW Deptt. reserves the right to procure the entire or part services and value of the contract will be determined accordingly.

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

The SNO, Swasthya Sathi reserves the right to cancel the tender at any time during the Tender process or after completion of the tender process at his/her own discretion, without assigning any reason, whatsoever, without any requirement of intimating the bidder of any such change.

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 of 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 authorities for all applicable statutory duties/taxes.	Valid documentary proof of: <ul style="list-style-type: none"> ✓ Trade License ✓ Proof of office address in Kolkata ✓ GSTIN number. ✓ Income Tax registration/PAN number ✓ Certificate of updated Income tax Return ✓ Audited balance sheet for the last 3 years. ✓ Bank solvency certificate to the tune of Rs 7Lac issued within three months prior to the issue of NIT or after issuance of NIT. ✓ Experience of presenting a tableau at the Republic Day / Independence Day Parade at the National level /State level on behalf of any State Government/ Central Government/ UT/ Government Department/ Govt. Organization/ Govt. Agency/ Local Self Government/ PSU/ Parastatal body/other state level programme and successful execution of any single programme of the above to the tune of at least Rs 7 Lac in the last 5 years. ✓ Financial turnover in the last year (Audited Balance Sheet) to the tune of Rs. 10 Lac
2	The bid can be submitted only by an established house that has an experience in the similar activities of providing such services.	<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 amounting to Rs. 20,000/- (Rupees twenty thousand) only.	To be deposited through RTGS or NEFT as per the e-tender rules and conditions.
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.	List of key personnel to be provided along with self-certification on commitment.
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.

General Information:

- A. The bidder must fulfill the above eligibility criteria/ pre-qualification conditions.
- B. Technical bid of vendors fulfilling the pre-qualification conditions will be evaluated by the Tender committee for Exhibition under Information Directorate.
- C. Bids, not fulfilling any one of 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.
- D. The authority reserves the right to verify/confirm all original documentary evidence submitted by vendors in support of above-mentioned clauses of eligibility criteria.

Scope of Work SECTION – III
Scope of Work

3. Section III – Scope of Work:

“Designing, fabrication and presentation of tableau in the Independence Day Parade-2022 in Kolkata on the theme ‘Swasthya Sathi’.”

A) Concept design of the tableau on the theme: ‘Swasthya Sathi’. An agency should submit maximum 2 nos. of hard copies of the design. If there be any modification of the design the selected agency will be bound to do the same as per direction of the higher authority.

B) The fabrication of tableaux for presentation in Independence Day Parade, 2022 should be made as per following details (approx.).

- | | |
|---|-----------|
| 1) Total Length of the projection should not exceed | : 48 feet |
| 2) Total Width of the projection should not exceed | : 12 feet |
| 3) Total Height of projection should not exceed | : 14 feet |
| 4) Total Weight of the projection should not exceed | : 8 tons. |

C) The agency concerned should provide a dummy vehicle in the rehearsal parades for at least three days. Additional one or two days of rehearsals may be required.

The specifications of the dummy vehicles will be same as mentioned above. The name of the department should be prominently displayed in front of the tableau. For the sake of convenience, all should ensure that the driver remains the same throughout the parade. On the days of final rehearsal, the complete tableau (as will participate on 15th) should be presented. **The vehicle should report in front of Fort William Gate at 6 AM on the rehearsal days and at 5 AM on the days of final rehearsal and 15th August 2022.** The dates of rehearsals and final rehearsals will be communicated later.

D) Two(2) dedicated people from the agency concerned should be earmarked from the date of starting the fabrication work of the tableau. Their contact details should be given well in advance.

Sl.No	Description	Qty	Unit
1.	Designing, fabrication and presentation of a tableau in Independence Day Parade-2022 in Kolkata on the theme ‘Swasthya Sathi’	1	Gross
2	Govt Taxes (including GST)	1	Gross
	Total		

Instructions to Bidders
SECTION – IV

4. Section IV - Instruction to Bidders:

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.

The Bidding Documents:

- The equipments, product and services required, bidding procedures and contract terms are prescribed in the bidding documents.
- 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.
- 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.
- Each bidder shall submit only one bid. A bidder who submits more than one bid will be rejected. Alternative bids will not be accepted.
- The authority shall not be responsible for any postal delay about non-receipt /non-delivery of the documents.

Procedure for Submission of Bids:

General guidance for e-Tendering:

a) Digital Signature certificate (DSC):

Each agency is required to obtain 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 <https://wbtenders.gov.in> in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

I) Technical Proposal:

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

Statutory Cover containing the following documents: FEE DETAILS Scanned copy of EMD to be uploaded
Non-statutory Cover containing the following documents: The bidder must upload the documents also in portal.

Sl No.	Name of Documents
(a)	Trade License
(b)	Proof of office address
(c)	GSTIN Registration Certificate
(d)	PAN Card

(e)	Testimonial from at least two clients
(f)	P Tax Registration Certificate
(g)	Filled up Format 1 – Declaration of Acceptance of Terms and Conditions
(h)	Affidavit for No Conviction & non blacklisting from Notary Public/Judicial Magistrate/Executive Magistrate, as per Form- II
(i)	Bidder's Information Sheet in Form-III
(j)	Authorization letter of signatory from the Company for DSC in Form-IV
(k)	Application submitted in Form-V
(l)	Certification from Chartered Firm Annual Turnover of the bidder Form -VI
(m)	Latest income tax return Receipt
(n)	Last three years audit balance sheet
(o)	Bank solvency certificate to the tune of Rs. 7 Lakh issued within three months prior to the issue of NIT or after issuance of NIT
(p)	Work experience certificate.

II) Financial Proposal:

The financial proposal should be submitted online. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The agency is to quote the rate (Presenting Above /below / At par) online through computer in the space marked for quoting rate in the BOQ. The rate should be quoted on turn-key basis and must include all incidental charges e.g. fabrication of final tableau, choreography, music along with studio recording charges and any other related expenses, transportation, labourer charges, expenses for materials, preparation of a write-up related to the theme of the tableau etc. if any, involvement in taking out the tableau and on rehearsals and dismantling (as per the stipulation laid by the H&FW Deptt.) should also be included.

Earnest money deposit (EMD)

All bids must be accompanied by an earnest money of Rs. 20,000/- (Rupees twenty thousand) only through NEFT or RTGS at e-Tender portal. No interest shall be paid on the earnest money under any circumstances.

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 etc.

Place of opening of technical bid:

Swasthya Sathi Building, Swasthya Bhawan, GN-29, Sector V, Salt Lake Kolkata- 700091

Documents comprising the bids:

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

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.

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.

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.

Bidder Qualification

- The "Bidder" can submit only by an established house that has an experience in the similar activities of providing such services.
- The suggested theme for the tableau in the Independence Day Parade-2022 at Kolkata is 'Swasthya Sathi'
- The "Bidder" must have experience in handling tableaux projects including experience in the field of designing, preparation/ presentation of 3-D model, (with all necessary inputs like music as directed by the authority along with studio recording charges, choreography, preparation of write-up related to the theme of the tableau etc.) at Republic Day Parades at National Level on behalf of the State
- Governments/Central Government/UT and Independence Day / Republic Day Parades at Red Road Kolkata on behalf of the State Governments / State Government undertakings and interested in undertaking the job on turnkey basis. They are requested to submit their company profiles along with relevant documents in support of the experience claimed.
- Agencies with adequate experience working with Govt. of West Bengal and prize-winning credentials will be given preferences.
- The agency will have to bear the cost of any unforeseen material required in the tableau or any additional function, if held, till the closing function of the parade. The department will bear only the cost of conveyance and performance fee of the folk artistes, if they participate.
- 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.

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.

Consortium

Consortium is not allowed.

Last Date for Receipt of Bids

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. Bidder may submit their proposal offline, in addition to online [Except Financial Bid] on or **before 09/08/2022 within 11:30 am**.

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.

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.

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.

Address for Correspondence

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

Contacting the H&FW Department

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

Opening of Technical Bids by the H&FW Department

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

Evaluation of Bids

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

Preliminary Examination

- Tender Committee for exhibition under Information Directorate will examine the bids to determine whether they are complete, whether the bid format conforms to the Tender requirements, whether any computational errors have been made, whether required EMD has been furnished, whether the documents have been properly signed and issued from appropriate authority.
- A bid determined as not substantially responsive will be rejected by the H&FW Department and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

Evaluation of Eligibility Criteria

- Tender Committee for exhibition under Information Directorate will evaluate 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 H&FW 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.

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 by the Tender Committee for Exhibition under Information Directorate constituted by the H&FW Deptt.

General Conditions of Contract
SECTION – V

Section V - General Conditions of Contract:

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 H&FW Department" means the organization purchasing the service includes an officer who is authorized on behalf of the SNO, Swasthya Sathi, H&FW Department, Swasthya Bhawan, GN 29 Salt Lake Sector V, Kolkata 700091.
- d) "The Bidder" means the firm(s) providing the and services under this Contract;
- e) The complete tableau, in all respect, shall be ready latest by 12/08/2022.
- f) All unforeseen material required in the Tableau as per demand of the authorities will be supplied by the contractor. Also, safe and flawless participation of tableau, full rehearsal on the scheduled date and time and final parade on 15th August, 2022 will be the responsibility of contractor.

Contract Performance Security

- The earnest money deposited at the time of tender may be converted towards performance security amount
- Bidder has to submit the order acceptance promptly within 2 days or earlier from the date of issue of work order.

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 H&FW 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 H&FW Department or H&FW Department representative that the actual progress of work does not conform to the approved program the Bidder shall produce at the request of the H&FW 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 H&FW 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.

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 H&FW 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 H&FW 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 H&FW Department Representative.

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 H&FW 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 H&FW Department Representative the person in question has miss conducted himself or his deployment is otherwise considered undesirable by the H&FW Department 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 H&FW Department Representative.
- The H&FW 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.

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 H&FW Department, to any outside agency without prior written permission from the H&FW Department.
- The Bidder shall adhere to the Information Security policy developed by the government.

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 H&FW Department.

Revised Work Order

- The revised work order will be initiated only in case:
 - a) The SNO, Swasthya Sathi, H&FW 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 SNO, Swasthya Sathi, H&FW Department and for which cost and time benefits shall be passed on to the H&FW Department.
 - c) H&FW Department directs in writing the Bidder to incorporate changes or additions to the Design Criteria requirements already covered in the Contract.
- Any revised work 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 SNO, Swasthya Sathi, H&FW 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 (03) working days of receiving the comments from the SNO, Swasthya Sathi, H&FW 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 revised work order (if applicable) will be submitted to the SNO, Swasthya Sathi, H&FW Department.

Procedures for Revised Order

- If it is mutually agreed that such Requirement constitutes a "Revised work Order" then a joint memorandum will be prepared and signed by the Bidder and the SNO, Swasthya Sathi, H&FW Department to confirm a "Revised work 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 SNO, Swasthya Sathi, H&FW Department to enable the H&FW Department to give a final decision whether Bidder should proceed with the revised work 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 revised work order.
- In case Bidder fails to submit all necessary substantiation/calculations and back up documents, the decision of the SNO, Swasthya Sathi, H&FW Department regarding time and cost impact shall be final and binding on the Implementation Agency.
- In case, mutual agreement whether new requirement constitutes the revised work 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 SNO, Swasthya Sathi, H&FW Department or her Representative pending settlement between the two parties to the effect whether such requirement constitutes a revised work 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 revised work order for the H&FW Department review.

Conditions for extra work/revised order

- The provisions of the Contract shall apply to extra work performed as if the Extra work/revised 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.

Suspension of Work

The Bidder shall, if ordered in writing by the SNO, Swasthya Sathi, H&FW Department Or her 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.

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 SNO, Swasthya Sathi, H&FW Department, Swasthya Bhawan.
- Invoice should be accompanied by work done certificate duly issued by the SNO, Swasthya Sathi, H&FW Department or his representative.
-

Termination

H&FW 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 SNO, Swasthya Sathi, H&FW 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 SNO, Swasthya Sathi, H&FW 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 H&FW Department, in relation to any of terms of the Implementation Agency's Bid, the Tender or this Contract.

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 H&FW Department , at its discretion, may without prejudice to any other right or remedy available to the SNO, Swasthya Sathi, H&FW 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 SNO, Swasthya Sathi, H&FW Department may consider cancellation of contract.

Dispute Resolution

The SNO, Swasthya Sathi, H&FW 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.

Conflict of interest

The Bidder shall disclose to the SNO, Swasthya Sathi, H&FW 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.

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.

“No Claim” Certificate

The Bidder shall not be entitled to make any claim, whatsoever against the H&FW Department, under or by virtue of or arising out of, this contract, nor shall the H&FW 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 H&FW Department in such forms as shall be required by the H&FW Department after the works are finally accepted.

Publicity

The Bidder shall not make a public announcement or media release about any aspect of this contract unless the SNO, Swasthya Sathi or his representative of H&FW Department first gives the Bidder its written consent.

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 SNO, Swasthya Sathi,
H&FW Department,
Swasthya Bhawan.

Sir,
I have carefully gone through the Terms & Conditions contained in the document*No..... + regarding Appointment of an Agency for "Designing, fabrication & presentation of a tableau in the Independence Day Parade-2022 in Kolkata" on the theme 'Swasthya Sathi' being organized by H&FW Department.

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

Yours faithfully, (Signature of the Bidder)

Printed Name Designation

Seal Date:

Business Address:

Form-II

Affidavit Proforma

(On Non-Judicial Paper worth Rs 50.00)

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

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

P.O.

P.S.....Dist.

Do hereby solemnly affirm and declare as follows:

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

Signature of the Deponent(s).

Name in Block letters:

Designation:

Form III- Details of bidders

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

STRUCTURE AND ORGANISATION

- 1) Name of Applicant (Firm):
 - Office Address:
 - Telephone No.:
 - Mobile No.:
 - Fax No.:
- 2) Office Address Telephone No.:
 - Mobile No.:
 - Fax No.:
 - E-mail ID (Mandatory):
- 3) Name and address of Bank & Branch:
- 4) Bank Account No.:
- 5) IFSC CODE of that Branch:
- 6) MICR CODE of the Branch:
- 7) Bank Account Type:
- 8) Photo copy of 1st page of bank pass book along with an original cancelled cheque.
- 9) Attach an organization chart showing:
 - a) Structure of the company with names
 - b) Names of Key personnel and technical staff
 - c) PAN No.

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

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

(TO WHOM IT MAY CONCERN)

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

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

.....

(Signature of the Authorized Person)

Signature of Mr.....

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

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

Form-V APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)
(To be submitted on the Letter head of the consultant) To

The SNO, Swasthya Sathi,
H&FW Department,
Swasthya Bhawan

Subject: Submission of bid in response of the e-tender no

Dated

Dear Sir,

1. Having examined the NIT document, we, the undersigned, herewith submit our bidding response to your NIT No. dated in full conformity with the said NIT document.
2. We have read and understood the provisions of the NIT document and confirm that these are acceptable to us.
3. We agree to abide by this bid, consisting of this letter, the detailed response to the NIT and all attachments, and validity of the bid shall be for a period of 120 days from the date of opening of the Financial Bid.
4. We hereby declare that we are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
5. We certify that we have not been blacklisted by any department/ society/ body/organization of central/ state government.
6. We hereby declare that all the information and statements made in this bid are true and we accept that any misrepresentation/ wrong information contained in it or suppression of material or relevant facts/ figures may lead to our disqualification.
7. We hereby declare that, if the event is postponed or cancelled or rescheduled or redesign, due to pandemic situation of Covid 19, I have no problem to abide by the decision taken by the H&FW Department, Govt. of West Bengal. I shall not claim any amount as a compensatory amount if the programme is cancelled.

Yours faithfully, (Signature of the Bidder) Printed Name Designation

Seal Date:

Business Address:

Form VI: - Certificate from Chartered Firm in the official pad

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

It is also certified that Annual Turnover of the firm for the last three financial years are Rs.....Lac. Rs.....Lac. & Rs.....Lac. respectively (as per P/L accounts & Balance Sheet of the firm submitted)

Signature of the Chartered Firm with Registration No

Countersigned

Signature of the Authorized signatory (bidder)

Form-VII

FORMAT FOR CHECKLIST

NIT No-TW/

Dated....., Kolkata

Name of the bidder:.....

Full address of the Bidder:.....

EmailId:.....

Sn	Items	Pl mark		Folder name & Page no
		Yes	No	
1.	Bidder's Information Sheet in Form-I	Yes	No	
2.	Copy of PAN Card of the Bidder Company	Yes	No	
3.	Valid 15-digit Goods and Services Tax payer Identification Number (GSTIN) under GST Act, 2017	Yes	No	
4.	GST return for the last quarter	Yes	No	
5.	Trade License / Enlistment Certificate	Yes	No	
6.	Registration with Registrar of Companies	Yes	No	
7.	Income Tax Return for the Assessment Year 2018-20, 2020-2021 and 2021-22	Yes	No	
8.	Last three-year P/L Accounts & Balance sheet	Yes	No	
9.	Details of credential	Yes	No	
10.	Bank solvency certificate to the tune of Rs. 7 Lakh issued within three months prior to the issue of NIT or after issuance of NIT.	Yes	No	
11.	Affidavit for No Conviction & non blacklisting from Notary Public/Judicial Magistrate/Executive Magistrate, as per Form- II	Yes	No	
12.	Bidder's Information Sheet in Form-III	Yes	No	
13.	Authorization letter of signatory from the Company for DSC in Form-IV	Yes	No	
14.	Application submitted in Form-V	Yes	No	
15.	Certification from Chartered Firm Annual Turnover of the bidder Form -VI	Yes	No	

Format for Commercial Bid

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

Breakdown of Cost Components

- All 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 SNO, Swasthya Sathi, H&FW Department reserves the right to ask the Bidder to submit proof of payment against any of the taxes, duties, levies indicated.
- H&FW 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, H&FW 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

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. 5 of this document

In case a bidder does not meet the criteria for eligibility, his Creative and Financial Bids will not be opened. For all bidders eligible according to the prescribed criteria, the **Creative proposals will be evaluated by a designated Committee that may include external expert/s. The criteria for evaluation of the Technical / Creative proposal are at Annexure III.**

ANNEXURE-II: CRITERIA FOR EVALUATION OF BIDS

Suggested Marking System		Total Marks	Marks Scored
A.	Technical Offer Evaluation		
1	Concept and design of proposed tableau	30	
2	Understanding of TOR for creative ideas towards presenting a tableau in Independence Day Parade-2022 in Kolkata.	20	
3	Prior experience in presenting a tableau at the Republic Day Parade/ Independence Day Parade on behalf of any State Government/ Central Government/ UT/ Government Department/ Govt. Organization/ Govt. Agency/ Local Self Government/ PSU/ Parastatal body or other state level programmes in West Bengal	25	
4	Awards won at the National Level/ State level.	5	
5	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 State /National level tableau exhibitions.	10	
6	Financial solubility / capacity to undertake an exhibitions and capability for the backup for unavoidable circumstances. Financial turnover during the last financial year: (1) Rs. 25,00,001 and above = 10 marks (2) Rs. 20,00,001 to Rs. 25,00,000 = 8 Marks (3) Rs. 15,00,001 to Rs. 20,00,000 = 5 Marks (4) Rs. 10,00,000 to Rs. 15,00,000 = 3 Marks	10	
	Total: Marks for Technical Evaluation.	100	
B.	Financial Offer Evaluation		
The technical proposal should score at least more than 70 marks out of 100 to be considered for Financial Evaluation.			

Selection Stage – I (Technical Bid Evaluation)

On the basis of technical evaluations, a short list will be prepared on the basis of the marks obtained by the respective bidder and the list will be published on the website <https://wbtenders.gov.in>. To qualify for the financial bid the bidders must have to score more than 70 marks for technical bid.

Selection Stage – II (Financial Bid Evaluation)

The bidders who will qualify in the technical bid could participate in the Financial bid. The name of the qualifying bidders, who receive the minimum qualifying marks by the Evaluation Committee will be informed later. If the technical bid does not receive the minimum specified marks, the corresponding financial bid will not be opened. **Among the short-listed agencies qualified in technical bid stage, the bidder quoting lowest financial rate (L1) will be selected for the work.**

ANNEXURE-III:

ILLUSTRATIVE POINTS TO BE COVERED IN CREATIVE BID:

I. Designing:

Designing, setting up and presenting a tableau in the Independence Day Parade in Kolkata-2022. Theme is 'Swasthya Sathi'.

II. Method of Implementation:

- a. Details of implementation of all parts of work.
- b. Conceptualization, designing of the approved design, fabrication and presentation of tableau (with all necessary inputs like music with studio recording charges as directed by authority, choreography, preparation of a write-up related to the theme of the tableau etc).
- c. Ensuring the dummy vehicle on the days of rehearsals with 2 dedicated persons.

III. Presentation: Power point presentation for technical evaluation may be asked for if required.

IV. Necessary papers for technical evaluation:

1	Concept and design of proposed tableau
2	Understanding of TOR for creative ideas towards presenting a tableau at Independence Day Parade in Kolkata-2022.
3	Prior experience in presenting a tableau at the Republic Day Parade/Independence Day parade at the National level/ state level on behalf of any State Government/ Central Government /UT
4	Prior experience in presenting a tableau at the Republic Day Parade/ Independence Day Parade in West Bengal on behalf of any State Government/ State Government Undertakings
5	Awards won at the National level/state level.
6	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 State level tableau