



Government of West Bengal
Information & Cultural Affairs Department
Nabanna, 325. Sarat Chatterjee Road
Howrah- 711 102

No. 652/ICA/HSC/22

Date: 20/07/2022

Tender Notice

In connection with the observance of Independence Day, 2022 sealed tenders are invited by the undersigned on behalf of the Information & Cultural Affairs Department, Government of West Bengal from the bona fide and reputed agencies having sufficient experience for supply of P.A. System for Red Road as mentioned in the annexure. Interested bidder may submit their tender papers as per annexure.

The tender forms, tender documents containing detailed specifications, terms and conditions etc. shall be obtained from the following address on the basis of the applications of the interest bidders.

Hospitality & State Ceremonies Wing, room no.- 906, Information & Cultural Affairs Department, Government of West Bengal, Nabanna, 325. Sarat Chatterjee Road, Howrah- 711102 or the tender form may be downloaded from the website: www.wb.gov.in/ www.egiyebangla.gov.in

The tender document will be available between 11 am to 5 pm from 20.07.2022 to 27.07.2022 and the last date of submission of duly filled up tender papers is on 28.07.2022 up to 1 pm. Duly filled up tender paper shall be submitted at the tender box kept in the above mentioned address, Technical bid will be opened on 28.07.2022 at 3 pm in the conference room (room No. 901), Information & Cultural Affairs Department, Government of West Bengal, Nabanna, 325. Sarat Chatterjee Road, Howrah- 711102.

Sd/-

Director of Information
& e.o. Special Secretary

No. 652/ 1(6)/ICA/HSC/22

Date: 20/07/2022

Copy forwarded for favour of kind information and necessary action for wide publicity to:

1. The Financial Advisor, I&CA Dept., Govt. of West Bengal.
2. The OSD & e.o. Dy. Secretary, I&CA Dept., Govt. of West Bengal
3. The Joint Director of Information, State Ceremonies, I&CA Dept., Govt. of West Bengal
4. The Registrar, I&CA Dept., Govt. of West Bengal
5. The Senior Software Developer, I&CA Dept., Govt. of West Bengal
6. Office Copy

Sd/-

Director of Information
& e.o. Special Secretary

Bid Letter Form

(To be filled by the bidder)

From : _____

Date:

(Registered name and address of the Bidder.)

To: Director of Information & E.O. Special Secretary,
Department of Information & Cultural Affairs,
325, Sarat Chatterjee Road,
Howrah-711102.

Sir / Madam,

Having examined the tender documents, I/we the undersigned, offer the rates as per prescribed Financial Bid Format for the following works as per detailed in the bid document in response to your '**Notice inviting Tender vide your No. 652/ICA/HSC/22 Date: 20.07.2022**' for the work related to supply of P.A. System for Red Road in c/w observance of Independence Day.

If our Bid is accepted, we undertake to:

1. Implement the prescribed work as per delivery schedule in conformity with the bid documents at the rate as offered by us in the bid document.
2. Earnest Money of Rs. **10,000/- (Rupees Ten Thousand)** only by Demand Draft drawn in favour of "**Director of Information & E.O. Spl. Secretary, Information & Cultural Affairs Department.**", payable at Howrah shall be deposited along with the offer.
3. Submit all contractual documents as required in the bid document.
4. Abide by all the terms & condition as mentioned in the Tender Documents.
5. Maintain validity of the contract until completion of the programme from the date of opening of the tender as specified in the bid documents that shall remain binding upon us on acceptance of our offer.
6. All tender papers duly signed by the authorized person are enclosed herewith.

Dated. this ____ day of _____.

Witness:

Signature:

Address:

(in the capacity of Duly Authorised to sign bid for and on behalf of

.....).

A. General Terms and Conditions for Annexure

1. The tender papers should be submitted in the following manner:
 - a) One sealed envelope should contain documents for Technical Bidding with the mention on the envelope as "TECHNICAL BID DOCUMENTS"
 - b) Another sealed envelope should contain the Financial Quotation with the mention on the envelope as "FINANCIAL BID" - Not be opened before Technical Bidding.
 - c) The above mentioned two envelopes should be put in a bigger envelope **with the mention of category i.e. (Annexure I)** and it should be submitted in a sealed manner.
 - d) The agency must give a self declaration **(Annexure II)** that they will abide all the Terms & Conditions as mentioned in the Tender document.
 - e) The agency must give a self declaration **(Annexure III)** that they have the ability to execute the order within very short notice as when required and for compiling the same with adequate owned mobility facility and resourceful permanent manpower.
 - f) The agency must give a self declaration **(Annexure IV)** that they will supply the branded items.
2. **The technical bid documents will contain the following papers:**
 - i. **Copy of previous work orders having such type of services rendered with I&CA Department and any Department/ agency of the State Government.**
 - ii. **Undertaking for supplying the branded items (please mention the name of maker/manufacturing Company).**
 - iii. **All papers as mentioned in the heading "Qualifying Requirements (QR)"**
 - iv. **Earnest Money of Rs. 10,000/- (Rupees Ten Thousand) only by Demand Draft drawn in favour of "Director of Information & E.O. Spl. Secretary, Information & Cultural Affairs Department", payable at Howrah shall be deposited along with the offer.**
3. The rates will be inclusive of all charges like transport charges etc.
4. The rates are to be quoted both in words and figures. The evaluation would be made on technical merits and financial quotes as per prescribed evaluation policy.
5. Under any circumstances, no extra payment will be made.
6. Quality of works or materials should be maintained by the agency.
7. The last date and time for submission of tender is on **28.07.2022 up to 1 pm**. The tender will be opened on **28.07.2022 at 3 pm**. The bidders or his authorized person may like to present at the time of opening of the tender.
8. The authority reserves the right to accept or reject any tender without assigning reason whatsoever.
9. The Tender needs to be submitted in favour of **The Director of Information & E.O. Spl. Secretary, Department of Information & Cultural Affairs, Nabanna, 325 Sarat Chatterjee Road, Shibpur, Howrah - 711102.**
10. The agency should have at least 1 year of experience of same nature and volume of work.
11. **Selection of agency should be done on the basis of rates & technical parameters submitted by the bidders.**
12. The Financial Proposal will be opened only for those bidders whose technical proposals receive the minimum qualifying marks by the Evaluation Committee, i.e., 71marks.

Procedure of evolution of bid would be as follows:

Stage -1			
Technical evaluation (Non-price criteria)- 100	Criteria	Maximum Score	Marks allotted by the evaluator
1	Experience/ Credentials of handling similar nature of work for any department/ agency of the State Government in the past 1 to 2 years i) Upto 1 year – 20 marks, ii) 1 years to 2 years – 25 marks	25	
2	Experience/ Credentials of handling similar nature of work for any Department of the State Government/ Govt. Organisation/ Government Agency/ Local Self Government/ PSU/ Parastatal bodies in the past 1 to 2 years i) Upto 1 year – 5 marks, ii) 1 years to 2 years – 10 marks	10	
3	Quality of performance/ service delivered handling similar nature of work for Information and Cultural Affairs Department of the State Government in the past 1 to 2 years i) Upto 1 year – 20 marks, ii) 1 years to 2 years – 25 marks	25	
4	All necessary documents for participation in bid	25	
5	The agency must have the ability to execute the order within very short notice as when required and for compiling the same with adequately owned mobility facility and resourceful permanent manpower	15	
Total marks scored at stage 1		100	

Selection Stage – I (Technical Bid Evaluation)

On the basis of technical evaluations a short list will be prepared on the basis of the marks obtained by the respective bidder and the list will be prepared. 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 proposals receive the minimum qualifying marks by the Evaluation Committee. If a Technical Bid does not receive the minimum specified marks, the corresponding Financial Bid will not be opened.

Qualifying Requirements (QR):

The Bidder shall provide:

(a)	Trade License
(b)	Proof of office address
(c)	GSTIN Registration Certificate (if any)
(d)	PAN Card
(e)	Proof of experience
(f)	Filled up Format of Annexure – I, Annexure-II, Annexure-III and Annexure-IV.
(g)	Latest income tax return
(h)	Work experience certificate.
(i)	Earnest Money of Rs. 10,000/- (Rupees Ten Thousand) only by Demand Draft drawn in favour of “ Director of Information & E.O. Spl. Secretary, Information & Cultural Affairs Department ”, payable at Howrah shall be deposited along with the offer.

Dated this ____ day of _____.

Signature

Address:

(in the capacity of Duly Authorized to sign bid for and on behalf of).

ANNEXURE I

(Enclosure to tender notice no. 652/ICA/HSC/22 Date: 20.07.2022

Financial Bid Format

(Price to be quoted here in this sheet)

The work related to supply of P.A. System for Red Road in c/w observance of Independence Day

SCHEDULE OF WORK

Sl. No	Description of Work	Quantity	Rate	Amount
1	For Saluting Dias (Netaji Statue to Fort Willium gate along the Red Road at the Saluting dias side)			
1.1	Hiring charges of 24"/12" Reflex/42" Trumped Horn with connecting wires. i) Ist Rehearsal - 20 Nos ii) 2nd & subsequent Rehearsal - 40 Nos iii) Final Rehearsal & Programme Day - 60 Nos	1 Gross		
1.2	Hiring charges of twin top Speaker with low speaker (For Final Rehearsal & Programme Day) - 8 Nos			
1.3	Hirng charges of high wattage speakers box with stand (for Final Rehearsal & Programme Day) - 4 Nos			
1.4	Hiring charges of Digital mixture & Laptop with MOSFET Machine (24 channel) i) For Rehearsal Days - As required ii) Final Rehearsal & Programme Day -3 Set			
1.5	Hiring charges of Monitor speaker box for commentators (For Rehearsal Days & Programme Day) -2 Nos			
1.6	Hiring charges of Best quality Monitor Speaker box for singers (For Rehearsal Days & Programme Day) -2 Nos			
1.7	Hiring charges of SM 58 Microphone with stand i) for Singers - Final Rehearsal Day & Programme Day - 6 Set ii) For Commentators - Rehearsal Days & Programme Day - 3 Set			
1.8	Hiring charges of DVD Machine (Best Quality) (for use from Netaji Statue to Fort William Gate with Amplifier machine, mixing console and other necessary standby equipment). (For Rehearsal Days & Programme Day) - 1 Set			
1.9	Hiring charges of Cordless Microphone with Receiver & Battery complete set for singers (ForFinal Rehearsal Day & Programme Day) - 3 Set			
1.1	Hiring charges of Gooseneck Microphone for announcement (For Final Rehearsal Day & Programme Day) - 2 Set			
1.11	Hiring charges of Snake cable and Jack for connection (For Final Rehearsal Day & Programme Day) - as required			
1.12	Hiring charges of Plug Board with connecting wires, complete set - As required			
2	For Emergency Announcement			
	Hiring charges of 24"/42" Trumped Horn with connecting wires.- 20Nos (For emergency announcement at starting point to Netaji statue (along the Red Road opposite to saluting dias side) with suitable microphone with stand and amplifier machine, mixing console and other necessary stand by equipments, for the use of police authority and to be completed by within final rehearsal days.	1 Gross		

3	At Debriefing Point			
	Hiring charges of Sound system arrangement at debriefing point with hi-fi speaker box with high and low frequency tweeter & amplifier machine, mixing consol and suitable microphone with stand and power point. For Rehearsal Days (Speaker- 8 Nos, Microphone- 4 Nos., Cordless-1 No with connecting wire and all other associated items.)	1 Gross		
4	At Starting Point			
	Hiring charges of 24"/42" Trumpet Horn. With connecting wire for all Rehearsal Days & Programme Day - 6 Set (For General announcement at starting point with amplifier machine, mixing consol and suitable microphone with stand & other accessories with power back up system).	1 Gross		
5	Power back up for PA system			
	Hiring charges of 62.5 KVA DG Set (Sound proof) including fuel i) For All Rehearsal days - 1 nos ii) For Final Rehearsal and Programme day- 2 nos (Considering 1 no as back up)	1 Gross		
6	Earthing Arrangement			
	Temporary Earthing below ground level for electrical installation and PA system on hire basis and dismantling the same after programme - 4 Set	1 Gross		
7	Electrical installation			
	Hiring charges of Panel board with 4 way MCB outgoing connection ,100 Amp Busbar Chamber with 100 Amp. Changeover switch & 100 Amp. incoming main switch with Danger Board and Phase Indicator Lamps including necessary cables, wires, electrical fittings & fixture for PA system temporary control room.	1 Gross		
8	Govt. taxes			
	Including all Govt. taxes	1 Gross		
	Grand Total			

N.B: i) Sufficient nos. of skilled technicians under the supervision of sound & electrical engineer should be deployed by the agency.

ii) The agency should provide sound output for live feed to electronic media. They have to arrange necessary infrastructure for the purpose.

Note: For a single instance only one schedule of component has to be provided.

Date :

Signature of the Bidder

Stamp:

ANNEXURE II

To,
The Director of Information &
E.O. Special Secretary,
I & C A Department,
Nabanna, Howrah

Sir,

I have carefully gone through the Terms & Conditions contained in the document [No.] regarding Appointment of an Agency for the work related to **“supply of P.A. System for Red Road in c/w observance of Independence Day”** being organized by I & C A Department.

I declare that I/ my agency or firm will abide all the Terms & Conditions as mentioned in the Tender document.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

ANNEXURE III

To,
The Director of Information &
E.O. Special Secretary,
I & C A Department,
Nabanna, Howrah

Sir,

I have carefully gone through the Terms & Conditions contained in the document [No.] regarding Appointment of an Agency for the work related to **“supply of P.A. System for Red Road in c/w observance of Independence Day”** being organized by I & C A Department.

I declare that I have the ability to execute the order within very short notice as when required and for compiling the same with adequate owned mobility facility and resourceful permanent manpower.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

ANNEXURE IV

To,
The Director of Information &
E.O. Special Secretary,
I & C A Department,
Nabanna, Howrah

Sir,

I have carefully gone through the Terms & Conditions contained in the document [No.] regarding Appointment of an Agency for the work related to **“supply of P.A. System for Red Road in c/w observance of Independence Day”** being organized by I & C A Department.

I declare that I/ my agency or firm will supply all the branded items as mentioned in the Tender document.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address: