



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

No. 654/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 printing of invitation cards, envelopes, car parking stickers, certificates, etc. 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/](http://www.wb.gov.in/) [www.egiyebangla.gov.in](http://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. 654/ 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. 654/ICA/HSC/22 Date: 20.07.2022**' for the work related to printing of invitation cards, envelopes, car parking stickers, certificates, etc. 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.**
  - 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. Samples to be provided from Nabanna, 9<sup>th</sup> Floor, Room No. 906, Hospitality & State Ceremonies Wing, Information & Cultural Affairs Department.
13. 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:**

<b>Stage -1</b>			
<b>Technical evaluation (Non-price criteria)- 100</b>	<b>Criteria</b>	<b>Maximum Score</b>	<b>Marks allotted by the evaluator</b>
<b>1</b>	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	
<b>2</b>	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	
<b>3</b>	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	
<b>4</b>	All necessary documents for participation in bid	25	
<b>5</b>	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	
<b>Total marks scored at stage 1</b>		<b>100</b>	

**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 <b>Rs. 10,000/- (Rupees Ten Thousand)</b> only by Demand Draft drawn in favour of “ <b>Director of Information &amp; E.O. Spl. Secretary, Information &amp; Cultural Affairs Department</b> ”, 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. 654/ICA/HSC/22 Date: 20.07.2022**  
**Financial Bid Format**

(Price to be quoted here in this sheet)

**The work related to printing of invitation cards, envelopes, car parking stickers, certificates, etc. in c/w  
observance of Independence Day**

<b>Sl. No</b>	<b>Description of Work</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
1	Printing of VIP invitation Cards along with envelop and car parking stickers (as per approved sample)	3000 Nos		
2	Printing of General invitation Cards along with envelop and car parking stickers (as per approved sample)	9000 Nos		
3	Special car parking stickers (as per approved sample)	400 Nos		
4	Folder (as per approved sample)	2000 Nos		
5	Certificate for participants in Independence Day programme (as per approved sample)	3000 Nos		
6	Invitation card for programme of Independence Day at Gandhi Ghat (as per approved sample)	600 Nos		
7	Including all Govt. taxes	1 Gross		
	<b>Grand Total</b>			

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 “**printing of invitation cards, envelopes, car parking stickers, certificates, etc. 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 “**printing of invitation cards, envelops, car parking stickers, certificates, etc. 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 “**printing of invitation cards, envelopes, car parking stickers, certificates, etc. 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: